

Child and Adult Care Food Program MONTHLY DOCUMENTS CHECKLIST

Month/Year _____

Eligibility/Enrollment Documentation

- Master List of Eligible Children by site
- Daily attendance for each site
- Household Eligibility Applications*
- CACFP Annual Enrollment Forms*
- Intake documentation (emergency shelters only)

Claim for Reimbursement

- Monthly claims (available on Application and Claim Entry System [ACES])
- For-profit (only)—documentation showing 25 percent eligibility:
Subsidized monthly billing reports or free/reduced-price applications
- Monthly edits checks (sponsoring organizations)

Meal Counts

- Daily Meal Participation Records for all meals claimed
- Meal recap forms

Menus and Meal Service

- Menus served for all age groups for the entire month for all meals claimed
- Medical exception statements*
- Infant Formula/Food Waiver Notification form*

Expenditures

- Itemized receipts for food, milk, and other allowable expenses
- Documentation for vended meals (if applicable)
- Personnel Activity Report for both administrative and food service staff
- Cash Disbursement Journal
- Monthly Milk Purchase Summary
- Monthly Profit/Loss Summary
- Meal Counts Records for program and non-program adults

*As new children are enrolled you will obtain new applications, enrollment forms, medical exception statements (as necessary) and infant waivers (as necessary). These are filed with your annual documents.