

## **Documentation Of Meal Participation Records In Family Day Care Homes**

### **PURPOSE:**

To update the procedure regarding the documentation of the Child and Adult Care Food Program (CACFP) meal participation records in family day care homes.

### **SCOPE:**

Sponsors of family day care homes and homes participating in the CACFP.

### **DESCRIPTION:**

Federal Regulations at §226.18(b)(16)(e) state, "Each day care home shall maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children."

The State Agency and the USDA has interpreted this to mean that family day care home providers, with 12 or fewer enrolled participants, must have the meal participation and attendance records completed by the end of each day. (Enrolled participants means the actual number of children enrolled in the home, and does not mean the licensed capacity.) Due to the nature of the most family day care home operations, the relatively small number of children, and the limited staff, the State Agency has determined that meal records can be completed with accuracy if finished by the end of each day. If, during a sponsor, state, or USDA review, meal records for the previous days are not complete, all meals will be disallowed.

Effective **October 1, 2005**, family day care providers with more than 12 enrolled participants must document daily attendance and meal participation records at the point of service (the time and place at which meals are served). Meal counts documented prior to or after the meal service may not be submitted for reimbursement. If, during a sponsor, state, or USDA review, meal records for a previous meal service are not complete, all meals will be disallowed.

In addition, the State Agency or the sponsoring organization may require a day care home that has been found to be seriously deficient due to problems with their meal counts and claims to maintain point of service meal count documentation.

This policy applies to family day care homes, only.

Source: CACFP Federal Regulations §226.15(e)(4), Indiana Department of Education, Division of School and Community Nutrition Programs, Child and Adult Care Food Program.