

Michigan Department of Education Child and Adult Care Food Program

Supporting Documents

Annual Documents

- Annual Staff training documentation for Civil Rights and CACFP
- Procurement Documentation: Informal Procurement Log(s); formal procurement documentation and/or approved food service contract(s), as applicable to your program
- Household Income Eligibility Statements (HIES), as applicable to your program
- Participant enrollment documentation, as applicable to your program
- Civil Rights – Completed "Ethnicity/Racial Beneficiary Data Form" for each site

Monthly Documents

- Dated menus, indicating meals/snacks served for participants ages 1 year and over
- Dated infant menu records indicating infant's name & birth date and meals/snacks served
- Meal attendance records – "point of service" records
- Record of adults (staff) served meals
- Daily program attendance records
- Documentation of costs*: Food, Non-food supplies, administrative costs/labor, food service labor, Indirect, Depreciation, Allocated Costs, and Allocation Cost Plan, as applicable
- Proof of residency (emergency shelters only)
- Proof of living independently (adult day services only)
- Program income, if applicable (catering, meals sold to staff, etc.)
- **For profit center:** Department of Health & Human Services (DHHS) 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 Adult Day Services: Title XIX beneficiaries)

Other Required Records

- Proof of tax-exempt status (non-profit organizations only)
- Request for Special Dietary Needs Form(s)
- Formula/Food Sign-Off Statement for all infants enrolled in care
- License or alternative approval documentation, as applicable
- WIC Poster or information (licensed childcare sites/facilities only)

Sponsoring Organizations Only:

- Household contact procedure
- Site monitoring tracking tool/schedule
- Completed site monitoring forms
- Participant/Parent Information Sheet

Recommended Documents - But Not Required

- MIND claim month status report
- Meal attendance summary form
- Summary of costs form
- Record of Milk purchased form