

Attendance Records

Documentation of Daily Attendance is a Child and Adult Care Food Program (CACFP) requirement – Original documentation of daily attendance records must be maintained for each At-Risk participant. Accurate attendance records are very important for the submission of the monthly claim for reimbursement.

The attendance records cannot be used as a basis for completing the meal count records; however, the attendance records must support the meal count records. For example, the October 17 meal count cannot exceed the total number of participants documented in attendance on October 17. For CACFP compliance, the site may choose to use the Daily Attendance Record (CACFP-213) for documentation of attendance.

Documentation of Daily Attendance Guidelines:

- The center may use daily rosters; sign in/out sheets; program roll books, or other methods which results in accurate recording of daily attendance.
- Optional – type or print names alphabetically, last name first, information must be legible
- Require participants to sign in as they arrive; or if staff takes attendance, do so the same time each day so it becomes routine. If attendance is only based on participant provided attendance documentation, the full name must be legible.
- Count the number of children each day. Keep a running total of participants in attendance for the monthly claim.
- Keep the original completed Attendance Records in a monthly folder with other CACFP documents for the claim month.

Instructions for completing the Daily Attendance Record (CACFP-213):

- This is a one page form for each month.
- Enter the month and year on the heading.
- Either have the staff list each participant's name in alphabetical order by the last name or have each participant legibly enter their complete name.
- The center may use its own method to record attendance but some common notations are: X=in attendance and A=absent.
- Total the number of children in attendance on the bottom of the form.
- On the last work day of each month; add the total daily attendance to get your monthly grand total. If more than one form is used, total all forms together to calculate the grand total sum. This number is entered on line six when the monthly claim is submitted.

Enrollment records are not required for the At-Risk programs. Participation in an At-Risk Afterschool program is permitted on either a drop-in or enrolled basis.

