

Putting It All Together:

Center Monthly Checklist for Reimbursement

- Any new Income Eligibility Statements/Enrollment Forms
(Send copies, keep originals in binder)
- Attendance and Meal Count worksheets
- Copies of Receipts
- Staff Time and Duty worksheets
- Menus

Mail by the 5th of the month to:



MAILING ADDRESS:
5 East 2nd Street
Richmond, Virginia 23224

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Website: www.USDAcacfp.org
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