

Michigan Department of Education Child and Adult Care Food Program

Supporting Documents

Annual Documents

- Organization chart
- Food service contract(s), if applicable
- Annual Staff training documentation for Civil Rights and CACFP
- Procurement documentation: Annual Informal Procurement Form, Invitation to Bid (ITB), Request for Proposal (RFP), approved food service contract(s) (as applicable)
- Participant/Parent Information Sheet (sponsoring organizations only)
- Household Income Eligibility Statements (HIES)*
- Participant enrollment documentation*
- Civil Rights – “Ethnicity/Racial Beneficiary Data Form” for current year
- MEGS+ CACFP application and supporting documents
- Site monitoring documentation (sponsoring organizations only)

Monthly Documents

- Menus, indicating dates and meals/snacks served for participants age 1 year and over
- Infant menus indicating infant’s name & birth date, meal dates, and meals/snacks served
- Meal attendance record – actual “point of service” records including any program adults (staff) served
- Average daily attendance
- Center daily attendance records
- Documentation of costs*: Food, Non-food supplies, Administrative, Food service labor, Indirect, Depreciation, Allocated Costs, and Allocation Cost Plan
- Employee compensation plan (if labor is charged to the CACFP)
- Reimbursement Claim (SM-4213-C) and any amendments
- Proof of prior CACFP reimbursement
- Proof of residency (emergency shelters only)
- Proof of living independently (Adult Day Services only)
- Program income
- **For profit center:** Department of Human Services (DHS) 1381 report indicating payments received for care provided (documentation that 25% of the center’s enrollment or capacity were Title XX beneficiaries) or documentation to support free or reduced price eligibility.
 - For Adults: Title XIX

Other Required Records

- Correspondence to/from the Michigan Department of Education (MDE), Child and Adult Care Food Program (CACFP) reviews, audit reports, CACFP Operational Memos, and other CACFP related correspondence
- Proof of tax exempt status (non-profit organization)
- Request for Special Dietary Needs Accommodations Form
- Household contact procedure (sponsoring organizations only)
- Formula/Food Sign-Off Statement for infants whose parents provide food items
- Documentation to calculate depreciation costs
- License or alternative approval documentation (if applicable)

Documents Recommended But Not Required

- Interactive Reimbursement Computation Worksheet
- Claim Status Report (From MEGS+)
- Meal count summary form

*Must be available in hard copy.