

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		
☐	Submit CACFP Sponsor and Site renewal application in the Washington Integrated Nutrition System (WINS) by March 31st.	
Household Income Statements/Participation Requirements		
☐	Distribute and approve updated CACFP Enrollment Form and/or Enrollment/Income Eligibility Application (EIEA) forms for all participants in care.	
☐	Obtain updated child enrollment information for participants in care.	
CACFP Training		
☐	Conduct and document CACFP staff training for all staff with CACFP responsibilities (document date, attendee sign in, and CACFP topics).	
Civil Rights		
☐	Conduct and document civil rights training for all CACFP staff (document date, attendees sign in, and topics).	
☐	Document racial/ethnic data of participants and compare to local demographics for each site.	

Monthly Tasks

Task Requirement		Person or Role Responsible
Monthly Participant Eligibility & Claims		
☐	Evaluate participant data and tally the number of Free, Reduced-Price, and Above Scale EIEAs. Monthly Participant Eligibility Tip Sheet- Child.	
☐	Conduct edit checks prior to submitting monthly claim for reimbursement (meal counts, attendance records, average daily attendance).	
☐	Prepare and submit monthly claim for reimbursement (including revisions) within 60 calendar days after last day of the claim month.	

Daily Tasks

Task Requirement		Person or Role Responsible
Recordkeeping: Meal Counts and Attendance Records		
☐	Document attendance for each participant throughout the day as they arrive and leave.	
☐	Conduct and document point of service meal counts for all participants age one and older.	
Recordkeeping: Food Production		
☐	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		
☐	Ensure all state and local sanitation standards are met (e.g., safe food handling, health inspections, current food and beverage license, etc.).	
☐	Ensure all menus (including vended meals menus) meet CACFP meal pattern and quantity requirements for the age groups served.	
☐	Plan and date menus (monthly, weekly, daily); and update menus when substitutions are made in the originally planned menu.	
☐	Maintain recipes, Child Nutrition (CN) labels, and/or Product Formulation Statements (PFS) for combination foods served.	
☐	Maintain nutrition label (Nutrition Facts and Ingredients) for whole grain- rich (WGR) items, ready-to-eat cereals, and yogurts served.	
☐	Ensure <i>Special Dietary Accommodations Forms</i> are on file for participant meals 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)		
☐	Distribute and approve Enrollment Form or EIEA form for new participants (child care centers and adult care centers only).	
☐	Collect child enrollment forms for newly enrolled participants (child care centers only).	
Recordkeeping: Financial		
☐	Track all CACFP-related expenses and sort out non-CACFP expenses.	

	Maintain receipts/invoices for all CACFP expenses.	
Training		
☐	Conduct and document CACFP training for all new staff with CACFP responsibilities (document date, attendees' names, and topics).	
Procurement and Contracts		
☐	Adhere to the requirements of each procurement method in accordance to the sponsor's documented procurement procedures.	
Civil Rights		
☐	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.	
☐	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		
☐	Conduct and document the first visit within the first four weeks of CACFP operations for new sites.	
☐	Conduct and document monitoring visits for all participating sites according to the required monitoring schedule. Use the OSPI CACFP Monitoring Visits Tracking Tool	
☐	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		
☐	<i>And Justice for All</i> (AJA) poster: display at all sites and the sponsor office.	
☐	<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).	
☐	WIC 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).	