

	<p>Rising Phoenix Enrichment Program, Inc. 950 Eagles Landing Pkwy. Suite 429 Stockbridge, GA 30281 P: (470)488-0222 F: (678)815-0959</p>
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***New Effective 10/1/2020* Monthly Claim Checklist**

Center Name	
Claim Month/Year	

Income Eligibility Statement/Enrollment Form (CENTER IS RESPONSIBLE)

(IES/Enrollment form must be on file before children can become active in My Food Program)

Infant Affidavit form for new enrolled Infants (CENTER IS RESPONSIBLE)

(Infant Affidavit form must be on file before children can become active in My Food Program)

Monthly copies of Title XX (CAPS or Title XIX Invoices (CENTER IS RESPONSIBLE)

Manual Point of Service forms (CENTER IS RESPONSIBLE)

(P.O.S form can be printed down from My Food Program; if P.O.S is entered electronically at the point of meal service no manual form is required)

Operating Cost Documents (CENTER IS RESPONSIBLE)

Monthly Record of Cost Form

Bank Statements

Receipts and invoices

Time Sheets

Time Distribution Report

Payroll Documentation/Cancelled Checks

Daily Menu and Food Service Record (N/A Sponsor will print from My Food Program)

(Center must also complete Infant Menu)

Participant's Roster (N/A Sponsor will print from My Food Program)

Daily Attendance (N/A Sponsor will print from My Food Program)

All Program documents must be maintained for 3 years plus the current year

NOTE: ALL Child Care Centers receiving payment from the CACFP must keep full and accurate records pertaining to the food service operation. These records must be kept to support the claim for reimbursement and to verify all CACFP requirements are being met. All records must be maintained at the center and must be available for audit by Federal or State Officials at all times. Failure to produce required records in a timely manner could result in repayment to the center's food service account, Bright From the Start, GA Department of Early Care and Learning or USDA.

This Institution is an equal opportunity provider