

Most Common Errors Found During CACFP Reviews

Listed below are some of the most common errors we find during the reviews we perform each year. A reviewer may discover some of these errors during a review or may find errors not listed here. Please keep in mind that this list is not inclusive of all possible errors. Center directors and staff are reminded that Montana State CACFP staff are always willing to help and will assist with any questions or concerns you might have. Contact us at (888) 307-9333.

1. Menu not posted, whole grains indicated, and non-creditable foods posted on menu.
2. Income Eligibility Meal Benefit Forms contain errors.
3. Center staff training not completed or not documented.
4. Meals not served family style.
5. Monthly Attendance/Sing-in and Out Records contains errors.
6. Insufficient milk purchased for meals claimed.
7. For non-profit centers, CACFP oversight not mentioned in board minutes.
8. Documentation for Special Dietary needs is incomplete or not available.
9. Food purchase receipts not separated from non-foodservice purchases.
10. Refrigerator and freezer thermometers are not available.
11. Supervisory visits for institutions with multiple facilities have not been completed.
12. Non-discriminatory statement not included in parent handbook.