Minnesota Department of Education

# Developing a Filing System for Child and Adult Care Food Program Records

While there are no requirements for a filing system, a well-organized system results in easy access and retrieval of Child and Adult Care Food Program (CACFP) information and data, saving time and money. The following is a suggested list of the minimum files (and their contents) needed for organizing and maintaining CACFP records. Sponsors may choose to save files as electronic documents rather than paper files.

1. **Contracts File**
   - CACFP Application and Yearly Updates.
   - CACFP Program Agreement.
   - CACFP Policy Statement for Free and Reduced-Price Meals.
   - Vended Meal Contracts.
   - Initial Public Release.
2. **Correspondence File**
   - Memos from state CACFP office.
   - Previous review letters and responses.
3. **Civil Rights Data File—CONFIDENTIAL—LIMIT ACCESS**
   - 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 or Infant Menu Records.
   - Special Diet Statements and Decline Statements.
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.
     Bills of purchased vended meals. Payment receipts.
   - Documentation of informal or formal procurement—(log or bids).
7. **Monitoring and Staff Training File**
   - Staff training documentation—date, topics, attendees, location.
   - Monitoring visits.
   - Corrective action and follow-up documentation.
8. **Food Service File**
   - Menus demonstrating what is actually served.
   - Documentation demonstrating adequate quantities of food are being produced and served.

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, keep all CACFP records for three years plus the current program year.**