OSPI CNS Child and Adult Care Food Program Reference Sheet

Recordkeeping Requirements

The U.S. Department of Agriculture (USDA) requires Child and Adult Care Food Program (CACFP) sponsors to maintain accurate documentation that supports compliance with CACFP requirements. All records to support a claim must be kept on file for three years plus the current year per 7 CFR 226.10.

Required Documents

- ✓ CACFP Application Material and Signed Contracts
    - OSPI Permanent Agreement
        - Printed copy Agreement
        - Copy of updated Agreement if revisions are made
    - CACFP policy statement for free and reduced-price meals
    - Vended meal contracts
    - Initial public release
- ✓ Eligibility Information
    - Enrollment/Income Eligibility Applications (E/IEAs) or Enrollment Forms (EFs)
    - Attendance rosters
    - Study Month attendance records
    - Head Start or Early Childhood Education and Assistance Program (ECEAP) grantee list of eligible participants
    - Area eligibility supporting documentation for At-Risk afterschool programs
- ✓ Monitoring (Sponsoring Organizations only)
    - Completed site monitoring forms
    - Corrective action and follow-up documentation
    - Documentation of monitor training
    - Information on WIC (except Outside School Hours centers, At-Risk afterschool centers, emergency shelters and adult day care centers)
- ✓ Civil Rights
    - Written procedure for processing Civil Rights complaints
    - USDA non-discrimination statement included on all marketing/promotional materials
    - Racial/ethnic data collection of enrolled participants
    - Civil Rights complaint log
    - Documentation of staff training on Civil Rights procedures

Washington Office of Superintendent of
PUBLIC INSTRUCTION

- ✓ Licensing
    - If licensed facility, a copy of the current license
    - If unlicensed facility, current health/sanitation and fire/safety permits or annual submission of satisfactory inspection reports

- ✓ Food Safety
    - Food Handler Cards

- ✓ Meal Pattern Compliance
    - Menus of meals served (including infant meal records, if applicable) and documentation of any substitutions
    - Standardized recipes for homemade items
    - Product documentation
        - WGR labels
        - Nutrition Facts labels for yogurt, cereal, and tofu CN labels/Product Formulation Statements for commercial combination food items and deli meats

- ✓ Documentation for food substitutions (Special Dietary Needs)

- ✓ Claim Validation
    - Daily point of service meal-count records
    - Monthly meal count consolidation forms (if used)
    - Daily attendance records
    - For-Profit Free/Reduced Price Eligibility documentation
    - Claims submissions

- ✓ Financial Records
    - Itemized receipts & invoices for food and food supply purchases
    - Documentation of food service labor
    - Income to the food program
    - Procurement procedures and code of conduct
    - Administrative and Operating costs claimed for reimbursement
    - Payments made to providers (Sponsoring Organizations only)

- ✓ Training
    - Documentation of participation in OSPI's annual CACFP sponsor training
    - Documentation of staff training
        - Date(s) of the training
        - Agenda topics
        - Material(s) used
        - List of attendees

Best Practices

✓ Ensure at least two program staff receive the [weekly CACFP Newsletter](). The newsletter goes out once a week and notifies sponsors of important reminders, upcoming due dates, new USDA Policy Memos, and additional information.

✓ Use previous administrative review reports and completed corrective action (if applicable) to ensure your organization is in compliance with CACFP rules and regulations.

Reference

- [7 CFR 226.10]()
- [7 CFR 226.15–.16]()

Resources

- [CACFP Program Materials and Forms webpage]()
- [CACFP Communications and Updates webpage]()

Acronym Reference

- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- ECEAP- Early Childhood Education and Assistance Program
- EF- Enrollment Forms
- E/IEA- Enrollment/Income Eligibility Applications
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture