Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Child Care Center Monitoring Form	Program Operations	Form used to monitor sponsored sites/facilities for Program compliance	Maintained of file	The form was revised to include updated meal pattern, meal count and meal service guidance. The form name was also revised.
Child Care Center Monitoring Form Instructions	Program Operations	Provide guidance to sponsor when monitoring sites/facilities for Program compliance	Maintained of file	The Instructions were updated to align with the revised monitoring form. The name of the Instructions was updated.
Family Child Care Learning Home Monitoring Form	Program Operations	Form used to monitor provider's homes for Program compliance	Maintained of file	The form was revised to include the updated licensing requirements and additional options for 5-Day reconciliation. The form name was also revised.
Family Child Care Learning Home Monitoring Form Instructions	Program Operations	Provide guidance to sponsor when monitoring provider's homes for Program compliance	Maintained of file	The Instructions were updated to align with the revised monitoring form. The name of the Instructions was updated.
Flexibility Guidance_Updated CACFP Meal Pattern (v.2) - Octber 1, 2020	Policy/Adverse Action	To provide guidance to institutions and sponsors participating in the CACFP who continue to experience challenges with meeting the updated CACFP meal pattern requirements.	Used as reference	The memorandum was updated to reflect the current fiscal year.
Reclaiming Meals due to a Milk Shortage (v.2) - October 1, 2020	Policy/Adverse Action	To assist Administrative Sponsors (Sponsors) with: (1) calculating the number of meals, per facility, that was served with milk; and (2) determining the number of meals to reclaim per facility due to a milk shortage.	Used as reference	The memorandum was revised to provide updated instructions.
Household Contacts Requirement (v.2) - October 1, 2020	Policy/Adverse Action	To inform sponsoring organizations of childcare centers and day care homes participating in the Child and Adult Care Food Program (CACFP) of DECAL's policy on conducting household contacts.	Used as reference	The memorandum was revised to provide updated instructions.
Ensuring Institutions Implement Adequate Oversight and Internal Controls (v.3) - Oct. 1, 2020	Policy/Adverse Action	To ensure institutions implement oversight and internal controls of CACFP operations as required.	Used as reference	The memorandum was revised to provide updated information regarding an organization's board of directors.
Excess Funds in the CACFP and SFSP (v.4) - October 1, 2020	Policy/Adverse Action	To provide guidance on the proper procedures for CACFP/SFSP institutions to follow when accumulating an excess balance of CACFP/SFSP funds in their Program food service accounts.	Used as reference	The memorandum was revised to include updated information on the use of excess funds.
Charging Net Allowable Administrative Costs to the CACFP (v.3) - October 1, 2020	Policy/Adverse Action	To provide guidance to CACFP institutions and sponsoring organizations on the correct application and use of charging administrative costs to the CACFP.	Used as reference	The memorandum was revised to provide updated instructions on charging net allowable administrative costs.
Carry Over Unused Reimbursement for FDCHs (v.2) - October 1, 2020	Policy/Adverse Action	Policy Memorandum	Used as reference	The memorandum was revised to provide updated instructions on submitting bank statement/general ledger to verify excess funds.
Policy 18 - CACFP Recordkeeping Requirements	Policy/Adverse Action	Policy	Used as reference	The policy was revised to provide additonal guidance on electronic records.