CACFP Administrative Review Records Checklist
Multi-Site Sponsor

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 monthly participant eligibility 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 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	
Review Month		Reimbursement	$	Reported Operating Expenses	$

Use the ***Component Type*** section of the table to determine what documentation must be available. Once documentation has been prepared for the CACFP component(s) operated, put a check in the *Sponsor* column.

Administrative Capability & Program Accountability Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Administrative Capability & Program Accountability	CACFP Component Type						
CACFP Permanent Agreement	✓	✓	✓	✓	✓		
Current DCYF License or Applicable Site Permits	✓	✓	✓	✓	✓		
CACFP Procedures that Assign CACFP Program Responsibilities	✓	✓	✓	✓	✓		
Record Retention Policy for CACFP	✓	✓	✓	✓	✓		

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Administrative Capability & Program Accountability Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Procedures outlined in the Sponsors WINS Management Plan (Training, Monitoring, and Outside Employment Procedures) n/a LEAs	✓	✓	✓	✓	✓		
Procurement Plan & Ethical Code of Conduct Procurement Plan and Code of Conduct Template	✓	✓	✓	✓	✓		
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		✓	✓	✓			
Household Contact Procedure and Sample Letter or Survey	✓	✓	✓	✓	✓		
Most recent CACFP Administrative Review, Closure Letter, and Corrective Action Plan, if applicable	✓	✓	✓	✓	✓		

Required CACFP Training Documents	Emer. Shelter	Outside School	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 Sponsoring Organizations Reference Sheet Training Documentation Reference Sheet FY26 Annual Training Checklist							

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Monitoring Documents in this section are for **selected sites only**.	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Monitor Training Documentation to include Household Contact Procedure where applicable	✓	✓	✓	✓	✓		
Completed Monitoring Forms and Monitoring Schedules for the year to include any assigned Corrective Action, Follow Up Visits, or Serious Deficiency.	✓	✓	✓	✓	✓		
Pre-Approval Monitoring Visits for New Sites (as applicable)	✓	✓	✓	✓	✓		

Recordkeeping Documents for Review Month: Documents in this section are for **selected sites only**.	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Completed Infant Meal Forms, as applicable – selected sites CACFP Infant Meal Form CACFP Infant Feeding - Meal Requirements Reference Sheet CACFP Standard Infant Menu	✓	■	■	✓	■		
Daily Meal Counts for review month – selected sites	✓	✓	✓	✓	✓		
Monthly Meal Counts, consolidated, for review month – selected sites Consolidated Meal Count Child Care and Adult Care Consolidated Meal Count At Risk Afterschool Care Program	✓	✓	✓	✓	✓		
CACFP dated menu with substitutions on OSPI or Sponsor approved template for review month – selected sites Children ages 1-18: Breakfast, Lunch & Snack	✓	✓	✓	✓	✓		
Request for Special Dietary Accommodations for review month – selected sites Special Dietary Needs Reference Sheet Request for Special Dietary Accommodations Child	✓	✓	✓	✓	✓		
Request for Fluid Milk Substitution Forms for review month - selected sites OSPI CACFP Approved Non-Dairy Beverages Request for Fluid Milk Substitution Child	✓	✓	✓	✓	✓		

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Recordkeeping Documents for Review Month: Documents in this section are for **selected sites only**.	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
CN Labels, Product Formulation Statements to support menu items for review month - selected sites Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Standardized Recipes for Homemade meals for review month - selected sites Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
WGR Documentation for review month - selected sites Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Nutrition Labels for items that have sugar limits for review month - selected sites Meal Pattern Reference Guide - Children	✓	✓	✓	✓	✓		
Food Handlers Permits - selected sites	✓	✓	✓	✓	✓		
Meal Delivery Records (for delivered meals) - selected sites	✓	✓	✓	✓	✓		
Participant Eligibility Rosters by site and by month, in alphabetical order by participant's last name.	■	✓	✓	✓	■		
CACFP Enrollment and Income Eligibility Applications (EIEAs) and/or Enrollment Forms, by site and in alphabetical order by participant's last name.	■	✓	✓	✓	■		
Review Month Attendance Records, consolidated by site and by month in alphabetical order by participant's last name. If system is unable to generate a consolidated attendance report, the Consolidated Monthly Attendance Report is required to be completed before the review.	✓	✓	✓	✓	✓		
Grantee list for ECEAP and Head Start/Early Head Start Programs if applicable.	■	■	■	✓	■		
Daily Attendance Records to support Monthly Consolidated Attendance Reports.	■	✓	✓	✓	✓		

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Civil Rights Procedures Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
And 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, in the Civil Rights dropdown)	✓	✓	✓	✓	✓		
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							

Financial Management Documents Review Month:	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
The OSPI CNS Fiscal Specialist may contact your sponsoring organization to conduct the financial management portion of this review in conjunction with the annual bank account reconciliation review. Reported Operating Expenses in WINS Claim Reimbursement:							
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.	✓	✓	✓	✓	✓		
Bank Statements documenting the allowable CACFP transactions for the Sample Month. Not applicable for LEA's.	✓	✓	✓	✓	✓		
Itemized receipts or invoices for allowable CACFP food and non-food supplies.	✓	✓		✓	✓		

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Financial Management Documents Review Month:	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Operating food service labor and benefits records such as: Time cards, payment records of wages, and Personnel Activity Reports to track staff that have CACFP and non-CACFP duties (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)	✓	✓	✓	✓	✓		
Itemized receipts or invoices for allowable CACFP Admin Expenses for services, supplies, and travel (n/a for LEAs)	✓	✓	✓	✓	✓		
Administrative labor and benefits records such as: Time cards, payment records of wages, and Personnel Activity Reports to track staff that have CACFP and non-CACFP duties (n/a for LEAs).	✓	✓	✓	✓	✓		
Allowable Costs Financial Management and WINS Non-Profit Food Service							