

# CACFP Checklist

## DAILY

<input type="checkbox"/>	Mark Children in attendance
<input type="checkbox"/>	During meal service time, mark each child that get served a meal
<input type="checkbox"/>	Ensure all meals served are entered into the Daily Menu
<input type="checkbox"/>	Enter the actual amount of food prepared and served for each meal or snack served

## WEEKLY

<input type="checkbox"/>	Enter newly enrolled children and update any children information that has changed
<input type="checkbox"/>	Review Milk Audit to ensure enough milk is purchased for the week and inventory totals match
<input type="checkbox"/>	Enter all receipts for food program purchases
<input type="checkbox"/>	Review School calendar and mark days school aged children are out of school
<input type="checkbox"/>	<p>Calculate your current claim once a week to look for errors. Make corrections if needed. Not all errors can be fixed; KidKare is explaining why a meal is not included in the claim.</p> <p>(You can calculate the claim as many times and at any time during the month to see corrections that may be needed along the way)</p>
	<p>Run the following Meal &amp; Attendance reports to ensure completion of the previous week:</p> <ul style="list-style-type: none"> <li>• Weekly Attendance + Meal Counts Report</li> <li>• Center Monthly menu Plan</li> </ul>

## MONTHLY

<input type="checkbox"/>	On the 1st of each month, verify the starting balances/previous month carryover in your milk audit
<input type="checkbox"/>	Finalize your claim calculations for the previous month
<input type="checkbox"/>	Login to CNP and submit your claim data to the state
<input type="checkbox"/>	Mark claim as submitted in KidKare and record payment once received
<input type="checkbox"/>	Once your claim is finalized and submitted, run the Non-Profit Status Report in KidKare to determine cost of food used (# of claim spend on food should be 50% or higher)
<input type="checkbox"/>	Ensure hard copies of receipts, bank statement, and CN Labels are on hand and easily accessible at your site.
<input type="checkbox"/>	Review your monthly roster and withdraw any participants that are no longer in your care.

## ANNUALLY

<input type="checkbox"/>	Annually renew enrollments for the new program year. When manually renewing participants, all paper enrollment forms should be stored onsite with CACFP paperwork. When using eForms in KidKare no forms need to be printed
<input type="checkbox"/>	Update any changes on manual renewals into KidKare
<input type="checkbox"/>	Complete online sponsor, facility, and budget applications on CNP website. Utilize receipt/finance reports in KidKare to help budget for the next program year
<input type="checkbox"/>	Submit your end of year report along with your bank statement for the last month of the year submitted into the CNPsite

## RESOURCES

- State CNP Site [www.cnp.sde.ok.gov/CACFP](http://www.cnp.sde.ok.gov/CACFP)
- KidKare Email: [Oklahoma@KidKare.com](mailto:Oklahoma@KidKare.com)
- KidKare Training Site: [www.kidkare.com/training-ok/single-location-center/](http://www.kidkare.com/training-ok/single-location-center/)