

Monitoring Review Checklist for At-Risk Programs State Review

Records required within one hour of reviewer's arrival

Community Food and Nutrition Assistance has the authority to disallow up to 12 months of reimbursements

- Daily dated attendance records (CACFP-213).
- Daily dated menus that meet Child and Adult Care Food Program (CACFP) requirements.
- Daily dated meal count record tally for At-Risk Afterschool.
- Structured and regularly scheduled education or enrichment activities.
- Documentation of Nonprofit Foodservice includes verification of income to your food program and food service expenditures including: food and milk purchase receipts, food service labor documentation, and indirect costs (CACFP-214).
- Annual CACFP training documentation of all required topics conducted by the center management staff, which includes dates, locations, topics, and names of staff participants (CACFP-222).
- Current sanitation inspection report conducted by the state or local health department, if applicable.
- The most recent fire inspection report.
- "And Justice For All" poster placed in a location visible to the public and CACFP information that is provided to parents in a prominent location.
- Documentation of race and ethnicity data collected through self-identification and self-reporting method.
- Commercially processed food documentation: Child Nutrition (CN) labels and/or manufacturer's Product Formulation Statement (PFS) documentation to verify the food portion and meal pattern contribution.
- Documentation to verify the whole grain-rich requirement is met, such as the grain product ingredient list.
- Documentation to verify that grains served meet the minimum grain oz. eq. required by age. Documentation may include the product's Nutrition Facts Label, a CN label, a PFS, or a standardized recipe.
- Documentation to verify breakfast cereal (ready-to-eat, instant, hot cereals) and yogurt served are within the required sugar limits, such as the product's Nutrition Facts Label.
- Catered/vended meal required records: food service contract, current sanitation inspection, and production records for all catered meals (CACFP-223).
- Medical food substitution forms, if applicable (CACFP-227).
- Current Child Care License issued by the Office of Childhood, Child Care Compliance, if applicable.
- Documentation of site monitoring visit reports (CACFP-404).
- Enrichment program plans.