

**The following CACFP documents must be uploaded into CNP Web on or before Due date for the Site Being Reviewed:**

- Dated, itemized invoices/receipts for CACFP food and non-food expenses for the review month. Please differentiate between CACFP expenses and non-CACFP expenses on receipts that have non-CACFP expenses.
- Food Service Management Company (FSMC) or School Food Authority (SFA) contracts for food provided during review month (if applicable).
  - Procurement records for each FSMC or SFA contract that has an entire contract price of \$50,000 or more
- Payroll records for the review month for everyone listed in CACFP Budget as having CACFP duties and being paid with CACFP funds.
- Time sheets for the review month showing how many hours CACFP staff worked on CACFP administrative duties and CACFP food service duties. \*\*Only for staff paid with CACFP funds.
- Profit and Loss Statement for the institution for the review month (or detailed summary of all revenue and expenses for review month). If profit and loss statement shows a loss, please provide a statement regarding how your business remains financially viable.
- Proof of Non-Profit Status (if applicable)
- Roster of participants who were enrolled in CACFP during the review month.
- Menus and infant menus for the review month.
- Portion menus/production reports and infant portion menus for the review month (N/A for At Risk sites and Emergency Shelters).
- Child Nutrition (CN) Label(s) and/or Product Formulation Statement(s) (PFS) for commercially produced, mixed component dishes and processed meats served during the review month (if applicable).
- Standardized recipes for homemade, mixed component dishes served during the review month (if applicable).
- Meal counts for the review month.
- Attendance records for the review month.
  - Emergency Shelters only: a list of residents for the review month with their ages and dates of residency
- Most current CACFP In-House Training documentation [agenda(s) and sign-in sheet(s)] for all seven (7) required training topics for all CACFP staff. .
- The three (3) most current Monitoring Records, even if some are from the past Agreement year, [only for sponsors of more than one (1) physical site].
- Sponsor-Site Agreements for unaffiliated centers for **all** unaffiliated sites (if applicable).
- Documentation of educational/enrichment activities (e.g., schedule of activities) for month of review [At Risk Afterschool programs only].
- CACFP Questionnaire

**The following documents and procedures will be reviewed On-site on Date of on-site portion at Site being reviewed:**

- CACFP ‘And Justice for All’ poster
- WIC information (NA for At Risk sites and Emergency Shelters)
- Annual collection of Racial/Ethnic data for participating children (At Risk Institutions, Unaffiliated At Risk Sponsors and Emergency Shelters)
- Income Eligibility Forms (IEFs) [or enrollment records for Head Start sites] **for all sites**
- Roster of currently enrolled participants
- Plans of Care for participants (Adult Day sites only)
- State Agency memorandums/correspondence
- Posted menus and posted infant menus for the day of review
- Current Meal counts
- Current Attendance records
- Labels for all commercial grain products served during the day of review [and recipes for all homemade grains served during day of review (if applicable)]
- Labels for yogurts and ready-to-eat cereals served during the day of review [if applicable]
- Overall health, safety and sanitation of the facility
- Meal service observation