

CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements
HEAD START 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.

Child Menu

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

- A dated record of specific food items actually served at each meal or snack.
- Each component must list the serving size by age, including substitutions.
- Whole grain rich/whole grain components must be indicated.
- The milk description must include the fat% and if it is flavored or unflavored.
- Name of center.

Infant Menu

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

- A dated record of the food items and serving size ranges planned for each meal or snack for each infant age group.
- Name of center.

Individual Infant Feeding Record

This must be maintained for each infant in all CACFP programs that care for infants, and include:

- A dated record of the specific food items actually served to each individual infant at every meal or snack.
- The form must list the infant's name and date of birth
- Each component must list the serving size
- If formula is served, the specific type must be listed

Expenses

- Compile daily expenses incurred for the CACFP.

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 a 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 (except home daycares), 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 schools or 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

Enrollment Form

This must be maintained for all childcare centers, ministries, and include:

- Name of institution (sponsor), sponsor ID number, and facility name
- The child's name and date of birth
- Normal days and hours in care and the meals the child typically receives.
- If caring for infants, include what infant formula the facility offers and if the family accepts or declines it. Also include if the parent accepts or declines meals and snacks.
- The documentation must be signed and dated by the parent 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

Procurement

- 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.
- Provide CACFP with a list of Head Start participants used to demonstrate income eligibility and ensure it is current and signed by a Head Start Official
- 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.
- Make sure each participant has a valid Enrollment form, signed & dated by the parent/guardian.
- Make sure the “And Justice for All” poster is displayed in a prominent place for the public to view.
- Ensure Building for the Future Flyer and current WIC information is posted or distributed to parents/guardians.
- 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.

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
- 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.