

CACFP Roles and Responsibilities Template

CACFP program contact:

Claim contact:

Second program contact, meal count/attendance monitor:

Site observation monitors:

Menu development, review and monitoring:

**The institution has written policies and procedures that assign program responsibilities and duties pertaining to CACFP.*

Task Requirement		Person or Role Responsible
Applications		
<input type="checkbox"/>	Submit CACFP Sponsor and Site renewal application in the Washington Integrated Nutrition System (WINS) by the end of August.	
Household Income Statements/Participation Requirements		
<input type="checkbox"/>	Distribute and approve updated CACFP Enrollment Form and/or Enrollment/Income Eligibility Application (EIEA) forms for all participants in care.	
<input type="checkbox"/>	Obtain updated child enrollment information for participants in care.	
CACFP Training		
<input type="checkbox"/>	Conduct and document CACFP staff training for all staff with CACFP responsibilities (document date, attendee sign in, and CACFP topics).	
Civil Rights		
<input type="checkbox"/>	Conduct and document civil rights training for all CACFP staff (document date, attendees sign in, and topics).	
<input type="checkbox"/>	Document racial/ethnic data of participants and compare to local demographics for each site.	

Monthly Tasks

Task Requirement		Person or Role Responsible
Claims and Reimbursement		
<input type="checkbox"/>	Conduct edit checks prior to submitting monthly claim for reimbursement (meal counts, attendance records, average daily attendance (ADA)).	
<input type="checkbox"/>	Prepare and submit monthly claim for reimbursement (including revisions) within 60 calendar days after the end of the claiming month.	

Daily Tasks

Task Requirement		Person or Role Responsible
Recordkeeping: Meal Counts and Attendance Records		
<input type="checkbox"/>	Document attendance for each participant throughout the day as they arrive and leave.	
<input type="checkbox"/>	Conduct and document point of service meal counts for all participants age one and older.	
Recordkeeping: Food Production		
<input type="checkbox"/>	Maintain detailed documentation of foods served to demonstrate meal pattern and quantity requirements were met, including for infants (i.e., food production records, portion menus, recipes, receipts, documented substitutions, infant menu or food production records, etc.).	

Ongoing Tasks

Task Requirement		Person or Role Responsible
Food Service Operations		
<input type="checkbox"/>	Ensure all state and local sanitation standards are met (e.g., safe food handling, health inspections, current food and beverage license, etc.).	
<input type="checkbox"/>	Ensure all menus (including vended meals menus) meet CACFP meal pattern and quantity requirements for the age groups served.	
<input type="checkbox"/>	Plan and date menus (monthly, weekly, daily); and update menus when substitutions are made in the originally planned menu.	
<input type="checkbox"/>	Maintain recipes, Child Nutrition (CN) labels, and/or Product Formulation Statements (PFS) for combination foods served.	
<input type="checkbox"/>	Maintain nutrition label (Nutrition Facts and Ingredients) for whole grain- rich (WGR) items, ready-to-eat cereals, and yogurts served.	
<input type="checkbox"/>	Ensure <i>Special Diet Statements</i> are on file for participants with special diet accommodations that do not meet meal pattern requirements and written requests are on file for participants receiving fluid milk substitutes.	
Enrollment Form or Enrollment Income Eligibility Application (EIEA)		
<input type="checkbox"/>	Distribute and approve Enrollment Form or EIEA form for new participants (child care centers and adult care centers only).	
<input type="checkbox"/>	Collect child enrollment forms for newly enrolled participants (child care centers only).	
Recordkeeping: Financial		
<input type="checkbox"/>	Track all CACFP-related expenses and sort out non-CACFP expenses.	

	Maintain receipts/invoices for all CACFP expenses.	
Training		
<input type="checkbox"/>	Conduct and document CACFP training for all new staff with CACFP responsibilities (document date, attendees' names, and topics).	
Procurement and Contracts		
<input type="checkbox"/>	Adhere to the requirements of each procurement method in accordance to the sponsor's documented procurement procedures.	
Civil Rights		
<input type="checkbox"/>	Ensure the Civil Rights statement (i.e., Nondiscrimination statement) is included on all printed materials that mention the CACFP or United States Department of Agriculture (USDA) programs.	
<input type="checkbox"/>	Conduct and document civil rights training for all new staff who work with the public (document date, attendees' names, and topics).	

Monitoring-for Multi-site Sponsors only		
<input type="checkbox"/>	Conduct and document the first visit within the first four weeks of CACFP operations for new sites.	
<input type="checkbox"/>	Conduct and document monitoring visits for all participating sites according to the required monitoring schedule. Use the OSPI CACFP Monitoring Visits Tracking Tool	
<input type="checkbox"/>	Conduct and document follow-up from monitoring visits to ensure corrected findings.	

Required Posters

Task Requirement	Person or Role Responsible
Posters – Display Prominently at Sponsor Office and Sites	
<input type="checkbox"/>	<i>And Justice for All (AJA)</i> poster: display at all sites and the sponsor office.
<input type="checkbox"/>	<i>Building for the Future</i> poster: Display at all sites serving children (or ensure alternate way to notify parent/guardians of the CACFP benefits).
<input type="checkbox"/>	<i>WIC</i> poster: Display at all child care sites or ensure that WIC information is provided to all households (does not apply to Adult Day Care Centers, At- Risk sites and Outside School Hours sites).