RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FISCAL YEAR 2012
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSORS MEMORANDUM #14

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director 5-25-12
Office of School Support Services

DATE: May 25, 2012

SUBJECT: **New Recordkeeping Requirements for Participating Institutions (Original Issued September 14, 2011)**

To promote program integrity and ensure that institutions are complying with Child and Adult Care Food Program (CACFP) recordkeeping requirements, the Michigan Department of Education (MDE) is requiring participating institutions to have on site, for immediate review, all CACFP records for the current month, as well as the previous twelve months of operation.

Sponsors of centers may store records at the administrative office of the sponsor. For unaffiliated centers (legally distinct from the sponsor), records should also be maintained on site at sponsored centers. Participating institutions may store the remaining records off site, but they must be readily available for review. Failure to maintain such records shall be grounds for the denial of reimbursement or assessment of overclaims per 7 CFR 226.15(e) and 226.17(c). Institutions that cannot provide records to support claims will be considered to have filed false claims per 7 CFR 226.6(c)(5)(ii), which may lead to termination and disqualification from the CACFP.

In addition, Fiscal Year 2007 Operational Memorandum #7, Child and Adult Care Food Program Record Retention is still in effect. That memorandum can be found be clicking the link above.

If you have any questions regarding this memorandum, you may contact the Child and Adult Care Food Program at (517) 373-7391.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324