

CACFP Administrative Review Records Checklist

Multi-Site Sponsor

Your organization has been scheduled for a Child and Adult Care Food Program (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.

All Sponsoring Organizations will also receive a Bank Account Reconciliation Review conducted by our fiscal team for the same review month. Please provide paper copies of all fiscal documentation to me for this AR **AND** upload these into the Secure File Transfer Portal (SFTP) for the Bank Account Review.

Failure to have records available will result in findings related to your organization’s administrative capability to run the CACFP. Please note, the Office of Superintendent of Public Instruction (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	✓	✓	✓	✓	✓		



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Administrative Capability & Program Accountability Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
CACFP Procedures that Assign CACFP Program Responsibilities	✓	✓	✓	✓	✓		
Record Retention Policy for CACFP	✓	✓	✓	✓	✓		
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	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Note: Documents in this section are for selected sites .							
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	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Documents in this section are for selected site(s) OR all sites Documents for Review Month:							
Completed Infant Meal Forms, as applicable – selected site(s) CACFP Infant Meal Form CACFP Infant Feeding - Meal Requirements Reference Sheet CACFP Standard Infant Menu	✓			✓			
Daily Meal Counts for review month – selected site(s)	✓	✓	✓	✓	✓		
Monthly Meal Counts, consolidated, for review month – selected site(s) 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 site(s) Children ages 1-18: Breakfast, Lunch & Snack	✓	✓	✓	✓	✓		
Request for Special Dietary Accommodations for review month – selected site(s) Special Dietary Needs Reference Sheet Request for Special Dietary Accommodations Child	✓	✓	✓	✓	✓		
Request for Fluid Milk Substitution Forms for review month - selected site(s) OSPI CACFP Approved Non-Dairy Beverages Request for Fluid Milk Substitution Child	✓	✓	✓	✓	✓		

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Recordkeeping Documents in this section are for selected site(s) OR all sites Documents for Review Month:	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 site(s) Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Standardized Recipes for Homemade meals for review month - selected site(s) Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
WGR Documentation for review month - selected site(s) Product Documentation Reference Sheet	✓	✓	✓	✓	✓		
Nutrition Labels for items that have sugar limits for review month - selected site(s) Meal Pattern Reference Guide - Children	✓	✓	✓	✓	✓		
Food Handlers Permits - selected site(s)	✓	✓	✓	✓	✓		
Meal Delivery Records (for delivered meals) - selected site(s)	✓	✓	✓	✓	✓		
Participant Eligibility Rosters by site and by month, in alphabetical order by participant's last name. – selected site(s)		✓	✓	✓			
CACFP Enrollment and Income Eligibility Applications (EIEAs) and/or Enrollment Forms, by site and in alphabetical order by participant's last name. – selected site(s)		✓	✓	✓			
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. - selected site(s)	✓	✓	✓	✓	✓		
Grantee list for ECEAP and Head Start/Early Head Start Programs if applicable. – selected site(s)				✓			
Daily Attendance Records to support Monthly Consolidated Attendance Reports. – selected site(s)		✓	✓	✓	✓		

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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 <u>Race and Ethnicity Data Collection Reference Sheet</u>	✓	✓	✓	✓	✓		
Civil Rights Complaint Procedure and Form <u>Civil Rights Complaint Procedure and Form - English</u> (additional languages available on <u>CACFP Requirements and Materials</u> webpage, in the Civil Rights dropdown)	✓	✓	✓	✓	✓		
Civil Rights Complaint Log <u>Civil Rights Complaint Log Template</u>	✓	✓	✓	✓	✓		
<u>USDA Food and Nutrition Service (FNS) 113-1: Civil Rights Compliance and Enforcement Civil Rights Reference Sheet</u>							

Financial Management Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Review Month:							
<p>The OSPI CNS Fiscal Specialist may conduct the financial management portion of this review in conjunction with the annual bank account reconciliation review. Sponsors must use the Preparing for Annual Bank Account Review Reference to prepare records for this review and upload materials to the SFSP site.</p> <p>Monthly Operating Expenses in WINS Claim Reimbursement:</p>							
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/Credit Statements and reconciliation records documenting payment of 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.	✓	✓	✓	✓	✓		
Operating food service labor and benefits records such as: Time cards, payment records of wages, and Personnel Activity	✓	✓	✓	✓	✓		

CACFP Administrative Review Records Checklist

Financial Management Documents	Emer. Shelter	Outside School	Adult Care	Child Care	At Risk Only	Sponsor Use	OSPI Use
Review Month:							
Reports to track staff that have CACFP and non-CACFP duties or CACFP admin & operating work. (n/a for LEAs)							
Review month itemized receipts or invoices for CACFP goods and services. (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/ Accounting Report. If accounting system cannot produce a monthly report, use the Administrative Expense Worksheet and complete before review. (n/a for LEAs)	✓	✓	✓	✓	✓		
Itemized receipts or invoices for allowable CACFP Administrative 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 both admin and operating CACFP work or CACFP and non-CACFP duties. (n/a for LEAs).	✓	✓	✓	✓	✓		
Allowable Costs Financial Management and WINS Non-Profit Food Service							