

CENTER: _____
MONTH: _____

USDA PAPERWORK CHECKLIST SUU HEAD START

- DOUBLE CHECK ALL PAPERWORK FOR COMPLETENESS, OR IT WILL BE SENT BACK
- FAX MEAL COUNT ON THE LAST DAY OF CLASSES FOR THE MONTH
- SEND PACKET ADDRESSED TO HEALTH TEAM INSIDE ENVELOPE WITH OTHER HEAD START PAPERWORK

Fax: 586-5232

Person compiling packet is to initial each item sent	INITIALS
Monthly Meal Count	
Sign-in/Sign-out Sheets	
Menu calendar	
Production Sheets	
Purchase Sheet	
Register receipts (itemized and labeled)	
White delivery receipts	
Food Transportation sheet	

NOTES AND COMMENTS:

Signature

Date