

MONTHLY CHECKLIST

<p style="text-align: center;">REQUIRED EVERY MONTH <i>Forms, Reports, Receipts</i></p>	<p style="text-align: center;">Place Check Mark</p>
<ul style="list-style-type: none"> • Meal Production Records (Form H1530 or H1530 Alternate) 	
<ul style="list-style-type: none"> • Meal Production Records (Infants) (Form H1530-A) 	
<ul style="list-style-type: none"> • Attendance and Meal Count Record (Form H1535) 	
<p>* • Receipts for Food and Supplies</p>	
<p>* • Time Distribution Report</p>	
<p>** • Report Monthly Changes in Enrollment</p>	
<p>*** • Enrollment Form(s) (For new or expired children)</p>	
<p>*** • Application (Form H1531 or H1531S)</p>	

* If you do not want to submit these to us, you must complete the Cost Report on your own. You must have these available for us to review during Monitor Reviews. **This is NOT recommended.**

** Submitted only when a change in the enrollment occurs

*** Submitted only when new child is enrolled or to update an expired form