For SFA Sponsors & Sites

CACFP Checklist

DAILY (Sites)

- ☐ Attendance and Meal Counts
- ☐ Actual Quantities Served

WEEKLY (Sites)

- ☐ Transportation Logs (as needed)
- ☐ Upload Documents via Messages

WEEKLY/MONTHLY

- Enter all receipts for food program purchases (Sponsor or Site)
- ☐ Review School calendar and mark days school aged children are out of school (Sponsor or Site)
- ☐ Run the following Meal & Attendance reports to ensure completion of the previous week (Sponsor & Site):
  - Monthly Claimed Meal Count Summary
  - Center Monthly menu Plan
  - Pickup/Delivery Tracking
  - View Documents submitted via Messages
- ☐ Review Milk Audit to ensure enough milk is purchased for the week and inventory totals match (Sponsor or Site)
- ☐ Build and Review/Assign Menus for the next month (Sponsor or Site)
- ☐ Complete End of Month Inventory on OSDE template (Not in KidKare)

MONTHLY

- ☐ On the 1st of each month, verify the starting balances/previous month carryover in your milk audit (Sponsor or Site)
- ☐ Collect, Review, and Finalize Claims for each site in KidKare
- ☐ Login to CNP and submit your claim data to the state
- ☐ Mark claim as submitted in KidKare and record payment once received
- ☐ Once your claim is finalized and submitted, run the Non-Profit Status Report in KidKare to determine cost of food used (# of claim spend on food should be 50% or higher) NEW from OSDE
- ☐ Ensure hard copies of receipts, bank statement, and CN/CNN/PFS Labels are on hand and easily accessible at your site.

ANNUALLY

- ☐ Complete annual online application renewal. Utilize receipt/finance reports in KidKare to help budget for the next program year
- ☐ Upload your end of year report along with your bank statement for the last month of the year submitted into the CNP site.

RESOURCES

- State CNP Site www.cnp.sde.ok.gov/CACFP
- KidKare Email: Oklahoma@KidKare.com
- KidKare Training Site: https://www.kidkare.com/training-ok/