

**The following CACFP documents must be uploaded into CNP Web on or before Due date:**

(Please note: CACFP Questionnaires and instructions for uploading documents into CNP Web are located on the Maine CACFP Resources webpage:

<https://www.maine.gov/doe/schools/nutrition/cacfp/resources> )

- Sponsor/home agreement for each provider chosen for review
- Menus for review month for each provider chosen for review
- Meal count sheets for review month for each provider chosen for review
- Attendance records for review month for each provider chosen for review
- The 3 most current monitoring forms for each provider chosen for review, even if some of the visits were in the prior agreement year
- Documentation of annual provider training for **all** DCH providers (dated agenda and sign-in sheet or other proof of attendance for training for all sponsored providers)
- Proof of disbursement for the review month for **all** DCH providers. Please submit records that show when CACFP funds were received from the State Agency as well as when they were sent to providers
- Proof that appeal procedures were distributed to **all** providers, and the date of that distribution
- Proof of annual in-house training for CACFP administrative staff and monitors that have duties associated with the DCH portion of the CACFP
- Proof of the actual administrative expenses charged to CACFP for the review month (the amount reported on Line 18 of your sponsor level CACFP claim for the review month)
- Payroll records for the review month for everyone listed in CACFP Budget as having CACFP duties and being paid with CACFP funds
- Time sheets/time-attendance documents for the review month showing how many hours CACFP staff worked on CACFP administrative duties. **\*\*Only for staff working less than 100% of their time on CACFP duties that are paid with CACFP funds**
- Bank statement(s) for the institution for the review month
- Credit card statement(s) for the institution for the review month (if applicable)
- 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
- CACFP Homes Questionnaire