



# Monthly Center Checklist

Please check off and attach the following documents

- Master List ( Listing names A-Z)
- Completed Labor Cost Documentation (CACFP Daily Time Log)
- Food/Milk Receipts (Center name on all receipts)
- Food/Non Food Cost Worksheet
- Other Monthly Cost Worksheet
- Income Eligibility Applications/IEAs (mail only and must be original)
- Infant Meal Preference Letters
- Enrollment Forms
- Medical/Doctor statements
- Signed Attendance/Meal Count Sheets per classroom
- Infant Meal Count Recorded by Individual Child
- Menus(Infant and Non-Infant)/ Infant Meal Count Record
- New Staff Training within 30 days of hiring
- Child Nutrition Labels

**This form MUST be turned in monthly with all required documentation before the third of the following month. They can be faxed to 513-758-1321, emailed to [4Cfoodprogram@4CforChildren.org](mailto:4Cfoodprogram@4CforChildren.org) or traditionally mailed and received before the third of the following month. Claims received after the third of the following month will not be processed.**

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Center Administrator's Signature

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Date