



POLICY MEMORANDUM

TO: Child and Adult Care Food Program Sponsoring Administrators

FROM: *Norma Birckhead*
Norma Birckhead, CACFP Manager

SUBJECT: Family Day Care Homes Taking Participant-Specific Meal Counts

DATE: February 25, 2013

STATE AGENCY MEMO: CACFP #2-13

The purpose of this memorandum is to provide an update on the regulatory recordkeeping requirement for Family Day Care Homes (FDCH) participating in the Child and Adult Care Food Program (CACFP). In accordance with 7 CFR §226.18 (e), each day care home must maintain on file documentation of each child's enrollment and must maintain daily records of the number of children in attendance and the number of meals, by type (breakfast, lunch, supper, and snacks), served to enrolled children. Maintaining documentation of this type of information ensures that appropriate supporting records are available for review when a monitor or auditor arrives at the home. It also provides internal control assuring that accurate information submitted by the provider to the sponsor will result in proper reimbursement payments, as well as maintenance of required recordkeeping.

USDA has developed the attached prototype "Provider Monthly Meal Count Record Form" as a means of condensing, and thereby, reducing the amount of paper when documenting the meals and attendance of each enrolled child participating in the family day care component. The attached form is a simple single page that will record, on a monthly basis, each child by name, their date of birth, attendance and spaces to check off the meals served to the specific child. The provider must document and maintain this form as part of their recordkeeping requirements. It will be the responsibility of the sponsor to issue this form, provide training, if necessary, but most importantly, monitor its usage.

We trust that using this particular simple and easy to use one-page format will help to promote a more accurate recording of meals served to each specific enrolled children with their attendance rather than documenting this type of information on multiple forms. In addition, we always want to ensure that providers are aware of the regulatory recordkeeping requirements for which they are responsible to document and maintain. At a minimum, providers must maintain records of menus, enrollment, and daily number of meals, by type, served to enrolled children to support their program activities. However, these records must be in the control of the provider, made accessible upon request or within a reasonable amount of time to be examined by an official member of OSSE and/or the USDA, and be maintained for the current year and the prior three years. Records can be hard copy or in electronic format and can be maintained on-site or off-site.



Failure to maintain such program records as specified in 7 CFR §226.10 (d) will be grounds for the denial of reimbursement (7 CFR §226.18 (g)). In addition, as a sponsor, there may be additional recordkeeping requirements you have established as internal control procedures.

To ensure compliance of meeting this Program requirement, sponsors should immediately begin taking measures to ensure that this Program requirement is met and implemented no **later than April 1, 2013**. Providers should be given the opportunity to correctly implement this requirement without any fiscal or serious deficiency penalties against the providers for non-compliance.

If you have any questions or concerns related to this requirement, or anything noted in this memorandum, please do not hesitate to contact your assigned CACFP Specialist. We appreciate your continued participation in the CACFP!

Attachment