



Record Keeping Basics

Child and Adult Care Food Program (CACFP)

Michigan Department of Education (MDE)

April 2022

We will start shortly after 2 pm!



Welcome to our Zoom Webinar!

Zoom Webinar Housekeeping:

- Enter questions into the Q&A, not the chat box
- CACFP webinar panelists will respond to questions in the Q&A so all participants can see the response.
- Additional questions will be answered at the end of the webinar as time permits
- Thank you for your cooperation!



Let Us Know Who You Are!

I work for a...

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



Presentation 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





Back to “Normal” July 1, 2022

USDA Waivers End June 30, 2022

- **Meal Pattern Flexibility**
 - **WGR once per day**
 - **Ounce equivalents for Grains**
- **Non-congregate meals**
- **Parent/guardian pickup**
- **Mealtime flexibility**
- **Area Eligibility for At-Risk Afterschool Programs**
- **Tier 1 Reimbursement for Family Day Care Homes**



What does this mean on July 1, 2022?

- All CACFP Meal Pattern Requirements are in effect
- Ounce equivalents for measuring grains are in effect
- Congregate on-site meals only
- No parent/guardian pick up of meals
- No multiple meal distribution
- At risk afterschool site eligibility requirements in effect
- Family day care home tiering in effect



Transitional Standards for Milk, Whole Grains, and Sodium Final Rule

- Rule primarily targets School Nutrition Programs, but....
- Allows CACFP sponsors to serve flavored milk to participants aged 6 and over
- Flavored milk must be skim or 1%
- Children aged 1 through 5 must be served **ONLY** unflavored milk
- Effective July 1, 2022, for School Year (SY) 2022-2023 and SY 2023-2024


USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

AT A GLANCE

CHILD NUTRITION PROGRAMS:
Transitional Standards for Milk, Whole Grains,
and Sodium Final Rule

THE ISSUE

School nutrition professionals have worked tirelessly throughout the pandemic to feed children in their communities. USDA is committed to providing them the support they need to successfully operate the school meal programs. The Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Final Rule will serve as a bridge to transition from where we are now to where we're going – helping schools build back from the uncertainty caused by both the pandemic and several legislative and administrative changes over the past several years so they can continue to provide kids with high-quality, nutritious meals that support their health and development.



THE BACKGROUND

In 2012, USDA updated school meal requirements, including revising nutrition standards to reflect the most recent Dietary Guidelines for Americans (DGAs) at that time. This included increasing fruits, vegetables, and whole grains; adjusting requirements for milk; reducing sodium; and setting calorie standards.

Many schools implemented the updated nutrition standards very successfully. Kids' Healthy Eating Index scores – a measure of how closely diets reflect the DGAs – jumped, and research showed children received their healthiest meals of the day at school.

However, legislative and administrative actions delayed full implementation of the requirements for milk, whole grains, and sodium. Further, the pandemic caused major disruptions to the school meal programs, while highlighting the critical role schools play in ensuring kids are well fed.



Recordkeeping Basics

Success in Child Nutrition Programs is in the 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
MANAGEMENT • TRAINING • RESEARCH

The Five Questions of Good Recordkeeping

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

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 (SFSFFC).


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!



NATIONAL CACFP ASSOCIATION
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.

Record Retention Requirements

- 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 to be 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





Four Basic Record Categories

Be a CACFP Recordkeeping
Genius!



Category One: Participant Records

Enrollment Records

- **Participant's full name**
- **Typical days and times in care**
- **Typical meals in care**

Income Eligibility Forms

- **Determines participant's claiming status – Free, Reduced, or Paid**
- **Categorized annually based on family income and family size**
- **Foster children automatically claimed Free**
- **Head Start programs automatically eligible for Free rate**

Daily Attendance Records

- **Daily overview of all enrolled participants in attendance**
- **Separate from enrollment documentation and daily meal count records**



Category Two: 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
- Emergency Shelter: Do not have to use full name, can be by headcount
- Best Practice: Indicate reimbursement category without overt identification
- MDE has sample forms for use on website

Meal Service Records: Menus

- Must be dated
- Must list specific foods served that day for each meal/snack
- Record any changes made to planned menu
- Menus illustrates meal pattern requirements were followed and all required components were served

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
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

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
- Check out our YouTube Infant video under Training [Infant Meal Pattern & Record Keeping V2 - YouTube](#)

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: <ul style="list-style-type: none">• 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: _____ <small>(Specific brand/type identified by center)</small>	
Parent/Guardian check your breast milk/formula preference: <input type="checkbox"/> I want the center to provide formula to my infant <input type="checkbox"/> I will bring iron-fortified formula for my infant <input type="checkbox"/> I will come to the center to breast feed my infant <input type="checkbox"/> I will bring expressed breast milk for my infant	
Iron-Fortified Infant Cereal offered by our center: <input type="checkbox"/> Rice <input type="checkbox"/> Barley <input type="checkbox"/> Wheat <input type="checkbox"/> Oat <input type="checkbox"/> Multi-grain	
Parent/Guardian check your infant cereal preference: <input type="checkbox"/> I want the center to provide iron fortified infant cereal for my infant <input type="checkbox"/> I will bring iron fortified infant cereal for my infant	
Food offered by our center: <input type="checkbox"/> Store-bought infant foods <input type="checkbox"/> Table foods at the appropriate consistency for the development of your infant	
Parent/Guardian check your infant food preference: <input type="checkbox"/> I want the center to provide developmentally appropriate foods for my infant <input type="checkbox"/> 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	
<small>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.</small>	
<small>To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ers.usda.gov/oc/whistleblower. Fill in, sign, and mail or fax to the USDA office or write a letter addressed to USDA and provide in the letter all of the information</small>	

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

- List the food to be avoided:

- Briefly explain how exposure to this food affects the participant:

- 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: _____

Administering Instructions: _____

Oral Feeding: No Yes If yes, specify foods: _____

Other Dietary Modification or Additional Instructions (Describe): _____

Special Diet Statement

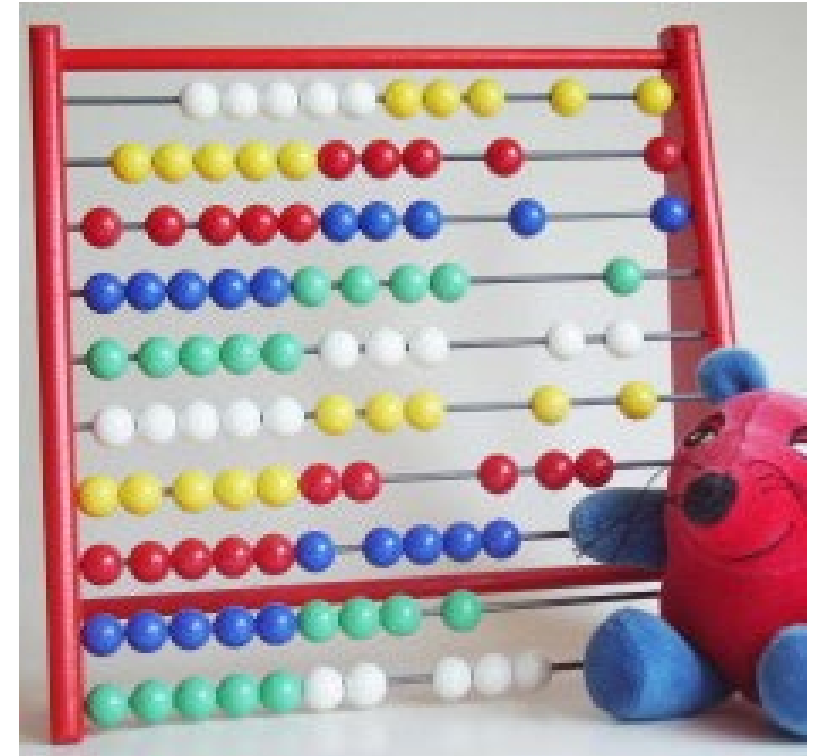
- Sponsors must make reasonable substitutions to meals and/or snacks for disabilities that restricts diet
- Sponsors are not required to accommodate special dietary requests for preferences.
- Decisions are made on a case-by-case basis
- MDE's Special Diet Statement can be used for both disability and parental preference requests
- Maintain written documentation for all special diet requests in annual records
- [Special Diet Form \(michigan.gov\)](https://www.michigan.gov)



Category Three: Fiscal Management Records

Document all income and expenses to the “food program”

- **Operating costs**
 - Food and supply costs
 - Labor costs
 - Administrative costs
 - Maintain records of all claims made to and received from MDE
- **Expense and other Financial Records**
 - Documentation of nonprofit food service status
 - For Profit: DHHS 1381 Documentation or 25 % F/RP each month
 - Dated, itemized receipts and invoices for all food and non-food purchases
 - Personnel expenses: Payroll records, time/attendance of staff with CACFP responsibilities



Procurement Documentation

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

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

Supplier Name:										
Items to be Purchased: • Delivery Frequency: _____ • Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (school will state time period)	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"/>		<input type="checkbox"/>			<input type="checkbox"/>	
*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.										
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)

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



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/UCSMX3craJ8mOxpKxHbQPvzQ>
 - **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 5*

Recordkeeping For Sponsoring Organizations






Sponsor of Centers Records

- Permanent Agreement for unaffiliated sites
- Parent Information Sheet
- Monitoring forms
- Monitoring tracking tool
- Household contact procedure





Other Records as applicable to your program

- Documentation of program income (catering, meals sold to staff, etc)
- Depreciation calculation documentation, if applicable
- Employee compensation plan



Program Related Documents

These may be required depending on your program!



For Profit Centers

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

Records to support 25% or more participants eligibility requirement:

- 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

Non-Profit Centers

- Retain proof of current non-profit status





Program Specific Forms

Child Care

- **Childcare license**

At Risk Afterschool

- **Screening for Unlicensed Facilities**

Adult Day Services

- **Proof of living independently**
- **Alternative approval documentation**

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
- [Supporting Documents \(michigan.gov\)](https://michigan.gov)

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 and record retention**
- **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 to be 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





**New NexSys
Application
Coming in
May 2022!**



**One App
for all
CNP***

**Request
Access
to NexSys**

**Training
and
Support
Available**

**More
Information
to Come!**



Recordkeeping Resource Links

- [Child Nutrition COVID-19 Waivers | Food and Nutrition Service \(usda.gov\)](#)
- [The Institute of Child Nutrition \(ICN\)](#)
- [MDE CACFP Forms and Instructions \(michigan.gov\)](#)
- [Factsheet for Adult Day Care](#)
- [Informal Procurement - Checklist](#)
- [Prototype Written Code of Conduct for Procurement](#)
- [Child and Adult Care Food Program Videos – YouTube](#)
- [Independent Child Care Centers Handbook.pdf \(azureedge.us\)](#)
- [Michigan Department of Education | Bright Track – Michigan Department of Education | Bright Track \(misponsortraining.com\)](#)



Next CACFP
Thinking
Thursdays
Webinar


Thursday, May 26, 2022

**Topic: The Nexsys
Coordinated Application**

Register at:

https://us06web.zoom.us/webinar/register/WN_pcKvw1ZpSl6goTx5U3IS2w





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