



Sponsoring Organization Staff CACFP Administrative Duties

List only staff members who will perform CACFP-related administrative functions. If any of these duties will be handled at individual facilities, indicate who at the sponsoring organization will have oversight over those functions. Please indicate if a staff member is responsible for facilities only or homes only.

Duty	Name(s) of Staff Responsible:	Staff Position Title(s):
Prepares and submits the CACFP application with required supporting documents		
Submits updates on operations as needed and verifies application information annually		
Collects civil rights data annually		
Determines tier classification of each family day care home <i>(N/A for sponsors of facilities only)</i>		
Conducts pre-approval visits		
Conducts monitoring visits		
Documents CACFP-related sponsor staff training		
Documents CACFP-related facility staff and/or family day care home provider training		
Collects Income Eligibility Statements (IES) and determines eligibility category for each enrolled participant <i>(N/A for at-risk programs)</i>		
Maintains a Master Enrollment List (MEL) for each facility that corresponds with IES forms on file <i>(N/A for at-risk programs and family day care)</i>		
Maintains an enrollment list for each family day care home <i>(N/A for sponsors of facilities only)</i>		
Maintains Title XIX and/or Title XX records <i>(if applicable)</i>		
Collects attendance records, meal count records, and menus from each facility and/or provider		
Reviews menus to ensure compliance with USDA meal pattern requirements		
Tracks expenditures, maintains itemized invoices and receipts, and documents labor costs		



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Prepares annual budget for State Agency approval		
Prepares monthly claim for reimbursement		
Signs monthly claim for reimbursement		
Maintains all CACFP records for three (3) years plus the current year. Records must be in a central location and accessible upon request.		



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