

CACFP OPERATION EXCELLENCE



This is an overview of the responsibilities in CACFP. This is not intended to be all inclusive. It is your responsibility to be aware of and to follow all federal, state, and local policies.

THE COMPONENTS OF AN ADMINISTRATIVE REVIEW

Enrollment • Income Eligibility • Meal Counting and Claiming
Meal Production and Planning • Financial Accountability

DAILY

- Sign-In and Sign-Out Records
- Attendance and Meal Count Records (Form H1535) at the Point of Service
- Meal Production Records (Form H1530)
- Fat-free or 1% milk served to ALL children 2 years and older
- Whole or 2% milk is acceptable for children 12–23 months
- Meal Production Records—Infants (Form H1530-A)
- Time Distribution Reports for employees on CACFP budget
- Adhere to approved meal service times
- Display “And Justice for All” Poster
- WIC and “Building for the Future” flyer (new enrollees)



WEEKLY

- Sign and date Attendance and Meal Count (Form H1535) at the end of each week. Don't forget to record age!
- Transfer figures to Claim for Reimbursement Worksheet (Form H4502)
- Copy and attach original purchase receipts and record all expenditures (Form H4502)



MONTHLY

- Consolidate Claim for Reimbursement Worksheet (Form H4502)
- Record all salary expenses (Form H4502)
- Tracking of nonprofit status (comparison of CACFP expenses versus reimbursement received)
- Enter Claim for Reimbursement into TXUNPS
- CACFP Infant Feeding Preference Forms
- Alphabetized master enrollment list
- Enrollment Forms
- Meal Eligibility Forms



QUARTERLY

- Check operating balance (a center may not carry more than 3 months)



YEARLY

- Civil rights training
- Ethnic count
- Program training
- Menu changes
- Check forms for updated versions on www.squaremeals.org
- Distribute, document, and post “Building for the Future” flyer
- Distribute and document WIC information
- Update income guidelines each July
- Inventory-required yearly but can be monthly
- CACFP renewal application begins in July
- Review and, if needed, edit management plan, compensation policy, procurement procedures, code of conduct, and conflict of interest



UPDATE AS NEEDED

- Training for new CACFP employee
- Check National Disqualified List for employee names
- CN label statement on file
- Amendments to approved contract
- Special diet documentation
- Recipes on file
- Nondiscrimination statement is included on any food program forms given to parents

