

Recordkeeping Responsibilities

Maintaining accurate records is vital to making sure Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. CACFP forms are available under [Forms](#), and posters are available under [Posters, Flyers, & Pamphlets](#) at www.health.mo.gov/cacfp.

CACFP original records, not photocopies, must be maintained on-site for independent facilities, be accessible during licensed business hours, and be available for review within one hour of a state representative's arrival. Sponsoring Organizations (SOs) of two or more facilities must maintain original records during licensed business hours at the location identified in the Management Plan and be available for review within one hour of a state representative's arrival. Community Food and Nutrition Assistance (CFNA) reviewers will request CACFP records for one month or more and have the authority to disallow up to twelve months of claims. Program records must be retained for three full fiscal years, plus the current year (October 1 through September 30), after the final claim for the fiscal year is submitted and for longer if audit findings have not been closed.

Required Records:

Meal Service Records

- **Daily Meal Count Records** ([DHSS-CACFP-641](#) or [DHSS-CACFP-642](#))
The daily meal count tally records are required for each meal and snack the center is approved to claim for reimbursement. Keep current month records on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with the month and year.
- **Daily Menu Records**
For each approved meal, breakfast, lunch, snack, and supper, daily dated menus are required to verify CACFP meal pattern compliance. The original menu, noting any substitutions, must be retained. Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **[Medical Statement to Request Special Meals and/or Accommodations CACFP-227](#)**
Required when food substitutions are necessary and authorized by a medical authority for children with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual child's file.
- **Commercially Processed Food Documentation**
If your center uses commercially processed foods, documentation of meal pattern contributions is required to include a Child Nutrition label or manufacturer's Product Formulation Statement. File in the binder or envelope for the month.
- **Additional Meal Requirements**
A center must maintain documentation to verify the whole grain-rich requirement is met. This may include the grain product's ingredient label. A center must maintain documentation to verify that cereal and yogurt served are within the required sugar limits. This may include the product's nutrition facts label.

Participant Records

- **Daily Attendance Records** CACFP-213; **Monthly Time In/Time Out Record** CACFP-224; or **Time In/Time Out Record** CACFP-221
A daily attendance record of each child is required to complete reimbursement claims. Keep the current monthly attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.
- **Income Eligibility Form for Child Care Centers** CACFP-205 (**Required for Outside School Hours Centers only; NOT required for At-Risk Afterschool Care Programs**)
This form is very important as it determines program eligibility and meal reimbursement rates. The IEF can be found in the **CACFP Income Eligibility Guidance for Child Care Centers** at www.health.mo.gov/cacfp under Manuals. Give IEFs to all parents/guardians to complete with their enrollment packet and then annually thereafter. New IEFs must be placed with expired IEFs annually. File completed forms alphabetically by last name in a 3-ring binder. Place blank copies in a folder.
- **Title XX Documentation - For-Profit Centers Only**
Documentation includes Family Support Division vendor invoices, a copy of the contract with FSD for vendor children, and an enrollment roster marked with the names of vendor children. File in a folder or binder.

Records Pertaining to Financial Management and Administrative Costs

- **Administrative Costs**
Costs incurred by the sponsor for activities relating to planning, organizing, and administering the program. Administrative costs may include:
 - Labor costs
 - Office costs
 - Transportation costs
- **Operating Costs**
Allowable expenses for the preparation and service of meals include but are not limited to, food costs, food service labor, costs for certain non-food supplies, and costs of purchased services.
 - **Food Costs**
Are expenditures for the food used in all meals? Original, intact and legible, itemized food and milk receipts and invoices for food service supply purchases must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in a folder or envelope labeled with month and year.
 - **Food Service Labor Costs**
Independent centers must document.
 - **Non-food Supplies**
Non-food supplies used in the preparation and service of meals such as napkins, trays, and utensils.
- **Documentation of Nonprofit Foodservice CACFP-214**

This form must be completed monthly when total food costs are less than the CACFP claim. Place in a folder or envelope labeled with month and year.

Training Records

- **Annual CACFP Training Documentation** CACFP-222
Documentation of annual CACFP training for the center staff is required. The use of the CACFP form is not required, but training must include the topics required by the CACFP. File in a folder or notebook.

Other Required Records

- **Original Contract Agreement**, along with Amendments for the sponsoring agency
- **Beneficiary Data Report** CACFP-226
Documentation of annual completion of this form is required. File in a folder or notebook.
- **Sanitation and Fire Inspection Records**
File in a folder or notebook.
- **Catered or Vended Meals**, if applicable
Sponsor must maintain:
 - Food service management company contract or agreement.
 - Current state or local health certification.
 - Production Records required and meal delivery records, if applicable.
 - Evidence that the contractor was obtained using fair and competitive practices.
 - Business License of contractor procured through formal bid procedures greater than \$250,000.00.

Sponsoring Organizations (SOs)

Contractors responsible for two or more centers, either under the sponsor's jurisdiction (affiliated) or under the corporate umbrella (unaffiliated), are required to maintain:

- **Pre-approval visits** to each new center under an SO.
- **Sponsored Centers Site Visit Report** CACFP-404
Each SO must monitor every center for program compliance at least three times per year in compliance with regulation.
- **Disbursements** unaffiliated centers only
Documentation of the dates and amount of reimbursement disbursed to each facility within 5 working days from the CACFP claim processing date is required.