

Recordkeeping

Maintaining accurate records is vital to making sure the Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. The CACFP forms are available under Forms at: <http://health.mo.gov/cacfp>

Record Retention

The CACFP original records, not photocopies must be maintained on site, for independent facilities; be assessable during licensed business hours and be available for review within one hour of a state representatives arrival. Sponsoring Organizations (SO), two or more facilities, must maintain original records during licensed business hours at the location identified in the Management Plan and be available for review within one hour of a state representatives arrival. The CFNA reviewers will request the CACFP records for one month or more and have the authority to disallow up to twelve months of claims. The program records must be retained for three full fiscal years, October 1st through September 30th, after the final claim for the fiscal year was submitted and for longer if audit findings have not been closed.

Meal Service Records

- **Daily Meal Count Records CACFP-225**
The daily meal count tally records are required for each meal and snack the center is approved to claim for reimbursement. Keep current month records on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with month and year.
- **Daily Menu Records**
For each approved meal; snack and supper or breakfast and lunch (if applicable) daily dated menus are required to verify that the CACFP meal pattern requirements are in compliance. The original menu noting any substitutions must be retained. Use of the At-Risk Snack & Supper Menu template is recommended but not required. Keep current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **Requests for Special Meals and Accommodations CACFP-227**
Required when food substitutions are necessary and authorized by a medical authority for children with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual child's file.
- **Commercially Processed Food Documentation**
If your center uses commercially processed foods, documentation of meal pattern contributions is required to include: Child Nutrition (CN) label or manufacturers Product Formulation Statement (PFS). File in the binder or envelope for the month.
- **Additional Meal Requirements**
A center must maintain documentation to verify the whole grain-rich requirement is met. This may include the grain product's ingredient label. A center must maintain documentation to verify that cereal and yogurt served are within the required sugar limits. This may include the product's nutrition facts label.

Participant Records

- **Daily Attendance Records CACFP-213; Monthly Time In/Time Out Record CACFP-224; or Time In/Time Out Record CACFP-221**

A daily attendance record of each child is required for completing reimbursement claims. Keep current month attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.

- **Income Eligibility Form** for Outside School Hours Centers only

- **Title XX Documentation** For Profit Centers Only
Documentation includes Family Support Division (FSD) vendor invoices, a copy of the contract with FSD for vendor children and an enrollment roster with names of vendor children marked. File in folder or binder.

Records Pertaining to Financial Management

- **Administrative Costs**
Costs incurred by the sponsor for activities relating to planning, organizing, and administering the program. Administrative costs may include:
 - Labor costs.
 - Office costs.
 - Transportation costs.

- **Operating Costs**
Costs incurred by the sponsor for preparing and serving meals to eligible children.
 - **Food Costs**
Are expenditures for the food used in all meals. Original, intact, and legible, itemized food and milk receipts and invoices for food service supply purchases must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in folder or envelope labeled with month and year.
 - **Food Service Labor Costs**
Independent centers must document.
 - **Non-food Supplies**
Non-food supplies used in the preparation and service of meals such as napkins, trays, and utensils.

- **Documentation of Nonprofit Foodservice CACFP-214**
This form must be completed monthly when total costs less than the CACFP claim. Place in folder or envelope labeled with month and year.

Training Records

- **CACFP Annual Training Documentation CACFP-222**
Documentation of annual CACFP training for the center staff is required. Use of the CACFP form is not required but training must include CACFP required topics. File in folder or notebook.

Other Required Records

- **Documentation of race and ethnicity** data is required annually. This data must be self-identified and self-reported. This data may be documented on the Sponsor Centers Site Visit Report (CACFP-404) for SOs.
- **Sanitation and Fire inspection Records**

File in folder or notebook.

➤ **Catered or Vended Meals**, if applicable

Sponsor must maintain:

- Food service management company contract or agreement,
- Current state or local health certification, and
- Production Records CACFP-223 required and meal delivery records, if applicable.
- Daily record of snack and/or meals prepared or delivered for each meal service.
- Evidence that the contractor was obtained using fair and competitive practices.
- Business License of contractor procured through formal bid procedures greater than \$250,000.00.

Sponsoring Organizations

Contractors responsible for two or more centers, either under the sponsor's jurisdiction (affiliated) or under the corporate umbrella (unaffiliated) are required to maintain:

➤ **Site Visit Monitoring Reports** CACFP-404

Each SO must monitor every center for program compliance at least three times per year in compliance with regulation.

➤ **Disbursements** unaffiliated centers only

Documentation of the dates and amount of reimbursement disbursed to each facility within five working days from the CACFP claim processing date.