

CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements
AT-RISK AFTER SCHOOL MEALS PROGRAM (Schools)

Daily Requirements

Attendance

This must be maintained for participants in all CACFP programs, and include:

- At-Risk afterschool meals programs only - record a count of total attendance each day.

Meal Participation/Meal Counts

This must be maintained for participants in all CACFP programs, and include:

- At-Risk afterschool meals programs only - record a count of total meals for each meal service each day.
- The documentation must specify the date of each meal/snack, the type of meal/snack, and if maintained by classroom or shift, it should specify the room or shift the meal counts apply to.
- Meals must be documented for adults performing labor. If no adults receive meals, it must still be documented, such as with a 0 or N/A. May not be left blank.
- Must be able to total the number of meals and/or snacks at the end of the month when completing the claim.

Child Menu

This must be maintained for all CACFP programs that care for children, and include:

- A dated record of specific food items actually served at each meal or snack.
- Each component must list the serving size by age.
- Whole grain rich/whole grain components must be indicated.
- The milk description must include the fat percentage and if it is flavored or unflavored.
- Name of center.

Expenses

- Compile expenses incurred for the CACFP.

Time Log

This must be maintained for all CACFP Programs that use CACFP funds to pay for labor expenses (except home daycares), and include for each employee:

- Employee name
- The number of hours worked each day broken down into administrative CACFP hours worked, operational CACFP hours worked, non-CACFP hours worked, and total hours worked.
- For institutions that require monitoring, a daily record of time spent on monitoring activities for each employee may be included on the time log or maintained on a separate record.
- Both the employee and a supervisor must certify the record is accurate and sign and date the document.

Monthly Requirements

Monthly Journal/Ledger

This must be maintained for all CACFP Programs (except home daycares), and include:

- All CACFP income and expenses paid with CACFP funds.
- The balance to show any unused funds from previous months and reflect the current account balance.

- Specific transactions must be recorded by date and include a description and amount.
- If the institution uses CACFP funds for multiple categories (such as food, nonfood, operational labor, operational overhead, administrative labor, administrative overhead), a coding system, breakdown of expense by category, or other system is needed to report expenses by type on the Annual Financial Report or when requested.
- Maintain the year-to-date non-profit food service account.
- Exception: if a school on the NSLP that merges nutrition program funds, an allocation of total food service for CACFP may be acceptable instead of a separate CACFP account. Maintain the year-to-date non-profit food service account.

Claim for Reimbursement

- Total the meal counts.
- Calculate the average daily attendance from daily attendance documents.
- Submit the claim for reimbursement on the CNPweb®.

Annual Requirements

- Complete the IDOE Annual Information Certification and/or Amendment to CNP agreement.
- Complete all Program renewal documents.
- Conduct and document the training of staff on CACFP responsibilities.
- Conduct and document Civil Rights training with staff and place in the file.
- If sponsoring more than one site, a CACFP monitor review must be completed no later than February 1 for each site.
- Sponsoring organizations must complete the 5-day reconciliation during every monitor visit verifying meal counts and attendance information.
- Make sure the “And Justice for All” poster and Building for the Future Flyer is displayed in a prominent place for the public to view.
- Submit the Annual Financial Report on the CNPweb® between October and December of each year. (only required for school that do not co-mingle their funds)

Racial/Ethnic Data

This must be maintained for each CACFP facility, and include:

- The number of program participants in each ethnic and racial group (more than one racial category may be selected) at the facility.
 - Ethnic groups: Hispanic, non-Hispanic, Unknown
 - Racial groups: American Indian or Alaska Native, Asian, Black, or African American, Native Hawaiian and Other Pacific Islander, White, or Unknown
- The percentage of ethnic and racial populations in the county the facility is located in, according to www.stats.indiana.edu.
- The documentation must list the facility name, county name, and date the data was recorded.

Training Documentation

This must be maintained for all CACFP programs, and include:

- The training agenda with specific topics covered.
- The sponsor name, trainer name, date, and location
- The name and signature (or other means of verifiable completion) of each person that attended training.

Other Requirements

Special Dietary Needs Documentation

This must be maintained for all CACFP programs, and include:

- When an accommodation/substitution is needed for a medical reason that does not meet the meal pattern, a doctor's statement is required that includes a description of the impairment, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by a licensed physician, physician's assistant, or nurse practitioner.
- When an accommodation/substitution is made that does meet the meal pattern, a parent/adult statement is required that includes a description of the reason for the request, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by the parent/guardian/adult.
- Documentation of all substitutions made for each participant.
 - When the same substitution is made daily (such as a milk substitute), documentation must include a description of what was substituted and the serving size.
 - When the substitutions vary, a log or documentation must include the date, meal/snack, food omitted, food substituted, and serving size