



Record Keeping Basics

Child and Adult Care Food Program (CACFP)

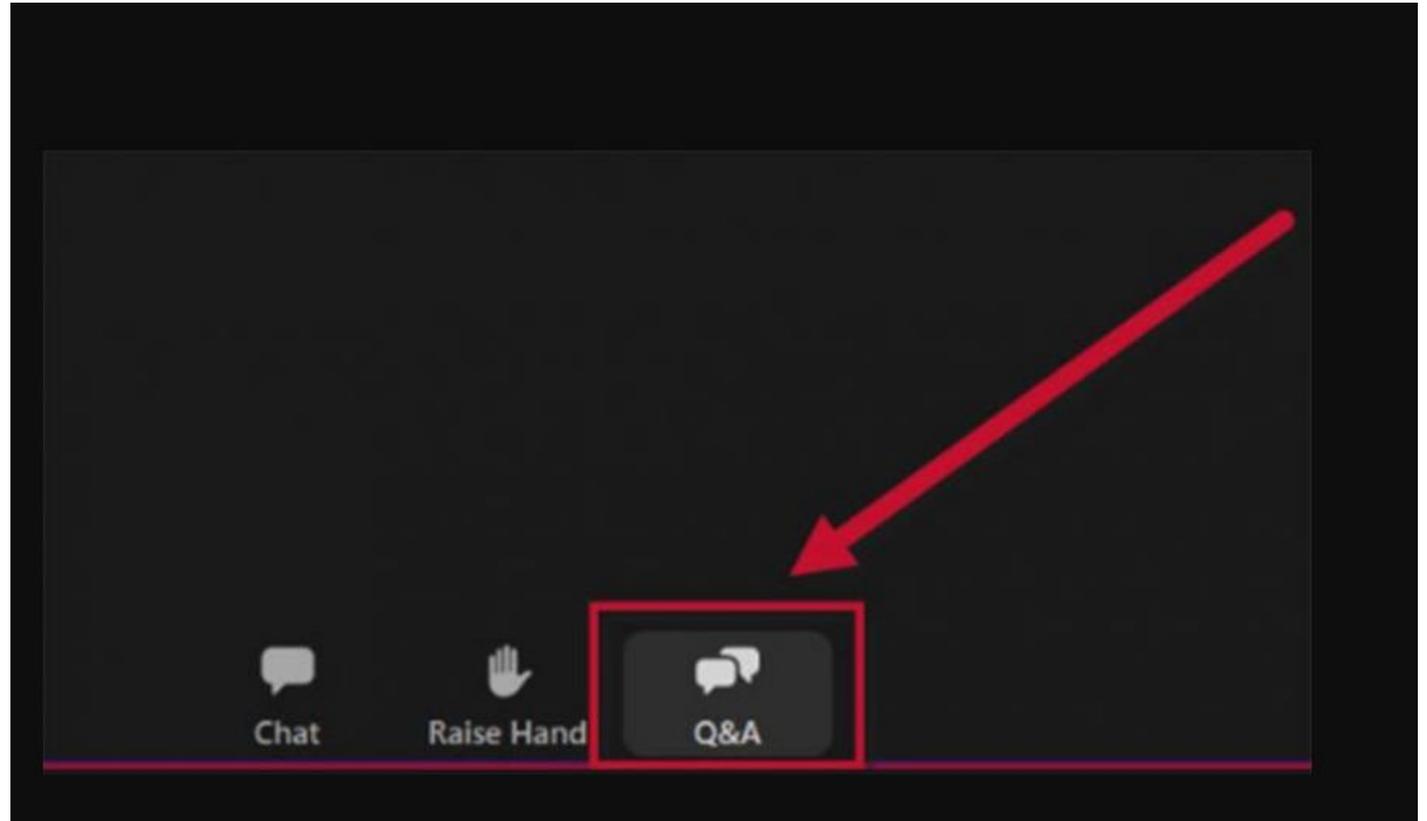
Michigan Department of Education (MDE)

January 25, 2024

We will start shortly after 2 pm!

WELCOME TO THINKING THURSDAYS!

- Participants are muted
- Enter your questions into the Q&A, not the Chat
- CACFP staff will answer questions as we go
- Certificate will be emailed
- Thank you for your attendance!



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

- **Childcare center**
- **Family childcare home**
- **Family Childcare Sponsor**
- **At-risk afterschool care center**
- **Adult day care center**
- **Sponsoring organization**
- **Emergency shelter**
- **School food authority**



Webinar Purpose

- To provide an overview on the common types of records in the CACFP
- Review recordkeeping strategies to demonstrate compliance
- Discuss record retention requirements
- Provide resources available for further learning



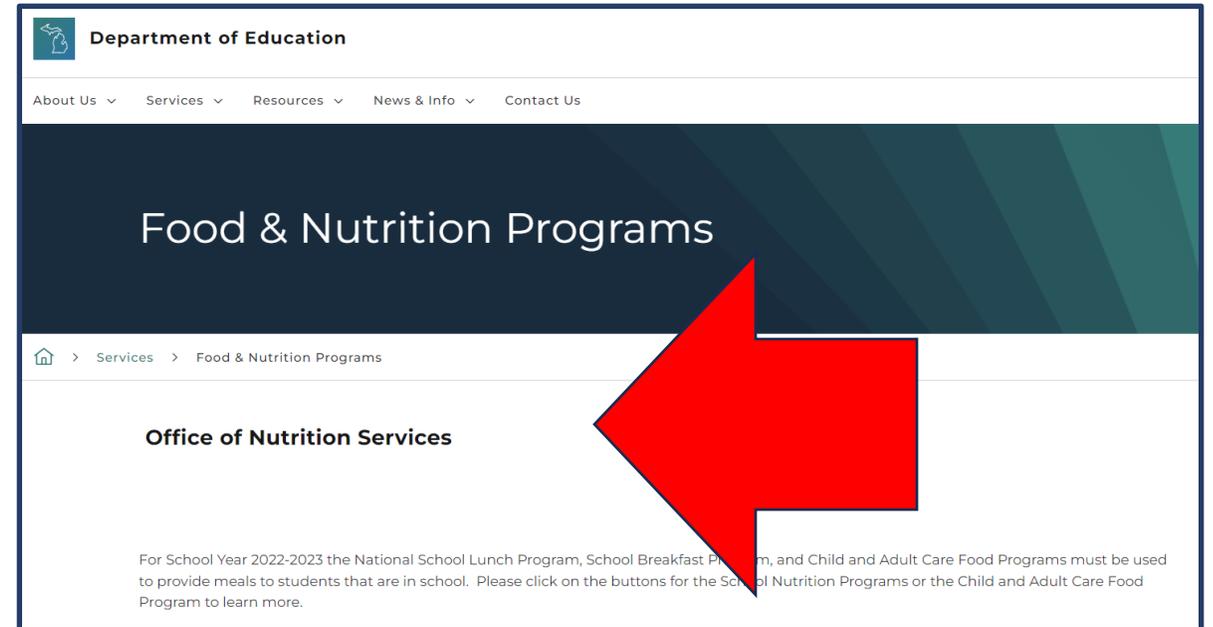
New Name: Office of Nutrition Services (ONS)

Formally Office of Health and Nutrition Services

www.Michigan.gov/mde/services/food

Includes:

- CACFP
- School Nutrition
- Summer Food Service Program
- Food Distribution
- Procurement and Contracts
- And more!

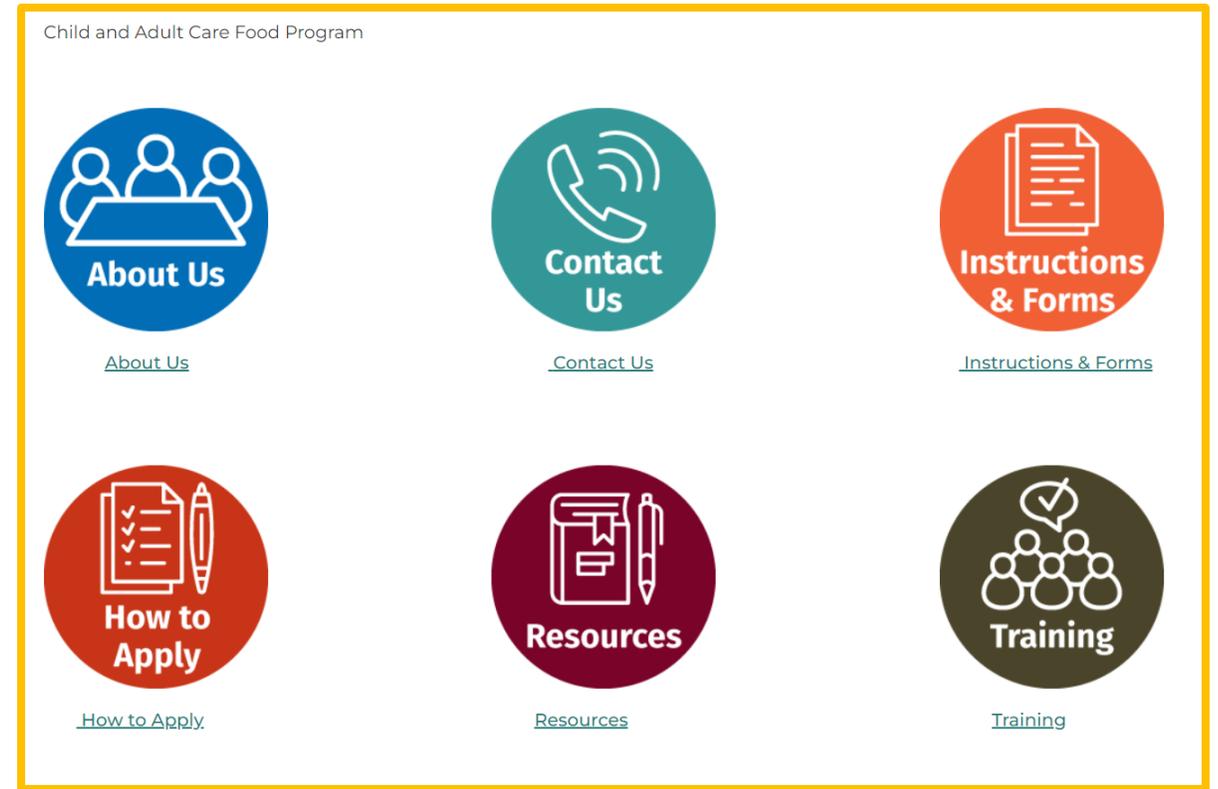


MDE CACFP Website

www.Michigan.gov/cacfp

Six Navigation Buttons

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



Coming Soon: New Program Analyst Staff! Yay!



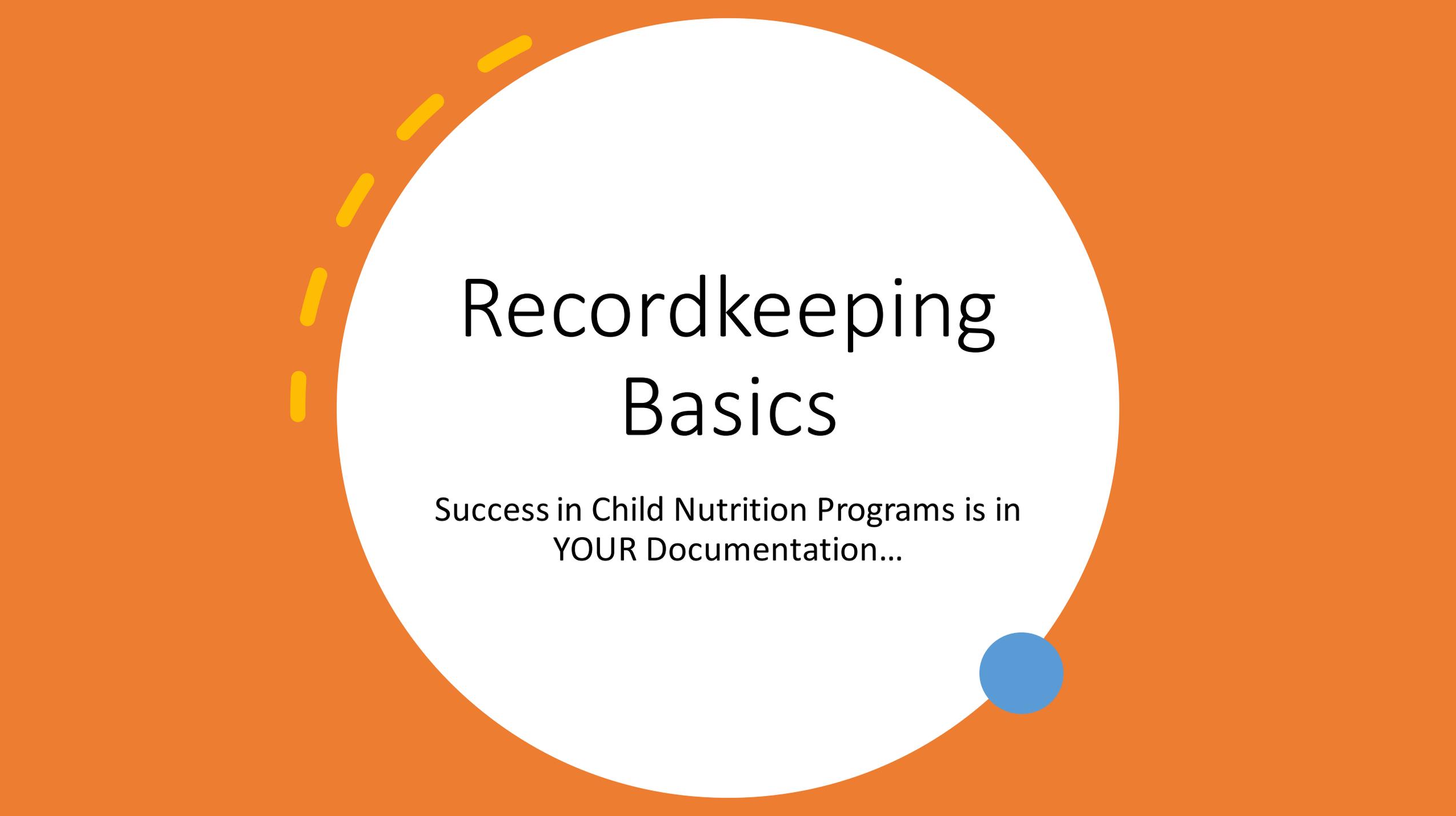
MDE CACFP will have two new analysts soon!



New analysts and their territories will be announced once trained!



Thank you for your patience!



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!
- Reimbursement can be recouped by MDE for inadequate or no required records to support your monthly claim
- **Documentation supports meals claimed**
- **If you claim it – you must document it!**
- [ICN Recordkeeping Grab and Go Lesson](#)

GRAB AND GO LESSON

Record-Keeping Basics for Centers Operating the CACFP

Compliance

Purpose: This handout provide four common types of records in the CACFP for child care centers.

Did you know record-keeping is one of the core components to succeeding in the Child and Adult Care Food Program (CACFP)? Maintaining accurate and organized records is vital to receiving reimbursement in the CACFP. Good record-keeping reflects the following five questions:

- How were the funds used?
- When were they used?
- Who received the services?
- Were the program regulations implemented correctly?
- Did everyone receive proper training?

Without good record-keeping, all meals and snacks are disallowable because there is no documentation to show that program requirements were met. Understanding the four basic categories of records and some strategies for maintaining organized records is essential for meeting the CACFP requirements.

#1: Participant Records

Participant records include enrollment records, eligibility records, and daily attendance records. Enrollment records provide basic information for each child, such as the child's:

- First name, last name, and date of birth
- Normal days and hours of care and the meals normally received while in care

Financial records are updated and signed annually by a parent or legal guardian.

Eligibility records list the claiming status for each child, whether free, reduced, or paid. Each year, the claiming status is determined by obtaining family size and income from each parent or legal guardian and comparing it to the current federal income eligibility guidelines. However, children attending certain facilities, such as Head Start, are automatically eligible for free meals without further application or eligibility determination. Operators are required to provide eligibility records, as indicated by their program or State agency.

Daily attendance records provide a daily overview of all enrolled children who were in attendance at the child care facility. These are separate from the enrollment records and the daily meal count records.

#2: Meal Service Records

Meal service records include daily meal counts and menus. A daily record of meal counts shows the number of meals served to enrolled children at breakfast, lunch, supper, and snacks. It is best practice to record meal counts at the time the meal is served, not the end of the day.

Keep menus for all meals served to show that meal pattern requirements were met. Menus must list the food items served for each meal type, with enough detail to show that those regulations were followed. For example, when showing milk on the menu, you would identify the fat content as well as if it is flavored or unflavored.

 INSTITUTE OF
child nutrition
EDUCATION • TRAINING • RESEARCH

Celebrating 50 YEARS

A National Platform for the Child and Adult Care Food Program Community

In 1968, Congress amended the National School Lunch Act to reach children in child care programs. The goal was to encourage healthy eating habits by offering reimbursement to providers for serving nutritious meals. Initially, the CACFP reached about 23,000 children in family child care homes. Now, 50 years later, over 4.4 million children in homes, centers, and afterschool programs have access to healthy and nutritious foods every day. Throughout the CACFP's 50 year history, the program has continued to update its nutrition standards in conjunction with the USDA meal patterns and the Department of Agriculture's Dietary Guidelines. Without the CACFP, many children would not have access to nutritious foods. Not only do we celebrate this milestone for CACFP but we also praise each of you for your commitment to the well-being of each child in your care.

1968



Public Law established the Special Food Services Program for Children (SFSFPC).

1975

Child Care Food Program and the Summer Food Service Program became separate programs.

You thought saying CACFP was a mouthful.

1978

Public Law made the program permanent.

12,000 Family Child Care Providers participated.

1986

The Midwest Sponsors Association was born. Now known as the National CACFP Sponsors Association.

1987



Adult Day Care facilities were added to the program.

1989

Name of program changed to the Child and Adult Care Food Program.

1998

At-Risk Afterschool and Homeless Shelters became eligible.

1999

2.5 million children served in the CACFP.

2016

New Meal Patterns announced. First time since 1968 major changes were made to meal requirements.

2018

50 years later, serving over 4,000,000 children every day!



This institution is an equal opportunity provider.

Visit us online at cacfp.org

Know someone who isn't participating on the food program? Help them get reimbursed for serving nutritious meals. Connect them with **Find a Sponsor** at cacfp.org.

The Five Questions of Good Recordkeeping

How were the federal funds used?

When were they used?

Who received the services?

Were the program regulations implemented correctly?

Did everyone receive proper treatment?

Your documentation answers these key questions for MDE/USDA!

CACFP Record Retention Requirements

- Three years **PLUS** the current Fiscal Year (FY) or School Year (SY)
OR
- Longer if there are any outstanding audit findings or fiscal action required
- MDE requires 1 year of original records to be maintained on-site for immediate review
- Other FY/SY files can be maintained offsite IF they can be easily obtained within a reasonable time frame (45 minutes or less)
- Reference your Permanent Agreement for additional information





Four* Basic Record Categories

Be a CACFP Recordkeeping Genius!

Category 1: Participant Records

Enrollment Records*

- **For Child and Adult Care enrolled participants**

Record Includes:

- Participant's full name
- Typical days in care
- Typical times in care
- Typical meals received in care
- Family contact information

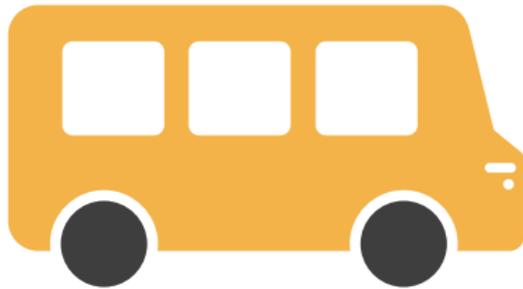
Household Income Eligibility Forms (HIES)

- Determines participant's claiming status – your reimbursement rate
- Categorized annually
 - Assistance Programs
 - Foster Child
 - Head Start

Daily Attendance Records

- 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 GUIDE



Participant Records: At Risk Programs

Enrollment Forms

- Not required as program participation is not restricted

Program Attendance

- Daily attendance rosters
- Sign in sheets

Resource: [At-risk Afterschool Meals Guide \(Designed\)](#)

Good nutrition today means a stronger tomorrow! **CACFP in Emergency Shelters**

Does your organization provide services, such as temporary shelter and food, for young people? CACFP is a food program that helps emergency shelters serve healthy meals to children and youth.

CACFP provides important resources to emergency shelters that serve the homeless, including cash payments, free USDA Foods, training, and program assistance.

Public or private nonprofit organizations whose mission is serving young people who lack permanent housing are eligible. In addition to children's shelters, sites that provide non-permanent housing or other homeless services for youth or young parents are eligible for CACFP.

Emergency shelters receive cash payments for serving meals that meet Federal nutrition standards. The meals are served free. There are no application forms for families to fill out.

Emergency shelters that are not currently participating are encouraged to apply. Contact the CACFP agency in your State. For a list of State contacts, see our [Contact Map](#).

Learn more about the **Child and Adult Care Food Program** at USDA's website:

<https://www.fns.usda.gov/>

United States Department of Agriculture

Food and Nutrition Service

March 29, 2023

USDA is an Equal Opportunity Provider, Employer and Lender



Participant Records: Emergency Shelters

The shelter must maintain a list of eligible children that includes child's name, date of birth and period of residency.

Resources: [CACFP in Emergency Shelters](#)



Category 2: 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)
- Child and Adult Care: Attendance must include participant's full name
- At-risk afterschool: Can be by headcount or name
- Emergency Shelter: Do not have to use full name, can be by headcount
- Best Practice: Indicate reimbursement category without overt identification

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
- **Resource: Samples at Instructions and Forms**

Site/Room: Infant
Month: October Year: 20XX

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Department of Education

**Michigan Department of Education
Child and Adult Care Food Program
NEW MEAL PATTERN
Infant Menu Record for Infants 0 through 5 Months**

Infant's Full Name: Nola Marie Prince Infant's DOB: 07/31/20XX

Please record specific food items offered to infant each day
Note: Iron-fortified infant formula or breast milk are the only required food components for infants age 0 through five months of age
Other food items may be introduced to the infant as developmentally appropriate

Required Components	DATE: 10/2/XX	DATE: 10/3/XX	DATE: 10/4/XX	DATE: 10/5/XX	DATE: 10/6/XX
Breakfast 4 to 6 fluid ounces of IFIF or breast milk*	BF	BF	BF	BF	BF
A.M. Snack 4 to 6 fluid ounces of IFIF or breast milk*					
Lunch 4 to 6 fluid ounces of IFIF or breast milk*	BM	BM	BM	BM	BM
P.M. Snack 4 to 6 fluid ounces of IFIF or breast milk*	BM	BM			BM
Supper 4 to 6 fluid ounces of IFIF or breast milk*					

*IFIF: Iron-fortified Infant Formula. Use "BF" if mother breastfed infant onsite.
An Infant Food/Formula statement must be kept on file for each infant under 12 months of age if you are not providing all required meal components
An Infant Menu Record is required for all infants claimed
Note: Juice is not allowed for infants under age one

 **Sample Menus** 

Week 1

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Grapes WG toast Milk	Diced peaches Scrambled eggs Milk	Kiwi WG Life Cereal Milk	Berries Yogurt Milk	Applesauce Pancakes Milk
Lunch or Supper Meat/Meat Alternate Vegetable Fruit Grains Milk	Oven-Baked Parmesan Chicken Roasted Brussels sprouts Strawberries WG roll Milk	Bean Burrito Asparagus Orange wedges Milk	Sweet and sour chicken Steamed green beans Red peppers Cooked rice Milk	HM Macaroni and cheese Peas and carrots Tomatoes Milk	Ham & cheese in WG pita pocket Green salad Sweet potato fries Milk
Snack Select two of the following: Meat/Meat Alternate Vegetable Fruit Grains Milk	HM guacamole Salsa Tortilla chips Milk	Fresh carrot sticks WG crackers Water	Toasted mini bagel with cheddar cheese Water	WG fish crackers Pea pods Water	Apricot halves Milk

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG item; HM = Homemade

**Child and Adult Care Food Program (CACFP)
Formula/Food Sign-Off Statement**



As a participant in the CACFP, we must offer to supply all infant meal food components, as developmentally appropriate, to all infants in our care.

We will supply the following items to your infant:

- Iron-fortified infant formula
- Iron-fortified infant cereal
- Infant foods and/or table foods in the appropriate texture for the age of your infant.

Parents/Guardians may choose to accept our supplied infant formula and/or foods or provide their own. Mothers are always welcome to breast feed on-site and/or provide expressed breastmilk.

Parents/Guardians may provide one food component towards a reimbursable meal. Our center must supply all other meal components, as developmentally ready, to receive reimbursement.

Please check your preferences below for each meal pattern requirement.

Our center will supply the following formula and infant food:

Formula offered by our center: _____
(Specific brand/type identified by center)

Parent/Guardian check your breast milk/formula preference:

- I want the center to provide formula to my infant I will bring iron-fortified formula for my infant
 I will come to the center to breast feed my infant I will bring expressed breast milk for my infant

Iron-Fortified Infant Cereal offered by our center:

- Rice Barley Wheat Oat Multi-grain

Parent/Guardian check your infant cereal preference:

- I want the center to provide iron fortified infant cereal for my infant
 I will bring iron fortified infant cereal for my infant

Food offered by our center:

- Store-bought infant foods
 Table foods at the appropriate consistency for the development of your infant

Parent/Guardian check your infant food preference:

- I want the center to provide developmentally appropriate foods for my infant
 I will bring foods for my infant

If parent/guardian is supplying any breast milk, formula, or infant foods: Specify what we may feed your infant if they are still hungry after they are fed what has been supplied for the day:

Infant Name: _____ Birth Date: _____

Parent/Guardian Signature: _____ Date Signed: _____

Non-Discrimination Statement

In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) 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) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.nrcr.usda.gov/complaint_Files/cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information

Meal Service Record: Infant Formula/Food Sign Off Statement

- Enrolled infants must be offered formula and food as developmentally appropriate
- Informs parents/caretakers formula offered
- Parent/caretaker can make informed decision and provide input on feeding preferences

Training Resource:

- [Bright Track \(misponsortraining.com\)](http://misponsortraining.com)
- Under the Training button on website
- Use code "1234" for free access

Meal Service Record: Special Diet Statement

- Sponsors must make reasonable substitutions 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
- MDE's Special Diet Statement can be used for both disability and parental preference requests
- Maintain written documentation for all special diet requests in annual records
- [Special Dietary Needs Statement Form](#)

Training Resource: [Online Training Modules](#) Special Dietary Needs 1 & 2 modules (for all CNPs)

Special Diet Statement

Why am I being asked to fill out this form?
Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet.* According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability. Sponsors are not required to accommodate special dietary requests that are not a disability. This includes requests related to religious or moral convictions or personal preference. **If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met.**

This form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner. **Updates to this form are required only when a participant's needs change.**

Note to Districts/Schools: Parents/Guardians may provide a written request for lactose-free milk without a physician's signature. Lactose-free milk served must meet meal pattern requirements for the program.

Submit this completed special diet statement to: _____

Participant Information:
Participant's Full Name: _____ Today's Date: _____
Date of Birth: _____
Name of School/Center/Site Attended: _____
Parent/Guardian Name: _____
Home Phone Number: _____ Work Phone Number: _____

Required Information: Dietary Accommodation

1. List the food to be avoided:

2. Briefly explain how exposure to this food affects the participant:

3. List foods to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted

Additional Information
 Texture Modification: Pureed Ground Bite-Sized Pieces Other: _____
 Tube Feeding Formula Name: _____

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

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 Cont. Vi

Amount Per Serving

Calories 111

Calories from Fat 15

% Daily Value

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

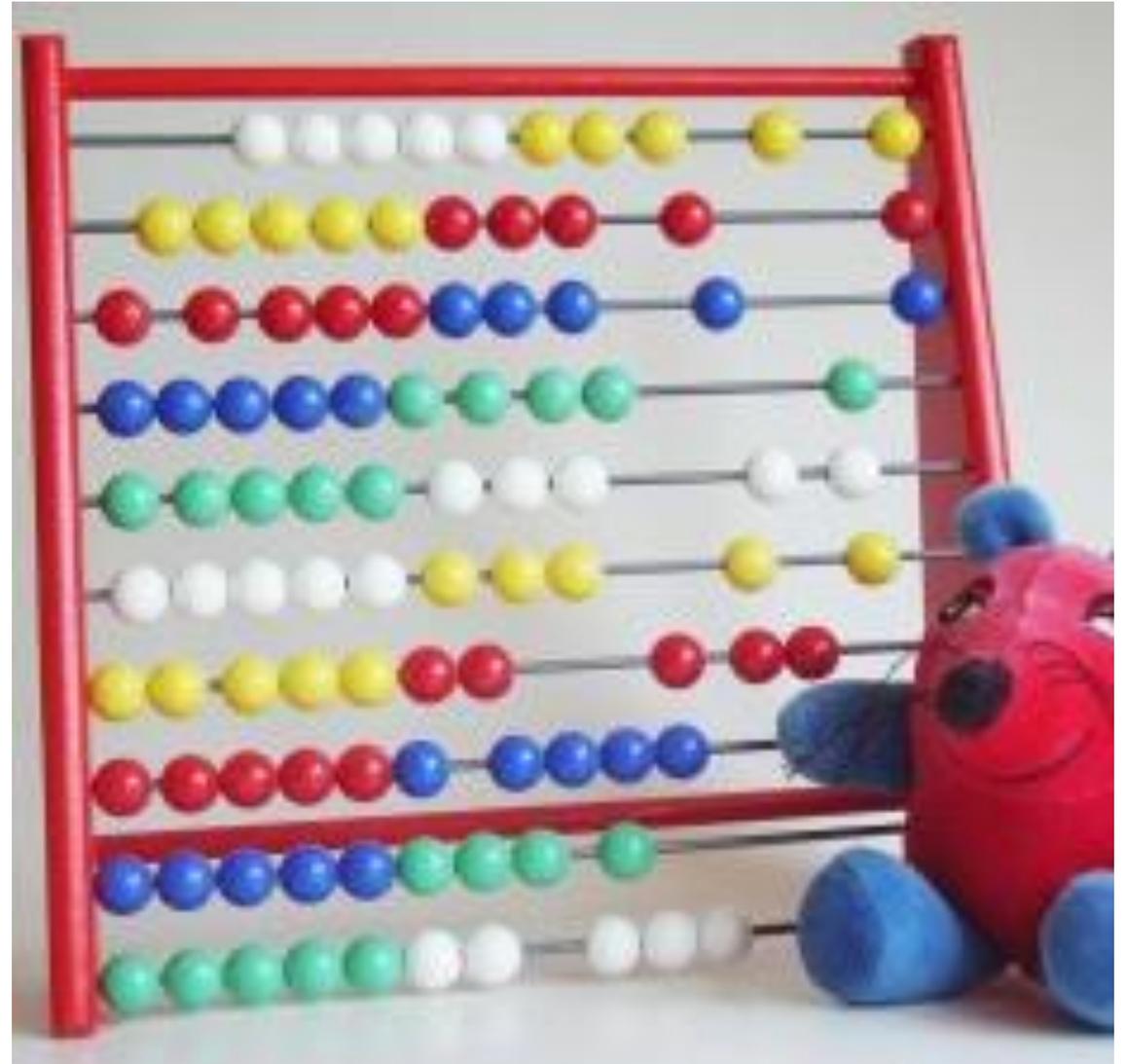
Meal Service Records: Food Label Information

- Documentation supporting meal pattern compliance
 - Sugar Limits
 - Cereal
 - Yogurt
 - Whole Grain (WG)/Whole Grain Rich/Enriched Grains
 - Bread, pasta, cold & hot cereals, rice, muffins
 - Snack foods: Crackers, chips, pretzels, etc.
 - Milk Type
 - Flavored/Unflavored
 - Fat percentage

Category 3: Fiscal Management Records

Document Operating Costs

- **Food/Non-Food Costs:** Dated, itemized receipts and invoices
- **Labor costs:** Payroll records, time/attendance of staff with CACFP responsibilities
- **Administrative costs:** Staff with CACFP responsibilities
- **Program Income Documentation:**
 - Catering, meals sold
- **Maintain records of all claims made and reimbursements received**



Other Fiscal Management Records: Non- Profit Centers

Retain proof of current non-profit status



Other Fiscal Records: For-Profit Centers Only

To claim: For Profits are required to show that

- 25% of the center's enrollment or capacity were Title XIX or Title XX beneficiaries or
- 25% of the center's enrollment or capacity qualify for free or reduced-price meals for the claim month.

Maintain records to support 25% or more participants eligibility requirement each month claimed:

- Department of Health & Human Services (DHHS) 1381 reports for Title XX benefits
- Documentation to support free or reduced-price eligibility such as Household Income Eligibility Statements (HIES)
- Documentation to support adult participants are eligible for Title XIX benefits



CACFP Procurement Documentation

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

Supplier Name: _____										
Items to be Purchased: • Delivery Frequency: _____ • Bid will be honored for: _____ <small>(number of day(s)/week(s)/month(s)) (school will state time period)</small>	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
2. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
5. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
6. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$			\$			\$		
*Bidder Selected (BS) <input type="checkbox"/>										
<small>*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line-item basis (lowest line-item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.</small>										
Method of contact: Email/Fax/Mail/In person/Phone _____										
Name of person quoting pricing: _____										
Date contacted: _____										
Additional Notes: _____										
Signature of person completing this form: _____								Date: _____		

Name of bidder selected: _____
Bidder selected was notified on: _____ (if notification was in writing attach document to the procurement log/evaluation matrix)
Method of notification: _____ (Email/Fax/Mail/In person/Phone)

MICHIGAN Education

- Annual task requirement
- MDE Informal Procurement Log
- Formal Procurement Documentation
- Written Code of Conduct*
- [MDE Procurement and Contracts Resources](#)
- Check out our CACFP training video!
- [Child and Adult Care Food Program Videos – YouTube](#)



Michigan Department of Education
Child and Adult Care Food Program
Annual Staff Training Checklist

Use this checklist to:

- To make sure all key staff receive initial and annual training on the required Child and Adult Care Food Program (CACFP) topics
- Utilize the Michigan Department of Education (MDE) resources available to meet the CACFP training requirements
 - **Website:** www.michigan.gov/cacfp
 - **Training Videos:** <https://www.youtube.com/channel/UCSMX3crqJBmOxpKxHbQPvzQ>
 - **Brighton Training Website:** <https://misponsortraining.com/>
- Document topics reviewed to complete the required training

Instructions:

- Mark all topics that are covered during the training
- Keep this document, and supporting training materials, with your annual requirements
- Attach list of participants

Site / Facility Name: _____ **Location:** _____

1. Civil Rights

Key Staff: All Staff

- Effective public notification systems
- Compliance review techniques
- Requirements for reasonable accommodations of persons with disabilities
- Conflict resolution
- Collection and use of data
- Complaint procedures
- Requirements for language assistance
- Resolution of noncompliance
- Customer service

2. Recordkeeping Requirements

A. Enrollment Information

Key Staff: CACFP administrative staff and monitors

- Enrollment forms are available for all participants (excluding At Risk After School (ARAS) and Emergency Shelters)
- Enrollment documentation provided by Head Start for participants enrolled in Head Start
- Participant name is the same on all forms
- Includes days of care, times in care, and meals received

B. Household Income Eligibility Statements (HIES)

Key Staff: CACFP administrative staff and monitors

- A current form is on file for each participant claimed in categories A or B
- A participant is classified the same category on HIES and Meal Attendance Forms
- Participants without a complete HIES form are placed in C on meal attendance form (especially new participants)
- Participant's name is the same on all forms
- Using current form and up to date eligibility guidelines

C. Daily Attendance Records

Key Staff: Teachers and other staff who maintain attendance records

- Center Attendance (sign in and out sheets)
- At-Risk Afterschool Supper and Snack Attendance

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
- New sponsor monitor training

Resource: [Supporting Documents](#)

Recordkeeping For Sponsoring Organizations

Record Category 5*



Sponsor of Centers Records

- Permanent Agreement for unaffiliated sites
- Parent Information Sheet
- Site monitoring forms
- Site monitoring tracking tool
- Household contact procedure
- Procurement Written Code of Conduct



Other Records, as applicable to your program

Documentation of program
income (catering, meals sold to
staff, etc.)

Depreciation calculation
documentation

Employee compensation plan



Program-Related Documents

These may be required depending on your program!

Program Specific Forms

Childcare centers

- **Childcare license**

At Risk Afterschool

- **Screening for Unlicensed Facilities form**

Adult Day Services

- **Proof of living independently**
- **Alternative approval documentation from Local Area on Aging (Triple A)**

Emergency Shelters

- **Proof of Residency**
- **Food Donation Log, if applicable**





Strategies for Successful Recordkeeping

Be a CACFP Rockstar!

MDE CACFP Supporting Documents Resource

- Separates forms into Annual, Monthly, and Other Required Records
- Annual forms done once per year
- Monthly forms support claim
- Sponsors of Centers require additional forms

Resource: [Supporting Documents](#)

Michigan Department of Education Child and Adult Care Food Program

Supporting Documents

Annual Documents

- Organization chart
- Food service contract(s), if applicable
- Annual Staff training documentation for Civil Rights and CACFP
- Procurement documentation: Annual Informal Procurement Form, Invitation to Bid (ITB), Request for Proposal (RFP), approved food service contract(s) (as applicable)
- Participant/Parent Information Sheet (sponsoring organizations only)
- Household Income Eligibility Statements (HIES)*
- Participant enrollment documentation*
- Civil Rights – "Ethnicity/Racial Beneficiary Data Form" for current year
- MEGS+ CACFP application and supporting documents
- Site monitoring documentation (sponsoring organizations only)

Monthly Documents

- Menus, indicating dates and meals/snacks served for participants age 1 year and over
- Infant menus indicating infant's name & birth date, meal dates, and meals/snacks served
- Meal attendance record – actual "point of service" records including any program adults (staff) served
- Average daily attendance
- Center daily attendance records
- Documentation of costs*: Food, Non-food supplies, Administrative, Food service labor, Indirect, Depreciation, Allocated Costs, and Allocation Cost Plan
- Employee compensation plan (if labor is charged to the CACFP)
- Payment Verification Status Report (SM-4213-C) and any amendments
- Proof of prior CACFP reimbursement
- Proof of residency (emergency shelters only)
- Proof of living independently (Adult Day Services only)
- Program income
- **For profit center:** Department of Human Services (DHHS) 1381 report indicating payments received for care provided (documentation that 25% of the center's enrollment or capacity were Title XX beneficiaries) or documentation to support free or reduced price eligibility.
 - For Adults: Title XIX

Other Required Records

- Correspondence to/from the Michigan Department of Education (MDE), Child and Adult Care Food Program (CACFP) reviews, audit reports, CACFP Operational Memos, and other CACFP related correspondence
- Proof of tax exempt status (non-profit organization)
- Medical Exception Statement for Food Substitution
- Household contact procedure (sponsoring organizations only)
- Formula/Food Sign-Off Statement for infants whose parents provide food items
- Documentation to calculate depreciation costs
- License or alternative approval documentation (if applicable)

Documents Recommended But Not Required

- Fiscal Year Filing System
- Interactive Reimbursement Computation Worksheet
- Claim for Reimbursement Worksheet
- Claim Status Report (From MEGS+)
- Meal count summary form

***Must be in available in hard copy.**

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 separate from the participant's file by FY or SY

Keep daily/monthly records filed by claim month within the FY/SY filing system

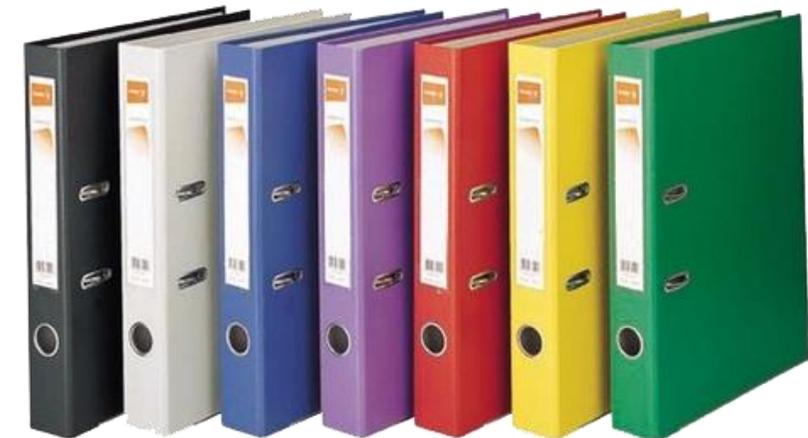
- Menus
 - Food and supply receipts, invoices
 - Labor costs
 - Meal counts
 - Center attendance
- **Claim data should be kept within claim month documentation**



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!**



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 (45 minutes or less)**
- **Reference your Permanent Agreement for additional information**

Coordinated NexSys Application Annual Recertification Cycle



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 30th**



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



Copy your application forward when initiating the SY 2024-2025 application to prefill most of your application!

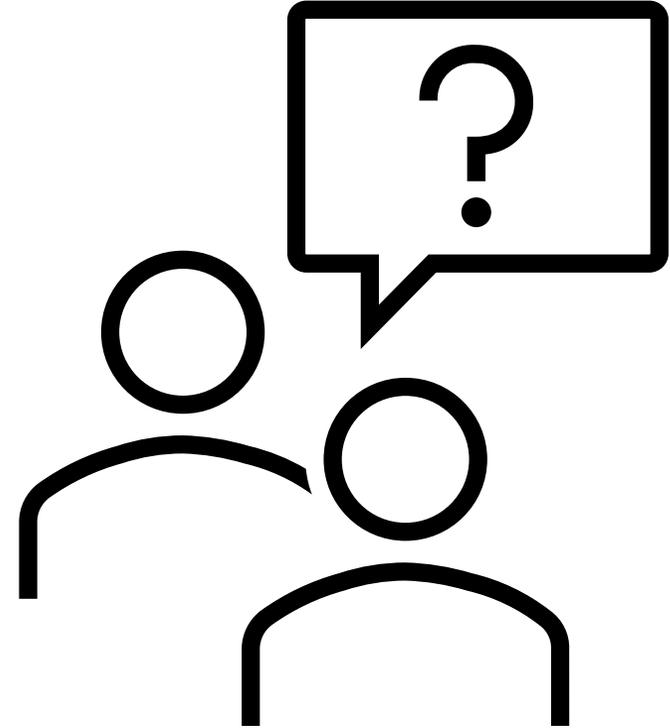
Recordkeeping Resource Links

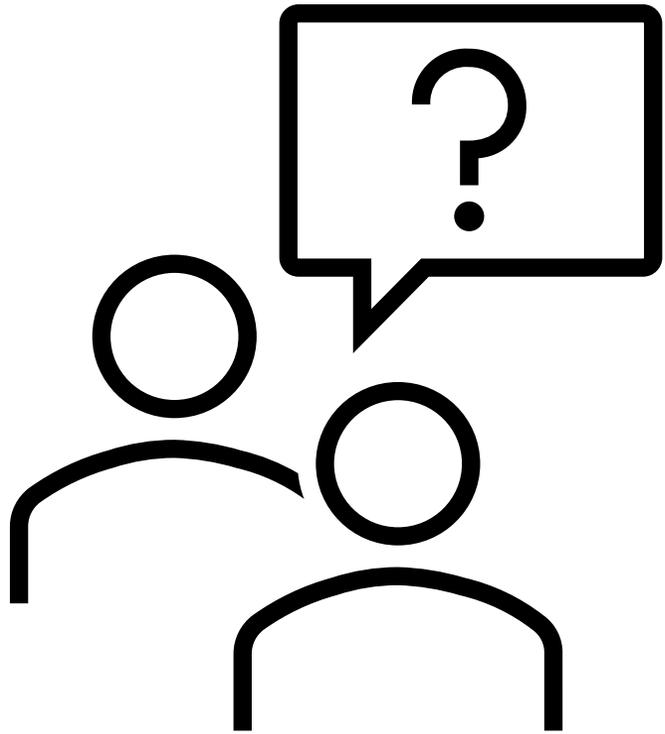
- [The Institute of Child Nutrition \(ICN\)](#)
- [MDE CACFP Forms and Instructions](#)
- [Factsheet for Adult Day Care](#)
- [Informal Procurement - Checklist](#)
- [Prototype Written Code of Conduct for Procurement \(Sponsors of Centers only\)](#)
- [Child and Adult Care Food Program Videos – YouTube](#)
- [Independent Childcare Centers Handbook](#)
- [Michigan Department of Education | Bright Track – Michigan Department of Education | Bright Track \(misponsortraining.com\)](#)
- [CACFP Trainings on Website](#)

Recordkeeping Quiz # 1

The Four Types of Records for CACFP Centers include:

- Training Records
- Fiscal Management Records
- Meal Service Records
- Participant Records
- All of the above





Recordkeeping Quiz # 2

Records must be kept for three years plus the current fiscal year (October – September)

True or False?



**Next CACFP
Thinking
Thursdays
Webinars**

Thursday, February 22, 2024

**Topic: Sponsoring
Organization Responsibilities
(Includes site monitoring)**

Thursday, March 28, 2024

Topic: Meal Pattern Basics

**Registration information will
be through Zoom link sent via
email**



Go Lions!





CACFP Contact Information

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NEW Email: MDE-CACFP@michigan.gov

Staff Contact and Territory List [CACFP Staff List and Territories \(michigan.gov\)](#)

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For the full Non-Discrimination statement, see the CACFP website at www.michigan.gov/CACFP.

