Arizona Department of Education
Child & Adult Care Food Program
Daycare Home Sponsor Recordkeeping Policy & Review Checklist

_____understands that organized recordkeeping contributes to the

(Sponsor Name)

successful administration and operation of the Child and Adult Food Program (CACFP). This document describes what records <u>must</u> be on file and where they can be easily accessed at any time. All records must be immediately available to ADE, USDA, and other State and Federal officials upon request when they come out for review.

Sponsoring Organization Name:

Records for the current fiscal year are kept on site at:

Records for the previous four fiscal years are located:

Sponsor Postings	Yes	No
And Justice for All poster	☐	☐

Sponsor Files				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
Management Plan and Budget application	☐	☐	☐	☐	☐	☐
Media Release	☐	☐	☐	☐	☐	☐
Provider call out sheets	☐	☐	☐	☐	☐	☐
Procurement Documentation	☐	☐	☐	☐	☐	☐
Outreach documentation	☐	☐	☐	☐	☐	☐
Serious Deficient providers	☐	☐	☐	☐	☐	☐
Free and reduced-price policy statement	☐	☐	☐	☐	☐	☐
Time distribution sheets	☐	☐	☐	☐	☐	☐
Travel Forms	☐	☐	☐	☐	☐	☐
Monthly Expense Ledgers	☐	☐	☐	☐	☐	☐
Labor Costs Documentation	☐	☐	☐	☐	☐	☐
Benefit Costs Documentation	☐	☐	☐	☐	☐	☐
Reimbursement Reports	☐	☐	☐	☐	☐	☐

Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
Non-Program Funds Documentation (donations)	☐	☐	☐	☐	☐	☐
Indirect Cost Documentation	☐	☐	☐	☐	☐	☐
Bank Statements	☐	☐	☐	☐	☐	☐
Receipts/invoices to support monthly claims	☐	☐	☐	☐	☐	☐
Civil Rights Racial/Ethnic Data	☐	☐	☐	☐	☐	☐
Civil Rights Pre-Award	☐	☐	☐	☐	☐	☐
Authorized Principal Letters	☐	☐	☐	☐	☐	☐
Monthly Claims	☐	☐	☐	☐	☐	☐
Current Guidance Manual	☐	☐	☐	☐	☐	☐
Board Minutes	☐	☐	☐	☐	☐	☐

Staff Training				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
CACFP training agenda	☐	☐	☐	☐	☐	☐
Civil Rights training agenda	☐	☐	☐	☐	☐	☐

Permanent Files				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
CACFP Permanent Agreement	☐	☐	☐	☐	☐	☐
Sponsoring organization's policies and procedures	☐	☐	☐	☐	☐	☐
Administrative review procedures	☐	☐	☐	☐	☐	☐
Procedures for Complaints of Discrimination	☐	☐	☐	☐	☐	☐

Provider Files				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
Provider Application/Change Form(s)	☐	☐	☐	☐	☐	☐
Sponsor/Provider Permanent Agreement	☐	☐	☐	☐	☐	☐
Child Enrollment Application (for every child and care)	☐	☐	☐	☐	☐	☐
Meal Benefit Income Eligibility Forms (if required)	☐	☐	☐	☐	☐	☐
Tiering Information and Documentation of Determination	☐	☐	☐	☐	☐	☐
Child Care Standards (if an AA home)	☐	☐	☐	☐	☐	☐

	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
Fingerprint Cards	☐	☐	☐	☐	☐	☐
Fire Inspections	☐	☐	☐	☐	☐	☐
Health Inspections	☐	☐	☐	☐	☐	☐
Monitoring Records and 5-day reconciliation	☐	☐	☐	☐	☐	☐
Menus	☐	☐	☐	☐	☐	☐
Meal Counts	☐	☐	☐	☐	☐	☐
Copy of DHS, DES, Military license (if not, AA home)	☐	☐	☐	☐	☐	☐
Provider Corrective Action, SD, and Termination Letters	☐	☐	☐	☐	☐	☐
Menu Error/Disallowance Letters (if applicable)	☐	☐	☐	☐	☐	☐

Provider Training				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
CACFP training agenda and sign-in/out sheets	☐	☐	☐	☐	☐	☐
Civil Rights training agenda and sign-in/out sheets	☐	☐	☐	☐	☐	☐

Civil Rights				Sponsor Level Checklist		
Location	Director Office	Monitor Office	Online MP Application	Yes	No	N/A
Advertisements	☐	☐	☐	☐	☐	☐
Other public information made by providers and or/SO (including the non-discrimination statement.)	☐	☐	☐	☐	☐	☐

If a key is necessary to access any documents, the following people have access to the key: