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4-C Child and Adult Care Food Program Annual Checklist

Please keep this checklist in your folder

The following record must be on site and **readily available at visits:**

- ☐ non-expiring Agreement Between Sponsoring Organization and Day Care Home (PI-1425)
- ☐ CACFP Child Enrollment Forms and a copy of the annual Enrollment Renewal Report
- ☐ any applicable Diet Statements for children unable to follow the CACFP meal pattern
- ☐ Monthly Menus
- ☐ Child Care Attendance Forms

Other paperwork that should be on site:

- ☐ Sponsor Home Review forms
- ☐ Certificate of completion for annual Recordkeeping assignment
- ☐ Monthly 4-C CACFP Memos
- ☐ Claim Summary Letters
- ☐ Building for the Future flyer

DUE DATES TO REMEMBER

Monthly Claim	<i>Must be submitted by the 5th of the following month.</i>
License or Certification	<i>Submit any changes as soon as they occur.</i>
Enrollment Forms	<i>Submit as soon as a child is newly enrolled.</i>
Annual Child Enrollment Report	<i>Due April 30th</i>
Annual Recordkeeping Assignment	<i>Due September 1st</i>
Tier Determination paperwork	<i>Due in July</i>