



# Record Keeping Basics

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**Child and Adult Care Food Program (CACFP)**

**Michigan Department of Education (MDE)**

**September 26, 2024**

**We will start shortly after 2 pm!**

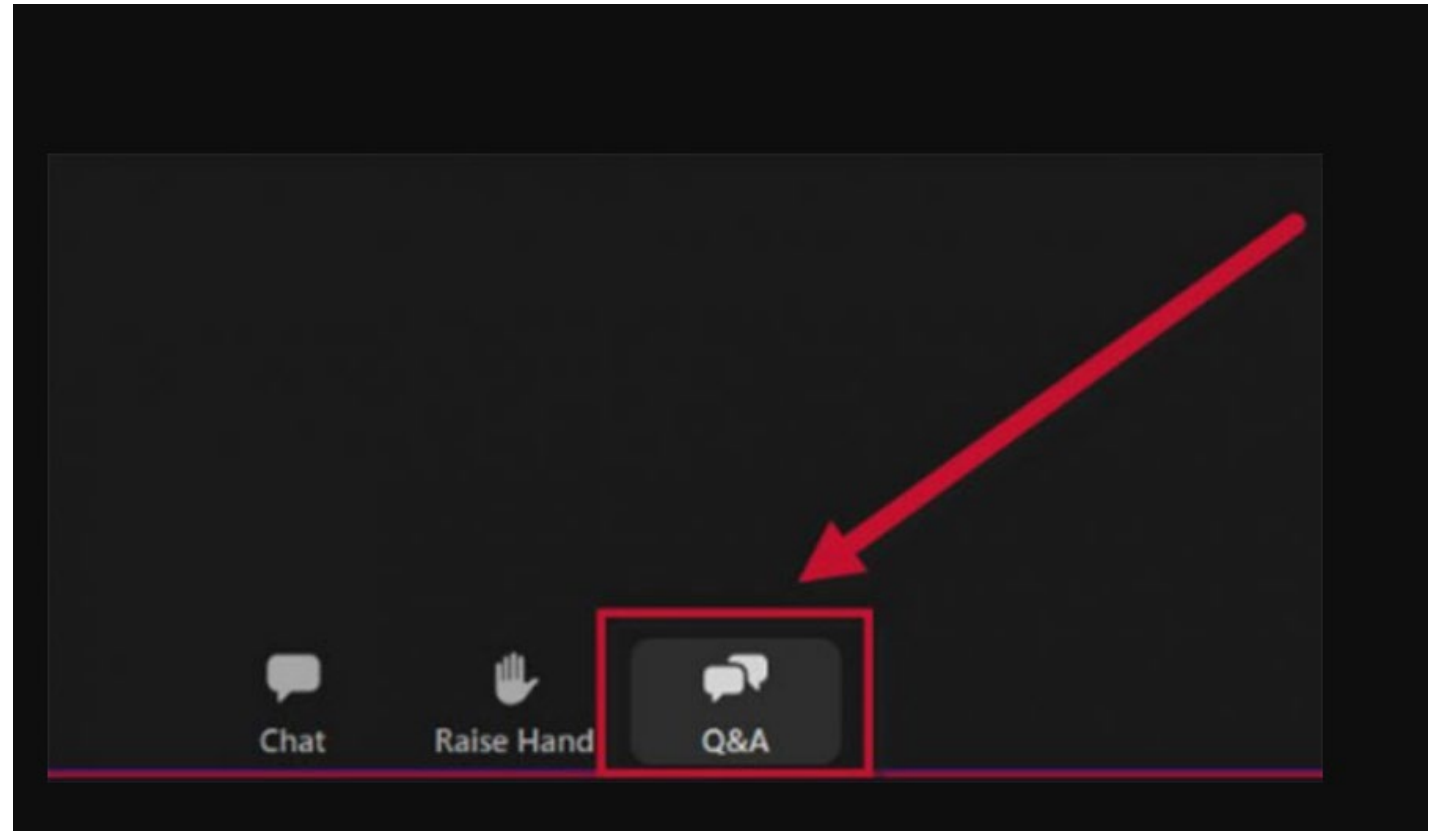





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# WELCOME TO THINKING THURSDAYS!

- 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...

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- 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

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- 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



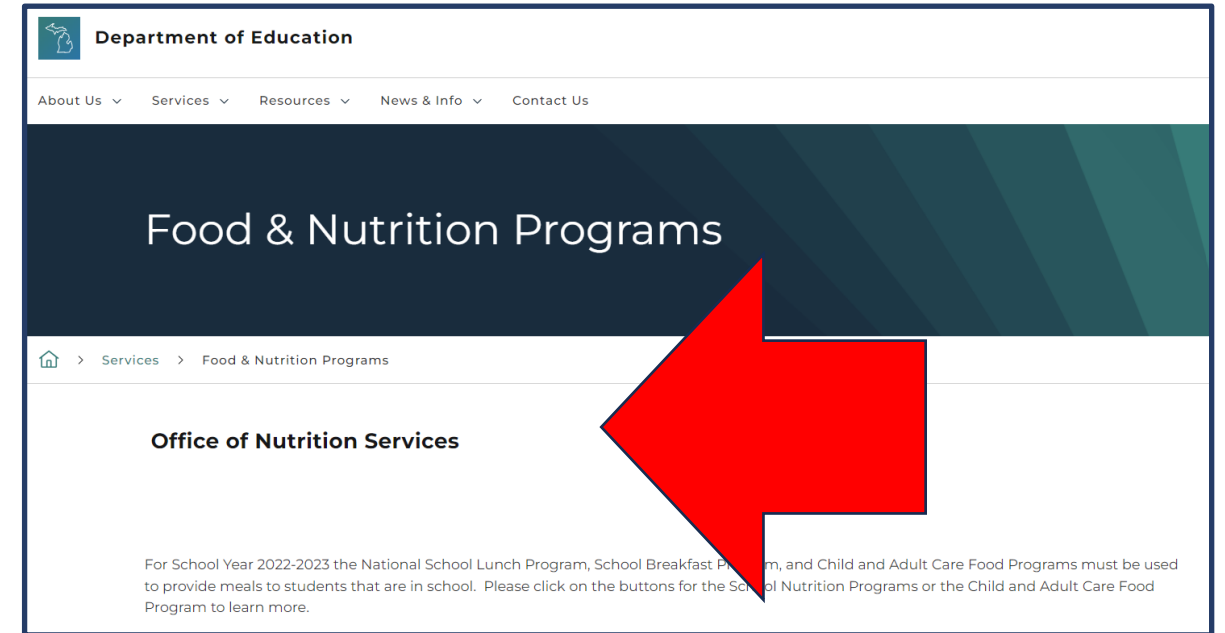
# New Name: Office of Nutrition Services (ONS)

Formally Office of Health and Nutrition Services

[www.Michigan.gov/mde/services/food](http://www.Michigan.gov/mde/services/food)

Includes:

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

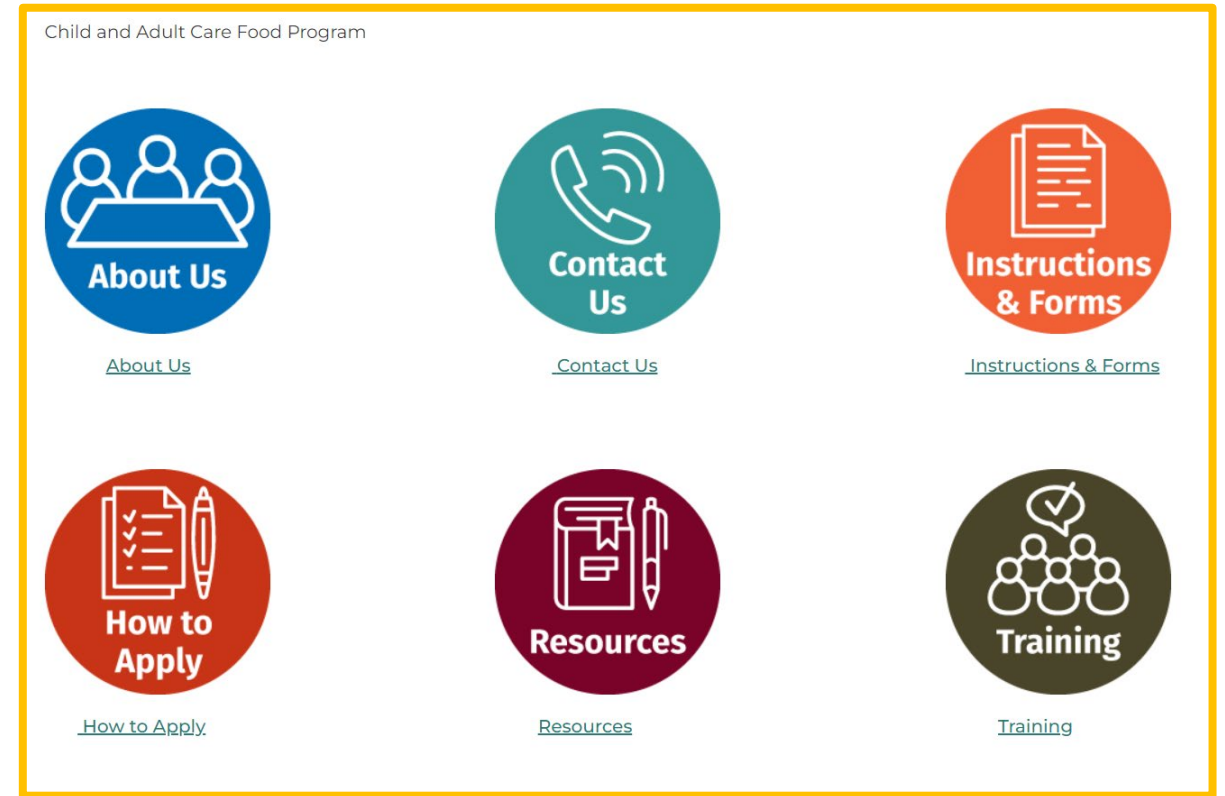


# MDE CACFP Website

[www.Michigan.gov/cacfp](http://www.Michigan.gov/cacfp)

## Six Navigation Buttons

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









# 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 taken back 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.

# 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!

**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).  
*You thought saying CACFP was a mouthful.*

**1975**  
Child Care Food Program and the Summer Food Service Program became separate programs.

**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!*

**NATIONAL CACFP SPONSORS ASSOCIATION**  
This institution is an equal opportunity provider.

Visit us online at [cacfp.org](http://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](http://cacfp.org).

# 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

**Required annually for child and adult care enrolled participants**

**Enrollment Information Includes:**

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





# Participant Records: Household Income Eligibility Statements

- Determines participant's claiming status – your reimbursement rate that participant's meals
- Participant categorized annually by:
  - Family participation in Assistance Programs such as FAP(Snap), FDPIR
  - Foster Child
  - Enrolled in Head Start
  - Family income level

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

### Household Income Eligibility Statement – Child Care Institutions

**Part 1 – Households Receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR)**  
If any member of your household receives FAP, FIP, or FDPIR, provide the name and case number for the person who receives the benefits.  
Name: Charlie Brown Case Number: 1282701330

**Part 2 – Household Information**

First and Last Names of All Household Members, Related and Unrelated	Enrolled for Child Care (x)	Age	Birth Date	Foster Child (x)	Amount of Earnings from Work (before deductions)	How Often? (x)			Amount of Welfare, Child Support or Alimony	How Often? (x)			Amount of All Other Income (Indicate source and amount)	How Often? (x)			Mark if No Income (x)
						Annually	Monthly	2x Month		Annually	Monthly	2x Month		Annually	Monthly	2x Month	

**Part 3 – All Households: Signature and Last Four (4) Digits of Adult Social Security Number** (Adult household member MUST sign and date)  
I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will receive federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.  
Signature: Charlie Brown Print Name: Charlie Brown Date: 9/22/23  
Last four digits of Social Security Number: XXX-XX-\_\_\_\_ I do not have a Social Security Number

**For Institution Use Only:**

For Institution Use Only		APPROVED CATEGORY	
Total Household Members:	Total Income: \$ _____ _____ Annually _____ Bi-Weekly _____ Monthly _____ Weekly _____ 2x Month	Categorical Eligibility (A/Free): Foster FIP FAP FDPIR Other Household Children: A (Free) B (Reduced) C (Paid)	
Institution Official Signature: <u>Dorothy Directo</u>	Approval Date: <u>9/30/23</u>		

This form is valid for 12 months from the date of institution signature. Approval date and institution signature are required.



# Participant Records: Daily Attendance

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



CHILD  
& ADULT  
CARE FOOD  
PROGRAM

# AT-RISK AFTERSCHOOL MEALS GUIDE



USDA  
United States Department of Agriculture

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way.†  
This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.†

# 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.

Resource:

<https://www.fns.usda.gov/cacfp/emergency-shelters>



# Category 2: Meal Service Records

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## 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: The Institute of Child Nutrition CACFP

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





**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
<b>Breakfast</b> 4 to 6 fluid ounces of IFIF or breast milk*	BF	BF	BF	BF	BF
<b>A.M. Snack</b> 4 to 6 fluid ounces of IFIF or breast milk*					
<b>Lunch</b> 4 to 6 fluid ounces of IFIF or breast milk*	BM	BM	BM	BM	BM
<b>P.M. Snack</b> 4 to 6 fluid ounces of IFIF or breast milk*	BM	BM			BM
<b>Supper</b> 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
<b>Breakfast</b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Grapes <b>WG toast</b> Milk	Diced peaches Scrambled eggs Milk	Kiwi <b>WG Life Cereal</b> Milk	Berries Yogurt Milk	Applesauce Pancakes Milk
<b>Lunch or Supper</b> Meat/Meat Alternate Vegetable Fruit Grains Milk	Oven-Baked Parmesan Chicken Roasted Brussels sprouts Strawberries <b>WG roll</b> 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 <b>WG pita pocket</b> Green salad Sweet potato fries Milk
<b>Snack</b> Select two of the following: Meat/Meat Alternate Vegetable Fruit Grains Milk	HM guacamole Salsa Tortilla chips Milk	Fresh carrot sticks <b>WG crackers</b> Water	Toasted mini bagel with cheddar cheese Water	<b>WG fish crackers</b> 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 <https://www.ers.usda.gov/ecomplaint>. Fill out, mail, 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
- Licensing Rule 400.8330 (1) & (2)
- Informs parents/caretakers formula offered and documents decision between center/parent
- Parent/caretaker can make informed decision and provide input on feeding preferences
- CACFP Formula Food Sign Off (michigan.gov)

## Training Resource:

- Child and Adult Care Food Program Videos – YouTube
- Online Training Modules (michigan.gov)

# 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  \_\_\_\_\_  
 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	
	Cereal	
<b>Calories</b>	120	180
Calories from Fat	0	0
<b>% Daily Value**</b>		
<b>Total Fat 0g*</b>	<b>0%</b>	<b>0%</b>
Saturated Fat 0g	0%	0%
Cholesterol 0mg	0%	0%
Sodium 150mg	6%	9%
Potassium 20mg	1%	6%
<b>Total Carbohydrate 28g</b>	<b>9%</b>	<b>11%</b>
Dietary Fiber 1g	3%	3%
Sugars 12g		
Other Carbohydrate 15g		
<b>Protein 1g</b>		

<b>% Daily Value</b>		
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 <sub>6</sub>	25%	25%
Folic Acid	25%	25%
Vitamin B <sub>12</sub>	25%	35%

\*Amount in Cereal. One half cup of fat free milk contributes an additional 40 calories, 65mg sodium, 6g total carbohydrate (6g 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

Servings Per Con. 18

Amount Per Serving	L. M.	
<b>Calories</b>	111	
Calories from Fat	15	
<b>% Daily Value</b>		
<b>Total Fat 2g*</b>	<b>3%</b>	
Saturated Fat 0g	0%	
Polyunsaturated Fat 0.5g		
Monounsaturated Fat 0.5g		
Cholesterol 0mg	0%	
Sodium 280mg	12%	15
Potassium 95mg	3%	9
<b>Total Carbohydrate 22g</b>	<b>7%</b>	<b>9%</b>
Dietary Fiber 3g	11%	11%
Soluble Fiber 1g		
Sugars 1g		
Other Carbohydrate 18g		
<b>Protein 3g</b>		

<b>% Daily Value</b>		
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 <sub>6</sub>	25%	25%
Folic Acid	50%	50%
Vitamin B <sub>12</sub>	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	

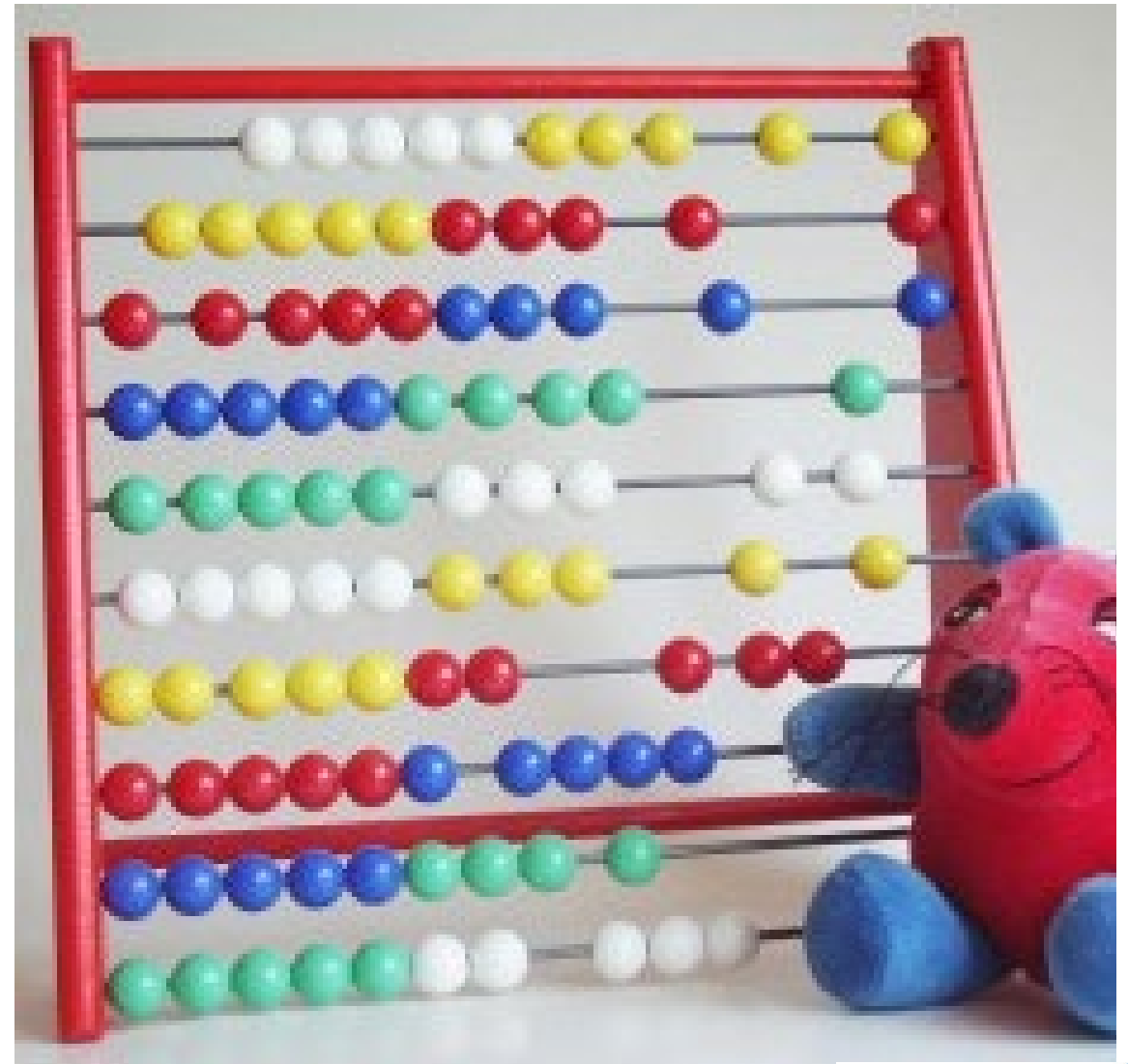
# Meal Service Records: Food Label Information

- Documentation supporting meal pattern compliance
  - Sugar Limits
    - Cereal
    - Yogurt
  - Whole Grain (WG)/Whole Grain Rich/Enriched Grains
    - Bread, pasta, cereals, rice,
    - 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:	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 (✓)
• Delivery Frequency: _____										
• Bid will be honored for: _____ <small>(number of day(s)/week(s)/month(s)) (school will state time period)</small>										
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"/>
<b>Total:</b>		\$			\$			\$		
<b>*Bidder Selected (BS)</b>			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<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>										
<b>Method of contact:</b> Email/Fax/Mail/In person/Phone _____										
<b>Name of person quoting pricing:</b> _____										
<b>Date contacted:</b> _____										
<b>Additional Notes:</b> _____										
Signature of person completing this form: _____								Date: _____		

<b>Name of bidder selected:</b> _____
<b>Bidder selected was notified on:</b> _____ (if notification was in writing attach document to the procurement log/evaluation matrix)
<b>Method of notification:</b> _____ (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](http://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

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Record Category 5\*








# Sponsor of Centers Records

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- 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

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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/program attendance or rosters
- **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!**



# Best Practice: Use Summary Sheets

- MDE Summary sheets compile claim data into a easy to see “face sheet” for your claim month
- Summary of Costs for Food, Non-Food, and Other Costs
- Meal Attendance Summary Record
- Can make your own Excel summary sheets!
- Independent Centers and Sponsors of Centers (michigan.gov)

Michigan Department of Education  
Child and Adult Care Food Program

### Meal Attendance Summary Record

Month \_\_\_\_\_ Year \_\_\_\_\_ Site Name \_\_\_\_\_

Week of (dates)	Breakfast				Lunch				Supper				Snacks				Number of Days
	A	B	C	Program Adults	A	B	C	Program Adults	A	B	C	Program Adults	A	B	C	Program Adults	
<b>Total</b>																	

S:\CACFP\Forms\Meal Attendance Summary Record  
Rev. 1/2017

Michigan Department of Education  
Child and Adult Care Food Program

### Summary of Costs

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Vendor	Date	CACFP Food	CACFP Non-food	Other	Receipt Total
<b>Totals for CACFP Claim</b>		0	0		

Reminder: All receipts must be itemized, showing the vendor name, date, items purchased and their prices.



# 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

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**One Application for all CNP!**

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

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**Application runs **on School Year (SY) calendar** –  
July 1 through June 30th**

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

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



# Recordkeeping Resource Links

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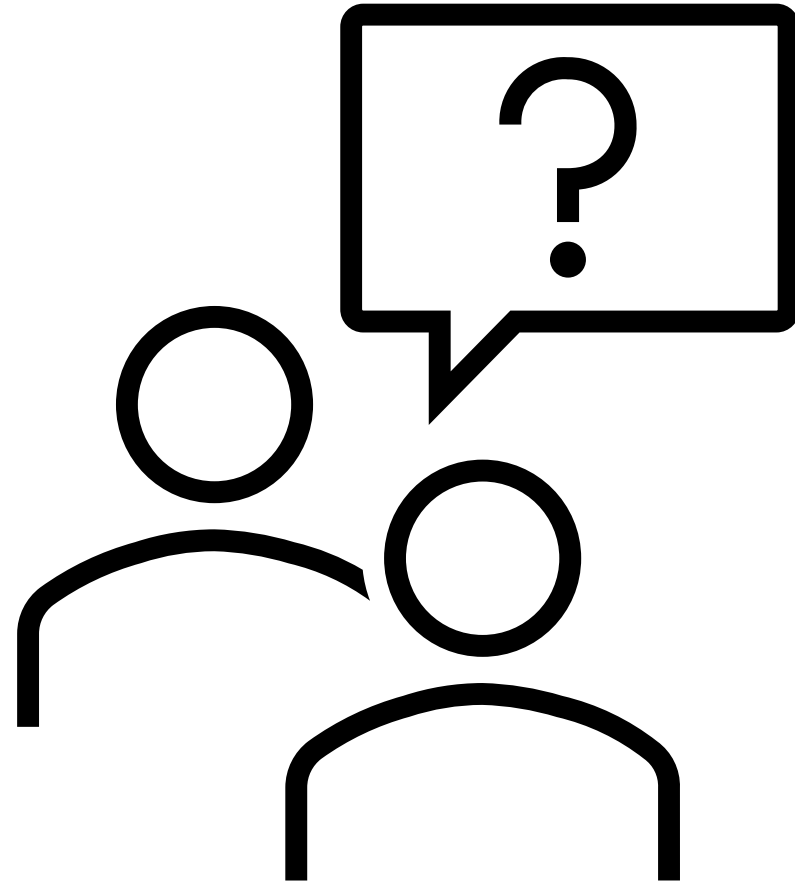
- [The Institute of Child Nutrition \(ICN\)](#)
- [MDE CACFP Forms and Instructions](#)
- [Factsheet for Adult Day Care](#)
- [Informal Procurement - Checklist](#)
- [Prototype Written Code of Conduct for Procurement \(Sponsors of Centers only\)](#)
- [Child and Adult Care Food Program Videos – YouTube](#)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

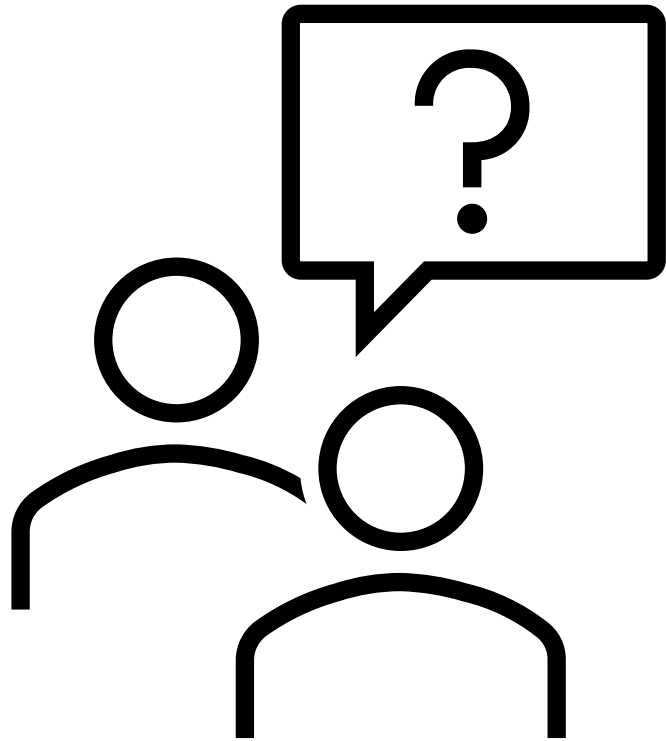


# Recordkeeping Quiz # 1

The Four Types of Records for CACFP Centers include:

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





## Recordkeeping Quiz # 2

Records must be kept for three years plus the current fiscal year (October – September) or longer if outstanding findings

**True** or False?

**Next  
CACFP  
Thinking  
Thursdays  
Webinar**

**Thursday, October 17, 2024**

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

**Thursday November 21, 2024**

**Topic: Meal Pattern Basics**

**No webinar in December!**

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





# CACFP Contact Information



## Michigan Department of Education Child and Adult Care Food Program

Street: 608 W. Allegan St. Lansing, Michigan 48933  
Mailing: P.O. Box 30008, Lansing, MI 48909

Phone: 517-241-5353

Fax: 517-241-5376

NEW Email: [MDE-CACFP@michigan.gov](mailto: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](http://www.michigan.gov/CACFP).

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- 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) 877-8339.
- To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
  1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
  2. **fax:** (833) 256-1665 or (202) 690-7442; or
  3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.
- USDA Civil Rights Complaint Link:  
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

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