

# CHECKLIST FOR CACFP MONTHLY CLAIM

Before Submitting a CACFP claim this month, have I....



- ✓ Obtained an Enrollment form for every participant enrolled for care?
  - Are enrollment forms complete, signed and dated by parent/guardian?
  - Are there any outdated enrollment forms (> 1 year)?
  - Have enrollment forms been signed and dated in the Facility/Provider area of the form?
  
- ✓ Collected a completed *Provision of Breastmilk and Infant Formula and Provision of Baby Food* form for each enrolled infant?
  
- ✓ Obtained Income Eligibility Applications for participants?
  - Are Income Eligibility applications classified correctly?
  - Are they signed and dated in the Institution/Sponsor area?
  
- ✓ Summarized the enrolled participants as Free, Reduced or Paid (Denied)?
  
- ✓ Correctly identified day care home participants by tier? (applies only to Sponsors of Day Care Homes)
  
- ✓ Collected an Attendance sheet for all participants?
  
- ✓ Collected Menus for each meal served?
  - Are all menus complete and include creditable components?
  
- ✓ Collected Meal Count By Name forms and totaled them by Meal Type?
  
- ✓ Retained all supporting documentation to justify my claim before submitting my claim?
  
- ✓ Reviewed all:
  - Receipts for food and food supplies and any non-creditable items?
  - Other justifying documents such as timesheets and contracts to support the CACFP Administrative and Operating expenses approved in my CACFP Budget?