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Center Review and Required Forms

- “Justice for All” Poster** (Posted in the front)
- Building for the Future** (Posted in the front & A copy in your Centers enrollment packet)
- WIC Information** current year (Posted in the front & A copy in your Centers enrollment packet)
- Sample Enrollment packet {ALL Food Program info given to parents upon enrollment}
- Parent HOUSEHOLD LETTER** is distributed with all Income Eligibility Forms
- Racial Ethnic Data Collection** (Must have a form on file at your center)
- Center **MUST** have completed & signed copies of ALL **Monitoring Forms** on File.

RECORD KEEPING/MEALS COUNT

- Check off Meals at the **“POINT OF SERVICE”** during the correct meal service
- Point of Service is recorded on the MM Weekly Meal Count Form at the POS.
- Menus properly posted. Must match to what is being served & entered in MM
- All updated and current YES Inc./DECAL forms are being used.
- All components for each meal served are **CREDITABLE** with correct portion sizes.
- Center’s **MUST serve 1% or skim Milk** to all participants **2 years & older**.
- Center’s **MUST serve Whole Milk** to all **1 year old** participants.
- Income Eligibility Statements/Infant Affidavits. One for each participant. **(ABC order)**
- Attendance Records **(Please Print from Minute Menu)**.
- Financial documentation of all CACFP income and expenses {bank statements, cancelled checks, ledger and/or chart of accounts for commingled accounts}
- Current CACFP Roster of Food Program Participants **(We will email you a copy)**
- Center Receipt Journal is completed with only allowable expenses logged.
- Receipts/Invoices for CACFP expenditures
- Time and Attendance/ Time Distribution Report(s) for CACFP paid labor
- Racial and Ethnic Data (Collection form available upon request)
- Title XX (CAPS)/ Title XI (Medicaid) documentation **(If applicable)**

FOOD HANDLING/SANITATION AND FOOD STORAGE

- Thermometers is in ALL refrigerators and freezer in the Daycare Center
- Refrigerator kept at **40 degrees** or below and freezer is **zero (0) degrees** or below
- Meals are COVERED (with plastic or aluminum foil) from kitchen to classroom
- Leftovers and opened packages are properly **covered/sealed, labeled & DATED**
- Dished sanitized correctly (using Bleach water)
- Trash containers are covered.
- Food Stored 6 inches above the floor.
- Center is free of rodent or insect infestation.
- Hair Nets & Gloves must be worn