



SECTION 10: Recordkeeping

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

- Recordkeeping Responsibilities
- 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 participants with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual participant'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.
- **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 the 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 participant 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.
- **Plan of care.** All functionally impaired participants claimed for reimbursement must have an individual plan of care.
- **Enrollment Records** for each participant claimed. All participants claimed for reimbursement must be enrolled at the center.
 - **CACFP Enrollment Form for Adult Day Care Centers (CACFP-635)**
 - **Enrollment Roster (CACFP-220)**. Centers are encouraged to maintain a master listing to include:
 - All enrolled eligible participants.
 - The claiming category for each participant.
 - The date the Income Eligibility Form (IEF) was signed by the center personnel.Use of the master listing will assist in keeping the IEFs updated on an annual basis.
- **Income Eligibility Form for Adult Day Care Centers CACFP-501**
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 Adult Care Centers** at www.health.mo.gov/cacfp under Manuals. Give IEFs to all participants/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.
- **Participant Letter**
The letter must be given to participants/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 Adult Day Care Centers** at www.health.mo.gov/cacfp under Manuals. Make sure participants/guardians are given the latest version. Print the letter on the back of the IEF and file the IEF as suggested above.
- **Title XX and Title XIX Documentation - For-Profit Centers Only**
- Title XX and Title XIX documentation includes the Title XX and Title XIX billing invoices and a copy of the contract with the Title XX and Title XIX administering agency. For each month claimed, the center must have verification that at least 25% of the enrolled participants were Title XX and Title XIX beneficiaries. Eligibility may be based on Title XX enrollment, Title XIX enrollment, or combined Title XX and Title XIX enrollment. 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.
- **Catered or Vended Meals**, if applicable
Sponsor must maintain:
 - Food service management company contract or agreement.
 - Current state or local health certification.
 - **[Food Production Records CACFP-660](#)** 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. Ensure that all documents are dated. 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.
- **Food Production Records** are required for centers using a caterer or contract food service management company.
- **Delivery Receipts** are required for centers using a central kitchen, caterer, or contract food service management company.
- Child Nutrition (CN) Labels and Product Formulation Statements (PFS) are required for commercially processed food.

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 and PFS; 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 meals served for 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 must be updated annually.
- Current enrollment forms must be updated annually.
- Current individual plan of care
- CACFP training documentation all required topics must be covered at least once a year.
- Medical Statement to Request Special Meals and/or Accommodations
- 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

	<i>For currently enrolled participant</i>	<i>For discharged participant</i>
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	
Individual Plan of Care	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder

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	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
Title XX or Title XIX documentation (for-profit centers only)	
CACFP training documentation	
Requests of Special Meals and/or Accommodations	Yearly: Place in a binder or envelope labeled with the year
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	
Participant letter, current fiscal year	Include in the enrollment packet