



## 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 Publications at: [www.health.mo.gov/cacfp](http://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**  
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 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.
- **Requests for Special Meals and 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: Child Nutrition label or manufacturers 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**  
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 infants name on it. File in 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 for completing reimbursement claims. Keep current month 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 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 to also 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. 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.

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 with names of vendor children marked. File in folder or binder.

## **Records Pertaining to Financial Management and Administrative Costs**

- **Operating Costs**  
Allowable expenses for the preparation and service of meals and include, but are not limited to: food cost, 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 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 folder or envelope labeled with month and year.

## **Training Records**

- **CACFP Annual Training Documentation CACFP-222**  
Documentation of annual CACFP training for the center staff is required. Use of the CACFP form is not required but training must include the CACFP required topics. File in folder or notebook.

## **Other Required Records**

- **Original Contract Agreement** along with Amendments for the sponsor agency
- **Beneficiary Data Report CACFP-226**  
Documentation of annual completion of this form is required. File in folder or notebook.

➤ **Sanitation and Fire inspection Records**

File in 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 are 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. 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** documented at 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 total number of each meal. For profit centers calculate to determine if you eligible to claim. Submit the claim via CNPweb by the 10<sup>th</sup> of the month for payment around the 28<sup>th</sup> or by the 25<sup>th</sup> for payment around the 13<sup>th</sup> of the following month.

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

- Current Income Eligibility Forms (IEF) and accompanying parent letter, updated annually.
- Current enrollment forms, updated annually.
- CACFP training documentation all required topics 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 year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.

**CACFP Record Retention: 3 fiscal years plus current year**

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

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