

5-Day Reconciliation of a Facility's Enrollment and Attendance Records

PURPOSE:

This policy instruction clarifies the requirement to conduct a reconciliation of the facility's meal counts with enrollment and attendance records for a five-day period as required in Policy Instruction 04-03.

SCOPE:

This policy applies to State Agency review staff and sponsoring organizations of family day care homes and/or child care centers, registered day care ministries, at-risk after school snack programs, outside-school-hours centers, Head Start centers, adult day care centers, and homeless/emergency shelters. *This policy does not apply to independent centers.*

The 2nd Interim CACFP Management Improvement Rule added review requirements which are specified at §226.16(d)(4)(i)-(ii). The requirements include a reconciliation of the facility's meal counts with enrollment and attendance records for a five-day period as a part of each facility review (i.e. child care centers, registered ministries, adult day care centers, outside-school-hours centers, at-risk after school snack programs, and family day care homes).

Reviewers must examine the meal counts recorded by the facility for five consecutive days during the current and/or prior claiming period and reconcile meal counts to BOTH attendance and enrollment by participant. For each day examined, reviewers must use enrollment and attendance records to determine the number of children in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal counts for that day. Based on that comparison, reviewers must determine whether meal counts were accurate. This is to be completed for each site at each monitor review visit.

In order to make the workload more manageable, monitors may base their reconciliation on a random sample of the children for the five-day period. The random sample must equal at least ten percent of the number of children enrolled, with a minimum of five children's records being reconciled in facilities with 50 or fewer enrolled children.

If there are no enrollment forms required (as in at-risk after school snack programs or outside school hours programs), the monitor must reconcile meal counts to attendance records.

If there are no enrollment or attendance records (as in emergency and homeless shelters), the monitor would conduct a more general review of the facility's meal counting and claiming procedures and would not include a five-day reconciliation.

If there is a discrepancy between the number of children enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary. An occasional difference between enrollment and meal counts may not require reviewer action. Reviewers should look

for large number differences and patterns when meal counts do not match enrollment information.

USDA believes the five-day reconciliation will usually involve records from the current or previous month (or, for reviews conducted early in a month, perhaps a combination of days from the current and previous month). This will facilitate parent contacts, if necessary. However, if there are circumstances that warrant the monitor examining a five-day period from an earlier month, the regulatory language should not be construed to prohibit the monitor from looking at an earlier month's records (e.g., there are indications of an inaccurate meal count in an early month, but on in the current or previous month).

The attached *5-Day Reconciliation Worksheet* may be used to collect the information for the five-day period.

SOURCE:

CACFP Federal Regulations at §226.16(d)(4)(i)-(ii); CACFP Policy #07-2005.

5-Day Reconciliation Worksheet

01/06

Name of facility:	Sponsor ID Number:
Facility Type: <input type="checkbox"/> Licensed Center <input type="checkbox"/> Head Start Center <input type="checkbox"/> Registered Day Care Ministry <input type="checkbox"/> Family Day Care Home	
[<input type="checkbox"/> Outside School Hours Centers <input type="checkbox"/> At-Risk After School Snack Programs <input type="checkbox"/> Homeless/Emergency Shelters	

Date of Day #1: _____

Date of Day #4: _____

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
Total Meals						
Total from Attendance Records						
Total from Enrollment Records						
Difference						

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
Total Meals						
Total from Attendance Records						
Total from Enrollment Records						
Difference						

Date of Day #2: _____

Date of Day #5: _____

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
Total Meals						
Total from Attendance Records						
Total from Enrollment Records						
Difference						

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
Total Meals						
Total from Attendance Records						
Total from Enrollment Records						
Difference						

Date of Day #3: _____

Workspace:

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
Total Meals						
Total from Attendance Records						
Total from Enrollment Records						
Difference						

1. Reviewer must take data from actual meal participation, enrollment, and attendance forms.
2. The "Total Meals" is the total for each meal type as recorded by the facility on the meal participation records.
3. "Total from Attendance Record" is the attendance figure for the date. This will probably be the same for each meal type.

4. "Total from Enrollment Records" will be the number of children who would normally receive the meal type on a routine basis.
5. In most cases, "Difference" would indicate the discrepancy found between the total meal type and the enrollment data. However, for those facilities not required to maintain enrollment forms, the difference would be between total meals and attendance records.