CACFP Records Checklist

Study Month
We recommend keeping the study month records for each site in its own binder, separate from the monthly records.

- Attendance and/or sign-in/out records.
- A copy of the CACFP Attendance Roster(s) needs to be provided to the program specialist at least one week prior to the review date.
- Enrollment/Income-Eligibility Applications (E/IEA).
- Enrollment Forms (except at-risk, outside-school-hours, and adult centers and emergency shelters).
- Categorical eligibility documentation for adult centers.
- Head Start/ECEAP Institutions: Head Start/ECEAP grantee list of enrolled children by name with enrolled and exit (if applicable) dates.

Review Month
Sponsors must maintain the following records on a monthly basis. Paperwork from each month of the year should be kept separate from one another in its own binder. A monthly binder should be created for each site operated by the sponsor. When you are notified you will be reviewed by OSPI, have the binder(s) from the correct month ready for our review.

- Enrollment/Income-Eligibility Applications.
- Enrollment Forms, if used.
- Attendance records.
- Meal count records. Example Child Meal Count Form; Example Infant Meal Record
- Claim month menus (including infants, if claimed).
- CN labels or Product Formulation Statement for ready-to-serve entrees (i.e., burritos, ravioli, pizza) and deli meats.
- Recipes for scratch-prepared or quick-scratch-prepared items
- Ingredients and nutrition labels for all grain items
- Infant Meal Forms, if claiming infants.
- Itemized receipts and invoices for food service operation.
- Labor hours and wages for food service employees.

For-profit institutions must also provide supporting documentation for the study month and for the claim month to verify claiming eligibility for each site claiming.

Miscellaneous Records to Review

- Medical Statements/Fluid Milk Substitution Forms
- Food handler’s permit(s)
- Staff training documentation to include the attendees, date, and topics
- Procedure for processing civil rights complaints
- "And Justice for All" poster on display
- Institutions with Multiple Sites: The last three Site Review Forms for each site.

Please note all CACFP pertinent records must be maintained for three (3) fiscal years plus the current fiscal year.