COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

CACFP Expense Verification and Compliance Procedures Effective Date: January 2026
Applies To: All staff responsible for CACFP financial management and reporting

Purpose

To ensure that only allowable, reasonable, and necessary expenses are charged to the Child and Adult Care Food Program (CACFP), in compliance with FNS Instruction 796-2 REV 4 and Texas Department of Agriculture (TDA) requirements.

Scope

These procedures apply to all CACFP-related expenses, budget submissions, financial reporting, and documentation maintained by Community Services of Northeast Texas, Inc.

Procedures

1. Expense Verification

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
  - Review each expense against the approved CACFP budget prior to entry in the general ledger.
  - Confirm that the expense is allowable, reasonable, and necessary.
  - Document verification in the expense log.
- **Frequency:** Ongoing, at the time of expense entry.

2. Budget Compliance

- **Responsible Position:** Head Start Program Director
- **Process:**
  - Conduct monthly reconciliation of CACFP expenses against the approved budget.
  - Flag any expense not included in the approved budget.
  - Initiate Special Program Waiver Approval (SPWA) requests using the SPWA Screening Checklist for anticipated new costs.
  - If SWPA is required (e.g., professional services, equipment, memberships, etc.), a SPWA request will be submitted to the State Agency for prior expenditure of the funding.
- **Frequency:** Monthly.

3. Documentation Maintenance

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
    - Maintain supporting documentation for all CACFP-funded expenses.
    - Separate unallowable expenses and document them as paid from non-CACFP funds.
    - File documentation daily in designated CACFP records.
- **Frequency:** Daily.

4. Oversight and Monitoring

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
    - Conduct quarterly internal audits of CACFP expense records.
    - Verify compliance with CACFP requirements and corrective procedures.
    - Provide feedback and retraining if discrepancies are identified.
    - Enter in Child Plus Monitoring System.
- **Frequency:** Quarterly.

Oversight Measures

- Quarterly internal audits by the Head Start Nutrition Coordinator/Manager.
- Annual staff training on CACFP allowable costs and budget compliance.
- Immediate corrective action if noncompliance is identified.

Implementation

- **Effective Date:** January 2026
- **Review Cycle:** Annual review and update of procedures.
- **Approval:** Head Start Program Director

Records to Maintain

- Expense verification logs
- Budget reconciliation reports
- SPWA requests and approvals
- Documentation of staff training
- Quarterly audit reports

SPWA Screening Checklist

Use this checklist to determine if Specific Prior Written Approval (SPWA) is required for a purchase/service not included in the approved contract or budget.

Purchase/Service Details

Description of Item/Service: ____________________________

Vendor Name: _______________________________________

Estimated Cost: ______________________________________

Funding Source: _____________________________________

Justification

Explain why this purchase/service is necessary for CACFP operations:

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Budget Verification

Is this item/service included in the current approved CACFP budget? Yes / No

If No, proceed with SPWA request process.

SPWA Requirement Determination

Does this cost fall under categories requiring SPWA (e.g., professional services, equipment, memberships)? Yes / No

If Yes, initiate SPWA Request Packet preparation.

Head Start Nutrition Coordinator/Manager: ________________________ Date: _________

Head Start Program Director: ____________________________________ Date: _________