

Indiana Department of Education
Child Nutrition Programs' Policy Instruction
July 23, 2003

DOE/CACFP
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Computer Documentation of Meal Records in Family Day Care Homes

PURPOSE: To establish the procedure regarding the documentation of the Child and Adult Care Food Program (CACFP) meal participation records by computer 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."

Due to the nature of the family day care home operation, the relatively small number of children, and the limited staff, the State Agency has determined that meal records can be completed with accuracy when documented on the computer for those providers who have computer programs to manage their CACFP participation.

Effective **October 1, 2003**, family day care providers using programs approved by their sponsoring organization, may document meal participation and attendance records directly on the computer. Paper records for meal participation and attendance will not be required when a computer system is used. If, during a sponsor, state, or USDA review, meal records for the previous days are not complete, all meals will be disallowed.

This policy applies to only family day care homes.

Source: CACFP Federal Regulations, Indiana Department of Education, Division of School and Community Nutrition Programs, Child and Adult Care Food Program