

# ELECTRONIC DOCUMENTATION OF MEAL RECORDS IN FAMILY DAY CARE HOMES

CACFP Policy 03-23

## **Purpose**

To establish the procedure for electronic documentation of meal participation in family day care homes.

## **Scope**

Family day care sponsors and providers on the Child and Adult Care Food Program (CACFP).

## **Description**

Federal Regulations at §226.18(e) state, “Each day care home...must maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children.”

Due to the nature of the family day care home operation, the relatively small number of children, and the limited staff, the State Agency has determined that meal records can be completed with accuracy when documented electronically. Family day care providers using programs approved by their sponsoring organization, may document meal participation and attendance records electronically. Paper records for meal participation and attendance will not be required when an electronic system is used. If, during a sponsor, state, or USDA review, meal records for the previous days are not documented, all meals will be disallowed.

## **Sources**

Indiana Department of Education, School and Community Nutrition, Federal Regulations at §226.18(e)