Illinois State Board of Education
Nutrition Department
Child and Adult Care Food Program

Monthly Documents Checklist

Month/Year _____

Menu and Meal Service Documentation

- □ Menus
- □ Medical Authority Modified Meal Request Form*
- □ Infant Formula/Food Waiver Notifications*

Enrollment and Eligibility Documentation

- □ Enrollment Forms (67-98)* (At-risk, license-exempt outside school hours and emergency shelter programs are exempt)
- □ Household Eligibility Applications and Instructions (69-88)* (Head Start, Even Start, at-risk and emergency shelter programs are exempt)
- □ Electronic Direct Certification printouts from IWAS* (Head Start, Even Start, at-risk and emergency shelter programs are exempt)
- □ Intake documentation* (emergency shelters only)
- □ Master List (67-95); Master List for Emergency Shelters (67-92); Master List for Head Start or Even Start (65-10)*
- □ Attendance

Meal Count Documentation

- □ Meal Participation Records (68-75D); (68-75); (69-04); and/or At-Risk Meal Count Forms (69-14)
- □ Meal Participation Records for Adults (68-31)
- □ Total Meals Recap (67-22)

Training Documentation

- □ Training Form (67-25)*

Financial Documentation

- □ Itemized invoices/receipts for all expenses
- □ Itemized documentation for all revenues
- □ Delivery tickets (for contracted meals only)
- □ Food Donations (68-77)
- □ Cash Disbursements (67-24)
- □ Personnel Activity Reports (67-54)
- □ Monthly Profit or Loss Summary (67-93)
- □ Monthly Milk Purchase Estimate (68-50)
- □ Annual Financial Report Spreadsheet

Claim for Reimbursement Documentation

- □ For-profit Eligibility Form (67-91) plus supporting documentation (for-profit institutions only)
- □ Monthly claims (available in WINS)

*These documents are valid for 12 months upon completion, but may be referred to monthly. Additionally, as new children enroll or as new staff is hired, these documents must be collected or updated and maintained.

Updated October 2025