



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

*CACFP forms and templates are available online at <http://osse.dc.gov/service/child-and-adult-care-food-program>.

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 <ul style="list-style-type: none"> If not, make creditable substitutions and/or additions 	Forms: <ul style="list-style-type: none"> Infant One Week Menu Templates (0-5 months, 6-11 months) Child One Week Menu Template Adult One Week Menu Template Infant Formula & Food Notification Form and First Foods Check-in
Record all menu changes	
Serve meals <ul style="list-style-type: none"> 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: serve each participant the minimum serving size of each required component For infant meals: Feed infants on demand and as developmentally appropriate 	Reference Materials: <ul style="list-style-type: none"> CACFP Meal Pattern (<i>Infant, Child and/or Adult</i>) Sample Menus Food Buying Guide for Child Nutrition Programs Menu Planning Basics: A Guide for CACFP Operators in Child Care Feeding Infants in the CACFP
Ensure any participant with dietary restrictions receives the appropriate meal (medical and non-medical)	Forms: <ul style="list-style-type: none"> Medical Substitution Form Soy Milk Notification Form
Take a count of all reimbursable meals served at the point-of-service <ul style="list-style-type: none"> For infant meals: count each meal once all of its components have been served 	Form: <ul style="list-style-type: none"> Point-of-Service Meal Count Form
Record the number of meals served to staff or volunteers <ul style="list-style-type: none"> These meals are not reimbursable, but must be tracked 	<i>None available</i>



MONTHLY DUTIES

TASK	FORM or REFERENCE MATERIAL
<p>Create or update the four-week menu cycle <i>(if needed)</i></p>	<p>Forms:</p> <ul style="list-style-type: none"> • Infant One Week Menu Templates (0-5 months, 6-11 months) • Child One Week Menu Template • Adult One Week Menu Template • Infant Formula & Food Notification Form and First Foods Check-in <p>Reference Materials:</p> <ul style="list-style-type: none"> • CACFP Meal Pattern <i>(Infant, Child and/or Adult)</i> • Sample Menus • Food Buying Guide for Child Nutrition Programs • Menu Planning Basics: A Guide for CACFP Operators in Child Care • Feeding Infants in the CACFP
<p>Update the Master Enrollment List for child and adult care facilities</p> <ul style="list-style-type: none"> • 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 the children’s eligibility 	<p>Form:</p> <ul style="list-style-type: none"> • Master Enrollment List <i>(electronic or paper file)</i>
<p>Prepare the claim for reimbursement</p> <ul style="list-style-type: none"> • Consolidate attendance records – determine total attendance • Consolidate meal counts – determine total number of breakfasts, lunches, suppers and/or snacks served <ul style="list-style-type: none"> ○ Claim only approved meal services ○ 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 	<p>Form:</p> <ul style="list-style-type: none"> • Claim for Reimbursement <p>Reference Materials:</p> <ul style="list-style-type: none"> • Instructions for Claim for Reimbursement • Dated, daily attendance • Point-of-service Meal Count Form • Monthly Master Enrollment List
<p><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</p>	<p>Form:</p> <ul style="list-style-type: none"> • TXX Claim Addendum <p>Reference Materials:</p> <ul style="list-style-type: none"> • Instructions for the TXX Claim Addendum



Submit the claim by the 10 th of the month following the claim month (i.e. submit the March claim by April 10 th)	<i>None</i> (Claims must be submitted by email to the appropriate email address for the program type)
File the invoices, receipts, menus, attendance, MEL, and meal count records for the claim month	

ANNUAL DUTIES

TASK	FORM or REFERENCE MATERIAL
Attend annual training, including civil rights training, and application renewal training, provided by the D.C. State Agency (OSSE)	<i>None</i>
Train sponsoring organization and facility staff on their CACFP duties and civil rights responsibilities	Form: <ul style="list-style-type: none"> CACFP Training Documentation Form
Submit application updates to the State Agency <ul style="list-style-type: none"> Collect and report Civil Rights race and ethnicity data for the actual population and eligible population Create and submit the annual budget and budget narrative for State Agency approval 	<i>*Renewal applications are completed in Orchard.</i> Form: <ul style="list-style-type: none"> Fiscal year Budget template Reference Materials: <ul style="list-style-type: none"> Renewal Application Checklist and training materials Supporting documentation Monthly Master Enrollment List Valid eligible population data source (US Census, ACS Key Indicators, etc.) FNS Financial Management Instruction (796-2)
<u>Institutions and facilities with a Food Service Management Company:</u> <ul style="list-style-type: none"> Sign a contract with a Food Service Management Company, following proper procurement procedures, or Renew an existing contract (up to three times) 	Forms: <ul style="list-style-type: none"> CACFP Small Purchase Procurement package (<i>for a new contract</i>) CACFP FSMC Contract Renewal (<i>for renewing a contract</i>)
Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households	Forms: <ul style="list-style-type: none"> EF/IES Signed Letter to Households
Collect, classify and file the IES for each household	Form: <ul style="list-style-type: none"> EF/IES Reference Materials: <ul style="list-style-type: none"> Income Eligibility Guidelines (July 1 – June 30)

TASK	FORM or REFERENCE MATERIAL
Create a Master Enrollment List (MEL) based on enrollment and IES forms (or Head Start records, if applicable) for the fiscal year	Form: <ul style="list-style-type: none"> Master Enrollment List (<i>electronic or paper file</i>)
<u>Sponsors of family day care homes:</u> <ul style="list-style-type: none"> Complete and submit the FDCH Reimbursement Reconciliation Complete and submit the Administrative Cost and Carryover Analysis and return excess unspent funds 	Forms: <ul style="list-style-type: none"> FDCH Reimbursement Reconciliation Form FDCH Sponsor Carryover Worksheet Fiscal year Budget template
<u>Sponsoring organizations:</u> Conduct facility monitoring (three times per year)	Form: <ul style="list-style-type: none"> Facility Monitoring Form At-Risk Afterschool Meal Program Monitoring Form Family Day Care Home Monitoring Form
File and maintain all CACFP records for the fiscal year	

DUTIES PERFORMED ON AN AS-NEEDED BASIS

TASK	FORM or REFERENCE MATERIAL
Send the State Agency updates on operations	<i>*All amendments are submitted in Orchard</i>
Obtain required paperwork for each newly enrolled participant	Forms: <ul style="list-style-type: none"> 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 dairy milk) Infant Formula and Food Notification Form (for all infants under 12 months)
Collect, classify, and file the IES for each newly enrolled participant	Form: <ul style="list-style-type: none"> EF/IES Reference Materials: <ul style="list-style-type: none"> Income Eligibility Guidelines (July 1 – June 30)
Update MEL to include all new participants	Form: <ul style="list-style-type: none"> Master Enrollment List (<i>electronic or paper file</i>)
Conduct CACFP training for new staff or as issues arise (compliance errors, policy/procedures updates, etc.)	Form: <ul style="list-style-type: none"> CACFP Training Documentation Form

<p><u>Sponsoring organizations:</u> Submit budget updates</p>	<p>Form:</p> <ul style="list-style-type: none"> Fiscal year Budget template
<p><u>Sponsoring organizations:</u> Submit application and supporting documents for new facilities and homes</p>	<p><i>*Facility applications are submitted in Orchard</i></p> <p>Forms:</p> <ul style="list-style-type: none"> Agreement Form <i>(for unaffiliated facilities)</i> Pre-Approval Monitoring Form <p>Reference Materials:</p> <ul style="list-style-type: none"> Supporting Documentation
<p><u>Sponsors of family day care homes:</u> Follow seriously deficient procedures for providers and forward communications to the State Agency</p>	<p>Form:</p> <ul style="list-style-type: none"> Notice of Serious Deficiency Template <p>Reference Materials:</p> <ul style="list-style-type: none"> Seriously Deficient Training Materials



Ongoing Recordkeeping – Maintain permanently

- Permanent Agreement and Policy Statement
- 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
 - Employee compensation plan
 - Outside employment policy
 - Plans and procedures developed as part of a corrective action plan
- Displayed “And Justice for All...” poster and “Building for the Future” flyer (must be posted at each facility, except family day care homes)
- Information about the WIC program for child development centers and family day care homes to share with families (handout or information from website)

Ongoing Recordkeeping – Maintain for three (3) years after the end of the fiscal year

- CACFP initial application and annual renewal documentation (Annual Certification Statements, copies of licenses/alternate approval documentation, copies of DOH certified Food Safety Manager certificates)
- Facility pre-approval visit and monitoring forms
- Facility application documents and agreements
- Family day care home provider serious deficiency documentation and correspondence
- Documents pertaining to CACFP administrative reviews and/or technical assistance visits
- Enrollment Form/Income Eligibility Statement (IES) for each enrolled participant, as required
- Master Enrollment List (MEL) for each facility, as required, for each month claimed
- Dated, daily attendance records for each facility
- Dated, daily or point-of-service meal count records for each facility
- Dated, daily menus for infants, children, and/or adults that include all foods actually served
- Medical Substitution Forms, Soy Milk Notification Forms, and Infant Formula and Food Notification Forms (as applicable)
- Food service management company procurement and contract documents, including valid business licenses and inspection reports
- 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)



- Copies of all submitted claims (with addendum for any for-profit facilities)
- Copies of monthly Title XX child care subsidy pay statements (for any for-profit facilities)
- Training documentation – specify date, location, topics, and attendees
- Single Audit Reports (for institutions receiving \$750,000 or more in federal funding across all funding sources)
- Budget with narrative, documentation to support administrative cost estimates, and any amendments
- Allocation plan (for multi-state sponsoring organizations)
- Family Day Care Home Provider Payment Reconciliation report
- Family Day Care Home Sponsoring Organization Administrative Cost and Carryover Worksheet
- Requests for advance funds, start-up funds, and/or expansion funds and all related documentation

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