

## Checklist of Required CACFP Documents Adult Care Component

For forms or more information refer to: [Adult Care Guidance Memorandums](#) and [CACFP Webcast Trainings](#)  
*This checklist may not be all inclusive*

### Each site participating on the CACFP (*Guidance Memo 8A*)

- Post the “And Justice For All” poster in a place visible to the public

### Distribute to all current households and include in enrollment packets

- Household Size-Income Statement and Household Letter (Guidance Memo 1A)

### Complete Annually-*Civil Rights Documents (Guidance Memo 8A)*

- Complete the *Ethnic and Racial Data Form* and keep on file
- Conduct Civil Rights training to all staff that interact with program applicants or participants and those who supervise these staff (required training handout on Guidance Memo Website, under 8A)

### Update Annually

- Distribute a new and current Fiscal Year Household Size-Income Statement (HSIS) and Household Letter for all enrolled participants (Guidance Memo 1A). Collect and determine HSIS. *These documents are revised each year in July (All households must complete new forms each year)*
- On-line Contract (*also update any time changes occur; refer to Guidance Memo 9A*)

### Complete Monthly and keep on file

- Household Size-Income Record (Guidance Memo 1A)
- Reimbursement Claim (Submit On-line) (Guidance Memo 3A)
- Dated Menus: List WGR items, cereal names, and specific fruits and vegetables (*note changes on menu*) (Guidance Memo 12A)
- Expense documentation including receipts, invoices, payroll records for CACFP staff, and CACFP expense tracking system, i.e., DPI General Ledger, other accounting program, etc. (Guidance Memo 11)

### Complete Daily and keep on file with claim records for the month (Guidance Memorandum 9A)

- Production Records
- Time of Service Meal Counts
- Daily Attendance Records

### Meal Support Documentation

- Product Information (package, picture or copy of product package including the name of item, Nutrition Facts Label and Ingredients) for the following items (*if served*):
  - Breakfast cereal
  - Whole grain-rich foods
  - Yogurt
  - Tofu
- Child Nutrition (CN) labels or Product Formulation Statements (PFS) for store-bought combination foods (e.g. chicken nuggets, fish sticks) and pre-cooked foods containing fillers (e.g. meatballs)

### CACFP Financial Report (Guidance Memorandum 11)

- All independent centers - submit annually online (due November 1)
- All sponsoring organizations – submit quarterly online (due Mar 1, June 1, Sept 1, Dec 1)

### Sponsoring Organizations only (*2 or more sites participating in the CACFP*) (Guidance Memo 5A)

- Claim Edit Checks (Guidance Memo 3A and 5A)
- Monitoring documentation for each site (CACFP Pre-operational Visits and CACFP Reviews)
- Annual training for all staff with CACFP responsibilities