Successfully Operating the Child and Adult Care Food Program
An Overview of an At-Risk Afterschool Program's Responsibilities

One-Time Duty
- **Prepare and submit the application and supporting documents**

Daily Duties
- **Record attendance** (roster or sign-in sheet)
- **Prepare meals or collect delivery tickets**
- **Record the number of meals prepared or delivered**
- **Verify that each meal meets the CACFP meal pattern requirements**
  - If not, make a creditable substitution or addition
- **Record all menu changes**
- **Serve meals**
  - For family-style meal service: place enough food on the table for each participant to have the minimum portion of each required component
  - For pre-plated meals: serve each participant the correct portion of each required component
  - Ensure that participants with special dietary needs receive the appropriate foods
- **Record the number reimbursable meals served to eligible participants**
- **Record the number of meals served to adults**
  - These meals are not reimbursable but must be tracked

Monthly Duties
- **Create or update the menu as needed**
- **Prepare the claim for reimbursement**
  - Consolidate attendance records – determine total attendance
  - Consolidate meal counts – determine total number of suppers and/or snacks served
    - If the institution or facility also provides full-day child care and/or before-school care, total the at-risk meal counts separately from the other counts
    - If pre-approved to serve meals on weekends and other days off during the school year, determine the number of breakfasts and/or lunches served
  - Determine the total number of participants served
  - Sign the claim
  - For-profit institutions: complete the Addendum for each facility and submit with the claim to document that the eligibility requirements were met
- **Submit the claim for reimbursement**
  - Email, deliver or fax the completed claim to the Claims Specialist
  - Submit by the 10th of the month following the claim month (i.e. April 10th for the March claim)
- **File the invoices, receipts, menus, attendance, and meal count records for the claim month**

Duties Performed on an As-Needed Basis
- **Send the State Agency updates on operations**
- **Obtain a Medical Substitution Form or Soy Milk Notification Form for new participants** (if needed)
- **Conduct CACFP and civil rights training for new staff or as problems occur**

Annual Duties
- **Attend annual and civil rights training provided by the D.C. CACFP office (the State Agency)**
- **Train staff on their CACFP duties and civil rights responsibilities**
  - Document all CACFP-related staff training
- **Submit application updates to the State Agency**
- **For institutions or facilities with a Food Service Management Company**: sign a contract, following proper procurement procedures, or renew an existing contract (up to three times)
- **Complete the Annual Civil Rights Data Documentation Form using November attendance**
- **Properly file and maintain all CACFP records for current year**

Ongoing Recordkeeping – Maintain for three (3) years after the end of the fiscal year
- Permanent Agreement and Policy Statement – Maintain on file for as long as the institution participates
- Memos issued by the State Agency
- Dated daily attendance records
- Dated daily meal count records
- Dated daily menus that include all foods actually served
- Medical Substitution Forms and/or Soy Milk Notification Forms (as applicable)
- Invoices, receipts, delivery tickets and financial tracking documents to support:
  - Food costs
    - Itemized receipts, invoices or delivery tickets correspond to the foods listed on the menus
  - Food service operating costs (i.e. non-food items and services to support the food program like: serving utensils, cleaning supplies, pest control, etc.)
  - Food service labor costs (i.e. payroll records for the cook, time-and-attendance and payroll records for teachers with food service duties)
  - Administrative costs
    - Administrative labor costs (i.e. time-and-attendance and payroll records for staff with record-keeping duties)
    - Administrative operating costs (i.e. items and services to support CACFP administration)
- Copies of all submitted claims
- Training documentation – specify date, location, topic, and attendees
- Civil Rights Data Documentation