Minnesota Department of Education

Developing a Filing System for CACFP Records

While there are no strict requirements for a filing system, there are a few suggestions and guidelines that will make the Child and Adult Care Food Program (CACFP) easier. A well-organized filing system will result in easy access and retrieval of CACFP information and data, which will help save time (and money!). An organized system will also make the preparation for a review easier. The following is a suggested list of the minimum files (and their contents) that will be needed for efficient maintenance of CACFP records:

1. **Contracts File**
   - CACFP Application and Yearly Updates/ CACFP Agreement.
   - Yearly Catering Contracts.
   - Public Release.
2. **Correspondence File**
   - Memos from State CACFP offices.
   - Review letters and responses.
3. **Civil Rights Data File—CONFIDENTIAL—LIMIT ACCESS**
   - Civil Rights Attachment.
   - Yearly Civil Rights Data--compilation of racial/ethnic make-up of actual participants.
4. **Income Statements/Enrollment Report File—CONFIDENTIAL—LIMIT ACCESS**
   - Household Income Statements (also collects racial/ethnic data).
   - Child Enrollment Forms (collected yearly for each child).
   - Enrollment List(s).
5. **Monthly Claims File**
   - Copy of monthly claims with back-up documentation.
     Attendance Sheets, Meal Counts, Menus and Infant Food Production Records.
     (*Special Diet Statements and Decline Statements should be kept in the child's personal file).
   - May attach the reimbursement printout after payment is received.
6. **Financial Records File**
   - Any Income to Food Service—catering income, grant money for food service equipment.
   - Food Service Expenditures—
     Grocery Store/ Vendor Bills and Receipts, Purchase Orders, etc.
     Catering Bills.
   - Documentation of Procurement—Log or Bids.
7. **Monitoring and Staff Training File**
   - Staff Training Documentation—date, topics, attendees.
   - Monitoring Visits.
   - Corrective Action Follow-up Documentation.
8. **Cook's File (optional)**
   - Monthly Menus and Food Production Records—may be kept separately by cook, but should be filed with other records at the end of each year.

Files 1, 2, and 3 will be permanent files, covering several years or more. Files 4-8 can be newly created for each CACFP fiscal year (October-September). At the end of each fiscal year, these files can be banded together for storage.

Remember, you are required to keep all CACFP records for three years after the last allowable paid claim for the federal fiscal year to which they pertain.