

CACFP FY25 Required Records for Administrative Review

Independent Sponsors

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					
Site Name					
Specialist Name & Contact					
Review Month		Reimbursement	\$	Reported Operating Expenses	\$

Administrative Capability & Program Accountability	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
CACFP Permanent Agreement	✓	✓	✓	✓	✓		
Current DCYF License or Applicable Site Permits	✓	✓	✓	✓	✓		
Procurement Plan & Ethical Code of Conduct Procurement Plan and Code of Conduct Template	✓	✓	✓	✓	✓		
Vendor Agreement, IAA, or Food Service Management Contract CACFP Vended Meals Agreement	✓	✓	✓	✓	✓		
WIC Posting or example of WIC provided to families WIC Flyer - English Spanish				✓			
Building for the Future Flyer Posted Building for the Future Information Sheet Spanish	✓	✓	✓	✓	✓		
OSPI Approved Electronic Signature Policy, if applicable Electronic Signatures Reference Sheet	✓	✓	✓	✓	✓		
Copy of most recent CACFP Administrative Review, Closure Letter, and Corrective Action Plan, if applicable	✓	✓	✓	✓	✓		



CACFP FY25 Administrative Review Records Checklist

Required CACFP Training	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
CACFP Staff Training agenda, attendance, and materials	✓	✓	✓	✓	✓		
CACFP New Staff Training Documentation	✓	✓	✓	✓	✓		
FY25 Annual Training Certificate(s)	✓	✓	✓	✓	✓		
Annual Staff Training Requirements for Independent Centers Reference Sheet Training Documentation Reference Sheet FY26 Annual Training Checklist							

Recordkeeping	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Record Retention Policy for CACFP	✓	✓	✓	✓	✓		
Completed Infant Meal Forms CACFP Infant Meal Form CACFP Infant Feeding - Meal Requirements Reference Sheet CACFP Standard Infant Menu	✓			✓			
Daily Meal Counts for review month	✓	✓	✓	✓	✓		
Monthly Meal Counts, consolidated, for review month Consolidated Meal Count Child Care and Adult Care Consolidated Meal Count At Risk Afterschool Care Program	✓	✓	✓	✓	✓		
CACFP dated menu with substitutions on OSPI or approved template for review month Children ages 1-18: Breakfast, Lunch & Snack	✓	✓	✓	✓	✓		
Request for Special Dietary Accommodations for review month Special Dietary Needs Reference Sheet Request for Special Dietary Accommodations Child	✓	✓	✓	✓	✓		
Request for Fluid Milk Substitution Forms for review month OSPI CACFP Approved Non-Dairy Beverages Request for Fluid Milk Substitution Child	✓	✓	✓	✓	✓		
CN Labels, Product Formulation Statements to support menu items for review month Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Standardized Recipes for Homemade meals for review month Product Documentation Reference Sheet	✓	✓	✓	✓	✓		

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WGR Documentation for review month Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Nutrition Labels for items that have sugar limits for review month Meal Pattern Reference Guide - Children	✓	✓	✓	✓	✓		
Food Handlers Permits	✓	✓	✓	✓	✓		
Meal Delivery Records (for delivered meals)	✓	✓	✓	✓	✓		

Civil Rights Procedures	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSP Use
Justice for All Poster	✓	✓	✓	✓	✓		
Documentation of Collection of Racial and Ethnic Data Race and Ethnicity Data Collection Reference Sheet	✓	✓	✓	✓	✓		
Civil Rights Complaint Procedure and Form Civil Rights Complaint Procedure and Form - English (additional languages available on CACFP Requirements and Materials webpage)	✓	✓	✓	✓	✓		
Civil Rights Complaint Log Civil Rights Complaint Log Template	✓	✓	✓	✓	✓		
USDA Food and Nutrition Service (FNS) 113-1: Civil Rights Compliance and Enforcement Civil Rights Reference Sheet							

Monthly Participant Eligibility	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSP Use
Participant Eligibility Roster, alphabetical by last name Participant Eligibility Roster - Child	✓	✓	✓	✓	✓		
EIEAs and/or Enrollment Forms, alphabetical by last name	✓	✓	✓	✓	✓		
Review Month Attendance, consolidated, alphabetical by last name Consolidated Monthly Attendance Report	✓	✓	✓	✓	✓		
Grantee List (Head Start/ECEAP only)	✓	✓	✓	✓			
Daily Attendance Records, alphabetical by last name	✓	✓		✓			
CACFP Reference Sheet - Monthly Participant Eligibility - Child							

CACFP FY25 Administrative Review Records Checklist

Financial Management Reported Operating Expenses for _____ in WINS: \$ CACFP Reimbursement for _____ \$	Sponsor Type						
Document	Emergency Shelters	Outside School Hours	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Itemized receipts or invoices for CACFP food and supplies.	✓	✓	✓	✓	✓		
Monthly report of CACFP operating expenses for review month. If accounting system cannot produce a monthly report, use the Operating Expense Worksheet and complete before review . (n/a for LEAs)	✓	✓	✓	✓	✓		
Receipts or invoices for CACFP services, if applicable (n/a for LEAs)	✓	✓	✓	✓	✓		
Transportation Expenses, if applicable (n/a for LEAs)	✓	✓	✓	✓	✓		
Equipment Expenses, if applicable (n/a for LEAs)	✓	✓	✓	✓	✓		
If claiming Administrative Expenses, monthly record of these expenses or General Ledger or Accounting Report. If accounting system cannot produce a monthly report, use the Administrative Expense Worksheet and complete before review . Supporting receipts and invoices for these expenses will be required. (n/a for LEAs)	✓	✓	✓	✓	✓		
Allowable Costs Financial Management and WINS Non-Profit Food Service							