

# Yours for Children, inc.

## *Child and Adult Care Food Program*

### *Record Keeping Training*

*for*

### *Fiscal Year 2018*

*(begins October 1, 2017)*

Yours for Children, Inc. (YFCI) is your sponsor of the Child and Adult Care Food Program (CACFP). The reimbursement you receive from the CACFP supports your ability to provide nutritious foods to your child care. The benefits of the program are many, but to receive these benefits there are record keeping requirements.

#### ***Maintain Daily:***

1. **Copies of most current child enrollment forms** completed and signed by parents for all infants and children in care *including participating and non-participating children.*
2. **Menus that are planned and recorded before meal service.** These menus are to be dated and posted daily or weekly for parents.
3. **Meal counts, by each meal type claimed,** supported by child enrollment forms, **recorded by the end of your business day.**
4. **Daily attendance taken with in and out times** that support your meal counts.  
***The attendance record alone is not a meal count.***

This training outlines the procedures for you to record information correctly and keep documents to comply with CACFP regulations. *Failure to maintain required records may result in you being found seriously deficient in your operation of the CACFP and loss of reimbursement dollars.*

Have your assistants complete this training so that they understand the obligations of CACFP record keeping. Assistants must be able to maintain and access CACFP records if you are away from the child care home.

#### **Sources:**

Massachusetts Department of Elementary & Secondary Education "CACFP Family Day Care Policies and Procedures"  
USDA Management Improvement Guidance  
USDA Crediting Handbook for the Child and Adult Care Food Program  
USDA Family Day Care Homes Monitor Handbook—Child and Adult Care Food Program  
Yours for Children, Inc. Provider Handbook



Child's YFCI Enrollment Number  
 (Paper claims only) \_\_\_\_\_

Please check (  one option):

**New Child Enrollment**     **Updated Child Enrollment**     **Reactivation**

**Beginning Date** \_\_\_\_\_

**CACFP CHILD ENROLLMENT FORM** **PLEASE PRINT**

Your Family Day Care Provider participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) administered by the Massachusetts Department of Elementary and Secondary Education. Meals served must meet nutrition requirements established by USDA's Child & Adult Care Food Program. In order to participate, your provider has agreed to follow the USDA guidelines. A medical statement from your doctor is necessary if your child cannot eat foods required by the CACFP. In an effort to assess that these requirements are being met, the USDA and CACFP requires providers to annually collect the enrollment information listed below.

**Please complete the form and return it to your Family Day Care Provider. Part 1 and Part 3 to be completed by all families or guardians. Part 2 to be completed ONLY if enrolling an infant child (under the age of 12 months).**

**PART 1: CHILD ENROLLMENT INFORMATION**

Child's First Name _____		Last Name _____		Date of Birth _____ / _____ / _____	M _____ F _____ Gender
Times Child Normally Attends For example 7:30 AM – 5 PM	Hours from: _____ to _____	Check <input checked="" type="checkbox"/> the days your child normally attends: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
School Age Child – Times Child Attends School. For example 8:00 AM – 3:00 PM	School Hours from: _____ to _____	Check <input checked="" type="checkbox"/> the meals you request that your child receives while in care: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack			
Child attends full day during school closures: <input type="checkbox"/> Yes <input type="checkbox"/> No		Check <input checked="" type="checkbox"/> Child's Relation to Provider: <input type="checkbox"/> Not related <input type="checkbox"/> Related, Non-resident <input type="checkbox"/> Child Resides with Provider			

**PART 2: INFANT MEAL NOTIFICATION (Birth through 11 months)**

Nutritious meals meeting the United States Department of Agriculture guidelines are served to all children enrolled in this program, including children under the age of 12 months. The Provider must meet the meal component requirements based on age and development outlined in the Infant Meal Pattern. I understand that this Family Day Care Provider will serve the iron fortified formula \_\_\_\_\_ to my infant while in care.

(Name of Iron Fortified Infant Formula)

**To help provide the best nutritional care for your infant, please complete the following information.**

<b>IF YOU FORMULA-FEED YOUR INFANT, PLEASE CHECK ( <input checked="" type="checkbox"/> ) ONE OPTION:</b> <input type="checkbox"/> I prefer to have the Provider supply the formula offered, <b>OR</b> <input type="checkbox"/> I will supply formula for my infant child	<b>IF YOU BREAST-FEED YOUR INFANT, PLEASE CHECK ( <input checked="" type="checkbox"/> ):</b> <input type="checkbox"/> I will supply expressed (pumped) breast milk for my infant child
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I understand that this Family Day Care Provider will supply infant cereal and infants foods for infants **6 months and older** as they are developmentally ready according to the CACFP requirements. Please check (  ) one option.

I prefer to have the Provider supply infant cereal and infant foods. **OR**

I will supply infant cereal and infant foods for my infant child.

**PART 3: PARENT OR GUARDIAN ACCEPTANCE AND SIGNATURE**

**Civil Rights:** This information is voluntary and will not affect your children's eligibility. Please indicate ethnic and racial identity of your children by checking a box in **EACH** of the categories. This information is being collected only to be sure that everyone receives CACFP benefits on a fair basis.

1. **Ethnic Identity:**     Hispanic or Latino     Non-Hispanic or Latino
2. **Racial Identity:**     American Indian or Alaska Native     Asian     Black or African American     Native Hawaiian or Other Pacific Island     White

Parent/Guardian, Please Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Home Telephone Number                      Cell Telephone Number                      Work Phone Number

I have read this Child Enrollment Form and request that my child receive the above CACFP benefits. I have received a copy of this form.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

PROVIDER NAME: \_\_\_\_\_ PROVIDER# \_\_\_\_\_

This institution is an equal opportunity provider.

## ***Child Enrollment Forms***

Enroll all children. **Every section of a Child Enrollment Form (CEF) must be completed.** Use a CEF for new or returning children or to update a permanent change.

- ☐ **Complete option highlighted in green on previous page. It is critical that YFCI know if the child is new, reactivating, or updating information and the beginning date.**
- ☐ **Providers offer CACFP participation to all children, including infants, by giving parents YFCI Child Enrollment Forms.**
- ☐ Provider assigns a permanent child enrollment number to use on paper meal count (scanner) forms and record YFCI provider number. Numbers cannot be re-used for 3 months after withdrawal.
- ☐ **Provider writes in the name of Iron Fortified Infant Formula the family child care offers to all infants—see arrows in the yellow highlighted section on previous page. Ensure that parents complete all information about their infant.**
- ☐ **Parent(s) complete YFCI Child Enrollment Forms or document their choice not to participate. You must submit and keep copies of forms for non-participating children.**
- ☐ **A parent records most typical schedule:**
  - the days of week child attends.
  - child's arrival and departure times.
  - meals served in care.
  - school departure and arrival back in child care times, if applicable.
  - their choice of who is to supply the infant formula and infant food for infants.
- ☐ **Make sure that parents record the schedule on the enrollment form reflects the care the child needs. Only days, times, and meals included in the schedule are eligible for CACFP reimbursement.**
- ☐ Parent(s) **sign** the enrollment form after completing.
- ☐ Providers review and make sure the correct beginning date is recorded. Providers using KidKare enter parent supplied child data into the KidKare program to ensure accurate meal count records. Child is not activated until completed enrollment form is received and reviewed by YFCI.
- ☐ Providers give pink copy to parents.
- ☐ Providers retain yellow copy for current records available during Home Reviews.
- ☐ Providers submit original white copy to YFCI office as soon as completed **and within the claim month.**

Submit completed, parent-signed child enrollment forms to the YFCI office by fax, email, or mail. If submitted by fax or electronic means, we do not need the original mailed.

**Incomplete, incorrect information, or enrollment forms received after the end of the claim month will not be eligible for reimbursement for that claim month.**















## ***Menu Recording***

It is your responsibility to accurately record the food to be served to the children participating in the CACFP to meet the meal pattern **prior** to the meal service.

✓ ***Post a dated menu for each day or by the week.***

Providers claiming through KidKare use Meals > Schedule Menus. Once you have planned menus you may generate a report by selecting Reports > My Menus. Any pre-planned menus must be updated on the day of meal service if the foods for the day change. ***KidKare providers must check pre-planned menus as some foods will be removed from your choices on October 1, 2017.***

### ***NEW MEAL PATTERNS ARE IN EFFECT October 1, 2017***

-  Fruits and vegetables are now separate meal components
-  A vegetable serving is required at lunch and/or supper
-  100% fruit or vegetable juice can be served only once per day at either breakfast or snack. YFCI policy does not credit juice as part of lunch or supper to limit the overconsumption of sugar
-  Tofu maybe credited as a meat/meat alternate, must be firm and extra firm with 5g of protein per 2.2 oz. and easily recognizable to children
  -  Soft tofu in smoothies/baked desserts is NOT creditable
-  Yogurt is limited to 23 grams of sugar per 6 ounces
-  At least one serving of bread/grains per day must be 100% whole grain or whole grain rich
  -  Be sure to code as whole grain. Paper claimers, write W.G or W.W. on menus. KidKare claimers use the slide button to code a bread/grain as whole grain when recording meals
-  Grain-based desserts are ***no longer creditable***: cookies, cake, pop-tarts, granola bars, dessert pie crust, doughnuts, etc.—***including home made dessert items. These items will no longer be available on KidKare food choices.***
-  Fluid milk served to children must be unflavored. Children age 1-2 years are required to be served whole, unflavored milk. Children age 2 and older are required to be served 1% low fat or fat-free skim unflavored milk, per YFCI policy to limit overconsumption of sugar
-  Breakfast cereals may contain no more that 6 grams of sugar per dry ounce
-  Graham crackers and animal crackers ***are still creditable***. Limit use of these sweet crackers to no more than two (2) time per week and serve at snack only.
-  Meat/meat alternate may be served in place of the grain component up to ***3 times per week at breakfast***
-  ***Choking food restrictions now apply to children under the age of 4 years.***

***Any appeal of a meal disallowance must be made by contacting the YFCI office within 5 days of receiving your reimbursement check.***

## ***Infant Menu Recording***

### **CACFP benefits must be offered to infants. (Children under 1 year old)**

- ☑ Providers are required to offer parents of infants an iron fortified infant formula (IFIF). You decide what formula to offer.
- ☑ **Providers: You must write the name of the formula your child care offers on child enrollment forms for all infants.**
- ☑ Parents decide whether to accept the formula you offer or to supply breast milk or a different iron fortified infant formula.

#### ***NEW INFANT MEAL PATTERN EFFECTIVE OCTOBER 1, 2017***

- \* Two infant age groups: 0-5 months, 6-11 months
- \* Only breastmilk or iron fortified infant formula required for infants 0-5 months
- \* If a mother breastfeeds her child at the family child care home this meal is reimbursable. Document on your infant menus “directly breastfed”
- \* Solid food should be introduced around 6 months, when the infant is developmentally ready
- \* Fruits/vegetables and a bread/grain are now required at snack when the infant is having solid foods
- \* 100% juice and cheese foods/spread are no longer creditable infant foods
- \* Whole eggs and yogurt are creditable infant meat/meat alternates
- \* Yogurt cannot contain more than 23 grams of sugar per 6 ounces
- \* Commercially prepared infant dinners, fruit desserts, and combinations of different components (such as meat and fruit) are not creditable
- \* Record solid foods only when the infant is developmentally ready to be served at **every meal, not when introducing food**
- \* When the infant is developmentally ready, all required food components must be served
- \* When talking with parents or guardians about when to serve solid foods to infants in care, the following guidelines from the American Academy of Pediatrics can help determine if an infant is developmentally ready to begin eating solid foods:
  - ✓The infant is able to sit in a high chair, feeding seat, or infant seat with good head control;
  - ✓The infant opens his or her mouth when food comes his or her way. He or she may watch others eat, reach for food, and seem eager to be fed;
  - ✓The infant can move food from a spoon into his or her throat; and
  - ✓The infant has doubled his or her weight and weighs about 13 pounds or more
- \* Parents can provide only one creditable meal component to a reimbursable meal
- \* Remember to include infants in your meal counts



***Any appeal of a meal disallowance must be made by contacting the YFCI office within 5 days of receiving your reimbursement check.***

## ***Meal Counts***

**Each day's meal counts must be recorded by the end of the business day.**

Complete the "bubble sheet" meal count form for paper claims.

Record in KidKare or use a Weekly Attendance Worksheet.

- ☑ **Meal counts may not be recorded before you serve meals.** For example, you cannot complete/enter meal counts for the day when children first arrive.
- ☑ **Attendance logs, showing in and out times for children are *not* a substitute for meal count records.** Attendance records are used to validate your meal counts.
- ☑ Meal counts are compared during claims processing to each child's enrollment data, your license capacity, and any documentation/findings from home reviews before reimbursement.

### ***Meal count recording:***

- \* Monthly meal count form (bubble sheet) must be clearly completed. The bubbles must be completely filled, using #2 pencil, to ensure credit.
- \* Incorrect child enrollment numbers cause a delay in processing your claim, when using the meal count form for claims. Call YFCI for available child enrollment numbers, if needed.
- \* Meal counts in KidKare are recorded when you Enter Meals.
- \* If you cannot enter your meal counts daily in the computer, use a KidKare worksheets to record meal counts by the end of each business day.
- \* Claim each child for no more than 3 meal services per day of which 1 meal must be a snack. You may claim a maximum of 2 meals and 1 snack OR 2 snacks and 1 meal per child.
- \* Submit a Claim Information Form (CIF) to notify of a temporary child schedule change to avoid disallowances.
- \* **Document when claiming a school age child when school is closed or when a child is too sick to go to school and in your care.** KidKare providers do this using *No School* or *Sick* codes. Paper claimers submit a CIF (page 7).
- \* Informal In-home Relative Child Care providers are limited to claiming only the meals that are supported by the non-residential child's voucher information. Forward any new vouchers to YFCI upon receipt.
- \* Always make sure that you are operating within your Department of Early Education and Care (EEC) license capacity and that your meal counts are within your license capacity that is on file with YFCI.
- \* Capacity errors generated by your meal counts must be resolved immediately. We will call you to clear-up any possible recording mistakes.
- \* Any unresolved capacity error of meal counts are corrected with assistance from EEC.

## ***Notify YFCI***

Use a CIF to update information for a claim month. **Do not include child schedule information about a future month.**

The form gives us information that allows us to process your claim quickly and accurately. ***Any changes in child schedules must include the effective date.*** A disallowance may be assessed if no CIF is sent to validate changes during the claim month.

### ***Use the CIF for claims submitted by KidKare to:***

- Explain a reason you are **temporarily** claiming a child outside the schedule we have on file.
- Update any changes to your scheduled meal times.

### ***Use the CIF for paper claims submitted by mail to:***

- Withdraw children who have left your care.
- Explain a reason you are **temporarily** claiming a child outside the schedule we have on file.
- List school age children in care when school is closed or children are not in school because of illness.
- Update any changes to your scheduled meal times.
- Notify YFCI of any planned closures.
- Note any other information that may affect your claim.

Providers using KidKare withdraw the children from their program by from HOME > My Kids and selecting the child then clicking the red “withdraw” box and entering the date of withdrawal.

A new child enrollment form must be completed for any permanent changes to a child’s schedule. See sample enrollment form at the beginning of this training.

***Keep copies of all changes and updates to child schedules filed with your CACFP documents in your YFCI Handbook.***

## ***Changes to your Early Education and Care (EEC) License***

- You must send us a copy of any new license for you or an assistant within five (5) business days of receiving your new license from EEC.
- ***A license capacity change must be received by the YFCI office by the 25th day of the claim month.***
- Submit to YFCI a copy of **all** current assistant licenses or approval letters. Make sure your YFCI number is on these copies. Notify YFCI when an approved assistant leaves your child care.

## Home Reviews



You will receive at least three (3) Home Reviews during the fiscal year. Two (2) Reviews per year are required to be unannounced and at a meal service. Per your permanent agreement, authorized CACFP personnel may review your records and meal service during the hours your program is open.

The information on this page and page 10 will help you be prepared for Home Reviews.

***The meal service times we have on file must reflect the beginning of your scheduled meal services.***

Your monitor plans reviews according to your schedule. You are responsible for notifying YFCI in advance whenever you and the children will be away from home during a scheduled meal time. **Notify YFCI in advance if you will be on vacation or closed for any reason.** These notifications will eliminate your monitor traveling to your home to find you are not there.

Call, email (yfici@yoursforchildren.com), or fax **anytime** to notify us of meal service time changes, field trips, or child care closures. Providers claiming through KidKare use the Calendar feature. The information you code in *Calendar* is automatically transferred to YFCI.

Your adherence to meal service times and closure notifications allows YFCI to monitor your participation in the CACFP as per your Permanent Agreement.

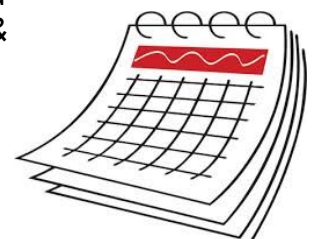
### ***What you can expect during Home Reviews:***

Your monitor will observe your meal service, including hand washing and meal preparation, at least twice during unannounced Home Reviews each year.

During your home review, your monitor checks all records supporting your claims. If the review is conducted within the first week of the month, you will be asked for the copies of the previous month claimed. **Menus, meal count records, and attendance records not available at the time of a home review will result in meal disallowances.**

Your EEC license requires that you keep daily attendance records showing each child's arrival and departure time. Your monitor uses your daily attendance records to validate and reconcile your meal counts. *Children recorded as absent on the home review form are not eligible for reimbursement on those days.*

YFCI supplies you with a record keeping calendar each year that you can use to meet this requirement. The KidKare program has an *In & Out Time* feature that allows you to keep daily attendance records.





***During a Home Review, your monitor will:***

- See your daily or weekly dated menu(s) posted.
- View parent signed copies of most current Child Enrollment Forms for all children in your child care.
- Review current month's menus, recorded **prior** to meal service, and verify that the meal observed matches your menu.
- Review current meal counts recorded daily, by the end of each business day.
- View a copy of CACFP Permanent Agreement.
- View a copy of current fiscal year Annual Enrollment Status Update.
- Check that the "Building for the Future" poster is in view for parents.
- See licenses posted for you and current assistants working in your child care.
- Check your kitchen and food storage areas for general sanitation.
- Check the temperature of your thermometers in refrigerators and freezers used for child care.
- Check for expiration dates of refrigerated and dry storage foods.
- Record all the children's names present. Children that are present and claimed are validated during claims processing. Children listed as absent are not eligible for reimbursement for the observed meal.
- Reconcile the past 5 days' meal counts to your attendance records and enrollment information.
- Record any assistants present.
- Verify that you are within your license capacity.
- Observe either 1% or fat-free milk being served to children over age 2, and whole milk to children ages 1-2, if part of meal service. Per YFCI policy, serve only unflavored milk to all children to limit the overconsumption of sugar.
- Give you technical assistance or corrective actions on any menu or other CACFP compliance issues.
- Give a due date if corrections need to be made.
- Answer questions and provide resources as needed.
- Check that you are current on CACFP training requirements.
- Ask if you have specific training needs.
- Ask you to check information recorded, including attendance information, is accurate, before signing the Home Review Report.



## ***Documents to Display/Keep on File***

The “**Building for the Future**” poster must be displayed in each home so parents are aware that the home is receiving federal assistance for serving meals which meet the nutrition requirements established by USDA. Yours for Children, Inc. has provided the poster for you. If you need one, a copy may be downloaded and printed from our website: [www.yoursforchildren.com](http://www.yoursforchildren.com) > providers > forms.

### ***You must also display:***

- ◆ Your daily or weekly dated pre-planned menu
- ◆ Your child care license
- ◆ License/approval of all assistants who are working in your child care

The following documents must be on file for immediate review by your monitor, or representatives from the Department of Elementary and Secondary Education (ESE), and/or the U.S. Department of Agriculture (USDA). These records must be kept in the child care home and available during your business hours:

- Copy of the Permanent CACFP Agreement
- Copy of the Annual Enrollment Status Update for the current year
- Current month Menus, Meal Counts, and Child Enrollment Forms
- Completed KidKare worksheets for current claim month, if applicable
- Copies of Child Enrollment/Claim Information Forms for the past twelve months
- Copies of Menus and Meal Counts for the past twelve months
- Copies of Home Review Reports for current fiscal year
- Tier Status documentation
- Medical Statement, if applicable
- Any correspondence regarding the CACFP
- Copies of any approval letters for income eligibility or capacity changes
- Training certificates from YFCI

USDA regulations require that providers maintain the current fiscal year and the three prior years of CACFP records. Current year’s records are listed above; you may store the remaining years of records in a manner that is accessible within a reasonable amount of time and under your control. Records may be stored in hard copy or electronic format.

Records available in both your home and the YFCI office allow ESE or USDA the ability to confirm the accuracy of records at both locations.

Any advertising of your child care that references the CACFP must have the USDA non-discrimination disclaimer included. The disclaimer is included on the back of this training and at [www.yoursforchildren.com](http://www.yoursforchildren.com). If the material is too small to print the full statement, you may include, in the same print size as the text: ***“This institution is an equal opportunity provider”***.

## ***Training Requirements***

You are required to complete six (6) hours of CACFP training each fiscal year that begins on October 1 and ends September 30. The following shows the training categories that must be completed each fiscal year:

- **Two (2) of the six (6) hours must be devoted to CACFP record keeping, which includes meal counts and menu recording.**
- **Two (2) of the six (6) hours must be devoted to food safety and sanitation.**
- **Two (2) of the six (6) hours will include at least one (1) hour of nutrition education and one (1) hour of another CACFP related subject. Yours for Children, Inc. chooses to prepare a two (2) hour nutrition home study each year to complete this category.**

Yours for Children, Inc. provides you with home study training that meets the above requirements. YFCI releases training periodically during the year. Yours for Children expects that you complete each home study quiz within 2 weeks of receipt. Required training must be completed each fiscal year to remain eligible for reimbursement.

## ***Claim Submission***

- ✓ Review your claim for accuracy before submitting. ***Don't lose \$\$\$!***
  - Review menus before submitting to avoid reimbursement disallowance for recording errors that can be corrected.
  - Paper claimers, review meal count form carefully before mailing for accuracy.
  - Internet claiming providers review the *Claimed Attendance Detail* report for meal count accuracy.
- ✓ Submit your claim as soon as you serve and record the last meal for the month.
- ✓ Claims are to be received by YFCI by the ***5th day*** of the following month.
- ✓ We will submit the validated claim received by the 5th in the first request to the state for funds.
- ✓ All late claims or claims with incomplete information are submitted in the second and final request approximately 45 days following the claim month.



### **Mailing address for paper claims:**

**P.O. Box 238, Auburn, MA 01501**

KidKare providers can see the status of their claim for reimbursement in the Food Program section online.

***Upon receipt of CACFP funds, we immediately forward your reimbursement.  
Be sure to review the "Claims Summary and Errors Report".***



# Yours for Children, inc.

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**Required FY '18  
Record Keeping  
Training  
Begins October 2017**



## **Record Keeping Training FY 2018**

**Complete all the home study questions  
and submit to the YFCI office  
within two (2) weeks of receipt of this home study.**

***This is a required 2 hour training for  
Child and Adult Care Food Program (CACFP) Participation.***

***This institution is an equal opportunity provider***