

Child and Adult Care Food Program (CACFP) At a Glance

This is a brief overview of your responsibilities in the CACFP. It is still your duty to follow policies and procedures set forth in the CACFP handbook as well as policy alerts and notices.

Daily Basis

- Attendance and Meal Counts (Form H1535)
- Meal Production Record (Form H1530) – to be completed before the meal service begins. Be sure to provide and document all substitutions.
- Meal Production Record for Infants (Form 1530-A) – to be completed before the meal service begins
- Time Distribution Reports for Employees listed on budget
- Adhere to approved meal service times

Weekly Basis

- Sign Form H1535 (Attendance and Meal Counts) at the end of each week. Transfer figures to Form H4502 (Claim for Reimbursement Worksheet)

Monthly Basis

- Claim for Reimbursement Worksheet (Form H4502)
- Claim for Reimbursement (Form H1532 enter online – http://TXUNPS.TexasAgriculture.gov
- Tracking of Non-profit Status (ledger style system, computer program, or other system that allows you to track your food service expenses versus food program reimbursement)
- CACFP Infant Feeding Preference - Centers
- Eligibility Forms
- Enrollment Forms
- Maintain an alphabetized monthly enrollment list

Quarterly Basis

- Ensuring you are operating a non-profit food service (a center cannot carry over more than three months of net resources)

Yearly Basis

- Civil Rights Training
- Program Training
  Program meal patterns, meal counts, claims submission, claims review procedures, recordkeeping requirements, reimbursement system, civil rights
- Procurement Procedures
- Codes of Standards of Conduct
- Inventory - required yearly but can be monthly
- Written Compensation Policy
- Building for the Future Fliers
- WIC Fliers
- Ethnic Count
- Renewal application
- Check National Disqualified List for employee names

As Needed Basis

- Training for any new employee with CACFP responsibilities
- Put CN labels for commercially prepared products on file
- Complaint Procedures
- Renewal of Eligibility Forms
- Renewal of Enrollment Forms
- Amendments to approved contract
- Check National Disqualified List for employee names