CACFP SPONSOR'S VIRTUAL DESK REVIEW/AUDITS RECORD REQUEST CHECKLIST TEMPLATE

Note: In situations where direct observation normally occurs, alternate observation can be conducted virtually by using video and/or photos of meal preparation and meal services. This is a template and the list of required records and/or photos is NOT all inclusive.

Section I - License Note: license questions can be assessed by conducting a virtual video conference and/or by obtaining photo(s).
1. _____Verification of Approval (Federal/State//local authority approval type only)
2. _____ Child Care Standards Alternate Licensure (if applicable)
   a. _____Copy of Certification of Occupancy
   b. _____Child Care Standards Form
   c. _____Copy of current food permit (health/sanitation) or satisfactory report **and** food/fire inspection (BOEs/SFAs are exempt)

Section II – Civil Rights Note: Civil Rights questions can be assessed by conducting a virtual video conference and/or by obtaining photo(s).
1. _____"And Justice for All" Poster
2. _____Racial Ethnic Data Collection Form

Section III – Participant Information
1. _____Enrollment Packet
   a. _____WIC Fact Sheet & Income Guide distribution
   b. _____Household Letter Distribution
   c. _____Building for the Future Flyer or Sponsor Notice Distribution regarding CACFP
   d. _____Pricing Program Documentation (if applicable)

Section IV – Claim for Reimbursement Verification
1. _____Attendance Records
2. _____Enrollment Forms (IES Forms)
3. _____Copy of Claims for Reimbursement (with supporting documents)
4. _____Title XX documentation (if applicable)

Section V – At-Risk Afterschool Care Meal Centers
1. _____Enrichment or Education Activities Documentation (Daily Activity Agenda/Schedule of Activities)

Section VI – Recordkeeping Note: Sponsor must indicate the review month for the following records.
1. _____Enrollment Roster
2. _____Income Eligibility Statements
3. _____Weekly Menu and Food Service Record
4. _____Menu
5. _____Receipts and invoices
6. _____Time and Attendance Report(s) (if applicable)
7. _____Time Distribution Report (if applicable)
8. _____Monthly Record of Cost Form

9. _____Mileage Documentation
10. _____Bank Statements, General Ledger, Chart of Accounts, Check Registry
11. _____Payroll Records

Section VII – Training
1. _____Documentation Training Completion (Civil Rights Training and Program Training)

Section VIII – Food Handling/Sanitation and Food Storage Note: Food Handling/Sanitation and Food Storage questions can be assessed by conducting a virtual video conference and/or by obtaining photo(s).
1. _____Photo(s) of Thermometer (freezer/fridge)
2. _____Photos(s) of Food (freezer/fridge/pantry)
3. _____Photos(s) of Cleaning Supplies
4. _____Photo(s) of Trash Containers

Observation of Meal Service Note: The observation of the meal service can be assessed by conducting a virtual video conference and/or or by obtaining photo(s).
1. _____Menu
2. _____Medical Statements (if applicable)
3. _____Photo(s) of the meal service (breakfast, lunch, dinner or AM/PM snack)
   a. _____Meal Pattern-Photo(s) of all food items served table/tray/plate). (including infants if applicable)
   b. _____Serving Size-photo(s) of serving size for all meals (including infants if applicable)
   c. _____Photo(s) of water made available to participants
   d. _____Photo(s) of milk content (flavored/unflavored; whole; low-fat; fat-free; served to all age groups)
   e. _____Photo(s) of participants in attendance for meal service (participants' faces should be excluded from all photo(s).
   f. _____Meal Counts-photo(s) verify dated/timestamped daily meal counts are taken at the point of service for facilities while family day care homes may document meals at the end of the day.
   g. _____Meal Service Times-time-stamped photos or photo of clock
   h. _____Menus-photo(s) match with posted menu