Materials Needed for a CACFP Monitoring Review

All records must be retained for 3 full fiscal years. All facilities must retain original records.
Download forms at: www.health.mo.gov/cacfp

- ☐ Daily attendance records (CACFP-213) **and** meal count sheets (CACFP-225 or CACFP-225A).
- ☐ Documentation of nonprofit foodservice includes verification of food service expenditures including: food purchase receipts or invoices; labor and indirect costs (CACFP-214), and income to your food program, if applicable.
- ☐ Daily dated menus that meet CACFP requirements.
- ☐ Documentation of ethnic and race data collected through self-identification and self-reporting methods (For example, enrolled sites - IEF/Enrollment, non-enrolled sites- Outreach & Beneficiary Data Survey (CACFP/SFSP-650). Compile data on Beneficiary Data Report (CACFP-226) or Sponsored Centers Site Visit Report (CACFP 404) if a sponsoring organization. Other forms may be approved by DHSS-CFNA to collect ethnic and racial data through self-identification and self-reporting methods.
- ☐ Recipes for homemade menu items.
- ☐ Processed food documentation: Child Nutrition (CN) label or manufacturer's Product Formulation Statement (PFS).
  - ➢ Frankfurters/hot dogs, bologna, and other similar products are creditable without a CN label when free of byproducts, cereals, or extenders. The product ingredient list from the original package for these items must be kept on file to document compliance.
  - ➢ Documentation to verify that commercial tofu served met protein requirements, such as the product's Nutrition Facts Label (NFL). A CN label or PFS is required for processed tofu products such as links and sausages made from tofu.
- ☐ Documentation to verify whole grain-rich requirements are met, such as a product ingredient list.
- ☐ Documentation to verify that the grains served met the minimum grain oz. eq. required by age. Documentation may include the product's NFL, a CN label, a PFS, or a standardized recipe.
- ☐ Documentation to verify breakfast cereals (ready-to-eat, instant, or hot) and yogurt served are within the required sugar limits, such as the product's NFL.
- ☐ If meals are catered/vended, a copy of the food service contract, most recent sanitation inspection, **and** production records for all catered/vended meals.
- ☐ Medical food substitution forms (CACFP-227), if applicable.
- ☐ Documentation of CACFP training (CACFP-222) conducted by the center management staff, which includes dates, locations, topics, and names of staff participants.
- ☐ A copy of the most recent sanitation inspection report conducted by the state or local health department, if applicable.
- ☐ "And Justice for All" and "Building for the Future" posters posted in a location visible to the public.
- ☐ If a sponsoring organization, documentation of site monitoring visit reports (CACFP-404) for the current **and** past year.
- ☐ Copy of the original contract agreement, along with contract amendments for the sponsor agency, if needed, contact the central office at 800-733-6251.
- ☐ Written procurement plan and code of conduct. Email CACFP@health.mo.gov to request the template and instructions.

Child Care Centers also need *original* documentation of:

- ☐ CACFP enrollment records (CACFP-229) or Office of Child Care/CACFP (MO 500-3317) combined form with the original date of enrollment for all children.
- ☐ Income Eligibility Form (CACFP-205) signed and dated by parent or guardian and center representative.
- ☐ CACFP Parent letter and any additional CACFP information provided to parents.
- ☐ "WIC outreach" poster posted in a location visible to the public.
- ☐ If licensed for infants, the individual Infant and Toddler Feeding and Care Plan form (MO 500-3306) **and** individual infant meal records.
- ☐ If contracted to provide care for children enrolled in Early Head Start or Head Start Programs, an official roster from the Head Start Administrative office must be provided to verify eligibility for free meals.
- ☐ For-profit centers must provide billing invoices for participants who are beneficiaries of Title XX.

Adult Day Care Centers also need *original* documentation of:

- ☐ Income Eligibility Form (CACFP-501) signed and dated by participant or guardian and center representative.
- ☐ CACFP enrollment records (CACFP-635) for all participants.
- ☐ An individual plan of care for each functionally impaired participant under 60 years of age.
- ☐ For-profit centers must provide billing invoices for participants who are beneficiaries of Title XX or XIX.
- ☐ CACFP Participant letter and any additional CACFP information provided to participants.

At-Risk Afterschool programs also need *original* documentation of:

- ☐ Enrichment program plans.
- ☐ Outreach & Beneficiary Data Survey (CACFP/SFSP-650).
- ☐ The most recent fire **and** sanitation inspection report, if applicable. This is required for all locations that do onsite meal preparation and all locations that care for children under the age of five.

Emergency/Homeless Shelters also need *original* documentation of:

- ☐ Daily resident roster documenting the participant's date of birth, the date the participant entered and left the shelter, and the dates the participant was claimed for meal reimbursement.
- ☐ Copy of the most recent fire **and** sanitation inspection report.
- ☐ Monthly donated food log.
- ☐ Outreach & Beneficiary Data Survey (CACFP/SFSP-650).