

**RECORD KEEPING REQUIREMENTS
IN THE CHILD AND ADULT CARE FOOD PROGRAM**

SD - DEPARTMENT OF EDUCATION
CHILD AND ADULT NUTRITION SERVICES

RECORD RETENTION

- 3 previous years + current
- Audit – until closed
- Current, Dropped, & Closed
 - Close out funds – contact CANS office

WHICH RECORDS?

- CACFP Permanent Application and Renewals
- Documentation of Eligibility
- Licensing Documentation, Alternate Licensing, Head Start Grant
- Enrollment Forms
- Time In/Out Records

WHICH RECORDS? (CONTINUED)

- Menus
- Production Records
- Free / Reduced Price Meal Applications
- Meal Count Records
- Claim Documentation

WHICH RECORDS? (CONTINUED)

- Cost Documentation
- Training Documentation
- Prior Health and Safety Inspection
- Basic CACFP Information
- WIC Information

WHICH RECORDS? (CONTINUED)

- Monitoring Documentation
- Documentation of Household Contacts
- CACFP Financial Audit
- Special Diet Requests
- Policy Regulations and Policy Memos

CACFP PERMANENT APPLICATION AND RENEWALS

- Approved Version
 - Paper (prior to 2014-2015) – with CANS signatures
 - Online from 2014-2015 – always available
- Permanent Pieces
 - With 2014-2015 in iCAN system (or 1st year of operation on the program)

DOCUMENTATION OF ELIGIBILITY

- Non-profit
 - Current Status with IRS
- For-profit
 - Title XX (Child Care Assistance)
 - Remittance Advice Sheets
 - Free/Reduced Price
 - Eligibility Roster
- Public School
- Government

LICENSING DOCUMENTATION, ALTERNATE LICENSING, HEAD START GRANT

- Child Care Center License(s)
- Day Care Home Provider Registrations
 - (for sponsors of homes only)
- Outside School Hours Center License(s)
- Head Start grant
- Alternate Licensing Documentation
 - Limited to sites not eligible for licensing

ENROLLMENT FORMS

- Must include:
 - Child's full name
 - Date of birth
 - Normal days
 - Normal hours
 - Normal meals
 - Parent/Guardian signature
- Not required:
 - At-risk Sites
 - Emergency Shelters
- **Updated Annually**

TIME IN/OUT RECORDS

- Daily
- Must Include:
 - First Name
 - Last Name
 - Time In
 - Time Out
- Only Documentation of Attendance Required:
 - At Risk Sites
 - Head Start
 - Emergency Shelters

MENUS

- All meal types claimed
 - Including Infants
- Must follow meal patterns
 - Age
 - Meal Type

PRODUCTION RECORDS

- For All Meals Claimed
 - Including Infants
 - Separate Records
 - Different Meal Pattern
- Production Records Show:
 - Foods Items Served
 - Serving Sizes
 - Amounts Prepared
 - Numbers Served
 - Children
 - Adults (adults not claimed!)

FREE / REDUCED PRICE MEAL APPLICATIONS

- Every Completed Application Returned
 - Even "Denied" (Paid)
- Not Required:
 - Head Start Sites
 - Emergency Shelters
 - At-Risk Sites
 - Unless claiming
 - Summer
 - 3rd meal/snack
 - All "Paid" Sites
 - Pricing Programs – Not an Option

MEAL COUNT RECORDS

- Meal Count Records Must:
 - Include First and Last Names
 - Be Completed at the Time of Each Meal Service.

CLAIM DOCUMENTATION

- Actual Claims (prior to October 2014)
- Eligibility Roster
- Any Worksheets Used
 - ADA worksheet
 - Sheets to Show "Math"
 - Reimbursement Worksheet

COST DOCUMENTATION

- Itemized Receipts
 - Food
 - Nonfood Items
 - Food Service
- CACFP Labor Costs
- Any other Allowable Costs
 - Using CACFP Funds
 - 15% cap
 - Allowable Administrative Costs

TRAINING DOCUMENTATION

- CACFP State Sponsored Training
 - Keep Certificates
- Agency Training
 - Agenda
 - Dates of Training
 - Lists of Participants (Sign-in Sheets)

PRIOR HEALTH AND SAFETY INSPECTION

- Licensed Sites:
 - DSS Licensing Study
- Head Start Sites:
 - Separate Inspections
- Alternately Licensed Sites:
 - Annually
 - Can be Requested Through CANS Office

BASIC CACFP INFORMATION

- Must give
 - At Time of Enrollment
 - To Public Upon Request
- May use
 - Building for the Future Flyer
 - Parent Brochure
 - Agency Developed, with Approval

WIC INFORMATION

- State Sends Reminder
 - WIC Information to all Families
- Spring
 - New Income Guidelines
- May Distribute or Post
- Not Required:
 - Outside School Hours Sites
 - At-Risk Sites

MONITORING DOCUMENTATION

- Sponsors ONLY
- Documentation Includes:
 - Names of Sites
 - Dates of Visits
 - Documentation of What was Reviewed
 - Documentation of any Findings
- Requirements:
 - 3 Visits per Year
 - 2 Unannounced
 - 1 Meal Service Visit

DOCUMENTATION OF HOUSEHOLD CONTACTS

- Sponsors of more than one site ONLY
- Center Sponsors
 - SD Numbered Memo CACFP – 86.1
- Home Sponsors
 - SD Numbered Memo CACFPDCH – 76.1

CACFP FINANCIAL AUDIT

- Audit required if:
 - Agency Received & Expended More Than \$500,000 in Federal Financial Services.
- CACFP Portion Specifically

SPECIAL DIET REQUESTS

- Required for all Menu Modifications
 - If Disability
 - Requires Substitution
 - Menu
 - Meal Pattern
 - If not a Disability
 - Optional
 - Recommend Working with Families
- Sample Form and Instructions
 - SD Numbered Memo CACFP – 45.2

POLICY REGULATIONS AND POLICY MEMOS

- All online
 - Regulations
 - <http://www.fns.usda.gov/cnd/Care/Regs-Policy/Regulations.htm>
 - Policy Memos
 - Federal
 - <http://www.fns.usda.gov/cnd/Care/Regs-Policy/PolicyMemoranda.htm>
 - State
 - <http://doe.sd.gov/cans/cacfp.aspx>
