

FAMILY DAY CARE PROGRAMS

The administrative review of the Child and Adult Care Food Program will require the following documents:

1. CACFP Agreement (CFP-2) with the Department of Education for participation in the food program.
2. Management Plan (CFP 1S or 1M). This is the plan filed for training staff/providers, monitoring schedules and the administrative budget.
3. Site applications and sponsor-provider agreements.
4. Reimbursement stub for the review month (review month to be determined by the reviewer)
5. A copy of the claim submitted (FDC-1 or FDC 1A) for the review month (review month to be determined by the reviewer).
6. Menus and meal attendance/meal count records for the review month (review month to be determined by the reviewer).
7. Approved applications for free and reduced price meals.
8. Participant enrollment documentation.
9. Racial/ethnic designation of enrolled participants.
10. Statistics of racial/ethnic make-up of community served, if available.
11. Current EEC licenses for all providers.
12. Monitoring documentation.
13. Review Month Review Forms.
14. Review Consolidation Management Report.
15. Seriously deficient determinations, if applicable.
16. Documentation of staff training related to the CACFP within the last year to include date(s) of training, training topics and participants in attendance.
17. Receipts, payroll records and other documentation to validate operating costs associated with the CACFP, including administrative labor.
18. Tier I documentation: free and reduced price applications for providers, school or census data, verification documentation for Tier I status providers and free and reduced price applications for provider's own children if applicable, and provider notifications.
19. Tier II documentation: written options to identify income eligible children in care and free and reduced price applications for Tier I children in Tier II homes.
20. ESE approvals for CACFP documentations such as, but not only, training materials and modified forms.
21. Written CACFP policies and procedures.
22. Household contact documentation.
23. Block claim documentation.
24. Copy of the most recent audit report.
25. Copy of the last CACFP review.
26. Board of Director's information and meeting minutes for non-profit entities.