



SECTION 11: Recordkeeping

Maintaining accurate records is vital to ensure CACFP reimbursement accurately reflects the center's program operations.

- Meal Service Records
- Participant Records
- Financial Management Records
- Training Records
- Other Required Records
- Organizing Records

Recordkeeping Responsibilities

Maintaining accurate records is vital to making sure Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. CACFP forms are available under [Forms](#), and posters are available under [Posters, Flyers, & Pamphlets](#) at www.health.mo.gov/cacfp.

CACFP original records, not photocopies, must be maintained on-site for independent facilities, be accessible during licensed business hours, and be available for review within one hour of a state representative's arrival. Sponsoring Organizations (SOs) of 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 representative's arrival. Community Food and Nutrition Assistance (CFNA) reviewers will request CACFP records for one month or more and have the authority to disallow up to twelve months of claims. Program records must be retained for three full fiscal years, plus the current year (October 1 through September 30), after the final claim for the fiscal year is submitted and for longer if audit findings have not been closed.

Required Records:

Meal Service Records

- **Daily Meal Count Records** ([CACFP-225](#) or [CACFP-225A](#))
Daily meal count records are required and must be recorded at the time of service (Point of Service) 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 the month and year.
- **Daily Menu Records**
For each approved meal, breakfast, lunch, snack, and supper, daily dated menus are required to verify CACFP meal pattern compliance. The original menu, noting any substitutions, must be retained. Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **[Medical Statement to Request Special Meals and/or 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 a Child Nutrition label or

manufacturer's Product Formulation Statement. File in the binder or envelope for the month.

If the center is licensed to care for infants or provides care for infants, the following forms are required:

- **Individual Infant Meal Record** form ([MO 580-3186](#), [MO 580-3188](#), [MO 580-3185](#), or [MO 580-3187](#)).
Keep the active menu on a clipboard or in a folder. File the menu in the binder or envelope for the month.
- **[Infant and Toddler Feeding and Care Plan](#)** (ITFCP) or **[Infant Feeding Preference](#)** (IFP) form
Keep the current ITFCP /IFP form on a clipboard or in a folder with the infant's name on it. File in a binder or envelope for the month. The ITFCP is a dual Office of Child Care-Child Care Compliance/CACFP form.

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 to complete reimbursement claims. Keep the current monthly attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.
- **Enrollment Records**
 - **[Office of Child Care-Child Care Compliance/CACFP Child Care Enrollment Form](#)** MO 500-3317
The form must include all requested information and the date of the parent's signature. Although not a Child Care Regulation requirement, CACFP required sections must be updated annually. File completed form as directed by the Office of Child Care-Child Care Compliance.
 - **[Enrollment Form for Child Care Centers](#)** CACFP-229.
If this form is used, the center is required also to complete the MO 500-3317 Enrollment Form to satisfy Child Care Regulation. The CACFP-229 must be updated annually per CACFP requirements. Keep the current active enrollment form in a binder.
- **[Income Eligibility Form for Child Care Centers](#)** CACFP-205
This form is very important as it determines program eligibility and meal reimbursement rates. The IEF can be found in the [CACFP Income Eligibility Guidance for Child Care Centers](#) at www.health.mo.gov/cacfp under Manuals. Give IEFs to all parents/guardians to complete with their enrollment packet and then annually thereafter. New IEFs must be placed with expired IEFs annually.

File completed forms alphabetically by last name in a 3-ring binder. Place blank copies in a folder.

➤ **Parent Letter**

The letter must be given to parents/guardians explaining the center's participation in the CACFP. The letter is revised for each claim year on July 1 and can be found in the [CACFP Income Eligibility Guidance for Child Care Centers](http://www.health.mo.gov/cacfp) at www.health.mo.gov/cacfp under Manuals. Make sure parents/guardians are given the latest version. Print the letter on the back of the IEF and file the IEF as suggested above.

➤ **Title XX Documentation - For-Profit Centers Only**

Documentation includes Family Support Division vendor invoices, a copy of the contract with FSD for vendor children, and an enrollment roster marked with the names of vendor children. File in a folder or binder.

Records Pertaining to Financial Management and Administrative Costs

➤ **Operating Costs**

Allowable expenses for the preparation and service of meals include, but are not limited to, food costs, food service labor, costs for certain non-food supplies, and costs of purchased services.

○ **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 a folder or envelope labeled with month and year.

○ **Food Service Labor Costs**

Independent centers must document.

➤ [Documentation of Nonprofit Foodservice CACFP-214](#)

This form must be completed monthly when total food costs are less than the CACFP claim. Place in a folder or envelope labeled with month and year.

Training Records

➤ [Annual CACFP Training Documentation](#) CACFP-222

Documentation of annual CACFP training for the center staff is required. The use of the CACFP form is not required, but training must include the topics required by the CACFP. File in a folder or notebook.

Other Required Records

- **Original Contract Agreement**, along with Amendments for the sponsoring agency
- **Beneficiary Data Report** CACFP-226
Documentation of annual completion of this form is required. File in a folder or notebook.
- **Sanitation and Fire Inspection Records**
File in a 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.
 - Production Records CACFP-223 required and meal delivery records, if applicable.
 - Evidence that the contractor was obtained using fair and competitive practices.

Sponsoring Organizations (SOs)

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

- **Pre-approval visits** to each new center under an SO.
- **Sponsored Centers Site Visit Report** 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 5 working days from the CACFP claim processing date is required.

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 them on a clipboard or in a folder. At the end of each month, file the original dated records with monthly records in an envelope or binder.

- **Attendance records** or sign-in/sign-out records.
- **Meal count records** must be documented at the point of service.
- **Menus** - verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- If licensed to care for infants, **Infant Meal Records** and **Infant and Toddler Feeding and Care Plan** or **Infant Feeding Preference** forms.

Weekly Duties – Add daily meal counts by free, reduced, and paid; keep confidential.

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

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; Child Nutrition (CN) labels; itemized non-food program supplies; and program labor costs; documentation of non-profit foodservice.
- **Prepare and submit the claim for reimbursement:** consolidate and determine total attendance; consolidate meal counts and determine the total number of each meal. For-profit centers must calculate to determine if you are eligible to claim. Submit the 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 following month.

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

- Current Income Eligibility Forms (IEF) and accompanying parent letter, updated annually.
- Current enrollment forms, updated annually.
- CACFP training documentation all required topics must be covered at least once a year.
- Requests for Special Meals and/or accommodations.
- Current sanitation and fire inspections.
- Beneficiary data report (ethnicity and race), completed annually.
- Site visit monitoring reports for Sponsoring Organizations, 3 per site per year.

- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.

CACFP Record Retention: 3 fiscal years plus the current year

Enrollment Forms & IEF's	<i>For currently enrolled child</i>	<i>For discharged child</i>
Office of Child Care/CACFP Enrollment Forms	Child's individual file	Per Office of Child Care requirements
CACFP Enrollment Forms	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder
Income Eligibility Forms (signed within the current 12 months)	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder
Income Eligibility Forms (signed more than 12 months prior)	Consolidated with annual files	

Daily dated menus	Monthly: Place in a binder or envelope labeled with month and year
Daily dated attendance records	
Dated point of service meal count records; infant meal count each meal once all of the age-appropriate components have been served	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
Family Support Division vendor invoices (for-profit centers only)	
CACFP training documentation	Yearly: Place in a binder or envelope labeled with the year
Requests of Special Meals and/or Accommodations	
CN labels or Product Formulation Statements	
Beneficiary Data Report	
Vended/catered meal agreements or contracts and annual contract renewals, if applicable	
Site visit monitoring reports, if applicable	
Sanitation and safety inspection	
Parent letter, current fiscal year	Include in the enrollment packet