

YES Food Program
Child and Adult Care Food Program

Claims Checklist

Center: _____ Date: _____

Submit clear copies of the following documents each month in this order

- Centers will Enroll and Withdraw Children via the Minute Menu Program.
- Income Eligibility-Enrollment Form
- Infant Affidavit Form for New Enrolled Infants
- Manual Point of Service/Attendance Forms
- Copy of Title XX (CAPS) or Title XIX Invoices
- Receipts Journal from MM
(Please: Enter ALL receipts into the Minute Menu Program)
- Food & supplies receipts in **date order** (Attach proof of payment with all invoices)
(Please keep a copy of the receipts for your records)
- Labor documents (payroll, timesheets, time distribution report, etc.)
- Most recent Bank Statement from CACFP only account
- Centers Monthly Menu** (Please submit the Menu that you post for your parents during the month)

PLEASE! MAKE A COPY OF YOUR CLAIM BEFORE SUBMITTING

IMPORTANT: ALL Sponsored Centers receiving payment from the (CACFP) must keep full and accurate records pertaining to the food service operation. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. All records must be maintained at the center and must be available for audit by Federal or State officials at all times. Failure to produce required records in a timely manner could result in re-payment to YES Inc, Bright From the Start, GA Department of Education or the USDA.