

# DOCUMENTATION OF TIME-IN/TIME-OUT SHEETS

## CACFP Policy 97-01

### **Purpose**

To revise the requirements for documenting time-in/time-out sheets.

### **Scope**

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

### **Description**

Family day care providers must keep time-in/time-out sheets for each child when claiming meals for more children than the licensed capacity. This documentation will show that the provider is not over his/her licensed capacity at any given time.

### **Sources**

Indiana Department of Education, School and Community Nutrition Programs