

EMERGENCY SHELTER 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 and most recent Certificate of Authority, if applicable.
2. Management Plan (CFP 1S or 1M). This is the plan filed for training staff, monitoring schedules, if applicable and the administrative budget.
3. Reimbursement stub for the review month (review month to be determined by the reviewer)
4. A copy of the claim (CFP-4) submitted for the review month (review month to be determined by the reviewer).
5. Vendor agreement for sites purchasing prepared meals.
6. Menus and meal attendance/meal count records for the review month (review month to be determined by the reviewer).
7. Emergency Shelter/Participation documentation.
8. Racial/ethnic designation of enrolled participants.
9. Statistics of racial/ethnic make-up of community served, if available.
10. Building occupancy permit, health inspection and fire inspection documentation.
11. Facility monitoring reports for sponsors with more than one site.
12. Seriously deficient determinations, if applicable.
13. Documentation of staff training related to the CACFP within the last year to include date(s) of training, training topics and participants in attendance.
14. Receipts, payroll records and other documentation to validate operating costs associated with the CACFP, including administrative labor.
15. Copy of the most recent audit report.
16. Copy of the last CACFP review.
17. Board of Director's information and meeting minutes for non-profit entities.