

CACFP REGULATORY RECORDKEEPING REQUIREMENTS

CACFP Policy 06-02

Purpose

To explain CACFP regulatory recordkeeping requirements as changed by the 2nd Interim Rule for Program Integrity.

Scope

Institutions participating in the Child and Adult Care Food Program (CACFP)

Description

Each institution shall establish procedures to collect and maintain all program records required by 226.16(e), as well as any records required by the State Agency. Failure to maintain such records shall be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records. The following records shall be collected and maintained:

1. Copies of all contracts, applications and the supporting documents (e.g. budget, worksheets, and media release) submitted to the State Agency.
2. Documentation of the enrollment of each participant at licensed centers, registered day care ministries, head start centers, centers that have alternate approval, adult daycare facilities, and family day care homes. Such documentation must be updated annually (with the exception of adult daycare facilities), signed by a parent or legal guardian, and include information on each participant's normal days and hours of care and the meals normally received while in care. Enrollment documentation does not apply to at-risk after school meals programs, outside-school-hours programs, and homeless/emergency shelters.
3. Centers must maintain *Applications for Free and Reduced-Price Meals* used to determine eligibility for free or reduced-price meals in accordance with §226.23(e) (1). Head Start centers must maintain *Applications for Free and Reduced-Price Meals* for those participants that are not categorically eligible for Head Start based on household income. *Applications for Free and Reduced-Price Meals* are not required for at-risk after-school meals programs and homeless/emergency shelters.
4. For family day care homes, sponsors must maintain:
 - a. The enrollment of each child at day care homes
 - b. Information used to determine the eligibility of enrolled provider's children for free or reduced-price meals
 - c. Information used to classify day care homes as a tier I day care home, including official source documentation obtained from school officials when the classification is based on school data
 - d. Information used to determine the eligibility of enrolled children in Tier II day care homes that have been identified as eligible for free or reduced-price meals in accordance with §226.23(e)(1)
5. Daily records indicating the number of participants in attendance
6. Daily meal counts, by type (breakfast, lunch, supper, and snacks), served to family day care home participants OR point-of-service meal counts, by type (breakfast, lunch, supper, and snacks), served to center participants

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7. Except at day care homes, daily records indicating the number of meals, by type (breakfast, lunch, supper, and snacks), served to adults performing labor necessary to the food service
8. Other than in family day care homes, copies of invoices, receipts, or other records required by the State Agency to document:
 - a. Administrative costs claimed by the institution;
 - b. Operating cost claimed by the institution (except sponsors of family day care homes)
 - c. Income to the Program.
9. Copies of all claims for reimbursement submitted to the State Agency
10. Receipts for all Program payments received from the State Agency
11. If applicable, information concerning the dates and amounts of disbursement to each child care facility or adult day care facility under its auspices.
12. Copies of menus and other food service record, e.g. substitution list, temperatures of vended meals, etc.
13. Information concerning the location and dates of each child care or adult day care facility review, any problems noted, and the corrective action prescribed and effected, if applicable
14. Information on training session date(s) and location(s), as well as topics presented and signed attendance sheets
15. Other than in family day care homes, documentation of nonprofit food service to ensure that all Program reimbursement funds are used:
 - a. Solely for the conduct of the food service operation
 - b. To improve such food service operations, principally for the benefit of the enrolled participants.
16. For sponsoring organization, records documenting the attendance at training for each staff member with monitoring responsibilities. Training must include instruction, appropriate to the staffs' duties, on the Program's meal patterns, meal counts, claims submission and claim review procedures, recordkeeping requirements, and an explanation of the Program's reimbursement system.

Sources

CACFP Federal Regulations at §226.16(e); Indiana Department of Education