

**Instructions:** Use this checklist when preparing each monthly claim for submission. If each area is in compliance, check the box. If not in compliance, provide technical assistance, circle the box and document the technical assistance provided and disallow meals if necessary. If not applicable, mark N/A next to the box or cross out.

## All Programs



### MEAL COUNTS

- There are daily point-of-service meal count records for every site/classroom for each day that meals are being claimed during the claim month. Point-of-service meal counts occur when meal counts are recorded after a fully reimbursable meal is served to the participant.
- Daily meal count sheets include a full date, location, type of meal served and number of meals served.
- All point-of-service meal counts have been consolidated accurately.



### ATTENDANCE

- There are attendance records for every **site/classroom** for each **day** that meals are being claimed during the claim month.
- Attendance documents are complete and includes all required information for site type
- Daily attendance at the time of meal service does not exceed daily meal count records.



### MENU & MENU DOCUMENTATION

- Working menu reflects the meals actually served to participants.
- Actual meals served and recipes used meet meal pattern requirements following the Menu Monitoring Checklist.
- Required documentation for items served are on file (CN Labels, PFS, Standard of Identity, Recipes, Ingredient Labels, etc..) and meet minimum serving size requirements for all components.
- A Medical Statement to Request Special Meals and/or Accommodations is on file for all participants who received meals that did not meet meal pattern if meals are claimed for reimbursement.
- If Sponsor policy allows, Meal Preference Request Forms are on file for Nutritionally Equivalent Milk Substitutes and other substitutions meeting meal pattern.
- If applicable, Infant menu records have been reviewed for completeness.



### APPROVED FACILITIES

- All facilities (sites) where meals were served have been approved in CNPweb by ODE.
- If any meals were served, meaning provided to *participants*, at a location not listed in CNPweb, those meals will not be claimed.



## APPROVED MEAL TYPES

- All meal types being claimed have been approved in CNPweb. If a meal type is added during the fiscal year, it must be approved in CNPweb *before* those meal can be claimed.

For example: If a Sponsor decides to add a PM snack service and begins serving PM snack on Monday, but the change in CNPweb is not submitted until Thursday, only the PM Snacks served on Thursday and after can be claimed.



## NUMBER OF MEALS SERVED

- Childcare centers, Head Start and Adult Day Care programs may serve and claim no more than two meals and one snack or two snacks and one meal for any single participant on a given day
- Afterschool At- Risk Meal and Snack programs may claim one snack and one meal per participant per day
- Homeless programs may claim up to three meals (breakfast lunch or supper) or two meals and one snack per participant per day

## For-Profit Organizations



## MONTHLY FOR-PROFIT ELIGIBILITY DOCUMENTATION

- A For Profit Eligibility Calculation is on file for each site for the month, reflecting that 25% or more of the sites enrollment or capacity (whichever is lower) are Free or Reduced Price eligible participants

## Childcare Centers, Head Starts, Outside School Hour Child Care and Adult Day Care programs



## OMER & ELIGIBILITY DOCUMENTATION

- CACFP Child Enrollment Forms (CEF's) are on file for all participants for which meals are being claimed
- The number of Free, Reduced Price and Above Scale participants has been accurately totaled on the OMER

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## Meals that Cannot be Counted or Claimed for Reimbursement

- Meals that do not meet the meal pattern requirements
- Meals served with missing or non-creditable components to participants who do not have a complete, accurate Medical Statement for Food Substitution on file
- Meals served to teachers, helpers, non-participant adults, other site staff
- Meals served to Parents or guardians
- Meals served to participants who do not have the required, current CACFP enrollment documents on file with the Sponsor