Child Care Answers CACFP Provider and Sponsor Visit Agreement

* I will record my meals at POINT OF SERVICE. I understand the meal must be recorded either using the Weekly Attendance Worksheet or into Minute Menu when the children are served the meal.
* I will record my meals into Minute Menu at least weekly. I understand meals must be in Minute Menu by the end of the business week.
* I will ensure there is enough food on site for the ENTIRE day.
* I will make sure my menus are posted by the start of the business week. This includes a dated infant menu if applicable. I understand menus for ages 1 and up must be scheduled and printed from Minute Menu.
* I will serve the food listed on my scheduled menu. Should I need to substitute an item I will write the substitution on the menu prior to meal service.
* I will serve the correct milk for the CACFP program. 2% or Whole for ages 12-23 months, 1% or Skim for ages 24 months and up.
* I understand meals must be served during my approved meal time.
* I will notify CCA if I will not be serving a meal or if I am closed for the day.
* I will make sure all my required paperwork for the CACFP program is onsite and organized.
* I will properly train all staff on CACFP procedures including but not limited to: sanitization, required paperwork, serving meals, and what to expect from a monitor visit.

**I understand failure to follow any of the above requirements may result in meals being disallowed and seriously deficient action being taken against me. I will post this signed agreement in a public location and follow all the above requirements on a daily basis.**

**Provider’s Signature Date**