

# Child and Adult Care Food Program MONTHLY DOCUMENTS CHECKLIST

Month/Year \_\_\_\_\_

## Eligibility/Enrollment Documentation

- Master List of Eligible Children by site
- Daily attendance for each site
- Household Eligibility Applications\*
- CACFP Annual Enrollment Forms\*
- Intake documentation (emergency shelters only)

## Claim for Reimbursement

- Monthly claims (available on Application and Claim Entry System [ACES])
- For-profit (only)—documentation showing 25 percent eligibility:  
Subsidized monthly billing reports or free/reduced-price applications
- Monthly edits checks (sponsoring organizations)

## Meal Counts

- Daily Meal Participation Records for all meals claimed
- Meal recap forms

## Menus and Meal Service

- Menus served for all age groups for the entire month for all meals claimed
- Medical exception statements\*
- Infant Formula/Food Waiver Notification form\*

## Expenditures

- Itemized receipts for food, milk, and other allowable expenses
- Documentation for vended meals (if applicable)
- Personnel Activity Report for both administrative and food service staff
- Cash Disbursement Journal
- Monthly Milk Purchase Summary
- Monthly Profit/Loss Summary
- Meal Counts Records for program and non-program adults

\*As new children are enrolled you will obtain new applications, enrollment forms, medical exception statements (as necessary) and infant waivers (as necessary). These are filed with your annual documents.