Minnesota Department of Education

Required Records and Administrative Tasks for Child and Adult Care Food Program Sponsors

Records to Document Daily

- **Attendance Record** (best to do morning, midday and update at end of day).
- **Meal Counts** document each meal and snack served at the point of service).
- **Meal Counts** for infants under one year of age, **Infant Food Production Records** and **Infant Menu Records** must be completed by the end of the day.
- **Recordkeeping** to demonstrate that adequate quantities of food are produced for all meals and snacks. This documentation may include food purchasing receipts, recipes for appropriate serving requirements, or food production records.
- **Food Production Records** for breakfast, lunch and supper (complete prior to each meal, update at end of meal if any changes are made).
- **Record menu substitutions** as needed.

REMINDER:
Records Retention. Keep all required Child and Adult Care Food Program (CACFP) materials (menus, food production records, infant records, attendance, meal counts, copies of claims, food receipts, income and enrollment sheets and all supporting documents, etc.) for three years plus the current program year. This includes all daily, monthly and yearly records and policy memos sent by listserv message from the State Agency.

On-going Monthly Tasks

- **Collect CACFP Child Enrollment Form** for all newly enrolled participants at child care centers only. This does not apply to adult day care centers or emergency shelters.
- At the time of the initial enrollment, distribute the **Infant Meal Notification Letter** and **Women, Infants, and Children** (**WIC) Program** information. This requirement can be met by displaying the **Building for the Future** poster or handout and the **WIC Program** Poster or handout. Handouts can also be part of each child's enrollment packet. Adult centers are exempt.
- **Collect Household Income Statements (HIS)** from newly enrolled participants and approve, sign, and date the HIS in the same month you received the HIS from the family. At-Risk, Emergency Shelters, Head Start exempt.
- **Plan** and **Date** new monthly **Menus**.
- **Collect Special Diet Statements** as needed.
- **Prepare** and **Submit Claim for Reimbursement** including revisions within 60 calendar days after the end of the claiming month.

  1. Obtain all attendance sheets and meal count forms from all classrooms and sites for the previous month.
  2. **Add up previous month's attendance** from attendance records from all classrooms and sites. Divide the total attendance for each site by the number of serving days to **determine the average daily attendance** for the site. Round up to next whole number.
  3. **Add up previous month meal counts** for each meal and snack.
  4. **Report Participant Eligibility Numbers (A, B, Cs)**.

  A. Each participant in attendance at any time during the month is included and counted only once.

  B. Using the approved HIS or Enrollment List, mark the corresponding A, B, C income category for each participant

that is documented to be in attendance. If a HIS is missing or incomplete, or if it was not approved prior to the end of the month, mark the participant as a category C.

C. Add up and report the total A, B, and Cs on the claim.

5. For-profit centers must determine if they meet the 25 percent claiming percentage for each site.

Annual Administrative Tasks and Records for CACFP Sponsors

- **Obtain updated CACFP-specific Child Enrollment Forms for all infants and children enrolled in care at child care centers.** You may wish to collect this information along with the new HIS for each household. At-Risk, Emergency Shelters, Adult Care exempt.
- **Obtain or Renew Contract for Vended Meal provider** if needed.
- **Complete the CACFP Application Renewal. Update** and **submit** on-line for both sponsor and site applications. Upload the following documents as applicable: Vended Meal Contract or Renewal, Tribal License, Attachment for Non-Licensed Sites and Principal Information Form. For multi-sites: detailed budget worksheet, staff monitoring form, and management plan certification and supporting documentation.

First Month of Fiscal Year (October):

- Obtain new HIS forms for all children

1. **Beginning of October:**
   Give all parents/guardians a copy of the current HIS and household letter to complete and return to the center.
2. **Mid-October:**
   Check HIS for completeness (call to get missing numbers, clarification on incomes, etc.). If HIS have not been submitted, remind parents/guardian to turn them in to the center's office.
3. **By October 31:**
   Compare information on the HIS to the current income guidelines and mark the appropriate A, B, C income category. All HIS's must be signed and dated for approval for reporting the participant eligibility (A, B, Cs) on the October claim.

Other Yearly Documentation

- **Civil Rights.** Using the racial/ethnic information supplied by the parent or guardian on the back of the HIS, complete the Civil Rights Data Collection and Comparison form. If the back page of the HIS is not completed, the center is required to identify a category for each participant.
- **Procurement (Cost Comparison for Purchases)** Complete Procurement Log.
  - *All sponsors* who spend over $150,000 on a contract must follow Federal Procurement Guidelines which require formal bidding procedures.
  - *All sponsors* who spend less than $150,000 a year on the operation of the CACFP must conduct a cost comparison of major food service related purchases and document the results. View the Informal Procurement Procedures.
  - *Public organizations* including school districts must follow State Procurement Guidelines.
- **Staff Training**. Identify key staff. Staff training on CACFP-related requirements must be done a minimum of once per year. Sessions must be documented by listing staff in attendance, date, location and topic of each session.
- **Civil Rights Training** for all staff who work with the public. PowerPoint Presentation on the Minnesota Department of Education (MDE) Food Nutrition Service (FNS) website. Document date of training, names of those attending, and location.
- **Multi-site sponsors** have additional responsibilities of monitoring, edit checks and staff training.