

Illinois State Board of Education
Nutrition and Wellness Programs
Child and Adult Care Food Program
Annual Documents Checklist

Fiscal Year _____

(October 1, 20XX – September 30, 20XX)

WINS Documentation (all sponsors)

- Sponsor Questionnaire
- Permanent Agreement
- Site Questionnaire
- Approval Letter
- Annual Financial Report

Additional WINS Documentation (multi-site sponsors only)

- Budget
- Sponsor Review
- Monitoring Review Schedule
- Bylaws
- Organizational Chart
- Mission Statement
- Conflict of Interest Employee Policy

Program Documentation

- Enrollment Forms (67-98)* (exempt: at-risk, license-exempt outside school hours and emergency shelter programs)
- Household Eligibility Applications and Instructions (69-88)* (exempt: Head Start, Even Start, at-risk and emergency shelter programs)
- Electronic Direct Certification printouts from IWAS* (exempt: Head Start, Even Start, at-risk and emergency shelter programs)
- 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)*
- Parent Letter (69-49) (exempt: Head Start, Even Start, at-risk and emergency shelter programs)
- Income Eligibility Guidelines (exempt: Head Start, Even Start, at-risk and emergency shelter programs)
- Physicians Statements for Food Substitutions (67-48)*
- Infant Formula/Food Waiver Notifications*
- Ethnic and Racial Data Collection Document
- Program Announcement (new institutions only)
- Monitor Review Forms (67-59) and/or At-Risk Monitor Forms (67-77) (multi-site sponsors only)
- Preapproval Visit Form (67-60) (multi-site sponsors adding a new site only)

Training Documentation

- Training Form (67-25)*

Financial Documentation

- Vendor Contract(s) (69-99) and/or (67-89) and/or (68-62); (67-90); (85-34) (for contracted meals only)
- A-133 Audit (only for not-for-profit institutions expending \$750,000 or more in federal funds in a fiscal year)

*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.