

SECTION 10: 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 ensuring that the 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.

As a reminder, documents that prove compliance with CACFP regulations, including, but not limited to, menus, production records, delivery receipts, income eligibility forms, meal count records, and attendance records, shall not be altered. If additions/corrections are required, they must be made using ink. The incorrect information must be crossed out using one line so that the original information can still be read. Changes using pencils or white out shall be prohibited. All changes must be initialed and dated by the person making the correction.

Required Records:

Meal Service Records

- **Daily Meal Count Records** (DHSS-CACFP-641 or DHSS-CACFP-642)
The daily meal count tally records are required for each meal and snack that the site 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 the individual child's file.
- **Commercially Processed Food Documentation**
If your center uses commercially processed foods, documentation of meal pattern contributions is required. It should include a Child Nutrition label or the manufacturer's Product Formulation Statement. File in the binder or envelope for the month.

➤ **Additional Meal Requirements**

A center must maintain documentation to verify that 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 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 the month and year.

➤ **Income Eligibility Form for Child Care Centers** CACFP-205 (**Required for Outside School Hours Centers only; NOT required for At-Risk Afterschool Care Programs**)

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.

➤ **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

➤ **Administrative Costs**

Costs incurred by the sponsor for activities relating to planning, organizing, and administering the program. Administrative costs may include:

- Labor costs
- Office costs
- Transportation 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, verifying that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in a folder or envelope labeled with the month and year.

- **Food Service Labor Costs**

Independent centers must document.

- **Non-food Supplies**
Non-food supplies used in the preparation and service of meals such as napkins, trays, and utensils.
- **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 the 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 required and meal delivery records, if applicable.
 - Evidence that the contractor was obtained using fair and competitive practices.
 - Business License of contractor procured through formal bid procedures greater than \$250,000.00.

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 the regulations.
- **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 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 envelope or binder.

- Attendance records or sign in/sign out records.
- Meal count records: documented daily.
- 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.
- Delivery Receipts: required for centers using a central kitchen or contract food service management company/caterer.
- Child Nutrition (CN) Labels and Product Formulation Statements (PFS): required for commercially processed food.

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

- Consolidate financial records: Machine generated dated and itemized food and milk receipts; CN labels and PFS; itemized non-food program supplies; and program labor cost; documentation of nonprofit food service-
- 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, calculate 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.

- Annual CACFP Training Documentation: all required topics are covered at least once a year.
- Medical Statement to Request Special Meals and/or Accommodations.
- 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 site 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, plus the current year.

CACFP Record Retention: 3 fiscal years plus the current year

Daily dated menus	Monthly: Place in a binder or envelope labeled with month and year
Daily dated attendance records	
Dated meal count records	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
CACFP training documentation	Yearly: Place in a binder or envelope labeled with the year
Medical Statement to Request 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	

Outside School Hours Care Centers ONLY		
IEF's	<i>For children currently attending</i>	<i>For discharged children</i>
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	
Parent letter, current fiscal year	Provide to the parent or guardian with the IEF.	