

**CHILD CARE CENTERS  
RECORDKEEPING ESSENTIALS**  
**of the**  
**CHILD AND ADULT CARE FOOD PROGRAM**



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Recordkeeping Essentials of the  
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**Table of Contents**

General Instructions .....	3-7
Menu Form (CACFP-218).....	8-9
Infant Meal Records – 0 thru 3 Months (CACFP-215) .....	10
Infant Meal Records – 4 thru 7 Months (CACFP-216) .....	11
Infant Meal Records – 9 thru 11 Months (CACFP-217) .....	12
Infant Feeding Preference – Centers .....	13
CACFP Enrollment Form for Child Care Centers (CACFP-229) .....	14
Daily Attendance Record (CACFP-213) .....	15
Time In/Time Out Record (CACFP-221) Option A – Instructions and Form.....	16-17
Time In/Time Out Record (CACFP-224)) Option B – Instructions and Form.....	18-19
Meal Count (CACFP-225) Instructions and Form.....	20-21
Non-Profit Food Service Instructions .....	22
Summary of Salary Expense (CACFP-214) .....	23
Enrollment Roster (CACFP-220) Instructions and Form .....	24-25
Beneficiary Data Report (CACFP-226) .....	26
Training Documentation (CACFP-222).....	27
Medical Food Substitution Record (CACFP-227).....	28

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## **Recordkeeping Requirements for Child Care Centers**

Child care centers receiving payment from the Child and Adult Care Food Program (CACFP) must keep full and accurate records pertaining to the food service operation. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. The records to be maintained are detailed below and in Chapter 8 of the CACFP Child Care Center Policy and Procedure Manual available at <http://www.dhss.mo.gov/cacfp/LawsRegs.html>.

All records must be retained for a period of three years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the end of the three-year period for as long as required for the resolution of the issues raised by the audit. All records must be maintained at the center and must be available for audit by Federal or State officials at all times. Failure to produce required records in a timely manner could result in re-payment to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA).

Sample forms and completion instructions for each record detailed below are included in this booklet and at <http://www.dhss.mo.gov/cacfp/AppsForms.html>. The institution may use these sample forms or other forms developed by the institution as long as the forms used record the required information.

Required records include:

1. **Copies of all menus.** Menus must be dated for each day and indicate all meals components that were served. Each facility must verify the menu served to the children meets the minimum meal pattern requirement. Write in all substitutions. Menus must be maintained for each meal claimed for reimbursement. Food purchase receipts and invoices will be reviewed to ensure adequate food and milk purchases are made and that the receipts support the menu. See page 8 and 9 for a sample menu form, *Menu – USDA Requirements (CACFP-218)*.

For infants 0 through 11 months old, a separate menu (individual infant meal record) is required. A maximum of two meals and one snack or one meal and two snacks may be claimed regardless of the number of times the infant is fed.

For infants 0 through 3 months, the *Individual Infant Meal Record 0 through 3 months (CACFP-215)* on page 10 is required for each infant. List the actual amounts for formula or breastmilk consumed as well as the time of feeding. Indicate which meals are being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack).

For infants 4 through 7 months old, the *Individual Infant Meal Record 4 through 7 months (CACFP-216)* on page 11 is required for each infant. Circle the foods offered at each meal. The required amounts are listed on this form. It is not required to list the actual amount consumed for this age group.

For infants 9 through 11 months old, the *Individual Infant Meal Record 8 through 11 months (CACFP-217)* on page 12 is required. List the actual foods offered. The required amounts are listed on this form. It is not required to list the actual amount consumed for this age group.

2. **Infant Preference Form – Center** completed by the parent should be on file for each infant in care. Centers that claim meal reimbursement for infants in their care are required to have this form completed and signed by parents of all infants enrolled. Keep this form with each infant’s enrollment record. The purpose of this form is to obtain the parents’ preferences and to determine if the infants’ meals can be claimed for reimbursement. Centers must offer an iron-fortified infant formula that meets the needs of the majority of infants in care. Parents/guardians not wanting their infants to receive the center offered formula may bring infant formula or breast milk from home. However, if the center wishes to claim the infant’s meals, the center must provide all other required meal components as appropriate for age according to the Infant Food Chart. See the Policy and Procedure Manual for Child Care Centers, Sections 5.11 and 7.2 for more information on infant meal requirements. See page 13 of this booklet for a copy of the form *Infant Feeding Preference – Centers*.
3. **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the center for care. Each CACFP enrollment form 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. See page 14 for a copy of the *Enrollment Form for Child Care Centers (CACFP-229)*.
4. **Daily attendance records.** Daily attendance records must be maintained for each child. The attendance records **cannot** be used as a basis for completing the meal count record. However, the attendance records must support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records must indicate that John Doe was present on October 17. For the CACFP, you must choose one of these methods for your attendance record:
  - *Attendance Record (CACFP-213)* see page 15,
  - *Time In/Time Out Record (CACFP-221)* see pages 16-17 or
  - *Time In/Time Out Record (CACFP-224)* see pages 18-19.
5. **Meal count records.** Each monthly claim for reimbursement must be supported by dated meal count records for each meal served during the month. A maximum of two meals and one snack or one meal and two snacks may be claimed per child in attendance per day. 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 physically record each meal at the time the meal is served to each

child by eligibility category (free, reduced, and paid). Included on pages 20 and 21 of this booklet are instructions and a sample form *Meal Count (CACFP-225)*.

6. **Non-profit food service verification.** All centers must have documentation to verify that all of the CACFP reimbursement is being used solely for the conduct of the food service operation or to improve food service operations. Non-profit food service verification includes:
  - a. 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.
  - b. Documentation of food purchases. All monthly **food purchase records/receipts** must be maintained to support claims for reimbursement and to document non-profit food service operations. Food receipts will be closely examined to assure that foods purchased match menus for the time-period and to assess the quantity of food purchased. If it is determined that inadequate quantities of food were purchased to meet minimum meal pattern requirements, then meals will be disallowed. For this reason, it is very important that all food receipts are maintained in a central location. Receipts must be dated, itemized, and legible. Do not purchase food from companies that do not provide itemized, dated receipts.
  - c. Documentation of other food service expenditures. Food service expenditures include 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. Included on pages 22-23 of this booklet are instructions and a sample form for documenting food service labor cost *Summary of Salary Expenses (CACFP-214)*.

**Expendable equipment** has a durability of less than two years with a cost of \$500 or less. **Non-expendable equipment** has a durability of two years or more and cost 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.

7. **Income Eligibility Forms (IEFs).** 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 the Income Eligibility Guidance booklet at <http://www.dhss.mo.gov/cacfp/LawsRegs.html> for more information on proper

completion of the IEF and Section 10 of the CACFP Child Care Center Policy and Procedure Manual for more information on free and reduced price meals.

Centers are encouraged to maintain a master listing to include:

- a. all enrolled children
- b. the claiming category for each child
- c. the date the Income Eligibility Form (IEF) was signed by center personnel.

Use of the master listing will assist in keeping the IEFs updated on an annual basis. Included on pages 24 and 25 in this booklet are instructions and a sample form *Enrollment Roster (CACFP-220)*.

8. **Title XX documentation or Free/Reduced documentation.** For-profit centers must document monthly their eligibility to participate in the CACFP. For-profit centers must be able to verify that at least 25% of the enrolled children or licensed capacity (whichever is less) are either Title XX beneficiaries or eligible for free and reduced price meal reimbursement. Required documentation is either monthly Family Services Division vendor invoices or current Income Eligibility Forms. See Section 4.4 and 4.5 of the CACFP Child Care Center Policy and Procedure Manual for more information on how to determine Title XX eligibility and Free and Reduced eligibility.
9. **Civil Rights racial/ethnic data.** All centers must:
  - a. display the “And Justice For All” poster;
  - b. provide the nondiscrimination statement and procedure for filing a complaint in all center brochures;
  - c. collect actual beneficiary data by racial/ethnic category (see NOTE); and
  - d. provide informational materials in the appropriate translation regarding the CACFP.

NOTE: Each center must physically count, at least once per year, the number of program participants in attendance by racial/ethnic category. Documentation of this count must be maintained on file. Use the *Beneficiary Data Report (CACFP-226)* included on page 26 of this booklet.

10. **Documentation of training to staff.** The institution must ensure that staff is trained at least annually on CACFP issues. Documentation of training must include:
  - a. session dates
  - b. locations
  - c. topics
  - d. names of participants
  - e. name of presenter

Included on page 27 of this booklet is a sample form *Training Documentation (CACFP-222)*.

11. **Food substitution for medical reasons.** Participants with medical or special dietary needs may have substitutions to the meal pattern only when supporting documentation is on file. The documentation must be signed by a recognized medical authority such as a physician, physician assistant, nurse practitioner, or advanced practice nurse. See Policy 7.5 for more information. Use the form included on page 28 of this booklet *Medical Food Substitution Record (CACFP-227)*.
12. **Miscellaneous documentation.** The following miscellaneous documentation must be retained:
  - a. Child care center license.
  - b. Copies of all supporting documents submitted to the MDHSS-CFNA for application.
  - c. Copies of all correspondence from MDHSS-CFNA or to MDHSS-CFNA.
  - d. Production Records (for centers vended by a Food Service Management Company or Caterer).
  - e. Food Safety and Sanitation Inspection Report.









































