CHILD and ADULT CARE FOOD PROGRAM ANNUAL TRAINING FOR DAY CARE CENTER STAFF

Date: Place: Place:

AGENDA Child Care Food Program Requirements

- oma ourer our rogram requirements
- **A.** Duties and responsibilities of each staff person in regards to Child Care Food Program Requirements may vary. A listing of who should attend each section is included
 - (1.) Record Keeping- Administrator, Director, Owner, CACFP coordinator
 - a. Menu Record Book Infants & older children
 - b. Meal Counts & Attendance
 - c. Income Eligibility Applications
 - d. Receipts, Invoices & payroll records
 - e. Monitoring-completed 3 times per year. Review the monitor form
 - f. Nutrition Education
 - (2.) Meal planning and preparation *Cook, cook's helper, director*
 - a. Menu planning
 - b. Purchasing and planning allowable costs, receipt tracking
 - c. Menu record book recording
 - d. Meal Pattern & Creditable foods
 - e. Food safety and sanitation, storage
 - (3.) Meal service Teachers, cook, director, supervisor
 - a. Family Style Dining
 - b. Point of service recording of meal counts
 - c. Meal Pattern
 - (4.) Income Eligibility Applications- Administrator, director, receptionist
 - a. Distribution of forms Use new forms only
 - b. Review of forms when received- to ensure completion of required information
 - c. Enrolled children listed separately from other HH members
 - d. Total Household size and Income included; Income is monthly unless noted or the family qualifies categorically (SNAP or FDPIR)
 - e. Requirement for SS#, signature and date for form to be complete.
 - f. Requirement to have a form for every free & reduced child reported on the claim and to only report those who were present for at least one day of the month
 - g. Forms are only good for 12 months. Then the parent needs to complete a new form.
 - (5.) Nutrition Education- Teachers, CACFP Coordinator, directors
 - a. Formal requirement for activity once a month- documentation required
 - b. Informal educating of children during meal time
 - (6.) Financial Administrator, financial staff, directors CACFP coordinator
 - a. Claim for reimbursement must be filed by $10^{\rm th}$ of month using information taken directly from meal count sheets and IEA summary of those present for at least one day during the month of the claim.

- b. Income & Allowable expense for CACFP is tracked monthly on the Income and Expense Form. Receipts are kept on file by month to validate expenses
- (7.) Civil rights. Everyone
 - a. be sure the "...and justice for all" poster is up Letter to household is to be distributed to every family.
 - b. Include information about ethnicity, nondiscrimination and segregation
 - c. requirements to not discriminate against any child.

B. General Record Keeping Information -

Enrollment records – Updated at least every 12 months

Attendance Records- every child signed in & out each day, all forms dated day/month/ year <u>Daily meal counts</u>. Each form dated day/month/year, days clearly identified, children identified by first and last name, meals clearly marked at the time the meal is served, added correctly & submitted regularly to the office. Any additional meals over the 3 per child per day (such as a fourth meal service) must be identified and not counted for the CACFP claim.

Income Eligibility Applications- included with enrollment packet, completed properly, categorized correctly, tallied up monthly for the claim, good for 12 months, on file for 3 years <u>Letter to households</u> is distributed with the application, new income guidelines used each year <u>MRB-Completed daily</u>, accurately, includes amounts that were actually prepared, reviewed at least once a month. Recording legibly and with sufficient detail and proper units.

<u>Receipts & Invoices</u>- Should include only allowable expenses, Food & non-food separated. Should be filed by month. Each receipt needs to identify clearly the item purchased, cost per unit, date of purchase and vendor. Do not include unallowable expenses!

Reminder for Everyone; Lack of documentation and/or following regulations results in meals that are not eligible for reimbursement. This means the center may be required to pay back money that has already been received and spent. The amount that must be repaid can be quite large. Therefore; Be sure to be in compliance with the requirements and document properly.

Print name & sign	List job title or titles