



Establishing
Healthy Eating Habits
To Last A Lifetime

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Monthly Paperwork Checklist Child Care Centers

Before you send in your monthly claim paperwork to ACD each month, run through this checklist to help make sure that ACD can reimburse you as much as you're owed as quickly as possible. Attached is a CLAIM INFORMATION FORM (CIF) that should be submitted each month along with your monthly claim paperwork.

- Did you include your **Claim Information Form (CIF)**?
- Did you include a **Master List of Eligible Children**?
 - Did you note children withdrawn?
 - Did you note school age children that were out of school and in your care during school hours
- If operating Head Start, did you include a **Master List of Enrolled Children in Head Start**?
- Did you include Daily Attendance Sheets (Sign-in & Sign-out Sheets)?
- Did you include **Household Eligibility Applications*** and **CACFP Annual Enrollment Forms** for all new or pending children?
 - Did you include an **Infant Formula/Food Waiver Notification** form for any children less than one year of age?
 - Did you include a **Medical Exception Statement** form for any children that require food substitution due to medical reasons or disability?
- Did you include Meal Counts for all meals served?
 - Did you include the **Infant Menu Form** if serving children less than one year of age?
- Did you include Menus for all age groups served?
 - Did you clearly indicate dates and days of the week on the menu?
- Did you include receipts for food, milk, and other allowable expenses?
- Did you include **Personnel Activity Reports** for both administrative and food service staff?
- Did you include documentation for vended meals (delivery receipts or invoices)?