



CACFP Thinking Thursdays – Prepping for Your Administrative Review

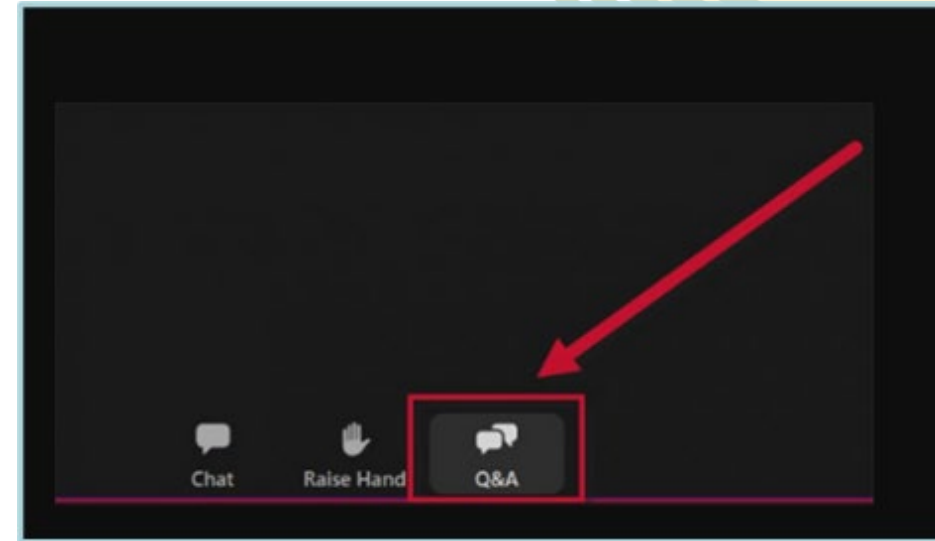
A training for Child and Adult Care Food Program Operators
Michigan Department of Education, Office of Nutrition Services

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January 15, 2026

Welcome to Thinking Thursdays!

- Participants are muted
- Enter your questions into the Q&A, not the Chat
- CACFP staff will answer questions in the Q&A



Glad you
could join
us!

- Thinking Thursdays presentations are posted on the CACFP Training page.
- Visit michigan.gov/mde/services/food/cacfp, click on Training then scroll toward the bottom and click on the Thinking Thursdays link.
- NEW way to receive certificates which we will go over at the end of this webinar.
- Upcoming Thinking Thursdays: Feb. 19, 2026 At-Risk Afterschool Meals Program

Learning Objectives

Participants will be able to:

- ✓ Understand key CACFP record keeping requirements
- ✓ Analyze recordkeeping strategies that demonstrate compliance
- ✓ Understand procedures needed to meet annual and monthly CACFP requirements

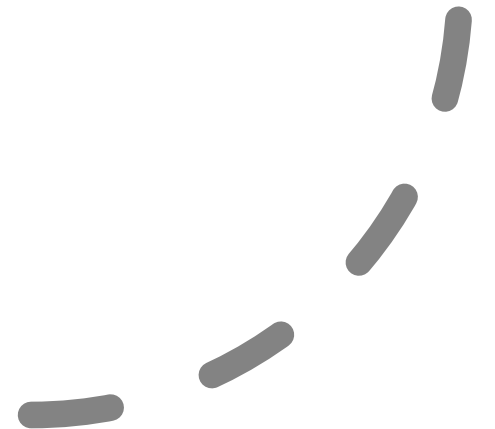
Let Us Know Who You Are! I work for a...

- Independent childcare center
- Sponsored childcare center
- Family childcare home
- Family childcare sponsor
- At-risk afterschool care center
- Adult day care center
- Sponsoring organization
- Emergency shelter
- School food authority



Pre-Test

1. True/False: Meal attendance can be taken after meal service.
2. True/False: Grain-based desserts are allowed as long as they are whole grain.
3. True/False: Meal attendance is different than daily attendance.
4. True/False: Training is only required for new staff.
5. Does separate accounting and financial tracking for the NFSA require a separate bank account?

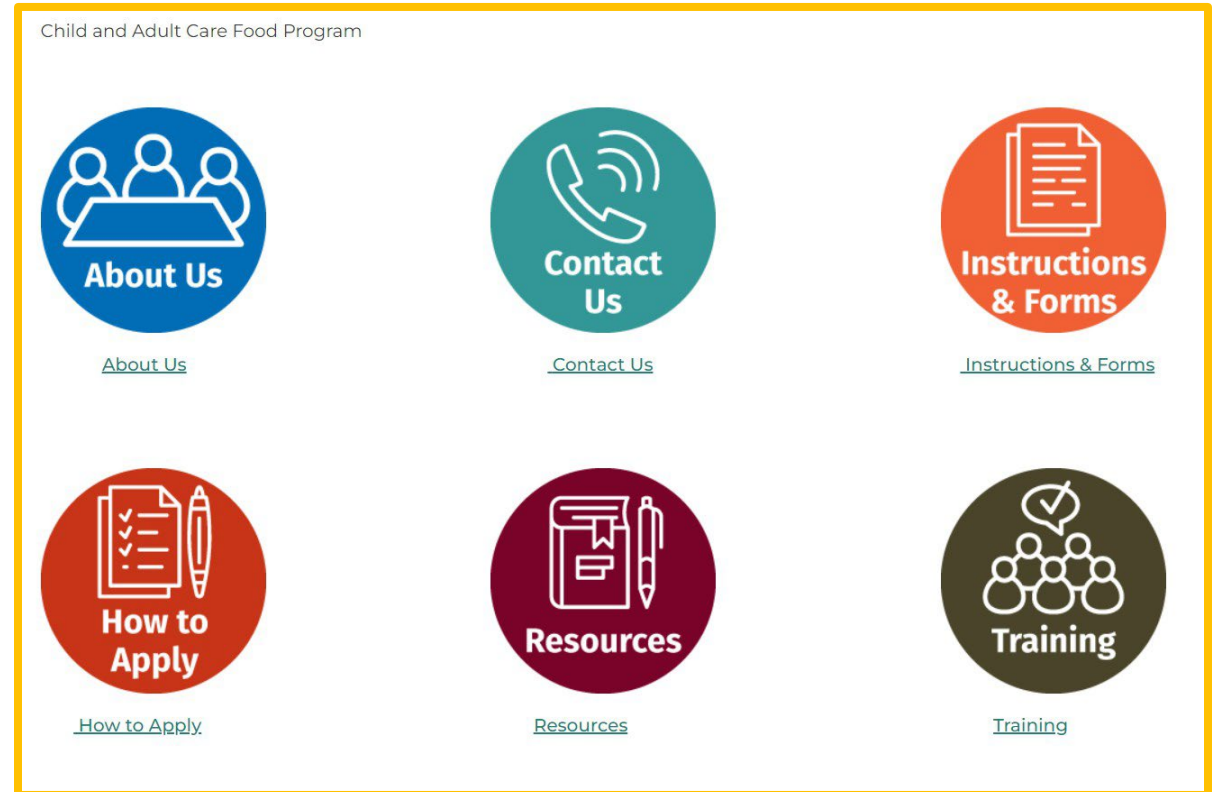


MDE CACFP Website

www.Michigan.gov/cacfp

Six Navigation Buttons

- **About Us**
- **Contact Us**
- **Instructions & Forms**
- **How to Apply**
- **Resources**
- **Training**



Types of Programs Offered through CACFP

- Meals and Snacks for Preschoolers (breakfast, lunch, PM snack)
- At-Risk Afterschool Meals (snack and supper) Program
- Adult Day Care

Differences Between National School Lunch Program (NSLP)/School Breakfast Program (SBP) and Child and Adult Care Food Program (CACFP)

NSLP

- GSRP: breakfast and lunch
- Afterschool Snack Program
- Head Start, Strong Beginnings
- Tuition-based childcare in schools
- Can now include 3 year olds

CACFP

- Strong Beginnings
- Head Start
- Tuition-based childcare
- GSRP: PM snack
- At-Risk Afterschool Meals Program (snack and supper)

Important Dates to Remember



- **Fiscal Year for CACFP:** Oct. 1 – Sept. 30
- **Coordinated Application Recertification:** depending on claim month needed, depending on claim month needed
- **Claim Deadline Dates:** Claim deadlines are by the 10th of the following month. The final claim submission date is **60 calendar days** from the last day of the month.
- Resource: Administrative Memo No.1 School Year 2025-2026

Important Items to Remember

- **Federal Household Income Guidelines:** effective July 1 through June 30 every year
 - **Household Income Eligibility Statement (HIES):** good for 365 days
 - **Education and Nutrition Benefits Application:** Distribute at beginning of each school year, but not before July 1.
- **Reimbursement Rates Release Dates:** released by the USDA once a year, in July
- **CACFP Record Retention Requirements:** 3 years plus the current fiscal year
- It is important to remember the CACFP is a supplemental program, and programs must be financially viable to participate without the reimbursement.

Recordkeeping Basics

Success in Child Nutrition Programs is in
YOUR Documentation...

Plan to Succeed!

- Maintaining accurate and organized records is vital for successful participation
- Without good recordkeeping, meals and snacks are disallowable!
- Documentation supports meals claimed
- If you claim it – you must document it!
- Resource: [Supporting Documents](#)

Supporting Documents

General Information

- CACFP Website: <https://www.michigan.gov/cacfp>
- All documentation must be kept for 3 years plus the current fiscal year.
- NexSys information is current July to June – The new application comes out in April every year and is due by the end of June.
- The Child and Adult Care Food Program's fiscal year runs October 1 through September 30.

Annual Documents

- Annual Staff training documentation for Civil Rights and CACFP (with documentation to include date, names of staff present, topics covered and location of the training, as well as a sign in sheet).
- Household Income Eligibility Statements (HIES), as applicable to your program (separate by eligibility A, B, C and file each in alphabetical order. The Dear Parent/Guardian Letter must go out with the HIES form to families. OR schools can use Education and Nutrition Benefits form.
- Participant enrollment documentation, as applicable to your program
- Procurement Documentation: Informal Procurement Log(s); formal procurement documentation and/or invitation to bid/approved food service contract(s), as applicable to your program
- Civil Rights – Completed "Ethnicity/Racial Beneficiary Data Form" for each site – current year

Monthly Documents

- Dated menus, indicating meals/snacks served for participants ages 1 year and over
- Dated infant menu records indicating infant's name & birth dates and meals/snacks served
- Meal attendance records – Point of Service documentation
- Record of adults (staff) served meals / Meals served but not claimed
- Daily program attendance records and average daily attendance
- Documentation of costs:
 - Food & Non-Food Supplies,
 - Administrative Costs/Labor,
 - Food Service Labor, Indirect,
 - Employee compensation plan if labor is charged to CACFP
 - Depreciation documentation, **as applicable.**
 - Allocated Costs, and Allocation Cost Plan, **as applicable.**

Four* Basic Record Categories

- Category 1: Fiscal Management Records
- Category 2: Participant Records
- Category 3: Meal Service Records
- Category 4: Staff Training Records



Category 3: Fiscal Management Records

- Non-profit Food Service Account (NFSA): a dedicated account used by institutions participating in USDA child nutrition programs to manage funds exclusively for food service operations.
- These **funds must be used solely for the benefit of program participants**—children or adults in care settings. The NFSA is considered a restricted account
- .
- Should contain all financial activity related to the operations of the food service program.

Category 3: Fiscal Management Records

Annual

- Vended meal contracts and/or FSMC
- Single Audit – must have annually, when applicable

Monthly

- Detailed General Ledgers/financial tracking for food service activity only
- Balance sheet/tracking of NFSA fund balance
- Meal prices
- Documentation of meal revenue: paid meal revenue for (reduced and paid meals), non-program adult meals, etc.

Documentation of Costs

- Salaries/labor costs, Administrative costs
- Benefits
- Purchased services
- Materials and supplies
- Indirect costs
- Food costs

Category 2: Participant Records – Enrollment Form

- Record Includes:
 - Participant's full name
 - Typical days in care
 - Typical times in care
 - Typical meals received in care
 - Family contact information
- Resource: [Participant Enrollment Form](#)

Return this completed form to: *(insert institution's name, address & telephone number)*

Participant Enrollment Form

Instructions:

- List full name of participant enrolled in care
- Circle the typical days each participant is in care
- List times each participant is in care
- Circle the meals and snacks each participant typically receives while in care
- Select the ethnicity of each participant using the following codes: H = Hispanic or Latino, N = Not Hispanic or Latino*
- Select one or more racial designations of each participant using the following codes: A/I = American Indian or Alaskan Native, A = Asian, B = Black or African American, H/PI = Native Hawaiian or Pacific Islander, W = White*
- Sign and date the form and return to your care center

Participant's First and Last Name	Typical Days in Care (circle all that apply)	List Times in Care	Meals/Snacks Received (circle all that apply)	Ethnicity	Race
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		

* This information is voluntary. This will assist us in assuring the Child and Adult Care Food Program is administered in a nondiscriminatory manner.

Adult/Parent/Guardian's Address

Adult/Parent/Guardian's Phone Number

Signature of Adult/Parent/Guardian

Date Signed

USDA Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)

Category 2: Participant Records (cont.)

Daily Attendance Records – School Day

- Daily record of all enrolled participants in attendance each day
- Separate from enrollment documentation
- Attendance is not the same as daily meal count records

At-Risk Afterschool Meals Program

- **Enrollment Forms**
 - Not required as program participation is not restricted
- **Program Attendance**
 - Daily attendance rosters
 - Sign in sheets
- **Resource:** [At-risk Afterschool Meals Guide](#)



Category 3: Meal Service Records

Daily Meal Count Documentation

- Shows number of meals served to enrolled participants by meal type
- Must be taken at Point of Service (POS)
- Schools and centers: attendance must include participant's full name
- At-risk Afterschool: can be by headcount or name
- Best Practice: indicate reimbursement category without overt identification
- Include program adults served meals

RESOURCE: [Instructions and Forms](#)



Meal Service Records Continued: Menus

- Menus must be dated
- Menus must list specific foods served
- Record any changes made
- Menus illustrates meal pattern requirements were followed and all required components were served
- Must post menus

Meal Service Records: Special Dietary Needs

- Sponsors must make reasonable accommodations to meals and/or snacks for disabilities that restricts diet
- Sponsors are not required to accommodate special dietary requests for preferences
- Decisions are made on a case-by-case basis
- Maintain written documentation for all special diet requests in annual records
- MDE Forms: [Special Diet Statement and Dietary Preference Request Form](#)
- **Training Resource:** Special Dietary Needs 1 & 2 modules (for all CNPs) [Online Training Modules](#)



Meal Service Records: Infant Formula/Food Sign Off Statement



- Must offer meals to all enrolled infants
- Participation must be open to all
- Lists facility's infant formula and foods provided
- Parent can accept or decline
- Specifies what a parent can provide towards a reimbursable meal
- Starts a conversation on infant feeding preferences

Training Resource: [CACFP: Feeding Infants](#)

Serving Size 3/4 Cup (31g/1.1 oz.)
 Servings Per Package About 18

Amount Per Serving	Cereal with 1/2 Cup Vitamins A&D Fat Free Milk	
	Cereal	Milk
Calories	120	160
Calories from Fat	0	0

% Daily Value**		
Total Fat 0g*	0%	0%
Saturated Fat 0g	0%	0%
Cholesterol 0mg	0%	0%
Sodium 150mg	6%	9%
Potassium 20mg	1%	6%
Total Carbohydrate 28g	9%	11%
Dietary Fiber 1g	3%	3%
Sugars 12g		
Other Carbohydrate 15g		
Protein 1g		

% Daily Value		
Vitamin A	10%	15%
Vitamin C	10%	10%
Calcium	0%	15%
Iron	25%	25%
Vitamin D	10%	25%
Thiamin	25%	25%
Riboflavin	25%	35%
Niacin	25%	25%
Vitamin B ₆	25%	25%
Folic Acid	25%	25%
Vitamin B ₁₂	25%	35%

*Amount in Cereal. One half cup of fat free milk contributes an additional 40 calories, 65mg sodium, 6g total carbohydrate (8g sugars), and 4g protein.
 **Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65 g	80 g
Sat Fat	Less than 20 g	25 g
Cholesterol	Less than 300 mg	300 mg
Sodium	Less than 2,400 mg	2,400 mg
Total Carbohydrate	300 g	375 g
Dietary Fiber	25 g	30 g

Calories per gram:
 Fat 9 • Carbohydrate 4 • Protein 4

INGREDIENTS: MILLED CORN, SUGAR

Servings Per Con...

Amount Per Serving		
Calories		
Calories from Fat		

Total Fat 2g*	3%	
Saturated Fat 0g	0%	
Polyunsaturated Fat 0.5g		
Monounsaturated Fat 0.5g		
Cholesterol 0mg	0%	
Sodium 280mg	12%	15%
Potassium 95mg	3%	9%
Total Carbohydrate 22g	7%	9%
Dietary Fiber 3g	11%	11%
Soluble Fiber 1g		
Sugars 1g		
Other Carbohydrate 18g		
Protein 3g		

% Daily Value		
Protein	-	-
Vitamin A	10%	15%
Vitamin C	10%	10%
Calcium	10%	25%
Iron	45%	45%
Vitamin D	10%	25%
Thiamin	25%	30%
Riboflavin	25%	35%
Niacin	25%	25%
Vitamin B ₆	25%	25%
Folic Acid	50%	50%
Vitamin B ₁₂	25%	35%
Phosphorus	10%	25%
Magnesium	10%	10%
Zinc	25%	30%
Copper	2%	2%

*Amount in Cereal. A serving of cereal plus skim milk provides 2g total fat (0.5g saturated fat, 1g monounsaturated fat), less than 5mg cholesterol, 350mg sodium, 300mg potassium, 28g total carbohydrate (7g sugars) and 7g protein.
 **Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

Calories: 2,000		
Total Fat	Less than 65 g	
Sat Fat	Less than 20 g	

Meal Service Records: Product Documentation

- **Documentation supporting meal pattern compliance**
 - Must have child nutrition (CN) labels, product formulation statements (PFS), standardized recipes
- **Whole Grain (WG)/Whole Grain Rich/Enriched Grains**
 - Bread, pasta, cold & hot cereals, rice, muffins
 - Snack foods: Crackers, chips, pretzels, etc.
- **Milk Type**
 - 2 years and older: unflavored, 1% or fat free
 - 1-2 year olds: unflavored whole milk
- If vended meals, be sure they are sending creditable foods!
- **Resource:** [CNP: Product Labels](#)

Meal Service Records: Creditable Foods

- **Added sugar requirement started October 1, 2025:**
 - Breakfast cereals: must contain no more than 6 grams of **added sugars** per dry ounce
 - Yogurt: must contain no more than 12 grams of **added sugars** per 6 ounces
- **Whole grains (WG)**
 - CACFP: MUST serve whole grains 1x/day
 - NSLP: at least 80% of weekly servings must be WG
- **No grain-based desserts (GBD)**
 - GBDs are not allowed in either program!
 - GBDs are not creditable even if they are whole grain/whole grain-rich
 - Common GBD errors: cereal/breakfast bars (oatmeal rounds, Nutri Grain bars), granola bars, confetti pancakes
- **Resources:** [Thinking Thursdays: Added Sugars, Whole Grains](#)

Category 4: Staff Training Records

- Annual CACFP and Civil Rights Training Documentation must include:
 - Date(s) and location(s)
 - Topics/Areas covered
 - Names of personnel in attendance/sign-in sheet
 - Seasoned staff must be trained annually
 - New staff: Before starting responsibilities and annually thereafter Sponsoring Organizations Only:
 - Annual Sponsor Monitor Training

Resource: [Annual CACFP Staff Training Checklist](#)

Recordkeeping For Sponsoring Organizations

Record Category 5*

Sponsor of Centers Records

- Permanent Agreement for unaffiliated sites
- Parent Information Sheet: Building for the Future with CACFP flyer
- Site monitoring forms
- Site monitoring tracking tool
- Household contact procedure
- Procurement Written Code of Conduct
-



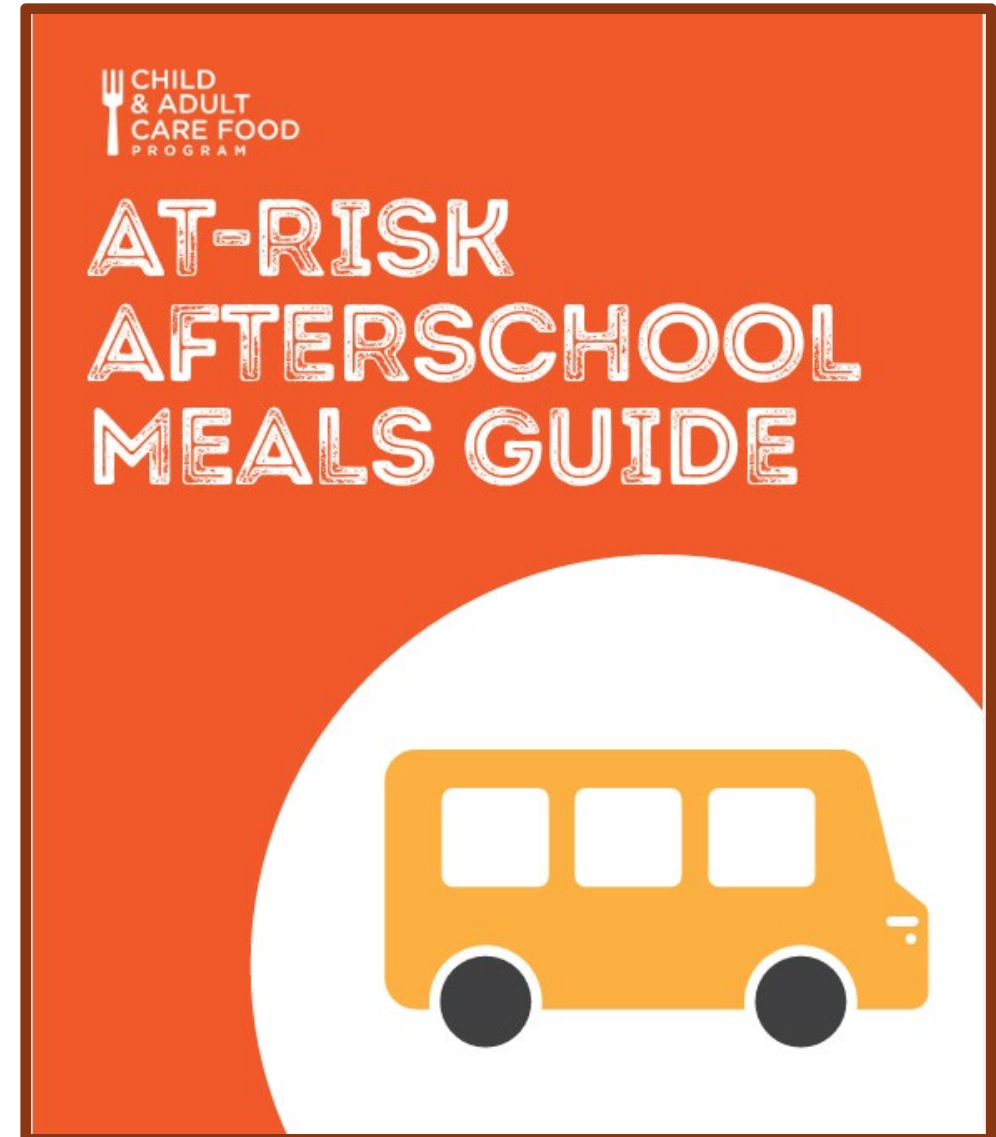
Civil Rights

- Complete the Ethnicity/Racial Beneficiary Data Form annually
- “And Justice for All” Poster Display Requirements
- Non-Discrimination Statement on enrollment information, website, brochures, etc.



At Risk Afterschool Meals Program

- Provides care for children after school or on the weekends, holidays, or breaks during the regular school year
- Provide organized, regularly scheduled education or enrichment activities in a structured and supervised environment
- Be in the attendance area of a public school where at least 50% or more of children are eligible for free or reduced-price meals
- Resource: [At-Risk Afterschool Meals Handbook](#)
- Training Module: [At-Risk Afterschool Meals Program](#)



Strategies for Successful Recordkeeping

Be a CACFP Rockstar!

Strategies for Maintaining Organized Records

Suggested Methods of Organization:

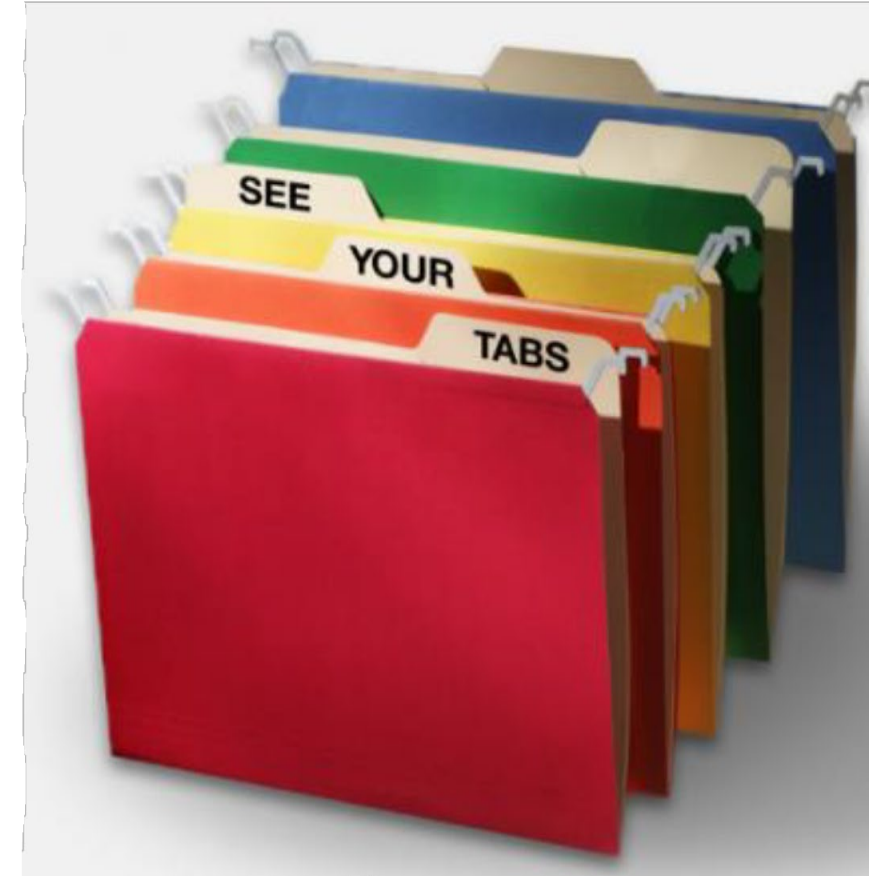
- By Fiscal Year (FY) - October 1 through September 30
- By School Year (SY) - July 1 through June 30
- Keep copies of income eligibility and enrollment forms separate from the participant's file by FY or SY
- **Keep daily/monthly records filed by claim month within the FY/SY filing system**
 - Dated menus
 - Food and supply receipts, invoices
 - Meal counts
 - Center attendance
- **Claim data should be kept within claim month documentation**



Strategies for Maintaining Organized Records, continued

Recordkeeping System is your choice!

- Filing system
 - Binders
 - Labeled storage boxes
 - Electronic systems (with a backup to your backup recommended)
- Do what works for you - but be consistent
 - Train staff on required records, record retention and where records are
 - An effective system is essential for submitting accurate claims AND being prepared for your next administrative review
 - Notify MDE ASAP if any records are destroyed!



Consolidating Meal Attendance

The meal attendance total is the point of service meal counts taken at meal service and added up for a total amount for each meal type

- It is NEVER okay to recreate meal attendance

Required documentation to submit a claim:

- Original documentation of meal attendance
- Sheets, electronic records, etc.

Optional Documents:

- MDE Meal Attendance Summary Record (on paper, electronic systems, etc.)

Edit Checks/Second Set of Eyes

- What edit checks does your organization have in place?

Record Retention Reminder



- Keep all CACFP Records for three years PLUS the current Fiscal Year (FY) or School Year (SY)
 - **OR** even longer if there are any outstanding audit findings or fiscal action required
- MDE requires 1 year of original records maintained on-site for immediate review by MDE or federal staff with photo ID during normal operation hours
- Other FY/SY files can be maintained offsite IF they can be easily obtained within a reasonable time frame (1 hour or less)
- Reference your Permanent Agreement for additional information

What is the impact of poor recordkeeping practices?

- **Findings resulting in actions that affect claim(s)**
- **Mandated to repay prior reimbursements**
- **Required Corrective Action**
- **Additional Oversight by MDE**
- **Protect your claim! Document!**

Coordinated NexSys Application

One Application for all CNP

NEW Application Released March-May - depending on if you are participating in SFSP

Application runs on School Year (SY) calendar: July 1 through June 30

CACFP must have an approved application by June 30 to have a July claim

What Are Some Common Findings?

- Meal count forms not completed properly
- Missing enrollment forms
- Inaccurate monthly meal reconciliation/claim
- Point of Service (POS) not taken properly
- Annual/proper training not completed for all staff
- Serving grain-based desserts
- For sponsors – monitoring forms not completed/inaccurately completed

Common Findings (cont.)

- Menus: missing details, production records not matching food actually served
- GSRP/Childcare programs claimed in the CACFP:
 - Not universally free and must be claimed in the correct category the child qualifies for
 - Must have completed and approved to be claimed as Category A/Free or Category B/Reduced
 - **The CEP benefits form used for school students does not work for the CACFP!

Post-Test

1. True/False: Meal attendance can be taken after meal service.
2. True/False: Grain-based desserts are allowed as long as they are whole grain.
3. True/False: Meal attendance is different than daily attendance.
4. True/False: Training is only required for new staff.
5. Does separate accounting and financial tracking for the NFSA require a separate bank account?



Today's training certificate QR code:

- **Training Title:** Thinking Thursdays
- **Date Completed:** 1/15/2026
- **Presenter Name:** Kristy Hegner
- **Professional Development Hours:** 1.0

- Once submitted, you will receive your certificate via email.
- **Form also available at:**
<https://forms.office.com/g/0AKKTyZJWm>



Thank you for joining!

Questions?

Enter your questions into the Q&A box

Contact Us:

CACFP General Email: MDE-CACFP@michigan.gov

Fiscal Email: mde-fiscal@michigan.gov

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For the full Nondiscrimination statement, see the CACFP website at www.michigan.gov/CACFP.