

# Child and Adult Care Food Program Review Checklist

During the Child and Adult Care Food Program (CACFP) review, the state agency will review program records for compliance with federal and state regulations. The following checklist will assist in preparing for the review. Records for the current fiscal year must be available for review.

Forms and program requirements can be obtained on the Nutrition Department website located at <http://www.isbe.net/nutrition>. On the website, scroll down and click on the first green box labeled “*Child and Adult Care Food Program*”. On this screen, look on the left side and find the header, “Resources.” Scroll down and click on *Forms and Documents*.

## Record Keeping

\_\_\_\_ Original records must be maintained for three years plus the current year.

\_\_\_\_ Daily attendance and sign-in/sign-out records will be evaluated.

\_\_\_\_ CACFP enrollment documentation for all children will be evaluated. Click here for a sample form: [FY 22 Enrollment Form](#). A version in Spanish is also available on the website.

\_\_\_\_ Information on annual staff training must include the following. Click here for a sample form. [Training Form](#)

- Date and location
- Topics presented
- Names of participants

\_\_\_\_ Contracts, Letter of Renewal, or Small Purchase Agreements for vended meals will be reviewed. [Click on this link and scroll down to Vendor Contracts](#)

\_\_\_\_ Documentation of civil rights training to frontline staff and supervisors must be available for review. [Civil Rights Training Information](#)

## Eligibility Documentation

\_\_\_\_ Documentation for children directly certified will be evaluated. Income Eligible Medicaid is now an acceptable category for Direct Certification.

\_\_\_\_ Income applications must contain the required information. Click here for a sample form. [FY 22 Household Eligibility Application](#). A Spanish version is also available online.

- Names of all household members
- All household income and how frequently received
- Signature of an adult household member
- Last four digits of the social security number of the adult household member who signs the application

\_\_\_\_ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:

- **Accurate** case number. Case numbers must be nine digits.
- Signature of an adult household member.

\_\_\_\_\_ Adequate eligibility for foster children must be on file. Documentation may include:

- A current Household Eligibility Application which includes:
  - The name of the foster child.
  - Box checked to apply for the foster child or children. More than one foster child may be included on a single application.
  - The signature of an adult guardian with whom the foster child(ren) resides.

**OR**

- A copy of the current legal document from DCFS, court, or foster care agency.

\_\_\_\_\_ Applications must be correctly approved for free and reduced-price meals based on the current United States Department of Agriculture (USDA) income guidelines. Click here for the current income guidelines. [Income Eligibility Guidelines Effective July 1, 2021 through June 20, 2022](#)

\_\_\_\_\_ Documentation of official action must be on all applications. This includes the designation of category and the signature and date of determining official.

\_\_\_\_\_ A current master list should be maintained. Click here for a sample [Master List](#).

\_\_\_\_\_ For Head Start/Even Start centers, a current list of Head Start children must be available. The list must include a statement certifying the children are currently enrolled as participants. This must be signed and dated by a Head Start staff member. Click here for a sample [Head Start Master List](#).

\_\_\_\_\_ For emergency/homeless shelters, eligibility/intake documentation must be available for each child claimed. Click here for a sample form. [Emergency/Homeless Shelter Master List](#)

### **Claim for Reimbursement**

\_\_\_\_\_ Current fiscal year monthly Claims for Reimbursement of each site must be available for review.

\_\_\_\_\_ Daily Meal Participation Records must be available to support each site's Claim for Reimbursement. Click here for a sample [Meal Participation Record](#) and [Total Meals Recap](#)

\_\_\_\_\_ If applicable, the private for-profit eligibility documentation that supports each site's 25 percent eligibility must be available for review. Click here for a sample [For Profit Eligibility Form](#).

### **Meal Count Procedures**

\_\_\_\_\_ Meal counts must be recorded accurately at meal service time.

\_\_\_\_\_ Counts must be recorded for program and non-program adults at the bottom of the meal participation record. Or click here for a sample [Adult Meal Count Record](#).

**Menus and Meal Service** – The infant and child menus from the review month for each meal service must be available and will be evaluated for compliance with daily component requirements. In addition, a five day week from the month of review will be evaluated to determine compliance with detailed menu planning rules. Please have the following available at the time of the review.

\_\_\_\_\_ Menu records for infants and children must identify the meal components for all meal services and the date each menu was served. Click here for the meal pattern charts. [Child Meal Pattern](#) and [Infant Meal Pattern](#)


- Menu must be dated.
- Menu must list all meal components offered daily.
- Menu must identify the specific food items served each day (If serving fruit, specify the fruit served such as peaches or applesauce. If serving juice, identify apple or grape).
- Menu must list the types of milk served and their fat content.
- Menu must identify the whole grain item offered each day.
- Click here for a sample [Menu Template](#) or a sample [Cycle Menu Template](#).


\_\_\_\_\_ For the selected five day menu week and observed meal service on the day of review, processed food items (i.e. chicken nuggets, fish sticks, frozen hamburger patties, corn dogs, canned ravioli, deli meats, etc) must have either a Child Nutrition (CN) label or a Product Formulation Statement (PFS) from the manufacturer. [CN Label Information](#) or [PFS Tip Sheet](#)

\_\_\_\_\_ For the selected five day menu week and observed meal service on the day of review, food items that have 2 or more ingredients combined must have a standardized recipe (i.e. any type of sandwich, spaghetti with meat sauce, any casserole dishes, etc). [Sample Standardized Recipes](#)

\_\_\_\_\_ For the selected five day menu week and observed meal service on the day of review, yogurt, breakfast cereals, and whole grain items on the menu must have a copy of the Nutrition Fact label and ingredient statement.

\_\_\_\_\_ Meals observed on the day of review must contain all required components in the proper serving sizes.

\_\_\_\_\_ Adequate documentation must be on file when changes are made to a child's meal with a disability. Click here for a sample [Medical Authority Modified Meal Request Form](#) 

\_\_\_\_\_ Adequate documentation must be on file when substitutions are made to a child's meal without a disability. Click here for [Modified Meal Request](#) 

### **Non-Dairy Beverages**

Participants who cannot consume cow's milk for a medical reason or life-style choice may be served a non-dairy beverage that is nutritionally equivalent to milk.

- When served for life-style choice, the parent/guardian or the adult participant (or a person on-behalf of the adult participant) must provide a written request for serving the non-dairy beverage; a medical statement is not required.
- Non-dairy beverages that are not nutritionally equivalent to cow's milk are only reimbursable when a medical statement is on file.
- Programs may claim the meal for reimbursement when either the Program or a parent/guardian or adult participant supplies a non-dairy beverage nutritionally equivalent to cow's milk.
- Non-dairy beverages served to children 1 through 5 years old must be unflavored.

## Expenditures

\_\_\_\_\_ The following expenditure documentation will be evaluated:

- Cash disbursements journal. Click here for a sample [Cash Disbursements form](#).
- Itemized receipts for food/milk. Ensure all unallowable items are identified.
- Itemized receipts for nonfood supplies. Ensure all unallowable items are identified.
- Documentation of administrative labor and operational labor (if applicable), including personnel activity reports, payroll records and paystubs. Click here for a sample [Personnel Activity Report](#).
- Depreciation allowance (if applicable).
- Documentation of overhead expenditures (if applicable).

\_\_\_\_\_ An evaluation of milk purchases will determine if adequate quantities have been purchased. Click here for a sample form. [Monthly Milk Purchase Estimate](#)

\_\_\_\_\_ An evaluation of vended meal purchases will determine if adequate quantities have been purchased. (if applicable)

\_\_\_\_\_ Documentation to demonstrate a non-profit food service program (Monthly Profit/Loss Summary) must be maintained by the sponsor. Click here for a sample form. [Monthly Profit/Loss Summary](#)

\_\_\_\_\_ Proofs of payment (bank statements, cancelled checks, EFT deposit verification, etc.) for all CACFP expenses must be available for review.

## Civil Rights

\_\_\_\_\_ Data regarding the target population by ethnic/racial category must be on file.

\_\_\_\_\_ Ethnic/racial category data regarding the beneficiaries of the program must be on file. Click here for a sample [Ethnic and Racial Data Collection Sheet](#).

\_\_\_\_\_ The following public notification requirements must be fulfilled:

- USDA-approved poster must be displayed. To request additional posters, contact our office at [cnp@isbe.net](mailto:cnp@isbe.net).
- Informational materials must be made available in the appropriate translation, as needed.
- [Building for the Future](#) brochure must be posted. (New brochure this year)
- Program materials must include the nondiscrimination statement and the procedure for filing a complaint. [Link to statement and procedure](#). (Go to the bottom of the page, to the "Civil Rights Statement" section)

## Sanitation

\_\_\_\_\_ Sanitation procedures must be correctly implemented.

\_\_\_\_\_ Board of Health sanitation reviews must be maintained.

\_\_\_\_\_ Board of Health citations must be corrected.

## Multi-Site Sponsors

\_\_\_\_\_ Multi-site sponsors must adequately train the monitoring staff. The training topics which must be included are identified below. Click here for a sample [Training form](#).

- Meal pattern requirements
- Meal counting procedures
- Claims submissions and edit checks
- Recordkeeping requirements
- An explanation of the program's reimbursement system
- Civil rights

\_\_\_\_\_ Documentation of three required annual monitoring reviews, per site, must be maintained. Monitoring reviews from the prior and current fiscal year must be available for review. Click here for a sample [Monitor Review Form](#).

\_\_\_\_\_ Documentation of pre-approval visits for each new site must be maintained. Click here for a sample [preapproval visit form](#).

\_\_\_\_\_ If household contacts have been conducted, documentation of the process must be available for review.

\_\_\_\_\_ Documentation of the two required edit checks must be available. The required edit checks are identified below. Click here for a sample [edit check form](#).

- Approved meal services
- Maximum number of meals

\_\_\_\_\_ The sponsor must maintain information concerning disbursements of funds to each site (if applicable).

\_\_\_\_\_ The following documentation for each site must be available for review at the sponsor's office:

- Eligibility documentation for free and reduced-price meals.
- Daily Meal Participation Records.
- If applicable, private for-profit eligibility attachment and documentation that supports each site's 25 percent eligibility. Click here for a sample [for profit eligibility form](#).

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