Successfully Operating the Child and Adult Care Food Program
An Overview of CACFP Duties and Documents for Independent Centers

*Find CACFP documents and resources online at http://osse.dc.gov/service/child-and-adult-care-food-program.
For forms and templates, click the Program Management Forms *link under "Successfully Manage the CACFP: The Forms and Information that You Need."*

DAILY DUTIES

TASK	FORM or REFERENCE MATERIAL
Take attendance	**Form:** Monthly Tracking Log for Daily Attendance
Prepare meals or collect delivery ticket	**Form:** Daily Delivery Ticket

Verify that each meal meets the CACFP meal pattern requirements
 • If not, make creditable substitutions and/or additions
 	
 Record all menu changes
 	
 Serve meals
 • For adult meals: Offer at least the minimum portion of all required components and ensure that participants accept the appropriate number of components in order to claim the meal
 • For child meals:
   o For family-style meal service: place enough food on the table for each participant to have the minimum portion of each required component
   o For pre-plated meals: serve each participant the correct portion of each required component
 • For infant meals: Feed infants on demand and as developmentally appropriate
	Form:
	 • Infant One Week Menu Templates (0-3 month, 4-7 months, 8-11 months)
	 • Child One Week Menu Template
	 • Adult One Week Menu Template
	 • CACFP Infant Formula & Food Notification Form
	
	 Reference Materials:
	 • CACFP Meal Pattern *(Infant, Child and/or Adult)*
	 • Sample Menus
	 • Food Buying Guide
	 • CACFP Creditable Food Guide
	 • Acceptable Infant Formulas List
	 • Non-Creditable Infant Foods List
	 • Infant Feeding Guide

Ensure any participant with medical restrictions receives the appropriate meal	**Form:** • Medical Substitution Form • Soy Milk Notification Form
Take a count of all reimbursable meals served at the point of service • For infant meals: count each meal once all of its components have been served	**Form:** • Point of Service Meal Count Form
Record the number of meals served to staff or volunteers • These meals are not reimbursable but must be tracked	

MONTHLY DUTIES

TASK	FORM or REFERENCE MATERIAL
Create or update the four-week menu cycle (*if needed*)	**Form:** • Infant One Week Menu Templates (0-3 month, 4-7 months, 8-11 months) • Child One Week Menu Template • Adult One Week Menu Template • CACFP Infant Formula & Food Notification Form **Reference Materials:** • CACFP Meal Pattern *(Infant, Child and/or Adult)* • Sample Menus • Food Buying Guide • CACFP Creditable Food Guide • Acceptable Infant Formulas List • Non-Creditable Infant Foods List • Infant Feeding Guide
Update the Master Enrollment List • Ensure that the monthly MEL includes all participants who attended during that month • Save the MEL for each month as a separate file or worksheet – do not continuously update it • If serving Head Start and/or Early Head Start participants, have the authorized Head Start Representative sign the MEL to certify their eligibility	**Form:** • Master Enrollment List *(spreadsheet or paper file)*

Prepare the claim for reimbursement
• Consolidate attendance records – determine total attendance
• Consolidate meal counts – determine total number of breakfasts, lunches, suppers and/or snacks served
    o Claim only approved meal services
    o If participating in the At-Risk Afterschool Meal Program, total the at-risk meal counts separately
• Transfer enrollment and eligibility category information from the MEL
• Sign the claim
	Form:
	• Claim for Reimbursement
	
	Reference Materials:
	• Instructions for Claim for Reimbursement

<u>For-Profit Centers Only:</u> Complete the Addendum for each facility and submit with the claim to document that the eligibility requirements were met	**Form:** • TXX Claim Addendum **Reference Materials:** • Instructions for the TXX Claim Addendum
Submit the claim by the 10th of the month following the claim month (i.e. submit the March claim by April 10th)	*None* (email, fax, or deliver to the Claims Specialist)
File the invoices, receipts, menus, attendance, MEL, and meal count records for the claim month	

TASK	FORM or REFERENCE MATERIAL
Attend annual renewal and civil rights training provided by the D.C. CACFP office (the State Agency)	*None*
Train staff on their CACFP duties and civil rights responsibilities	**Form:** • CACFP Training Documentation Form
Submit application updates to the State Agency	**Form:** • Institution Information *(spreadsheet)* • Annual Information Certification **Reference Materials:** • Renewal Information Checklist
<u>Institutions with a Food Service Management Company</u>: • Sign a contract with a Food Service Management Company, following proper procurement procedures, or • Renew an existing contract (up to three times)	**Form:** • CACFP Small *or* Large Purchase Procurement Documents Folder *(for a new contract)* • CACFP FSMC Contract Renewal *(if renewing a contract)*
Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households	**Form:** • IES • Letter to Households
Collect, classify and file the IES for each household	**Form:** • IES **Reference Materials:** • Income Eligibility Guidelines (July 1 – June 30)
Create a Master Enrollment List (MEL) based on enrollment and IES forms (or Head Start records, if applicable)	**Form:** • Master Enrollment List *(spreadsheet or paper file)* **Reference Materials:** • Master Enrollment List Instructions
Complete the Annual Civil Rights Data Documentation Form using November enrollment	**Form:** • Annual Civil Rights Data Collection Form **Reference Materials:** • Annual Civil Rights Data Collection Form Instructions
Properly file and maintain all CACFP records for current year	*None*

Duties Performed on an As-Needed Basis

TASK	FORM or REFERENCE MATERIAL
Send the State Agency updates on operations	*None (email – preferred, fax, or deliver)*
Obtain required paperwork for each newly enrolled participant	**Form:** • Enrollment Form/Income Eligibility Statement (distributed with Letter to Households) • Medical Substitution Form (if participant has a special dietary need) • Soy Milk Notification Form (if participant receives an approved soy milk instead of cow's milk) • Infant Formula and Food Notification Form (for all infants under one year of age)
Collect, classify, and file the IES for each newly enrolled participant	**Form:** • IES **Reference Materials:** • Income Eligibility Guidelines (July 1 – June 30)
Update MEL to include all new participants	**Form:** • Master Enrollment List *(spreadsheet or paper file)* **Reference Materials:** • Master Enrollment List Instructions
Conduct CACFP training for new staff or as problems occur	**Form:** • CACFP Training Documentation Form

ONGOING RECORDKEEPING – MAINTAIN PERMANENTLY

- Permanent Agreement and Policy Statement – Maintain on file for as long as the institution participates
- IRS Letter of Determination (if non-profit)
- Memos, policies, regulations and instructional materials issued by the State Agency (unless redacted or outdated)
- Institution policies and procedures (including procedures developed as part of a corrective action plan)
- "And Justice for All…" poster and "Building for the Future" flyer (must be posted)
- Information about the WIC program to share with families (handout or information from website)

ONGOING RECORDKEEPING – MAINTAIN FOR 3 YEARS AFTER THE END OF THE FISCAL YEAR

- Copies of all submitted claims (with addendum, if for-profit)
- Copies of monthly child care subsidy program (i.e. vouchers or Title XX) statements (if for-profit)
- Enrollment Form/Income Eligibility Statement (IES) for each enrolled participant
- Master Enrollment List (MEL) for each month claimed
- Dated daily attendance records
- Dated point-of-service meal count records
- Dated daily menus for infants and/or children (or infant feeding records) that include all foods actually served
- Medical Substitution Forms, Soy Milk Notification Forms, and/or Infant Formula and Food Notification Forms (as applicable)
- Food service management company procurement and contract documents plus license and inspection reports
- Training documentation – specify date, location, topic(s), and attendees
- Civil Rights Data Documentation
- CACFP initial application and annual renewal documentation (Annual Information Certification, institution file information spreadsheet, copies of license/alternate approval documentation, copies of Certified Food Safety Manager certificates)
- Documents pertaining to CACFP administrative reviews and/or technical assistance visits
- A-133 Audit Reports (for institutions receiving $500,000 or more in federal funding across all funding sources)
- 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 for staff with record-keeping duties)
    - Administrative operating costs (i.e. items and services to support CACFP administration)