

CACFP FY25 Required Records for Administrative Review

All Sponsor Types

Your organization has been scheduled for a CACFP Administrative Review (AR). The following records must be available for CACFP Specialists on the day of review. If documentation is missing or not provided, the AR will proceed without the requested documentation. A grace period *will not be granted* to obtain missing study month documentation such as case numbers, social security numbers, Head Start/ECEAP eligibility reports or to clarify family income. Fiscal action will result if meal pattern compliance, meal counts, or Free/Reduced-Price study month categorization are not supported with required documentation. Failure to have records available will result in findings related to your organization’s administrative capability to run the CACFP.

Please note, OSPI may deem it necessary to widen the scope of the administrative review and may request additional records to evaluate compliance during an AR.

Sponsor Name & WINS ID					
Specialist Name & Contact					
Selected Sites		Program Type		Selected Sites	
Review Month Reimbursement		Review Month		Study Month	

The following documents must be available by 9:00 AM on the date of the review. The left column indicates records required for selected sites of **multi-site sponsors only**, the selected sites are named above. Records not marked (x) on the left are to be made available by the Sponsor. The left column does not apply to independent sponsors; independent sponsors are responsible for **all** documentation listed below for their single site by program type. For all CACFP Sponsors, please put a check in the column titled “Sponsor” for each record ready for review. For any questions regarding this record requirement checklist, please reach out to your CACFP Specialist at the contact above.

Administrative Capability & Program Accountability		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	CACFP Permanent Agreement between OSPI and Sponsor	✓	✓	✓	✓	✓		
X	Current DCYF License or Applicable Site Permits/Health & Safety Permits *selected sites only*	✓	✓	✓	✓	✓		
	CACFP Procedures that Assign CACFP Program Responsibilities	✓	✓	✓	✓	✓		
X	Food Service Agreement for Vendors (FSA), Interagency Agreement (IAA), or Food Service Management Contract (FSMC) *selected sites only*	✓	✓	✓	✓	✓		

	WIC (English) WIC (Spanish) flyer posting (will view onsite) or example of WIC information provided to families.				✓			
	OSPI Approved Electronic Signature Policy , if applicable.	✓	✓	✓	✓	✓		
	Procurement Plan and Procurement Code of Conduct Template - Please complete if you do not have one.	✓	✓	✓	✓	✓		
	Copy of most recent CACFP Administrative Review Closure Letter and Corrective Action Plan, if applicable.	✓	✓	✓	✓	✓		

CACFP Records		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	Record retention plan or policy for CACFP.	✓	✓	✓	✓	✓		
	<u>Alphabetical by Last Name:</u> CACFP Study Month Attendance Rosters		✓	✓	✓			
	<u>Alphabetical by Last Name:</u> Study month attendance records, consolidated for review month for all sites. *see note below*		✓	✓	✓			
	<u>Alphabetical by Last Name:</u> Study Month Enrollment and Income Eligibility Application (E/IEAs) or Enrollment Forms (Head Start/ECEAP).		✓	✓	✓			
	ECEAP and/or Head Start Grantee List, if applicable. The list must include name, birth date, and enrollment date for study month.				✓			
x	Consolidated monthly meal count record for review month. *see note below*	✓	✓	✓	✓	✓		
x	Daily Meal Counts for review month.	✓	✓	✓	✓	✓		
x	Dated menu (working menu with substitutions noted) for review month.	✓	✓	✓	✓	✓		
x	Completed Infant Meal Forms for review month.	✓			✓			
x	Completed Request for Special Dietary Accommodations Form (child) or Request for Special Dietary Accommodations Form (adult) for applicable attending participants for review month.	✓	✓	✓	✓	✓		
x	Completed Request for Fluid Milk Substitution Form (child) or Request for Fluid Milk Substitution Form (adult) for review month.	✓	✓	✓	✓	✓		
x	CN Labels/Product Formulation Statements for all combination/commercially processed items for review month menu Product Documentation	✓	✓	✓	✓	✓		
x	Standardized Recipes for all homemade items that include serving yield and measurements of ingredients for review month menu.	✓	✓	✓	✓	✓		

x	Nutrition labels for cereal, tofu, and yogurt. Ingredients label for WGR items for review month menu.	✓	✓	✓	✓	✓		
x	Food Handlers Permits.	✓	✓	✓	✓	✓		
x	Meal Delivery Records (for delivered meals).	✓	✓	✓	✓	✓		

***Note:** Consolidated attendance and meal counts are required for the review. If not consolidated, please use applicable form below and **complete before review.**
[Consolidated Monthly Attendance Report](#)
[Consolidated Meal Count Child Care and Adult Care](#)
[Consolidated Meal Count At Risk Afterschool Care Program](#)

For-Profit Center Eligibility (n/a) for non-profits		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	<u>Alphabetical by Last Name:</u> For-Profit CACFP Roster for review month.		✓	✓	✓			
	<u>Alphabetical by Last Name:</u> Consolidated attendance records for review month.		✓	✓	✓			
	<u>Alphabetical by Last Name:</u> <u>Enrollment and Income Eligibility Application (E/IEAs)</u>		✓	✓	✓			
Required CACFP Training		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	CACFP Staff training agenda to include 6 required topics, attendance of staff listed by name with signatures, and materials used for training.	✓	✓	✓	✓	✓		
	CACFP New Staff Training Documentation to include 6 required topics.	✓	✓	✓	✓	✓		
	FY25 Annual Training Certificate(s) for required OSPI Annual Training as shown in WINS application.	✓	✓	✓	✓	✓		
Civil Rights Procedures		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	"And Justice for All" Poster– will view on site.	✓	✓	✓	✓	✓		
	Documentation of Racial and Ethnic Data Race and Ethnicity Data Collection Reference	✓	✓	✓	✓	✓		
	CACFP Civil Rights Complaint Written Procedure and Form	✓	✓	✓	✓	✓		

	Civil Rights Complaint Log Template – all sites	✓	✓	✓	✓	✓		
Financial Management – Claim Validation		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSP Use
	Itemized receipts or invoices for food and supplies.	✓	✓	✓	✓	✓		
	Food service labor records for review month: Time cards, payment records of wages, and Personnel Activity Reports for staff with CACFP and non-CACFP duties. (n/a for LEAs)	✓	✓	✓	✓	✓		
	Receipts/Invoices for Services, if applicable. (n/a for LEAs)	✓	✓	✓	✓	✓		
	Transportation expenses, if applicable. (n/a for LEAs)	✓	✓	✓	✓	✓		
Financial Management – Claim Validation		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	Documentation of allocation of costs for review month.	✓	✓	✓	✓	✓		
	Equipment expenses. (n/a for LEAs)	✓	✓	✓	✓	✓		
	Monthly report of CACFP operating expenses for the review month. If accounting system cannot produce a monthly report, use the Operating Expense Worksheet and complete prior to review . (n/a for LEAs)	✓	✓	✓	✓	✓		
	If claiming Administrative Expenditures, monthly record of these expenses or General Ledger/Accounting Report . If the accounting system cannot produce a monthly report, use the Administrative Expense Worksheet and complete prior to review . (n/a for LEAs)	✓	✓	✓	✓	✓		
Multi-Site Sponsors (n/a Independent Sponsors)		Program Type					Ready for Review?	
Multi-site Sponsors Docs marked (x) are for selected sites only	Document	Shelter	Outside School Hours	Adult Care	Childcare	At-Risk Only	Sponsor ✓	OSPI Use
	Bank Statement showing deposit of CACFP Reimbursement. *Unaffiliated Only*	✓	✓	✓	✓	✓		

	Documentation of Monthly Claim Payments. *Unaffiliated Only*	✓	✓	✓	✓	✓		
X	Monitoring Records for the past 12 months, including follow-up and corrective action.	✓	✓	✓	✓	✓		
	Current FY Monitoring Schedule.	✓	✓	✓	✓	✓		
X	Site Staff Training Records.	✓	✓	✓	✓	✓		
	Most recent Performance Evaluations for yourself and staff. *Unaffiliated Only*	✓	✓	✓	✓	✓		
	Copy of procedures outlined in the Sponsors WINS Management Plan (<i>Training, Monitoring, and Outside Employment Procedures</i>).	✓	✓	✓	✓	✓		

I understand that documentation not provided at the start of the administrative review can result in corrective action and fiscal action, requiring a repayment of CACFP funds. Documents that are not checked in the OSPI Use column are not ready for review.

Sponsor Signature _____ Date _____