**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