

CACFP Administrative Tasks Checklist

Sponsor Tasks

Site Tasks

Daily

- Prepare food or receive and check in delivered meals**
 - Food Production Record: on.ny.gov/2DUqzls
 - Instructions: on.ny.gov/2StjotV
- Take attendance.**
- Serve meals/snacks.**
- Complete meal/snack counts—number prepared and number served.**
 - Daily Supper/Snack Count form: on.ny.gov/2TxmaKH

Monthly

- Plan monthly menu.**
 - CACFP Child Meal Pattern: on.ny.gov/2SANI4J
 - Sample Menus available on AfterschoolMealsNY.org
 - Crediting Foods in CACFP: on.ny.gov/2TtfUU6
 - Gather and retain required documentation from sites** (e.g., attendance, meal counts, etc.).
 - Submit reimbursement claims.¹**
 - Claim for Reimbursement form:¹ on.ny.gov/2RH086c
- Send attendance, meal counts, and other required information to sponsor.**

At least 3x per year

- Conduct site reviews.**
 - At least two must be unannounced, and at least one unannounced visit must be during a meal time.
 - Monitor Checklist: on.ny.gov/2Svg5kx

Annually

- Renew CACFP application.¹**
 - CACFP provides the most current forms and instructions to sponsors every fall.
 - Train site staff.**
- Attend CACFP training facilitated by the sponsor.**

Administrative tasks may vary by program; discuss these responsibilities with your sponsor, site staff, and NYSDOH public health nutritionist to ensure your program is meeting all CACFP requirements.

¹ Monthly reimbursement claims and annual renewals may be completed online through the CACFP Information and Payment System (CIPS). Learn more: on.ny.gov/2TCpfJy

AfterschoolMealsNY.org