![OSSE logo]

The Child and Adult Care Food Program

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

*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:
    • 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
	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	*None available*

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 for child and adult care facilities • 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 sponsoring organization and facility 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
Institutions and facilities with a Food Service Management Company: • 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 *(for 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)*
Complete the Annual Civil Rights Data Documentation Form using November enrollment and/or attendance	**Form:** • Annual Civil Rights Data Collection Form **Reference Materials:** • Annual Civil Rights Data Collection Form Instructions
Sponsoring organizations: Submit the annual budget for State Agency approval • If using CACFP funds to pay for administrative costs, submit a narrative and documentation to support estimates	**Form:** • Budget Spreadsheets *(spreadsheet)* **Reference Materials:** • FNS Financial Management Instruction (796-2)
Sponsors of family day care homes: • Complete and submit the Provider Payment Reconciliation • Complete and submit the Administrative Cost and Carryover Analysis and return excess unspent funds	**Form:** • Provider Payment Reconciliation Form • Budget Spreadsheets *(spreadsheet)*
Sponsoring organizations: Conduct facility monitoring (three times per year)	**Form:** • 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	*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
Sponsoring organizations: Submit budget updates	**Form:** • Budget Spreadsheets *(spreadsheet)*
Sponsoring organizations: Submit application and supporting documents for new facilities and homes	**Form:** • Facility or Home Information Form • Agreement Form *(for providers and unaffiliated facilities)* • Pre-Approval Form **Reference Materials:** • Checklist for Sponsors Adding a New Home or Facility • Certified Food Protection Manager Instructions
Sponsors of family day care homes: Follow seriously deficient procedures with providers and forward communications to the State Agency	**Form:** • Seriously Deficient Letter Templates **Reference Materials:** • Seriously Deficient Process Flow Charts

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
- "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 Information Certification, institution file information spreadsheet, copies of licenses/alternate approval documentation, copies of 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/or Infant Formula and Food Notification Forms (as applicable)
- Food service management company procurement and contract documents plus license 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 child care subsidy program (i.e. vouchers or Title XX) statements (for any for-profit facilities)
- Training documentation – specify date, location, topic, and attendees
- Civil Rights Data Documentation

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

- A-133 Audit Reports (for institutions receiving $500,000 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 Analysis report
- Requests for advance funds, start-up funds, and/or expansion funds and all related documentation