**Monitoring Review Checklist**

\*Records required within 1 hour of reviewer’s arrival\*

\*\*CFNA has the authority to disallow up to 12 months of reimbursements\*\*

[ ]  Income Eligibility Forms accurately completed and documented (CACFP-205)

[ ]  Daily dated attendance records (CACFP-213)

[ ]  Enrollment records CACFP enrollment form (CACFP-229) or SCCR/CACFP combined enrollment form with original date of enrollment for all children

[ ]  Daily dated menus that meet CACFP requirements

[ ]  Daily dated meal count sheets

[ ]  Documentation of Non-Profit Food service includes verification of income to your food program and food service expenditures including: food and milk purchase receipts, food service labor documentation and indirect costs (CACFP-214)

[ ]  Annual CACFP training documentation of all required topics conducted by the center management staff, which includes dates, locations, topics, and names of staff participants (CACFP-222)

[ ]  Current sanitation inspection report conducted by the state or local health department, if applicable

[ ]  “And Justice for All” and “Building for the Future” posters placed in a location visible to the public and CACFP information that is provided to parents in a prominent location

[ ]  Annual beneficiary data report completed by visual identification (CACFP-226)

[ ]  Commercially processed food documentation: CN labels and/or manufacture’s Product Formulation Statement (PFS) documentation to verify the food portion and meal pattern contribution

[ ]  Catered/vended meal required records: food service contract, current sanitation inspection and production records for all catered meals (CACFP-223)

[ ]  Medical food substitution forms, if applicable (CACFP-227)

[ ]  Current Child Care License issued by the Missouri Department of Health & Senior Services, Section for Child Care Regulation, if applicable

[ ]  Individual Infant and Toddler Feeding and Care Plan & Meal Records (CACFP-215, 216 & 217)

[ ]  For-profit centers must provide a current contract with Family Support Division and vendor invoices for participants who receive Title XX benefits

[ ]  Sponsoring Organizations (two or more facilities), documentation of Site Monitoring Visit Reports (CACFP-404)