

Daily Records	Purpose
Attendance Record (Sign In-Out - manually or electronically)	Needed to support claim
Daily Menu for Children ages 1-12 yrs.	Needed to support claim and verify credible meals were served
Infant Daily Menus	Needed to support claim and verify credible meals were served
Point of Service Meal Count (Weekly Attendance and Meal Count Worksheet)	Used to capture number of meals claimed
Daily Menu for At-Risk	Needed to support claim and verify credible meals were served
Time Sheets and Time Distribution (if labor is being charged)	Needed to support labor cost charged to the program

Monthly Records	Purpose
Monthly Record of Meals and Snacks Served	Sum of daily meals served to support the claim
Monthly Record of Operating Cost Form and supporting documents (receipts and Receipt Journal Report)	Use to track operating cost charged to the program (Print report from Minute Menu)
Compensation Time and Attendance, Time Distribution & Payment Verification (when applicable)	Support Labor cost (time sheet and time distribution must be signed by staff and supervisor)
Copies of monthly claim for reimbursement	A USDA requirement
For-Profit Centers must keep Title XX/Title XIX documentation showing 25% or more for any month claimed or have on file F/R/P certification	For-Profits facilities claims are not submitted for reimbursement if the 25% of Title XX/Title XIX or Free/Reduce is not met
Copies of invoices and receipts for purchases	Used to support cost that is charged to the program
Monthly bank statements and/or CACFP accounting records/ledgers	Used to support cost that is charged to the program
Copies of Posted Menus	Use to support the claim and verify monthly meals were served

Annual Records	Purpose
Compensation Plan	Used to claim labor cost
Roster	Must be updated annually, information must be consistent with the attendance record, and the Income Eligibility Statement
Income Eligibility Statement	Determine participant's income category
Racial Ethnic Data	Used by USDA as a part of program reporting
WIC Information distributed to parents (Childcare Centers)	Must be distributed annually to show availability of program
Infant Affidavit by name	Must be completed for each infant in care
Enrollment Information	Must be updated annually and capture days and time of participation and meals received
Household Letter	Must be distributed annually as required by USDA
Sharing Information with Medicaid/SCHIP form sent to families	Must be distributed annually as required
For-Profit centers must have Title XX/Title IX verification or F/RP verification for annual qualification	To show categorically free eligibility
Copy of Application Materials	These documents must be maintained while participating on the CACFP
Procurement documentation, contracts and agreements	To demonstrate that proper procurement procedures were followed
Copies of past reviews	Reference for future program operation
Training Documentation	Shows that training requirements are met