



Arizona Department of Education
Child & Adult Care Food Program
CACFP Sponsor Recordkeeping Assessment

Organized recordkeeping contributes to the successful administration and operation of the CACFP. Sponsoring Organizations may use this list to conduct an internal Recordkeeping Assessment to gauge the organization's readiness for a successful CACFP review.

Please don't hesitate to direct any questions or concerns to your assigned program specialist.

Required Postings

1. [And Justice for All Poster](#): Must be 11" x 17" and prominently posted in public view
Contact your Community Nutrition Programs specialist if you are in need of a poster.
2. [Building for the Future](#): Completed with the center contact/civil rights contact information
3. DHS License
4. [Current WIC Information/Flier](#): Must be made available to participants. You can post this or hand it out with applications. Ensure we can verify this information is available to parents.

Validate Enrollment

1. [Meal Benefit Forms](#): Correct and current form, completed, validated by center staff
2. [Monthly Claiming Rosters](#)
3. Monthly Sign-in/Sign-out sheets
4. DES Billing Records: For-profit centers only
5. [DHS Emergency Contact Cards](#) (blue cards): Dated/Updated within the past 12 months

Validate Meal Pattern & Menu Compliance

1. Monthly Menus: Dates, required components & disclaimers
 - a. Blank, Fillable Menu Template
 - i. [All Meals and Snacks & Weekend Care](#)
 - ii. [All Meals and Snacks](#)
 - iii. [Breakfast, Lunch, AM & PM Snack](#)
 - iv. [Breakfast, Lunch, Snack](#)
 - b. [ADE Sample Cycle Menu](#)
2. Menu Documentation: Refer to [HNS #27-2018](#) for more information
 - a. Homemade Recipes
 - b. CN labels or Product Formulation Statements for processed foods
 - c. Yogurt: Product label and nutrition facts
 - d. Cereal: Product label, nutrition facts and ingredients list
 - e. Whole Grain-Rich (WGR) documentation (using one of the six methods)
3. [Production Worksheets](#): *(if applicable)*; always required if using a vendor
4. [Medical Statements for Food Substitutions](#): for modifications that deviate from the meal pattern
TIP: It is recommended you keep copies of all Medical Statements together for CACFP use, separate from the individual participant files
5. Documentation of Infant Feeding: Communication with Households

TIP: It is recommended you utilize the [Infant Feeding Preference Form](#) and separately document solid food introduction based on caregiver communication.

Validate Meals & Snacks

1. Child/Adult Point of Service Meal Count sheets
 - i. [All Meals and Snacks & Weekend Care](#)
 - ii. [All Meals and Snacks](#)
 - iii. [Breakfast, Lunch, AM & PM Snack](#)
 - iv. [Breakfast, Lunch, Snack](#)
2. [Infant Point of Service Meal Count](#) sheets (if applicable)
3. [Meal Count Summary](#) sheet
4. At Risk Records (if applicable)

Validate Monthly CACFP Costs

1. [Monthly Expense Worksheet](#): Completed with summary of labor & facility costs
 - a. [Time distribution forms](#): Completed and signed to support administrative and operational labor
 - b. Receipts/invoices: To support administrative and operational facility costs
2. [Food Service Cost Report](#): To summarize food costs, CACFP supply costs and milk purchases
 - a. Receipts/invoices: To support food, supply and milk costs
3. Procurement Documentation: Refer to ADE's [Procurement Standards & Code of Conduct](#) for more information

During a review, ADE will assess if CACFP reimbursement has been spent on approved CACFP expenses, operated a non-profit food service program, spent 50% or more of the reimbursement on allowable food costs, and spent 15% or less of the reimbursement on allowable administrative costs.

Validate Food Safety Compliance

1. Kitchen Permit: For your site if self-prep; for the vendor if meals are vended
2. Food Safety Manager credentials: If required by your county
3. Food handler cards for all staff participating in the meal service
TIP: It is recommended you keep copies of all staff food handler cards together for CACFP use, separate from the individual staff files
4. Refrigerators are 41 degrees or below and freezers are 0 degrees or below
5. Foods removed from original packaging are labeled and dated
6. [CACFP Food Temperature Log](#): Best practice

Validate Training & Monitoring

1. CACFP Training & Civil Rights Training: Agenda, sign-in sheet and materials
2. [Monitoring Records with 5-day reconciliation](#): (if applicable)

Permanent CACFP File/Binder

1. [Permanent Agreement](#): Most recently updated (if applicable), completed, and signed by ADE
2. [Administrative Review Procedures](#): Available on our website
3. [Procedures for Complaints of Discrimination](#): Available on our website
4. Five years of CACFP records must be accessible and organized including application materials, policy and procedures, etc. Materials from 2019 renewal do not need to be printed out, just accessible on the computer.