**CACFP Record Keeping & Program Requirements**

Do attendance records as well as attendance on the day of site visit show attendance levels at or below licensed capacity?

**Attendance** Records for Review Month

**\*\*Remember: Families are not required to fill out a meal benefit application, however, all children without a current meal benefit application MUST be claimed under the ‘paid’ category\*\***

Are meal benefit applications updated **ANNUALLY**?

\*\*If your review month is October 2016 and you have a meal benefit form dated 9/1/15, this would not be considered acceptable for CACFP documentation and that child would have to be claimed under the ‘paid’ category until the time that a new application is received\*\*

Do the applications contain all of the required information in order to make a determination?

Have the applications been determined correctly using the current income guidelines and the have determinations been transferred to the roster and/or claim correctly?

Complete Enrollment Packets to families must include:

* Current Meal Benefit for w/ Instructions
* Letter to household
* Current WIC Information
* Parent Notification Letter of CACFP
* Day/Time/ Meal in Care data

Enrollment documents on file for each child **MUST:**

* Be updated **ANNUALLY**
* Be signed and dated by a parent/guardian
* Include the child’s name, birthday, usual days & time in care and the meals that the child is to generally receive while in care

\*\*If your review month is October 2016 and you have an enrollment form dated 9/1/15, this would not be considered acceptable for CACFP documentation\*\*

Do all children in attendance have completed **enrollment** documents?

Do the enrolled children for the review month have completed, current **meal benefit applications** to match the numbers as claimed for that month? \*\*For profit centers must ALSO maintain **Title XX** Documentation monthly\*\*

Do menus or other meal documentation show the correct **serving size** for all components?

Are the menus **dated?**

If the sponsor is using a caterer, is there a current **contract** on file with supporting documentation to show that the vendor was **procured** in a competitive way?

Has the sponsor solicited quotes and awarded a new contract at least once every **FIVE YEARS**?

Has the sponsor continued to sign annual renewals with the chosen vendor every year since the date of the original contract?

Is the sponsor using the RIDE prototype contract documents?

Did the sponsor solicit for at least 3 price quotes and maintain documentation of responses?

Are there dated **receipts** on file to correspond with the menu for the month?

**\*\*Remember: Even sites using a caterer are responsible for ensuring the compliance of their own menus!\*\***

Are any **substitutions** noted on the menu?

Do menus list the **specific foods** served? (i.e. “apples” instead of “fruit”)

Do the menus reflect compliance with the **meal pattern** for that meal type and age range?

Are there **menus** on file showing the components served for all meals claimed during the review month?

For sites using a caterer, are delivery tickets indicating meal components & portion size maintained along with receipts for all meals claimed?

Do receipts reflect that the center is ‘shopping around’ for the lowest cost items?

Do receipts show only **allowable** CACFP costs OR is there a system in place to differentiate CACFP purchases from other purchases?

Do receipts show that food was purchased in enough quantity to meet the minimum portion size for the number of meals claimed?

Do receipts match the menu and reflect all required components for all meals claimed?

Are temperatures of cold holding equipment taken daily and logged? \*\*Fridges should be between 32 and 40 degrees Fahrenheit and freezer should be at 32 degrees Fahrenheit or below\*\*

Is there documentation on file and does the site visit reflect practices to ensure that all food is being served **safely?**

If hot food is being delivered by a vendor, are delivery temperatures being taken and recorded? \*\*Hot food should be delivered at or above 135 degrees Fahrenheit\*\*

Does the site have all required **postings** in a conspicuous area?

Are **meal counts** being taken at the time of service and is the documentation maintained?

Are all chemicals stored safely in a separate location from food storage?

Most recent **health inspection** report

Current **Certified Food Safety Manager License** \*\*For self -prep sites only\*\*

Current **Food Business License**

Current **child care license**

Current **“Building for the Future”** poster – contact RIDE for copies

Current **“And Justice for All”** poster – contact RIDE for copies

For self-prep sites, is there a certified food safety manager on site?

Do meal counts differ daily and are they at or below documented daily attendance levels?

Are all meals being claimed served within the approved meal times?

Have meal counts been transferred correctly from the count sheet to the claim?

Are meal counts kept separately from attendance?

Are meals counted at the time of service and only AFTER children have been served all required components for a reimbursable meal?

**Remember: All records referenced above must be maintained on site for at least 3 years PLUS the current year!**

For sponsors with multiple sites: Is documentation kept to show that sites are being **monitored** for compliance with the above requirements?

Has every site been monitored at least 3 times annually?

Have at least 2 out 3 visits for each site been unannounced?

Has no more than 6 months lapsed between monitoring visits for each site?

Do site monitoring visits reflect the review of multiple meal service periods over the course of the year?

Were the results of the monitoring visit shared with on-site staff?

If corrective action was required, do follow up visits reflect compliance?

Do training agenda reflect CACFP-specific civil rights training being conducted annually?

Is there a process in place for training new staff?

Do training efforts match the training plan as submitted as part of the sponsor’s annual agreement renewal with RIDE?

Are training agendas and sign in sheets maintained?

Has all staff with responsibility for administering the CACFP been **trained** on general program requirements as well as civil rights at least annually?

\*\*Remember: You should never ask families for racial/ethnic date – the beneficiary data form should be completed as a ‘best guess’ of the population in attendance on the date of completion

Are translated materials available as appropriate to prevent barriers from program participation?

Has the Beneficiary Data form been completed ANNUALLY by October of each year?

Does the population on site reflect the average makeup of the surrounding neighborhood as documented on the **Annual Beneficiary Data** form?