TO: Child and Adult Care Food Program Institutions  
FROM: Mary Ann Chartrand, Director  
Grants Coordination and School Support  
DATE: October 27, 2004  
SUBJECT: Point of Service Record Retention  

Daily counts of the number of meals/snacks served to enrolled children, taken at the point of service, must be recorded and maintained by all institutions. Point of service is defined as seeing and recording the child who is consuming the meal/snack at the time it is served. The point of service meal/snack attendance records must contain the number of meals/snacks served to enrolled children by each meal type and by income eligibility categories. These original records of meal/snack attendance must be retained in the institution files. Records are not to be copied.

Daily counts of meals/snacks served to “program adults” participating in the center’s food service and any other non-enrolled persons must also be separately recorded. Although not claimed for reimbursement, costs of these meals are part of food costs reported by the institution.

All program records must be maintained for a minimum of three (3) years after the end of the fiscal year to which they pertain.

Please keep this memo on file or in a notebook for quick and easy reference.