

***Child and Adult Care Food  
Program***

***Record Keeping Training  
for  
Fiscal Year 2017  
(begins October 1, 2016)***



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

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 current child enrollment forms** completed and signed by parents for all infants and children in care.
- 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.



Yours for Children, Inc. uses both mail and electronic methods to notify you of important CACFP updates. It is critical that we have your most current email address. Internet claiming providers also have notifications sent to their Minute Menu messages.

Yours for Children, Inc. provides the paper forms, computer program, or application needed to complete your claim either on paper or online. Online claiming utilizes the Minute Menu Program.

The claiming method you choose will change how you complete certain tasks, as noted in this training.

## ***Child Enrollment Forms***

Every section of a **new or reactivating** Child Enrollment Form must be completed. *Only days/times/meals listed on the child enrollment form or documented on a submitted Claim Information Form (see pg. 7) are eligible for reimbursement.*

- ☒ ***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.*
- ☒ *Provider records the name of Iron Fortified Infant Formula the family child care offers to all infants.*
- ☒ ***Parent(s) complete YFCI Child Enrollment Forms or document their choice not to participate.***
- ☒ ***A parent records:***
  - *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.*
- ☒ ***Please make sure that parents record the schedule on the enrollment form reflects the care the child needs. Only days, times, and meals included as part of the schedule are eligible for CACFP benefits.***
- ☒ *Parent(s) **sign** the enrollment form after completing.*
- ☒ *Providers review and make sure the correct enrollment date is recorded. Internet claimers enter parent supplied child information into the Minute Menu program to ensure accurate meal count records.*
- ☒ *Providers give pink copy to parents along with the Building for the Future flyer.*
- ☒ *Providers retain yellow copy for current records available during Home Reviews.*
- ☒ *Providers submit original white copy to YFCI office as soon as completed.*

If you provide substitute care as a back up, the child must be enrolled in your program with a complete child enrollment form within 24 hours of providing care. A copy of the child's form from the regular provider may be used.

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.

## ***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 Minute Menu Kids use the *Menu Planner* that allows you to pre-plan and print menus. Any pre-planned menus must be updated on the day of meal service if the foods for the day change.

### ❖ **The most common menu error is no menus recorded for meals claimed, or menus that have missing food components.**

❖ Chicken nuggets, fish sticks, and all commercially processed meats must be recorded as CN (child nutrition) labeled, *if the CN label is on the product*. If the product is not CN labeled, record and serve with an additional meat/meat alternate.

❖ Soups, stews, casseroles and lasagna are combination dishes that are credited for two (2) components only. Record and serve other foods that are easily identified as not in the combination dish to make a creditable meal.

❖ Do not record the noodles in your soup as the bread/grain component. Record and serve a bread/cracker with soup. The Minute Menu program cannot identify vegetables/fruits as not part of the combination dish.

❖ Pizza is a combination dish that counts for the meat/cheese and the crust or bread used as crust. Record and serve separate fruit/vegetable components that are easily identified as on the side to make a creditable meal.

❖ Cookies (even home-made) and sweet grain sources, like granola bars, are credited at snack only, per YFCI policy, and limited to *no more than twice in a calendar week*. ***NOTE: Effective 10/1/2017, cookies and sweet grain foods will not be creditable.***

❖ Snacks must contain a food from two (2) different food group components. Vegetables and fruits are in the same group. Cheese and yogurt are in the same group.

❖ Potatoes are credited as a vegetable. Potatoes are not a grain/bread.

❖ Lettuce, even Romaine, may not be recorded alone as one fruit/vegetable component. You may record and serve a garden salad or lettuce/tomato as a single component

❖ You cannot record and serve the same lunch/supper, or the same morning and afternoon snack to the same child in a day.

❖ The following foods pose a high choking risk and are not to be served to children younger than 3 years old:

**Hot dogs (frankfurters), grapes, nut butters (including peanut butter), nuts, dried fruits**  
*Serve and record an alternate food for children under the age of 3.*

❖ **You are required to serve children over age 2 years low-fat (1%) or skim milk.** Pediatric nutrition authorities agree that whole milk be served to children ages 1 to 2 years. Record the types of milk you serve on the first sheet of written menus. Minute Menu offers a list of choices for milk that meets the milk requirements.

❖ ***Plan to serve more vegetables and whole grains! Meal patterns are changing!***  
***Serve a vegetable at every lunch/supper. Serve a whole grain at least once a day.***

## ***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: record 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.
  
- \* Each infant must have his/her own menu regardless of age.
- \* Infants are a separate tab in Minute Menu *Record Meals*.
- \* Document the amount of IFIF/breast milk and all foods offered at each meal according to the infant meal pattern.
- \* Only iron fortified infant cereals meet the infant cereal requirement.
- \* If serving commercially prepared baby food, you must ensure the first ingredient is a fruit, vegetable, or meat.
- \* Commercially prepared infant dinners, fruit desserts, and combinations of different components (such as meat and fruit) are not creditable.
- \* When an infant is in the 4-7 month age group, record solid foods only when the infant is developmentally ready to be served at **every meal**.
- \* For infants 8 months through 11 months: all required food components must be served to the infant. Parents may supply the formula and/or special foods. The provider must supply at least one of the components of the meal in order to claim reimbursement.
- \* From 8-12 months, infant snacks may be IFIF/breast milk **or** 100% full-strength fruit juice. **Serve juice in a cup only. Effective 10/1/2017 juice will not be creditable for infants**
- \* When an 8-12 month old infant is developmentally ready for finger foods, all snacks must include a bread or cracker to meet the infant meal pattern.
- \* Cereals, cookies, or fruit/veggie “puffs” are not acceptable substitutions for bread or crackers and do not meet the infant meal pattern for snack.
- \* 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 Minute Menu or use the Minute Menu Weekly Attendance Worksheet.

- ☑ **Meal counts may not be recorded before you serve meals.** For example, you cannot complete 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 Minute Menu are entered in Record Meals.
- \* If you cannot enter your meal counts daily in the computer, use Minute Menu 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 update child schedule information to avoid disallowances. See page 7 for more about the use of CIFs.
- \* **Notify us when claiming a school age child when school is closed or when a child is too sick to go to school.** Minute Menu providers do this using *School Out* 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 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 the Department of Early Education and Care (EEC).

## ***Claim Information Form (CIF)***

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 paper claims submitted by mail to:***

- ▲ Withdraw children who have left your care.
- ▲ Make permanent changes to an enrolled child's schedule—**requires parent's signature and effective date.**
- ▲ 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.

### ***Use the CIF for claims submitted by Minute Menu Kids 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.

Providers using Minute Menu withdraw the children from their program by selecting the child and clicking the red "withdraw" button and entering the date of withdrawal.

For all other child enrollment changes for Minute Menu Kids: reprint the child's form and have the parent hand write changes with the effective date of change, and sign the form. Submit completed form to YFCI, where the updates will be made.

***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.

## ***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 Minute Menu 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 a total of three years of CACFP records. Current year's records are listed above; you may store the remaining two 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: ***“USDA is an equal opportunity provider”***.



## 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 Minute Menu use the calendar located in *Tools* (top gray task bar in the Main Screen) >> *Manage Calendar*. The information you code in *Manage 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.

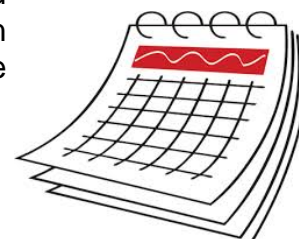
### ***What you can expect during Home Reviews:***

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 and meal count 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 Minute Menu 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 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. Children listed as absent or not recorded during the review are not eligible for reimbursement of those days.
- 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.
- 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.



## ***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. We send record keeping training in October, food safety/sanitation training by February, and nutrition training by June each 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.
  - 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**

Minute Menu Kids providers can see the status of their claim for reimbursement in “Review Claims” 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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TO:

Required FY '17  
Record Keeping  
Training  
Begins October 2016



## Record Keeping Training FY 2017

**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***