

AVAILABILITY OF CHILD AND ADULT CARE FOOD PROGRAM RECORDS  
(Family Day Care)

- 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:** Sponsors and providers participating in the Child and Adult Care Food Program.
- DESCRIPTION:** Effective October 1, 1995, the following records must be available for the entire current fiscal year (October 1 through September 30):

- Enrollment form for all children
- Monthly enrollment summary sheet
- Daily Meal Participation and Attendance Sheets
- Time in/Time out sheets if necessary
- Monthly Meal Summary Sheets
- Menus with substitutions
- Copy of sponsor/provider agreement
- CACFP Information Flyer
- Infant Meals record, if claiming infant meals
- Current license for each provider
- Application for Free and Reduced-Price Meals for providers claiming own children
- Racial determination for each participant
- Racial summary for organization
- Current census information with racial breakdown of the counties served
- Civil right poster
- CACFP application for provider participation
- Current monitor review forms for each provider
- Monthly Administrative time log
- Monthly business expense receipts
- Monthly mileage log
- Copies of submitted Claim for Reimbursement Vouchers

If these CACFP program records are not available to the state agency field consultant, in a reasonable amount of time, **ALL meals for each provider whose records are not available will be disallowed.** **ALL ADMINISTRATIVE EXPENSES WILL BE DISALLOWED WITHOUT PROPER DOCUMENTATION** (monthly time log, travel log, receipts, etc.)

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