

5-DAY RECONCILIATION OF A FACILITY'S ENROLLMENT AND ATTENDANCE RECORDS

CACFP Policy 06-01

Purpose

To clarify the requirements to conduct a reconciliation of each facility's meal counts with enrollment and attendance records for a five-day period.

Scope

State agency review staff and sponsoring organizations participating in the Child and Adult Care Food Program (CACFP)

Description

The 2nd Interim CACFP Management Improvement Rule added review requirements which are specified at §226.16(d)(4)(i)-(ii). The requirements include a reconciliation of the facility's meal counts with enrollment and attendance records for a five-day period as a part of each facility review.

Reviewers must examine the meal counts recorded by the facility for five consecutive days during the current and/or prior claiming period and reconcile meal counts to both attendance and enrollment by participant. For each day examined, reviewers must use enrollment and attendance records to determine the number of children in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal counts for that day. Based on that comparison, reviewers must determine whether meal counts were accurate. This is to be completed for each site at each monitor review visit.

In order to make the workload more manageable, monitors may base their reconciliation on a random sample of the children for the five-day period. The random sample must equal at least ten percent of the number of children enrolled, with a minimum of five children's records being reconciled in facilities with 50 or fewer enrolled children.

If there are no enrollment forms required (as in at-risk after school snack programs or outside school hours programs), the monitor must reconcile meal counts to attendance records.

If there are no enrollment or attendance records (as in emergency and homeless shelters), the monitor would conduct a more general review of the facility's meal counting and claiming procedures and would not include a five-day reconciliation.

If there is a discrepancy between the number of children enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary. An occasional difference between enrollment and meal counts may not require reviewer action. Reviewers should look for large number differences and patterns when meal counts do not match enrollment information.

USDA believes the five-day reconciliation will usually involve records from the current or previous month (or, for reviews conducted early in a month, perhaps a combination of days from the current and previous month). This will facilitate parent contacts, if necessary. However, if

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there are circumstances that warrant the monitor examining a five-day period from an earlier month, the regulatory language should not be construed to prohibit the monitor from looking at an earlier month's records (e.g., there are indications of an inaccurate meal count in an early month, but not in the current or previous month).

The attached *5-Day Reconciliation Worksheet* may be used to collect the information for the five-day period.

Sources

CACFP Federal Regulations at §226.16(d)(4)(i)-(ii); CACFP Policy #07-2005.

5-Day Reconciliation Worksheet

Sponsor: _____ Facility: _____

M=Meal Participation Record Information A=Attendance Sheet E=Enrollment Information

Type of Facility: Circle Type Licensed Center Head Start Ministry FDC Home At-Risk OSH

	Attendance E A	Breakfast E M	AM Snack E M	Lunch E M	PM Snack E M	Supper E M	Night Sn E M
Name:							
Date #1							
Date #2							
Date #3							
Date #4							
Date #5							
total							
Name:							
Date #1							
Date #2							
Date #3							
Date #4							
Date #5							
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Name:							
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Name:							
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Date #5							
total							

WORKSPACE: