

CHECKLIST FOR CACFP MONTHLY CLAIM

At-Risk Afterschool Programs

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



- ✓ Collected daily attendance rosters or sign-in sheets for all participants?
- ✓ Summarized the number of participants for the month?
 - All are classified as free for At-Risk Afterschool Meals
- ✓ Collected Menus for each meal served?
 - Are all menus complete and include creditable components?
- ✓ Collected Meal Counts and totaled them by meal type?
 - # Meals prepared
 - # Meals served
- ✓ 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?