



## Daily/Weekly/Monthly Child Nutrition Program Checklist

### Daily

- Enter meals and attendance into KidKare as each meal or snack is served, at Point of Service (POS)
- Enroll new children
- Withdraw children no longer in care
- Enter Food and Supply receipts onto Food Cost Worksheet and into KidKare
- Vended centers only: Record temperatures on Daily Temperature log
- Be sure staff are filling out Daily Time Logs

### *Fax/email any new:*

- CACFP Enrollment forms
- IEA's (must mail in original)
- Infant Meal Parent Preference Forms
- Special Diet Forms
- Fluid Milk Substitution Forms

### Weekly

- Plan menu for the week (we recommend a 4-week cycle)
- Print and post menus
- Calculate milk needed for upcoming week
  - Use the [Milk Calculator](#) to help determine how much milk you need.
- Enter receipts onto Food Cost Worksheet and into KidKare

### End Of Week

- Verify meals and attendance were entered at POS
- Enter menus into KidKare; note any substitutions\*

### Monthly

- **Submit CACFP Monthly Claim by the 3<sup>rd</sup> of the month.**

### **MONTHLY CLAIM PAPERWORK SUBMITTED**

- Master List
- Personnel Costs
- CACFP Daily Time Log
- Food/Non-Food Cost Worksheet
- Food/Milk Receipts
- Weekly Menu for Children - 5 day
- Infant Weekly Menu - 5 day
- Infant Individual Menu
- Infant Meal Count Recorded by Individual Child
- CN/Child Nutrition Labels (if applicable)
- Vendor Delivery Slips (if applicable)
- Vendor Temperature Logs (if applicable)
- Child Enrollment Forms (for new children)
- Income Eligibility Applications/IEAs (for new children, must be original)
- Infant Meal Parent Preference Letters (if applicable)
- Special Diet and/or Fluid Milk Substitution Forms (if applicable)
- New Staff Training within 30 days of hiring (if applicable)

### **MONTHLY CLAIM DIGITAL (KidKare) SUBMITTED**

- Daily Meal POS
- Enter menus for children and/or infants
- Enter receipts for food, milk and supplies purchased; must match entry on Food/Non Food Cost Worksheet
- New Enrollments and IEAs (if applicable)
- KidKare "Submit" button clicked at end of month to finalize claim

After claim is processed, review Claim Error Report for any disallowances to improve and maximize reimbursement.