

*****These forms are to be filed on site for Audit Review*****

- Menus**
 - *Posted and maintained monthly
 - *CN Labels for all processed foods

- Attendance Records (Excel Spreadsheet)**
 - *Maintained daily as proof child was in attendance to program

- Meal Count Record (Excel Spreadsheet)**
 - *Maintained daily as proof of meals prepared/served/totals

- Staff Training**
 - *Agenda and sign in sheet created by sponsor - to be completed prior to serving meals

- Monitoring Forms (For sponsors with more than one site)**
 - *Pre-application form for each site prior to serving meals
 - *Completed monitor forms - 3 times per year

- Small Purchase Procurement**
 - *Compare prices of two items from three like sources, three times a year

- Copy of receipts of purchases**
 - *Receipts for all food and non-food purchases logged on Monthly General Journal
 - *Milk receipts should match the exact amount for the children served.
 - *Milk is required to be served at every meal (snack is optional).
 - *Delivery tickets if vended

- Sponsor/Site Agreement (for multi-site sponsors)**
 - *Keep agreement copies on file at sponsor location

- Milk Donation Form**
 - *To be used if milk is donated to the program

- Justice for All Poster**
 - *Displayed at serving site.

- Ethnic/Racial Data Form**
 - *Done annually

- Complaint Form**
 - *Keep on file to have as needed