

CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements  
**ADULT DAY CARE CENTERS**

**Daily Requirements**

**Attendance**

This must be maintained for participants in all CACFP programs, and include:

- A dated record of each participant (including first and last name) in attendance each day.

**Meal Participation/Meal Counts**

This must be maintained for participants in all CACFP programs, and include:

- A record of each participant (including first and last name) and each meal or snack claimed for reimbursement. Completed at point of service.
- The documentation must specify the date of each meal/snack, the type of meal/snack, and if maintained by classroom or shift, it should specify the room or shift the meal counts apply to.
- Meals must be documented for adults performing labor. If no adults receive meals, it must still be documented, such as with a 0 or N/A. May not be left blank.
- Must be able to total the number of meals by participant and list by eligibility category confidentially at the end of the month when completing the claim.

**Adult Menu**

This must be maintained for all adult daycare centers, and include:

- A dated record of specific food items actually served at each meal or snack.
- Whole grain rich/whole grain components must be indicated.
- The milk description must include the fat percentage and if it is flavored or unflavored.
- Name of center.

**Time Log**

This must be maintained for all CACFP Programs that use CACFP funds to pay for labor expenses and include for each employee:

- Employee name
- The number of hours worked each day broken down into administrative CACFP hours worked, operational CACFP hours worked, non-CACFP hours worked, and total hours worked.
- For institutions that require monitoring, a daily record of time spent on monitoring activities for each employee may be included on the time log or maintained on a separate record.
- Both the employee and supervisor must certify the record is accurate and sign and date the document.

**Monthly Requirements**

**Monthly Journal/Ledger**

This must be maintained for all CACFP Programs and include:

- All CACFP income and expenses paid with CACFP funds.
- The balance to show any unused funds from previous months and reflect the current account balance.
- Specific transactions must be recorded by date and include a description and amount.
- If the institution uses CACFP funds for multiple categories (such as food, nonfood, operational labor, operational overhead, administrative labor, administrative overhead), a coding system, breakdown of expense by category, or other system is needed to report expenses by type on the Annual Financial Report or when requested.
- Maintain the year-to-date non-profit food service account.

## Monthly Milk Inventory

This must be maintained for all CACFP programs except vended meals that include milk and include:

- The facility name and month and year of inventory
- Milk on hand at the beginning of the month by type
- Milk purchased during the month by type.
- Milk transferred to or from another site by type.
- Milk on hand at the end of the month by type
- Total milk used for the month by type.
- A list of all milk purchases including date, vendor, and amount of milk by type

## Application for Free/Reduced-Priced Meals

This must be maintained for all adult daycare centers, and include:

- Include the following:
  - Participant(s) first and last name
  - A way to indicate categorically eligible categories: Foster child, Migrant, Runaway, Homeless, Head start
  - A way to indicate assistance programs that the household participates in: SNAP or TANF for childcare and SNAP, SSI, or Medicaid for adult care, and the assistance program case number.
  - A statement that if the adult daycare participant is a member of a household that receives SNAP, SSI, or Medicaid, the participant is automatically eligible to receive free program meal benefits.
  - The names of everyone in the household and their income
  - A statement that the person signing the application certifies that all information furnished is true and correct; that the application is being made in connection with the receipt of Federal funds; that Program officials may verify the information on the application; and that the deliberate misrepresentation of any of the information on the application may subject the applicant to prosecution under applicable State and Federal criminal statutes.
  - The last four numbers of the social security number of an adult household member or a place to indicate they do not have a social security number.
  - The printed name, signature (or a verified digital signature), date, address, and phone number or email of an adult household member
  - The racial/ethnic data question from the state's Application for Free/Reduce Priced Meals
  - The Richard B Russell National School Lunch Act and Nondiscrimination statements from the IDOE CACFP Application for Free/Reduce Priced Meals
  - The sponsor's determination, including the total income calculated, the total household size, determination of categorical eligibility, or free, reduced, or paid eligibility classification.
  - The determining official's dated signature.
  - If completed online, the families must have an option to complete on paper if needed.
- The application must be accompanied by written instructions for completing the application and must include:
  - Step by step instructions for how to complete each section of the application.
  - Contact information for the sponsor or facility to obtain assistance and where to return the form.
- The application must be accompanied with a household letter and must include:
  - An explanation/purpose of the Application for Free/Reduced Price Meals

- Only the family-size income levels for reduced price meal eligibility with an explanation that households with incomes less than or equal to these levels are eligible for free or reduced-price meals (it may not contain the income standards for free meals)
- An explanation that an application for free or reduced-price benefits cannot be approved unless it contains complete documentation.
- The statement: “In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability.”
- For pricing programs only, the letter must also include:
  - That the information in the application may be verified at any time during the year
  - How a family may appeal a decision of the institution to deny, reduce, or terminate benefits as described under the hearing procedure
  - Process for verifying eligibility categories by participant each month to ensure meals are claimed in the correct category. This is usually fulfilled with the use of a participant roster. Complete the Participant Eligibility Roster.

### **Enrollment Form**

This must be maintained for all childcare centers, ministries, head start, family daycare homes, adult daycare centers, and include:

- Name of institution (sponsor), sponsor ID number, and facility name
- The participant’s name and date of birth
- Normal days and hours in care and the meals the participant typically receives.
- The documentation must be signed and dated by the individual, parent, or guardian and include their printed name and phone number.

### **Claim for Reimbursement**

- Complete the Participant Eligibility Roster.
- Tabulate the Meal Participation Record.
- Calculate the Attendance record to determine the average daily attendance.
- Submit the Claim for reimbursement on the CNPweb®.

#### **Quarterly Requirements**

- Sponsors purchasing food using the small purchase procurement method must complete the quarterly procurement form.

#### **Annual Requirements**

- Complete the IDOE annual information certification and/or amendment to CNP agreement.
- Complete all Program renewal documents.
- Submit vending contract, vending extension and keep documentation of other annual procurement requirements.
- Conduct and document the training of staff on CACFP responsibilities.
- Conduct and document Civil Rights training with staff.
- If sponsoring more than one site, a CACFP monitor review must be completed three times per year for each site. No more than six months can lapse between reviews; one review must be within the first four weeks of operation.
- Sponsoring organizations must complete the 5-day reconciliation during every monitor visit verifying meal counts and attendance/enrollment information.
- Use the new income guidelines each July 1.
- Renew each participant’s Application for Free and Reduced-Price Meals, including the Letter to Households in the packet.

- Make sure the “And Justice for All” poster is displayed in a prominent place for the public to view.
- Submit the Annual Financial Report on the CNPweb® between October and December of each year.
- Complete and submit the Entity Annual Report (Form E-1) to the Indiana State Board of Accounts within 30 days of the close of your organization’s fiscal year.
- Make sure that enrollment documentation is on file for each participant claimed for meals. This must include the age of each adult participant, that each enrolled person under the age of 60 meets the functional impairment eligibility requirements, and that qualified adult day care participants reside in their own homes (whether alone or with spouses, children, or guardians) or in group living arrangements. (Make sure it is on file and accurate)

### **Racial/Ethnic Data**

This must be maintained for each CACFP facility, and include:

- The number of program participants in each ethnic and racial group (more than one racial category may be selected) at the facility.
  - Ethnic groups: Hispanic, non-Hispanic, Unknown
  - Racial groups: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian and Other Pacific Islander, White, or Unknown
- The percentage of ethnic and racial populations in the county the facility is located in, according to [www.stats.indiana.edu](http://www.stats.indiana.edu).
- The documentation must list the facility name, county name, and date the data was recorded.

### **Training Documentation**

This must be maintained for all CACFP programs, and include:

- The training agenda with specific topics covered.
- The sponsor name, trainer name, date, and location
- The name and signature (or other means of verifiable completion) of each person that attended training.

### **Other Requirements**

#### **Special Dietary Needs Documentation**

This must be maintained for all CACFP programs, and include:

- When an accommodation/substitution is needed for a medical reason that does not meet the meal pattern, a doctor’s statement is required that includes a description of the impairment, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by a licensed physician, physician’s assistant, or nurse practitioner.
- When an accommodation/substitution is made that does meet the meal pattern, a parent/adult statement is required that includes a description of the reason for the request, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by the parent/guardian/adult.
- Documentation of all substitutions made for each participant.
  - When the same substitution is made daily (such as a milk substitute), documentation must include a description of what was substituted and the serving size.
  - When the substitutions vary, a log or documentation must include the date, meal/snack, food omitted, food substituted, and serving size