



Provider Recordkeeping & Review Preparation Checklist

Organized recordkeeping contributes to the successful administration and operation of the Child and Adult Food Program (CACFP). This document describes what records must be on file and where they can easily be accessed at any time. All records must be immediately available to ADE, USDA, and other State and Federal officials upon arrival for a review. Use this checklist as a tool to see whether you are following CACFP guidelines and how well prepared you are for review. If you answer “No” anywhere on the checklist, you will know that you need to make immediate improvements in that area.

Provider Name:		Daycare home address:		
Records for the current fiscal year are kept at:		Records for the previous four fiscal years are located:		
Required Postings	Yes	No	N/A	
<ul style="list-style-type: none"> Building for the Future- Completed with State of Arizona contact and Sponsor contact information Current WIC Information posted or provided to parents in a registration packet 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Enrollment	Yes	No	N/A	
<ul style="list-style-type: none"> Meal Benefit Income Eligibility Forms (if required, including provider claiming own children) Enrollment forms for each child (including provider own) Sign In/Out for each non residential child in the home 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Menu	Yes	No	N/A	
<ul style="list-style-type: none"> Meal Counts- Current up to the previous day of operation Menus- Current up to the previously day of operation Note: DHS homes are required to have a weekly menu posted Menu Documentation <ul style="list-style-type: none"> Homemade Recipes CN Labels or Production Formulation Statement for processed foods Yogurt: Product label and nutrition facts Cereal: Product label, nutrition facts, and ingredients list Whole Grain-Rich (WGR) documentation (using one of the six methods) FDCH Provider Supporting Documentation Form (Best Practice) Menu Modification Form- For modifications that deviate from the meal pattern Documentation of Infant Feeding (Infant Preference Form, DHS Solid Food Introduction Form) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Meal Service	Yes	No	N/A	
<ul style="list-style-type: none"> Provider and children wash their hands before meal service All meal components are served together Served meals have all required components in the required quantities Meals match the menu (DHS) Meal services are conducted within the approved meal service time 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

