

## Administrative Review Checklist

The following checklist summarizes the types of records that must be available when your sponsorship is scheduled for a compliance review or audit. Please have all of these records readily available on the day of the review.

- Income Eligibility Forms (IEFs) and enrollment data for all participants for the current fiscal year (have available three prior fiscal years).
- Record of meals and snacks served for the test month. If you are using a computer software program, have available the worksheets that are used to do point of service meal counts and daily attendance.
- Daily dated menus by meal type. Menus must be posted. Have on file recipes for homemade entrees and Child Nutrition (CN) labels.
- Daily Attendance Records
- Currently, approved CACFP application and supporting documents that have been approved by the Delaware Department of Education. Supporting documents may include amendments, copies of contracts with food service vendors, etc.
- Invoices, grocery receipts and records that document administrative costs and income to your program for the test month. Payroll records for food service staff; payroll records and time and attendance logs for CACFP administrative and clerical staff.
- Claims submitted to the Delaware Department of Education.
- Worksheets to support claims.
- Check stubs for CACFP payments you have received from the Delaware Department of Education UNLESS you are on direct deposit. Bank statements may be used to document direct deposits.
- Documentation that the sponsor has provided training on the CACFP to its staff according to its agreement and management plan.
- Current license issued by the DE Office of Child Licensing or other licensing agency. License must be posted.
- The "And Justice for All Poster" must be displayed in a public place.
- Procurement file if CACFP purchases exceeds \$25,000 for single items.

- A copy of your annual audit uploaded to the Federal Audit Clearinghouse website @ <http://harvester.census.gov/sac/> (if your institution expended more than \$500,000 in Federal funds).

### ***For Profit Centers only:***

- Title XIX/XX billing documents and receipts for payment for the test month – AND/OR – documentation of 25% Free/Reduced eligibility.

### ***If you contract with a vendor (school, hospital, food service vendor, etc.):***

- Copy of the signed contract and addendums.
- Menus for the test month – menus must indicate ALL CACFP components, not descriptions such as “Chef’s Choice,” “Birthday Party,” “Picnic” etc.
- Daily delivery slips provided by the vendor.
- Invoices and statements from the vendor for the test month.

### ***Sponsors of multiple centers/Family Day Care Homes only:***

- Pre-approval monitoring visits to each site.
- Copies of sponsor's monitoring reports and CACFP training documentation of each site.
- Documentation that sponsor reviewed each site’s claim for block claiming; parent contacts made if necessary.
- Documentation of five-day reconciliation of meal counts with daily attendance records.

### ***Sponsors that claim meals served to infants:***

- Copies of parent form to accept/decline formula and infant food provided by center/family day care home.
- Copies of Individual Infant Meal Records for the test month.

### ***Adult Day Care Centers***

- Documentation that meals are claimed only for participants who “remain in the community,” who are not residential or institutionalized (e.g., documentation of home address).

### ***Other***

- Meal observation will be made before, during or after the review date.
- Monitoring of health, safety and sanitary conditions will be made.