

## CACFP CHECKLIST for CENTERS

We discussed the following items during our Nutriservice training. I understand that this information is available in my handbook and I am responsible for submitting claims which meet these requirements.

1. As of this date, I have a complete Nutriservice Handbook: \_\_\_\_\_
2. All records must be retained at my center for 3 years. They must be available immediately at a monitor visit. If the monitor cannot get to the records for any reason, this invalidates my claim for the corresponding period.
3. If a child is not present and seated at the meal, I may not claim his meal.
4. The point of service meal attendance record, if created on paper, must be generated from Centerpilot, kept at my center for 3 years, and made available upon request, even if I enter the attendance in Centerpilot electronically.
5. The report called Meal Production Record (child and infant, if applicable) must be posted in the kitchen where the cook can see it and make changes to it.
6. Foods supplied by the parent make the meal/snack ineligible. The only exception is breast milk or formula.
7. My Meal Production Report must have accurate, real, true amounts served. If the amount is not correct on this report, I must change this to the REAL amounts served prior to claim submission
8. Submitting a claim with INACCURATE information is a false claim, and could jeopardize my ability to participate in the future by leading to termination.
9. All of my staff who participate in the meal service must receive training, either by me or by going online to Nutriservice.org and taking the required annual training.
10. All of my staff who create and submit claim records must receive training, either by me or by calling Nutriservice to train. If I hire new staff involved in submitting claim records, I am responsible for notifying Nutriservice so that they can be properly trained.
11. Donated Milk may NOT be from another Federal Entitlement program, like WIC or SNAP. I am responsible for validating that the milk donated has been purchased by the donor.
12. I may be asked to produce sign in sheets, to substantiate attendance if there is a concern about the validity of my attendance records.
13. I may be asked to produce payment records if there is a concern about the validity of my receipts.
14. If I am out at a meal time and there is no meal service, I must notify Nutriservice in advance.
15. I am responsible for the supervising and validating all claim submissions. Other staff that have supervisory roles are listed below and will be updated with Nutriservice if changed:

Name	Title	CACFP supervisory function:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed by \_\_\_\_\_ Title: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nutriservice: \_\_\_\_\_ Date: \_\_\_\_\_

*The staff listed above must complete the online training by calling the office and scheduling a training time before this site may begin claiming.*