



CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FY 2022 NOTIFICATION OF ADMINISTRATIVE REVIEW (AR)

An Unannounced Administrative Review will be conducted at your institution between October 1, 2021, and September 30, 2022. Records are to be maintained on-site at all times for review purposes. Records to be reviewed from October 1, 2021 to the last claim submitted include, but are not limited to:

1. Fiscal year 2022 application and agreement
2. Approved Family-Size and Income Applications (FSIAs) for the current year
3. Current enrollment form on each child
4. CACFP participation data/CACFP Roster
5. Attendance records/arrival and departure times
6. Title XX Documentation (Title XX centers only)
7. Meal count worksheet/ Daily Record of Meals Served (DROMS)
8. Itemized receipts/Food Purchasing Form
9. Documentation of total revenues/income received by the institution/center. This includes bank and/or credit card statements of accounts where CACFP funds are deposited or are transferred to
10. Documentation of total expenditures of the institution/center. This should include bank and/or credit cards statements of accounts used to make any purchases of CACFP related expenses or used to pay for any other allowable CACFP expense
11. Documentation to verify that the institution is both financially viable and operating a nonprofit food program service such as Profit/Loss Statement, End-of-the-Year Report, Expenditure/Revenue report, etc.
12. **End of the Month Inventory for food and milk**
13. Monthly reimbursement claims
14. Menus as Served or Contract Meal Services Delivery Receipt
15. Infant Meals as Served, if applicable
16. Infant Meal Waiver, if applicable
17. Child Nutrition (CN) labels/Product Formulation Statements (when applicable)
18. Labels for Cereal, Yogurt, and whole grain items served.
19. Procurement Documentation including Procurement Plan, Chart of Procedures, & Protest Procedures
20. Proof of CACFP record retention for three years
21. Documentation of CACFP key staff training
22. License or permit to operate a day care facility
23. Civil Rights Complaint-Filing form
24. And Justice for All poster displayed
25. Proof of Building for the Future fact sheet distribution to parents of enrolled children
26. Women, Infants & Children (WIC) outreach
27. If multisited institution (in addition to the above items):
 - a. Preapproval visits for new centers
 - b. On-site monitor reviews
 - c. **Policies & Procedures**
 - d. Household contact documentation, if applicable
 - e. Proof of edit checks
28. Copy of the State Agency-approved contract if institution is under contract with an outside source.
29. Other _____