Record Keeping Basics for CACFP

**CACFP iTrain
Simple Lesson Plan**

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for CACFP

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Intended Audience: CACFP personnel and other child care staff
Description: This lesson explains the basic record keeping and record retention requirements for the CACFP.

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Institute of Child Nutrition
The University of Mississippi

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1. Mail: U.S. Department of Agriculture
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2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

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Lesson-at-a-Glance

Time	Topic	Activity	Materials
Introduction			
5 minutes	▶ Introduction and Overview		▶ PowerPoint slide deck ▶ Computer ▶ Pen or Pencils
Objective: Identify four common categories of records in the CACFP.			
15 minutes	▶ Efficient Record Keeping ▶ Types of Records ▶ Meal Service Records ▶ Participants Records ▶ Fiscal Management	▶ Four Categories of the CACFP Records	▶ Answer Key: Four Types of CACFP Records
Conclusion			
10 minutes	▶ Lesson Summary ▶ Training Evaluation	▶ Speed Action Planning ▶ Training Evaluation (Optional)	▶ Worksheet: Speed Action Planning ▶ Optional: Training Evaluation & Training Certificate
Total Time: 30 minutes			

References

U.S. Department of Agriculture, Food and Nutrition Service. (2014, May). I*ndependent child care centers. A Child and Adult Care Food Program handbook*. https://fns-prod.azureedge.net/sites/default/files/cacfp/Independent%20Child%20Care%20Centers%20Handbook.pdf

U.S. Department of Agriculture, Food and Nutrition Service. (2017). *Part 226—Child and Adult Care Food Program*. https://www.fns.usda.gov/part-226%E2%80%94child-and-adult-care-food-program

Internet Resources

▶ Institute of Child Nutrition: www.theicn.org

▶ USDA's Team Nutrition: www.fns.usda.gov/tn

Preparation Checklist

Instructions: Use the Preparation Checklist to prepare for the training session. Keep track of your progress by checking off tasks as they are completed.

Done ☑	Lesson Tasks
Gather Materials	
☐	▶ Training Script
☐	▶ Computer and Projector Screen
☐	▶ Worksheets and Handouts: • Four Types of CACFP Records answer key
☐	▶ Pens or pencils (one per participant)
☐	▶ Optional: Training Certificate/Evaluation/Feedback Form (one per participant)
Prepare for Lesson	
	Before the training day:
☐	▶ Review the training script and research any relevant State or local requirements. • The content reflects the Federal regulations and/or national best practices or standards. However, it's essential to include any additional State or local requirements when presenting this training.
☐	▶ Make enough copies of the handouts for each participant.
☐	▶ Test the PowerPoint on the computer and projector screen.
☐	▶ Optional: Develop and print a session certificate/evaluation/feedback form (one per participant).
	On the training day:
☐	▶ Place pens or pencils on tables (one per participant).
☐	▶ Distribute materials to each participant.
	On the instructor's table:
☐	▶ Training Script
☐	▶ Instructor's copy of handouts and/or worksheets
☐	▶ Optional: Session Evaluation/Feedback Forms

Training Script

Instructor's Note: Each section below has an accompanying slide(s). Review and share the content for each PowerPoint slide.

Introduction
Welcome! Complete the following tasks: ▶ Distribute handouts to the participants. ▶ Welcome the participants to the training. ▶ Introduce yourself to the participants, and allow them to introduce themselves by sharing their name and one thing they would like to get from this training.
Review Current Knowledge **Ask posing question:** When you hear record keeping basics, what comes to mind? **Share core content:** Maintaining accurate and organized records is vital to receiving reimbursement in the Child and Adult Care Food Program (CACFP). These records accurately reflect all costs and documents that funds are used to support the non-profit food service. Failure to maintain required records may result in denial of CACFP reimbursement.
Overview **Share core content:** This training will explore the basic record keeping and record retention requirements for centers operating the CACFP. This training will discuss the general requirements. Add refer to your state agency for specific requirements.
Objective: Identify four common categories of records in the CACFP.
Efficient Record Keeping **Ask posing question:** What does efficient record keeping mean to you? Share core content: Centers must maintain an efficient recordkeeping system that documents all payments received and all allowable costs in support of the center's nonprofit food service under the CACFP. An orderly system for collecting and filing records is essential and will save time each month when the claim for reimbursement is completed. All records should be readily available upon request for review or audit by the State agency and representatives of the U.S. Department of Agriculture. Records must be maintained for a minimum of three years prior plus the current year or until any audits or investigations of that year's records have been closed 7 CFR 226.10(d).

Types of Records

Share core content: The CACFP requires five basic types of records.
- Meal service records
- Participant records
- Fiscal management records
- Training records
- State agency records

This training will only discuss the four types of records: meal service records, participant records, fiscal management records, and training records.

It's important to note, each State agency may require additional records. Always refer to your State agency or sponsoring organization for additional record keeping requirements.

Meal Service Records

Share core content: The first record type is meal service records. These records support the claim for reimbursement.

The first type is meal count records. You need to track the total count of the daily meals served to show the number of meals served to enrolled children.

Other meal service records include menus showing that the meal pattern requirements were met. The menus must contain a list of the food items served for each meal type to ensure that the requirements of the CACFP meal patterns are met.

In order to claim the meal, the child must be enrolled and in attendance for the meal service.

Participants Records

Share core content: Accurate records on the children enrolled in the center are required. You need to keep daily attendance records for all enrolled children must be maintained separately from the meal count records.

A method to capture attendance and participation separately is required. The child may be in attendance but did not participate in the meal service.

Enrollment records are required for each child. They must be updated annually, signed by the parent or legal guardian, and include the child's normal days and hours in care, as well as the meals the child normally receives.

Centers claiming free and reduced-price reimbursement must annually obtain and keep on file approved income eligibility statements (IES) for children determined to meet the free and reduced-price eligibility guidelines. IES forms are valid for 12 months from the date the parent or guardian signed the form or the date on which the center official signs the form to certify the eligibility of the participant.

Fiscal Management

Share core content: All sources of income to the Program must be documented. All copies of submitted claims for reimbursement must be maintained, as well as receipts for all Program payments received from the SA. In addition, you must keep accurate records of your operating and administrative costs to document the nonprofit status of your food service.

Fiscal management records include at a minimum copies of invoices, food costs, labor costs, supplies, payroll records, services, claims for reimbursement submitted to the SA, Program payments received, and other documents required by the State agency.

Training

Share core content: Centers are required to provide annual training on Program requirements. Records of annual or more frequent (various times throughout the year) training sessions for frontline and key staff must be maintained. These are the individuals who work directly with the CACFP.

At a minimum, these records must include dates, locations, CACFP topics discussed, and names of personnel in attendance. The required content of the training is established by the State agency 7 CFR 226.15(e)(12); 226.17(b)(10).

Contact your State agency for more information on the required records.

Activity: Four Categories of the CACFP Record Keeping
Time: 10 minutes

- **Purpose:** The purpose of this activity is to test the participants' understanding of the categories of required records for the CACFP.

- **Materials Needed:** Instructions for activity, index cards with each record category listed

- **Instructions:** Divide participants into groups of four. Each group will be assigned one of the four record keeping categories discussed in the lesson. Each group will need to identify a minimum of three records in their assigned category. Once the participants have finished, allow each group to share their responses with the larger group. Allow time for discussion.

Ask posing questions: What is the record retention requirement?

Optional Discussion Activity: If time allows, ask participants to discuss their method of organizing records with their peers.

Feedback: Although the participants' responses may vary, some ideal responses may include the following.

Conclusion

Lesson Conclusion

Share core content: This lesson focused on the various records required by the CACFP. These records fall into 4 basic categories. The minimum requirements for each category, including record retention, were discussed. Applying this information will help you be successful and continue participation in the CACFP.

Ask posing question: What questions do you have about the record keeping basics in the CACFP?

Activity: Speed Action Planning
Time: 5 minutes

▶ **Purpose:** This purpose of this activity is to establish future steps for applying the information in their workplace.

▶ **Materials Needed:** Speed Action Planning worksheet, Planner or Cell Phone Calendar App, and Pencil/Pen

▶ **Instructions:** Distribute the Speed Action Planning worksheet. Inform participants that it is important to develop a plan for using the training's information. Ask them to take 1–2 minutes to answer the following three q uestions to establish an action plan.
   • What did you learn in this training?
   • How will you apply this information in your current or future role?
   • When will you apply this information?

Once the participants have finished, encourage them to save this goal to a planner, calendar app, or other sources to ensure they follow through with their plan. Following this activity, dismiss the participants from the training.

Thank You!

Complete the following tasks:
   ▶ Conclude the training.
   ▶ Refer participants to the Institute of Child Nutrition for additional information at helpdesk@theicn.org or 800-321-3054.
   ▶ Distribute any certificates or evaluations.

Answer Key: **Four Types of CACFP Records**

Each group has assigned categories. List the types of records required within each category.

1. **Meal service records** include daily records of meal counts, menus that meet the meal pattern requirements, and enrollee attendance.

2. **Participants records** include accurate daily attendance record, enrollment records for each child, income eligibility statements,

3. **Fiscal management** includes at minimum copies of invoices, food costs, labor costs, supplies, claims for reimbursement submitted to the State agency, Program payments, and other documents required by the State agency.

4. **Training records** at minimum include dates, location, topics presented, and names of participants.

Mention that the fifth requirement is **State agency records**. It includes any additional records the State agency requires the center to keep.

What is the record retention requirement? Records must be maintained for a minimum of three years plus the current year after the end of the fiscal year to which they pertain, or until any audits or investigations of that year's records have been closed 7 CFR 226.10(d).

Speed Action Planning

Instructions: Today's training featured key information on record keeping requirements for CACFP. Answer the following three questions to establish a plan for using the information.

1. What did you learn in this training?

_____

_____

_____

_____

_____

2. How will you apply this information in your current or future roles?

_____

_____

_____

_____

3. When will you apply this information (e.g., one week, one month, six months, etc.)?

_____

_____

_____

_____

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