

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		12/90	6/12	5	5.10
CHAPTER Chapter 5. Requirements of Management			SUBJECT Required Recordkeeping			

Sponsoring organizations are required to maintain records to support the monthly claim for reimbursement and compliance to program regulations. **All CACFP records must be stored at a central location identified in the sponsoring organization management plan.** All records shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the end of the three year period as long as may be required for the resolution of the issues raised by the audit.

The sponsoring organization shall retain the following records:

- a. **Copies of all menus.** Menus must be dated and indicate all components that were served. Menus must be maintained for each meal claimed for reimbursement. Infant menus must be maintained as follows:
 

For the infants 0 through 3 months old, a separate menu is required as well as an indication of the meal that is being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). It is recommended that the time served and the amount consumed be recorded as well.

For infants 4 through 7 months old, a separate menu is required for each infant. Also required is the amount served and the name of the food item, i.e. infant rice cereal, and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). It is recommended that the time served and the amount consumed be recorded as well.

For infants 8 through 11 months old, a menu separate from the child menu for 1 to 12 year olds is required. If there is more than one infant being cared for in this age group, they may be included on one menu form if they are all being served the same foods.
- b. **Infant Feeding Preference form.** Infant Feeding Preference forms must be obtained and kept for each infant that is enrolled in care including any infant not being claimed and infants whose parents provide their infant formula and/or breastmilk.
- c. **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the home for care. Enrollment documentation must be obtained by the provider before any meals can be claimed for a child. A copy of the enrollment documentation must also be kept on file with the home provider. Enrollment forms must be updated by parents of enrolled children on an annual basis. The enrollment information must include the child's usual days and times in attendance at the facility, and the usual meals eaten while in care.
- d. **Daily attendance records.** Daily records indicating the name of each participant in attendance must be maintained.

e. **Meal count records.** Each monthly claim for reimbursement must be supported by meal count records for each meal served during the month. The meal count record must indicate the meal served to each child by type of meal (breakfast, lunch, supper, or snack). Home providers must record the meals served to each child. Provider's children cannot be claimed for reimbursement unless:

- The children are enrolled and approved to participate in CACFP during the meal hours;
- Enrolled nonresidential children are present and participating in CACFP; and
- The provider's household income meets the family size income standards for free or reduced price meals.

Family child care home providers who have 12 or fewer children enrolled are required to record meals served to children on a daily basis. This means that meals served must be recorded not later than the end of the day.

Family child care providers with more than 12 children enrolled in their home must maintain point of service meal counts. This means that meals served to children must be recorded on the meal count sheet during, or immediately following the service of the meal.

A sponsoring organization may require point of service meal counts for any home with 12 or fewer children enrolled as part of a corrective action plan or a serious deficiency determination.

f. **Financial records.** The following records must be maintained to support all claims for administrative costs:

- Copy of the approved budget and any subsequent revisions;
- Copies of all original claims for reimbursement and revisions;
- Receipts for any administrative costs charged to CACFP (postage, rent, printing, supplies, training, utilities, leases, etc.);
- Copy of the Cost Allocation Plan (CAP);
- Time records to support personnel costs charged to CACFP;
- Mileage records to support claims for mileage reimbursement;
- Voided checks;
- Copy of the latest audit and any responses to the audit; and
- Copy(ies) of any contracts for personnel, equipment, or professional services.

g. **Income Eligibility Forms (IEF).** An IEF must be on file for each provider's child claimed for reimbursement. Provider's own child is defined as a resident, related child or foster child living with the home provider. IEFs must be updated annually. The IEF is effective for one year from the first day of the month the sponsoring organization representative signs and dates the form. See Chapter 9 for more information on the IEF.

h. **Documentation of training to staff.** Sponsoring organization staff must be trained at least annually with regard to the CACFP. Documentation of training must include session dates, location, topics, and names of participants.

i. **Documentation of training to providers.** Sponsoring organizations must provide training to home providers annually. Documentation of training must include session dates, locations, topics, and names of participants. Training funded by CACFP must be directly related to CACFP.

- j. **Documentation of monitoring.** Homes under the sponsoring organization's jurisdiction must be monitored for program compliance at least three times annually. At least two of the reviews must be conducted during the meal service and be unannounced. (See Section 5.7.) For homes approved for shift care, at least one review must be an entire shift meal service.
- k. **Documentation of the dates and amounts of disbursement to each family child care home.** Disbursements of reimbursement to homes shall be made within five working days from receipt of the check from MDHSS-CFNA. Banking records or other documentation must be available to support the sponsoring organization's compliance with this requirement.
- l. **Additional documentation.** The following additional documentation must be retained:
  - Copies of all applications, child care home licenses; and other supporting documents submitted to MDHSS-CFNA;
  - Copies of all correspondence from MDHSS-CFNA;
  - Sponsoring organization agreements with each home under the sponsoring organization's jurisdiction; and
  - Receipts for all Program payments received from MDHSS-CFNA. The sponsoring organization shall retain bank statements or bank receipts to verify that the check was deposited in the bank in the sponsoring organization's account.

See Chapter 8 for more information on recordkeeping.