

DOCUMENTATION OF INFANT MEALS

PURPOSE: To clarify the documentation of infant meals for the Child and Adult Care Food Program.

SCOPE: Child Care Centers, Day Care Ministries, and Family Day Care Homes.

DESCRIPTION: In order for organizations and providers to receive reimbursement for meals served to infants, a feeding record sheet for infants **MUST BE COMPLETED**. The infant feeding record should be completed for each meal and must include the following:

1. Infant name and age
2. Date meals are served for CACFP reimbursement
3. Specific foods and amounts served to **EACH** infant
4. Original signature of caregiver

Documentation is to take place at the point of service for child care centers and day care ministries, and by the end of the day for family day care homes.

SOURCE: Department of Education
Division of School and Community Nutrition Programs