

## AVAILABILITY OF CHILD AND ADULT CARE FOOD PROGRAM RECORDS

**PURPOSE:** This instruction sets forth the policy regarding program records for the Child and Adult Care Food Program (CACFP) that are to be maintained at the site and/or sponsoring organization's office.

**SCOPE:** Child Care Centers, Day Care Ministries, Outside School Hours Centers, Head Start Centers, and Adult Day Care Centers.

**DESCRIPTION:** Effective October 1, 1995, the following records must be available for the entire current fiscal year (October 1 through September 30):

- Meal Participation Records
- Attendance Records
- Applications for Free and Reduced Price Meals
- Participant Eligibility Roster
- Post-Dated Menus
- Expense Records

If these CACFP program records are not available to the state agency field consultant, in a reasonable amount of time, **ALL meals will be disallowed.**

**SOURCE:** DEPARTMENT OF EDUCATION  
Division of School and Community Nutrition Programs