CHILD AND ADULT CARE FOOD PROGRAM

AT A GLANCE

THIS IS A TIMELINE REMINDER OF CONTRACTING ENTITY RESPONSIBILITIES IN THE CACFP. IT IS THE CONTRACTING ENTITY'S RESPONSIBILITY TO FOLLOW POLICIES AND PROCEDURES SET FORTH IN THE CACFP HANDBOOK, AS WELL AS POLICY ALERTS AND NOTICES.

DAILY

- Complete Daily Meal Production Record - form 1530 (Child Care), form 1654 (Adult Care) DCH 1539
- Complete Daily Meal Production Records for Infants - form 1530-A
- Complete Daily Meal Count and Attendance Record
- Complete Time Distribution Reports for employees
- Adhere to approved meal service times

WEEKLY

- Tally and sign Daily Meal Count and Attendance Record
- Complete Claim for Reimbursement Worksheet - form H4502 or alternate

MONTHLY

- Finalize Claim for Reimbursement Worksheet - form H4502 or alternate
- File reimbursement claim - TX-UNPS
- Track non-profit status
- Review/update CACFP Infant Feeding Preference
- Review/update enrollment forms
- Review/update monthly enrollment list
- Check ESC website for CACFP classes
- Form 1540 or Alternate (sponsors only)
- Meal edit check (sponsors only)

ANNUALLY

- Review/update CACFP Meal Benefit Income Eligibility form and enrollment record
- Conduct/document civil rights training and program training
- Review/update procurement procedures
- Review/update Management Plan
- Review/update compensation policy
- Document ethnic and racial count for actual and potential beneficiaries
- Check National Disqualified List for employee names

TIMELINE

- July 1 - Download new income eligibility guidelines
- July 1 - new reimbursement rates available
- July - download and distribute new WIC flyers and "Building for the Future" flyers
- July-September- complete CACFP renewal-application
- September - complete and document annual inventory of food and non-food Items
- October 1 - begin program year

AS NEEDED

- Conduct/document new employee training
- Review/update CN labels, nutrition fact labels, and recipes
- Submit contract amendments
- Review/update medical statements for substitutions
- Conduct monitoring reviews (sponsors only)
- Check National Disqualified List for new hire names

QUESTIONS?
CONTACT YOUR
LOCAL ESC FOR HELP!