



## Record Keeping Requirements in the Child and Adult Care Food Program Webinar

- 1) **Which of the following must be maintained on file to support the record type “claims for reimbursement”?**
  - a) 501(c) 3 letter
  - b) Building for the Future flyer
  - c) Actual claims and any worksheets that are used to develop the claim
  - d) Civil Rights Data Collection form
  
- 2) **How often do enrollment forms need to be reviewed, updated (as needed), and then signed by the parents?**
  - a) Only when a new child is enrolled
  - b) At least once a year
  - c) Never
  - d) Daily
  
- 3) **For “documentation of eligibility to participate” in nonprofit agencies, what documentation must be maintained on file?**
  - a) Documentation of current nonprofit status with the IRS
  - b) Remittance advice sheets for Child Care Assistance and a list of all enrolled children.
  - c) An eligibility roster for free and reduced price children and a list of all enrolled children.
  - d) All of the above
  
- 4) **Production records show:**
  - a) What foods item were served
  - b) The serving sizes and the quantities prepared
  - c) The numbers of children and adults served
  - d) All of the above
  
- 5) **Which of the following is an example of the “basic CACFP information” that must be provided to all enrolled families and to the public upon request?**
  - a) Free and reduced price meal application
  - b) Building for the Future flyer
  - c) Special diet request form
  - d) Time in / time out records
  
- 6) **True or False: Documentation of prior health and fire inspections is usually completed as part of the licensing study.**
  - a) True
  - b) False

**7) For the CACFP which of the following are required on a child's enrollment form?**

- a) Normal days that a child is in care at the center
- b) Normal hours that a child is in care at the center
- c) Normal meals eaten by a child while in care at the center
- d) All of the above

**8) Which of the following is not required on a child's enrollment form?**

- a) Full name of child
- b) Child's date of birth
- c) Child's birth weight
- d) Parent/Guardian signature

**9) True or False: Household Contacts must be completed by all institutions.**

- a) True
- b) False

**10) Which of the following are examples of documentation that should be maintained on file to support CACFP costs?**

- a) Itemized receipts for all food (and nonfood items used in the food service)
- b) Documentation of CACFP labor costs
- c) Documentation of all other allowable costs that are paid for (using CACFP funds)
- d) Any of the above

**11) The State Agency provides WIC information to all institutions for what reason?**

- a) As a reminder that all CACFP agencies must provide information on the WIC program to families at the time of enrollment.
- b) To waste paper
- c) To remind centers to participate in the WIC program
- d) To make sure that the center has enough indoor work to do in the winter time.

**12) Which of the following site types is an example of a site that does not need to be licensed or registered with the Department of Social Services?**

- a) Child Care Center
- b) School Age Care Center
- c) At-Risk After School Program
- d) Day Care Home Provider

**13) Which of the following is not required documentation to support annual CACFP training that is offered to staff by the local agency?**

- a) Agendas
- b) Dates of training
- c) Lists of participants
- d) Video proof of the training

**14) Time in / time out records must include:**

- a) The first name and last initial for each child and either the time in or the time out for each child
- b) The first and last name of each child and the daily time in and time out for each child
- c) The first name of each child and the time each child arrived daily
- d) None of the above

**15) True or False: Special diet requests or prescriptions must be on file if a child has a medical need or request that requires a substitution to the menu or meal pattern.**

- a) True
- b) False

**16) How long must all CACFP records be maintained on file?**

- a) One month
- b) Until the claim is paid
- c) For three previous years plus the current year
- d) Forever

**17) Which of the following is not required as documentation of monitoring efforts (for sponsors of homes or more than one center)?**

- a) The names of the sites
- b) The amount of time the visit took
- c) The dates of the visits
- d) Documentation of any findings

**18) Meal count records must:**

- a) Include the first and last name of each child
- b) Be completed at the time of each meal service
- c) Both A and B
- d) Neither A nor B

**19) True or False: All menus must follow the required meal patterns for the age of the child(ren) and the meal being served.**

- a) True
- b) False

**20) Which of the following site types is not required to have enrollment forms or time in/out records?**

- a) Day Care Homes
- b) Child Care Centers
- c) School Age Care Centers
- d) At-Risk After School Sites

---

Your Name

Local Agency Name

Date