

Most Common Errors Found During CACFP Reviews

Listed below are some of the most common errors we find during the reviews we perform each year. A reviewer may discover some of these errors during a review or may find errors not listed here. Please keep in mind that this list is not inclusive of all possible errors. Center directors and staff are reminded that Montana State CACFP staff are always willing to help and will assist with any questions or concerns you might have. Contact us at (888) 307-9333.

1. Income Eligibility Meal Benefit Forms contain errors.
2. Monthly Attendance Records contains errors.
3. Insufficient milk purchased for meals claimed.
4. Food purchase receipts contain errors. Food service labor documents contain errors.
5. Food purchase receipts not separated from non-foodservice purchases.
6. Personal items included in error on business receipts.
7. Menu substitutions not indicated on menu.
8. Refrigerator and freezer temperatures not maintained within the required range.
9. Current sanitarian's report not available (less than 12 months old)
10. Center staff training not completed or not documented.
11. For non-profit centers, CACFP oversight not mentioned in board minutes.
12. Non-discriminatory statement not included in parent handbook.
13. Required posters not posted.