

Organizing Records

Suggested items to help you stay organized:

3-ring binders
3-hole punch
Clipboards
Colored highlighters
File folders
File box or cabinet
12 large envelopes, one for each month

Daily Duties - Complete these records daily and maintain on a clipboard or in a folder. At the end of each month file the original dated records with monthly records in envelope or binder.

- **Attendance records** or sign in/sign out records.
- **Dated meal count records** documented.
- **Dated menus**, verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- **Food Production Records**, required for centers using a caterer or contract food service management company.
- **Commercially processed food documentation.**

Monthly Duties – retain these legible and intact original dated records:

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; CN labels; itemized non-food program supplies; and program labor cost; documentation of nonprofit foodservice.
- **Prepare and submit the claim for reimbursement:** consolidate and determine total attendance; consolidate meal counts and determine total number of each meal. For profit centers calculate if eligible to claim. Submit claim via CNPweb by the 10th of the month for payment around the 28th; or by the 25th for payment around the 13th of the month.

Yearly Duties – centers must maintain the original dated records by fiscal year, October 1st through September 30th.

- CACFP training documentation, all required topics covered at least once a year.
- Medical food substitution records.
- Current sanitation and fire inspections.
- Documentation of racial/ethnic data completed annually, self-identified and self-reported.
- Site visit monitoring reports, for Sponsoring Organizations, three per year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.
- Child care license, if applicable.
- Enrichment program documentation.
- Current Income Eligibility Forms for Outside School Hours Centers only.

All required records must be maintained on location during licensed hours of business and available within one hour of arrival by state officials. CACFP records must be retained for three fiscal years, October 1st through September 30th.