

Items needed for the CACFP Center Review

Documents:

- Copy of your contract to operate the CACFP
- Income Eligibility Forms (IEFs)
- Documentation of annual training to staff about the CACFP and Civil Rights
- Most recent sanitarian's report
- Parent Handbook/Information given to parents that contains mention of the CACFP and Civil Rights

If a non-profit organization:

- Board chair name, home address, date of birth
- Minutes of the most recent board meeting that mentions the CACFP

For the month being reviewed: _____

- Menus
- Food Production Records
- Meal Participation Record
- Monthly Attendance Record (for Free, Reduced & Paid)
- Original receipts for food & milk purchases
- Payroll documents for cook & CACFP administration
- Payment documentation and pink worksheet
- Sign In and Out Records

Thank you