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DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2012
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSORS MEMORANDUM #15**

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director *(K.L.G.) 5-25-12*
Office of School Support Services

DATE: May 25, 2012

SUBJECT: **Record Maintenance Requirements for Family Day Care Home Providers in Child and Adult Care Food Program (Original Issued March 27, 2009)**

The Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) received guidance regarding record keeping requirements for family day care home providers from the United States Department of Agriculture (USDA).

According to federal regulations at 226.10(d) and 226.18(d), (e), and (g), records at family day care homes must be retained for three years after the date of submission of the final claim for 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 as long as may be required for the resolution of the issues raised by the audit. Although sponsors must require providers to submit records of menus, meal counts and enrollment, it is also important that copies of these records be maintained at the provider's facility in accordance with 226.18(e), which states that each day care home must maintain on file documentation of each child's enrollment, and must maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children.

While sponsors may keep duplicate records, maintaining records on site at the day care home ensures that records are available for review when a monitor or auditor arrives at the home. Records that are kept at the provider's home also afford MDE an audit trail and the ability to confirm the accuracy of the records at both locations. In addition, maintaining records at the day care home instills an internal control whereby the provider is assured that reimbursements are accurate, and that no errors have occurred in the payment process.

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Providers must have on hand, for immediate review, all records that support their program activities for the current month, as well as the previous twelve months of operation. Records should include documentation of attendance, enrollment, meal counts, and menus. Providers may store the remaining two years of records off site; however, the records must still be in the control of the provider and accessible within a reasonable amount of time. If no off site storage is used, providers must retain three years of records, on site at the day care home. Records can be kept in hard copy or electronic format, provided that they are readily available to reviewers. Sponsors and providers must be aware that failure to maintain such records shall be grounds for the denial of reimbursement.

If you have any questions regarding this memorandum, contact the CACFP office at 517-373-7391.