

CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements
For **FAMILY DAY CARE HOME PROVIDERS (LICENSED AND LLEP)**

Daily Requirements

Attendance

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

- A dated record of each participant (including first and last name) in attendance each day.

Meal Participation/Meal Counts

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

- A record of each participant (including first and last name) and each meal or snack claimed for reimbursement. Completed at point of service when over 12 children are enrolled.
- 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 by participant and list by eligibility category confidentially 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.
- Whole grain rich/whole grain components must be indicated.
- The milk description must include the fat% and if it is flavored or unflavored.
- Name of home provider.

Infant Menu

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

- A dated record of the food items planned for each meal or snack.

Individual Infant Feeding Record

This must be maintained for each infant in all CACFP programs that care for infants, and include:

- A dated record of the specific foods actually served to each individual infant at every meal or snack.
- The form must list the infant's name.
- Each food item must list the serving size.
- If formula is served, the specific type must be listed.

Monthly Requirements

Application for Free/Reduced-Price Meals

This must be maintained for all childcare centers, ministries outside school hours programs, family daycare homes (for tiering or provider's own children), adult daycare centers, and include:

- Include the following:
 - Participant(s) first and last name
 - A way to indicate categorically eligible categories: Foster child, Migrant, Runaway, Homeless, Head Start.
 - A way to indicate assistance programs that the household participates in: SNAP or TANF for childcare and SNAP, SSI, or Medicaid for adult care, and the assistance program case number.
 - A statement that if the child is a member of a household that receives SNAP or TANF, the child is automatically eligible to receive free program meal benefits.

- A statement that if the adult daycare participant is a member of a household that receives SNAP, SSI, or Medicaid, the participant is automatically eligible to receive free program meal benefits.
- The names of everyone in the household and their income
- A statement that the person signing the application certifies that all information furnished is true and correct; that the application is being made in connection with the receipt of Federal funds; that Program officials may verify the information on the application; and that the deliberate misrepresentation of any of the information on the application may subject the applicant to prosecution under applicable State and Federal criminal statutes.
- The last four numbers of the social security number of an adult household member or a place to indicate they do not have a social security number.
- The printed name, signature, date, address, and phone number or email of an adult household member
- The racial/ethnic data question from the state's Application for Free/Reduced-Price Meals
- The Richard B Russell National School Lunch Act and Nondiscrimination statements from the IDOE CACFP Application for Free/Reduced-Price Meals
- The sponsor's determination, including the total income calculated, the total household size, and what category of eligibility found.
- The determining official's dated signature.
- If completed online, the families must have an option to complete on paper if needed.
- The application must be accompanied by written instructions for completing the application and must include:
 - Step by step instructions for how to complete each section of the application.
 - Contact information for the sponsor or facility to obtain assistance and where to return the form.
- The application must be accompanied with a household letter and must include:
 - An explanation/purpose of the Application for Free/Reduced Price Meals
 - Only the family-size income levels for reduced price meal eligibility with an explanation that households with incomes less than or equal to these levels are eligible for free or reduced-price meals (it may not contain the income standards for free meals)
 - An explanation that an application for free or reduced-price benefits cannot be approved unless it contains complete documentation.
 - The statement: "In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability."
 - For pricing programs only, the letter must also include:
 - That the information in the application may be verified at any time during the year
 - How a family may appeal a decision of the institution to deny, reduce, or terminate benefits as described under the hearing procedure
- Process for verifying eligibility categories by child each month to ensure meals are claimed in the correct category. This is usually fulfilled with the use of a participant roster.

Enrollment Form

This must be maintained for all childcare centers, ministries, head start, family daycare homes, adult daycare centers, and include:

- Name of institution (sponsor), sponsor ID number, and facility name
- The child's name and date of birth

- Normal days and hours in care and the meals the child typically receives.
- If caring for infants, include what infant formula the facility offers and if the family accept or decline it. Also include if the parent accepts or declines meals and snacks.
- The documentation must be signed and dated by the parent and include their printed name and phone number.

Claim for Reimbursement

- Gather all records required to be submitted with your monthly claim.
- Submit the claim for reimbursement to your Sponsor as outlined in your Sponsor/Provider Agreement.
- Keep copies of all CACFP records.

Annual Requirements

- Make sure all information on the Sponsor/Provider Agreement is current and accurate.
- Receive required annual CACFP training and civil rights training (6 hours).
- Make sure each participant has a valid Enrollment form, signed by the parent/guardian.
- Complete the *Application for Free and Reduced-Price Meals* and submit income verification documents for Tier I by income or to claim provider's own children.
- Make sure Building for the Future Flyer and current WIC information is posted or distributed to parents/guardians.

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