

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL		3/91	3/05	6	6.5
CHAPTER Chapter 6. Requirements of Management – SO’s			SUBJECT Sponsored Centers – Required Recordkeeping			

The sponsoring organization shall maintain all center records at a central location identified in the management plan. Each facility under the sponsoring organization’s jurisdiction shall collect the following records and submit them to the sponsoring organization:

- **Copies of all menus.** Menus must be dated and indicate all components that were served. Each facility must verify the menu served to the children meets the minimum food pattern requirement. Food purchase receipts and invoices will be reviewed to ensure adequate food and milk purchases are made.

Copies of all infant menus must be maintained as follows:

For infants 0 through 3 months old, a separate *individual infant meal record 0 through 3 months* is required for each infant. The amount served 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). Record the time served and the amount of formula or breastmilk consumed on the individual infant meal record 0 through 3 months.

For infants 4 through 7 months old, a separate *individual infant meal record 4 through 7 months* is required for each infant. Also required is the food item served, i.e. circle infant rice cereal, and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack).

For infants 8 through 11 months old, a separate *individual infant meal record 8 through 11 months* is required. The amount and name of the food used to feed the infants must be recorded on the individual infant meal record. Be sure to include all of the food items served to the infants and indicate which meals are served and claimed.

- **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the center for care. Beginning April 1, 2005, all enrollment forms must indicate the child’s name, address, phone number, and date of enrollment. In addition, the enrollment form must include the child’s usual hours of attendance at the child care center, the usual days of the week the child is in care, and the meals usually eaten at the child care center while in care. This information must be completed by the child’s legitimate parent or guardian, and must be signed and dated by that person. All enrollment forms must be updated annually. It is required that child care centers use the enrollment form developed by the Department of Health and Senior Services.
- **Daily attendance records.** The attendance records cannot be used as a basis for completing the meal count record. However, the attendance records should support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records should indicate that John Doe was present on October 17.
- **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 daily number of meals served to children by type of meal (breakfast, lunch, supper, or snack). Center

personnel must maintain a point of service meal count, which means that each meal is recorded on the meal count record as the meal is served to each child, or within a very short period of time thereafter. Meals that are not recorded on the meal count records within the time-frame of the meal service may not be claimed for reimbursement. A total head count or head count by category is not sufficient.

Meal count records may also record the eligibility category (free, reduced, or paid) of the child. Care should be taken to assure there is no overt discrimination in the classification and identification of children eligible for free or reduced price meals. Centers who record eligibility classifications on the meal count records should use a code to distinguish between the free, reduced and paid.

- **Non-profit food service verification.** The center must have documentation to verify that all of the CACFP reimbursement is being used:
 - solely for the conduct of the food service operation; and
 - to improve food service operations.

Non-profit food service verification includes:

- Documentation of income to the program. Income to the program includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, any payments for adult meals, and any other income including loans and donations to the food program.
- Documentation of food service expenditures. Food service expenditures include food purchase receipts or invoices, labor cost supported by payroll stubs and time studies, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs. **Expendable equipment** has a durability of less than two years and costs \$500 or less. **Non-expendable equipment** has a durability of two years or more and costs more than \$500. Examples of indirect costs are rent, utilities, office supplies, etc. A portion of indirect costs can be charged to the CACFP if there is documentation available to support the charge.

See Section 8.2 for more information on records to support program costs.

- **Income Eligibility Forms.** An Income Eligibility Form (IEF) must be on file for each child claimed as free or reduced. IEFs must be updated annually. The IEF is effective on the first day of the month during the month the form is initially signed by the center representative, and expires one year later on the date the center representative signed the form. See Chapter 10 for more information on free and reduced price meals.
- **Title XX documentation.** Title XX documentation must be available for for-profit centers. Title XX documentation includes the Department of Social Services –Family Support Division (FSD) vendor invoices and a copy of the contract with FSD for vendor children. For each month claimed, the center must have verification that at least 25% of the enrolled children or licensed capacity (whichever is less) were Title XX beneficiaries.
- **Free/Reduced documentation:** For profit child care centers that are eligible for the CACFP based on free/reduced enrollment must have documentation available to verify that at least 25% of enrolled children or license capacity (whichever is less) are eligible for free or reduced meal reimbursement each month. Documentation must include effective, signed IEFs for the children used to verify eligibility and a current roster of all children enrolled in the facility (if enrollment numbers are less than licensed capacity).

- **Civil Rights racial/ethnic data.** All centers must:
 - display the “And Justice For All” poster;
 - display the “Building for the Future” poster (navy blue);
 - provide the nondiscrimination statement and procedure for filing a complaint in all center brochures;
 - collect actual beneficiary data by racial/ethnic category; and
 - provide informational materials in the appropriate translation regarding the CACFP.

See Sections 5.7 and 5.8 for more information on Civil Rights.

- **Documentation of training to staff.** Staff must be trained at least annually with regard to the CACFP. Documentation must include:
 - session dates;
 - locations;
 - topics; and
 - names of participants.
- **Documentation of monitoring.** Centers under the sponsoring organization’s jurisdiction must be monitored for program compliance at least 3 times annually. Date of the review, problems noted, and corrective action prescribed must be documented.
- **Documentation of the dates and amounts of disbursement to each child care facility.** Disbursements of reimbursement shall be made within 5 working days from receipt of the check from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (MDHSS-CFNA) to child care facilities under the sponsoring organization’s jurisdiction if the facility(ies) is not under the same corporate umbrella or part of the same legal entity as the sponsoring organization.
- **Miscellaneous documentation.** The following miscellaneous documentation must be retained:
 - child care license;
 - copies of all applications and supporting documents submitted to MDHSS-CFNA;
 - copies of all claims for reimbursement submitted to the MDHSS-CFNA; and
 - copies of all correspondence from MDHSS-CFNA to MDHSS-CFNA.

See Chapter 8 for more information on recordkeeping and the booklet entitled Child Care Centers – Recordkeeping Essentials of the CACFP.