



## The Child and Adult Care Food Program

### **Successfully Operating the Child and Adult Care Food Program** An Overview of an Independent Child Development Center's Responsibilities

#### **One-Time Duty**

- Prepare and submit the application and supporting documents

#### **Daily Duties**

- Record attendance
- Prepare meals or collect delivery tickets
- 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 child 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
  - For infant meals: Feed infants on demand and as developmentally appropriate
  - Ensure that participants with special dietary needs receive the appropriate foods
- Record the number reimbursable meals served at the point of service
  - For infant meals: count each meal once all of its components have been served
- 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
- Update the Master Enrollment List (MEL)
  - 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
- 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
    - 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
  - For-profit institutions: complete the Addendum for each facility and submit with the claim
- Submit the claim for reimbursement
  - Email, deliver, or fax the completed claim to the Claims Specialist
  - Submit by the 10<sup>th</sup> of the month following the claim month (i.e. April 10<sup>th</sup> for the March claim)
- File the invoices, receipts, menus, attendance, MEL, and meal count records for the claim month

## **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)
- **Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households**
- **Collect, classify, and file the IES for each household**
- **Create a MEL based on enrollment and IES classifications (and/or Head Start records, if applicable)**
- **Complete the Annual Civil Rights Data Documentation Form using November enrollment**
- **Properly file and maintain all CACFP records for current year**

## **Duties Performed on an As-Needed Basis**

- **Send the State Agency updates on operations**
- **Obtain required paperwork for each newly enrolled participant:**
  - **Enrollment Form/Income Eligibility Statement**
  - **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)
- **Classify the IES for each newly enrolled participant**
- **Update MEL to include all new participants**
- **Conduct CACFP and civil rights training for new staff or as problems occur**

## **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
- 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 that include all foods actually served
- Medical Substitution Forms, Soy Milk Notification Forms, and/or Infant Formula and Food 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 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
- Information about the WIC program to share with families