

DOCUMENTATION OF ADMINISTRATIVE BUDGET  
FOR  
FAMILY DAY CARE HOME SPONSORS

- PURPOSE:** To set forth the state agency policy for Family Day Care Sponsors documentation of administrative budget expenses.
- SCOPE:** Family Day Care Sponsors participating in the Child and Adult Care Food Program (CACFP).
- DESCRIPTION:** It is the responsibility of Sponsors of Family Day Care Homes to document all administrative expenses submitted for reimbursement. Sponsors are required to complete a **MONTHLY TIME LOG**. This must be done before any other expenses can be claimed. Sponsors who do not keep a monthly time log will not be allowed to claim other expenses such as mileage, office supplies, etc.
- ALL ADMINISTRATIVE EXPENSES WILL BE DISALLOWED WITHOUT PROPER DOUMENTATION** (monthly time log, travel log, receipts, etc.).
- This policy is effective October 1, 1995.
- SOURCE:** Indiana Department of Education  
Division of School and Community Nutrition Programs