

DOCUMENTATION OF TIME-IN/TIME-OUT SHEETS

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

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

DESCRIPTION: **FAMILY DAY CARE HOMES:** 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.

CENTER-TYPE OPERATIONS: Center-type operations are not required to keep time-in/time-out sheets for CACFP purposes. Effective August 22, 1996, **centers may claim only three feedings per participant per day** (two meals and one snack **OR** two snacks and one meal). Therefore, documentation to show eight hours in attendance is no longer required.

SOURCE: INDIANA DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL AND COMMUNITY NUTRITION
PROGRAMS