

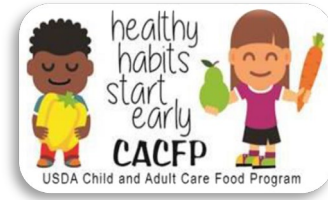


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## MEMORANDUM

TO: ALL 2023 CACFP PROVIDERS  
FROM: DCCECE / HNU  
DATE: JULY 24, 2023  
SUBJECT: CACFP REQUIRED COMPLIANCE & SITE  
REVIEW FORMS



This is an important notification regarding the Child and Adult Care Food Program (CACFP) compliance and site review forms. The following required documents will need to be maintained and be readily available upon the State Agency's request for review.

The CACFP program is a valuable benefit to feed the children in the community. We value your hard work and dedication to make the CACFP program a success! 😊

- Attendance Records
- Enrollment Forms (ENRs)
- Income Eligibility Forms (IEFs)
- Obligation to Serve Infants and Medical Records
- Meal Documentation/Production Records for meals at time of service
- Menus (when meals are contracted)
- Meal Delivery records (if applicable)
- Food receipts and invoices
- Documentation of non-food items and administrative expenses
- Reimbursement claims for the test month.

### Sponsoring Organization's Administrative Documents:

- Administrative expenditures and verification
- Bank Statements
- Accounting Ledger
- Payments to providers (if applicable)
- Monitoring reviews
- Corrective Action – letters/follow-ups
- Reimbursement claims and disbursement sheet for the test month.
- Documentation of Annual Staff Training

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available on the resource library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact the Review Team Program Manager, Sharon Parker, at 501-320-8935.