**Child and Adult Care Food Program**

**Record Keeping Training**

**Fiscal Year 2018**

**(begins October 1, 2017)**



Sources:

YFC 2016

Revised September 2017

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(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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Clarendon Early Education Services, Inc. (CEES) 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 records keeping requirements.

***The most important record keeping tasks are maintaining:***

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

**Menus that are planned and recorded before meal service**. These menus are to be dated and posted daily or weekly for parents.

**Meal counts, by each meal type claimed,** supported by child enrollment forms**, recorded at mealtime**.

**Daily attendance taken with in and out times** that support your meal counts.

This training outlines the procedures for you to record information correctly and keep documents to comply with CACFP regulations. **Have your assistants complete this training so that they understand the obligations of**

**CACFP record keeping. Assistants must be able to maintain CACFP records if you are away from the child care home.**

Clarendon Early Education Services, Inc. provides the paper forms, computer program, or application needed to complete your claim either on paper or online. Online claiming utilizes the KidKare Program. The method you choose will somewhat change how you complete certain tasks, as noted in this training.

**Child Enrollment Forms**

**Every section of the child enrollment form must be completed by the parent(s) or document their choice not to participate.**

***Offer CACFP participation to all children, including infants.***

Print legibly for hand written forms. **Provider name and Provider Number NOT BUSINESS NAME OF DAY CARE.**

Provider assigns a permanent child enrollment number.

**A parent records:**

Child First and Last Name

Child’s Date of Birth & Age

Beginning Date of Child Care

Child’s arrival and departure times. **School departure and arrival back in child care times, if applicable.**

The days of week child attends.

Meals served in care.

The parent records the name of infant formula the family child care provider offers. A parent makes the choice of:

* Prefer to have the Day Care Provider supply the formula offered or Parent will supply formula

If the Mother Breast-Feeds they need to check

* I will supply expressed (pumped) breast milk for my infant child.

Complete Name, Mailing Address, City, State & Zip – Home Phone, Work Phone (if applicable) Cell Phone

PARENT’S SIGNATURE & DATE SIGNED (if enrollment is not fully completed it is considered not valid and will be sent back.).

If provider is an on line biller, provider must make sure the correct enrollment data is entered correctly.

**Providers keep a parents signed copy of all child enrollments on file.**

If you provide substitute care as a backup, the child must be enrolled in your program with a completed child enrollment along with the Clarendon provider you are providing back up for. If the child is not a Clarendon child **a complete enrollment form is needed.**

Please submit completed, parent-signed child enrollment forms to Clarendon’s office as soon as possible.



**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.

***Menu Checklist***

All menus must be pre-planned and posted BEFORE the meal.

If you change a menu item the day of, you must edit the menu to reflect foods served.

You must indicate if a grain is whole grain-rich on the menu and

You must describe the fluid mike you are servings

* ***Is it Whole, 1% or Fat free?***
* ***Is it flavored or unflavored?***

Providers claiming through KidKare use the *Menu Planner* that allows you to preplan and print menus. Any pre-planned menus must be updated on the day of 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**.

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.

KidKare claimers—do not record the noodles in your soup as the bread/grain component. Record and serve a bread/cracker with soup. The program cannot identify vegetables/fruits as not part of the combination dish.



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. Vegetables and fruits are credited as served. A minimum of 1/8 cup vegetable/fruit per serving is required. Small amounts (less than 1/8 cup) of fruits and vegetables used for flavoring or optional ingredients, such as garnish, may not be counted to meet the vegetable fruit requirement. You may record and serve a garden salad or lettuce/tomato as a single component plus another fruit/and or vegetable.

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

**Choking Prevention**



**Water –** Must be: Portable safe to drink, freely available to children upon request throughout the day and offered to young children using visual cues. Should be: Offered at snack when fluid milk or juice is not part of the reimbursable meal.

**You are required to serve children over age 2 years low-fat (1%) or skim milk.** Pediatric nutrition authorities agree that whole milk should be served to children ages 1to 2 years.



**Infant Menu Recording**

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

**100% Juice is no longer creditable**

Meal Patterns

*Vegetables and Fruit*

* When a baby is in the 0-5 month age group no solid food.
* Infants that are between 6 and 11 months (and developmentally ready) must be served a fruit **or** vegetable at **all** meals, including snack.
* Adding a variety of nutritious foods before the age of two has shown to greatly impact nutrition choices later in the child’s life.

*Juice*

* Juice is not a reimbursable meal component for infants of any age.

**Types of Solid Food:** Meat/Meat alternate – Single ingredients, mashed – chunky consistency, meat, fish, poultry, **whole egg,** cooked dry beans and peas, cottage cheese, and yogurt (must contain no more than 23grams of sugar per 6 ounces.

You are required to offer parents of infants and iron fortified infant formula (IFIF). You decide what formula to offer.

**The name of the formula your child care offers must be recorded on the child enrollment form for all infants.**

Parents decide whether to accept the formula you offer or to supply breast milk or a different formula.

When an infant is directly breastfed on site, the facility must document the feeding choice with the term “**directly breastfed”** on the infant’s daily dated menu.

Infants are a separate tab in KidKare *Record Meals.*

You want to record the amount of food OFFERED not the amount of food COMSUMED by the child. **Only offer foods that have already been introduced in the home.**

Ready to eat cereals are creditable at **SNACK ONLY**. Must contain no more than 6 grams of sugar per dry ounce.

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.**

**Meal Counts**

**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*** an acceptable 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 (menus) must be clearly completed and in good condition. The bubbles must be completely filled, using #2 pencils, to ensure credit.

Incorrect child enrollment numbers or missing child number cause a delay in processing your claim, when using the meal count form for claims.

Meal counts in KidKare are entered in Record Meals.

If you cannot enter your meal counts daily in the computer, use 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. You may claim a maximum of 2 meals and 1 snack OR 2 snacks and 1meal per child.

Submit a Claim Information Form (CIF) to update child schedule information to avoid disallowances.

**Notify us when claiming a school age child when school is closed or when a child is too sick to go to school.**

Always make sure your meal counts are within your license capacity that Clarendon has on file.

**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. A***ny changes in child schedules must include an 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 mail to***: Clarendon Early Education Services, Inc. (CEES)

* 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/call CEES’s field trip line (781) 275-2720 Ext. 113 of any planned closures.
* Note any other information that may affect your claim.

**\*Keep copies of all changes and updates to child schedules filed with your child enrollment copies.**

**Changes to your Early Education and Care (EEC) Licenses**

**You must send us a copy of any new license and or license letters 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 CEES’s office before the end of a claim month.***

Submit to CEES a copy of **all** current assistant licenses or approval letters. Make sure your provider number and name (**NOT BUSINESS NAME**) are 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. Clarendon Early Education Services, Inc. has provided the poster for you. If you need one, a copy may be downloaded and printed from our website: [www.clarendonearlyeducationservices.org](http://www.clarendonearlyeducationservices.org)

***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 home 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 and Sign In/Out sheet
* Copies of Child Enrollment/Claim Information Forms for the past twelve months
* Copies of Review Detail Report for current fiscal year
* Tier Status documentation
* Physician Statement, if applicable
* Any correspondence regarding the CACFP
* Copies of any approval letters for income eligibility or capacity changes
* Training certificates from CEES

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 CEES 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 UDSA nondiscrimination

disclaimer included. The disclaimer is included in this training. 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 3 reviews during the fiscal year. The information on this page will help you be prepared for home reviews, of which at least 2 per year are required to be unannounced and at a meal service.

Your monitor plans reviews based on your meal service times. The meal service times we have on file must reflect the beginning of the meal services. A meal service may continue after your start time to meet the needs of varied schedules of enrolled children.

Your monitor also plans reviews according to your schedule. *You are responsible for notifying CEES/Field Trip line in advance whenever you and the children will be away from home during a scheduled meal time.* ***Notify CEES/Field Trip line 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.

Notify in writing to the Field Supervisor Nancy Montalbano of meal service time changes. Your adherence to meal service times and closure notifications allows your home monitor 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 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.* CEES supplies you with a record keeping calendar each year that you can use to meet this requirement.



**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 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 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.
* Leave a copy of your last review form (aka as Review Detail Report)
* 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 review form.



**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. Clarendon chooses to prepare a two (2) hour nutrition home study each year to complete this category.**

Clarendon Early Education Services, Inc. provides you with home study training that meets the above requirements. We give your home monitors trainings in record keeping training, food safety/sanitation training and nutrition in October the start of the new fiscal year. You may also find our training on our website [www.clarendonfamilydaycare.org](http://www.clarendonfamilydaycare.org) **. The required training must be completed each fiscal year to remain eligible for reimbursement.**

**Claim Submission**

* Review your claim for accuracy before submitting.
* Submit your claim as soon as you serve and record the last meal for the month.
* Claims are to be received by CEES 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. *Please refer to your payment calendar for reimbursement dates.*
* All late claims or claims with incomplete information are submitted in the second and final claim month.

**Mailing address for paper claims:**

**Clarendon Early Education Services, Inc.**

**200 The Great Road, Suite 258**

**Bedford, MA 01730**

**LAST NAME:**

**A-L POST OFFICE BOX 667**

**M-Z POST OFFICE BOX 668**

**KidKare** providers can see the status of their claim for reimbursement in “Review Claims” online.

Be sure to review the “Claims Summary and Errors Report”.

Review menus before submitting to avoid reimbursement disallowance for recording errors that can be corrected.

**RECORD KEEPING QUIZ**

**Provider Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider Number\_\_\_\_\_\_**

***(Please print clearly name not business name)***

1. Explain USDA’s Non-Discrimination Statement:
2. How do you file a complaint of discrimination?
3. What are the most important record keeping tasks?
4. The CACFP is offered to all children, including infants even if non-participating.

 **TRUE FALSE**

1. Does every child need an enrollment even if not participation?

 **YES NO**

1. Provider fill out all enrollment form and Parent sign them for completion?

 **TRUE FALSE**

1. In detail explain the age requirement for milk.
2. In detail what are the requirement for recording Infant Menu:

 0-5 Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6-11 Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Commercially prepared infant dinners are creditable.

 **TRUE FALSE**

1. Explain the most common menu errors.
2. Combination dishes are credited for how many components?
3. Pizza is a combination dish that counts for the meal/cheese and the crust or bread used as crust. The amount of tomato sauce on pizza is creditable vegetable.

 **TRUE FALSE**

1. How do you record Pizza?
2. What is the process for caring for Back-Up children:
3. You can record potatoes as a grain/bread?

 **TRUE FALSE**

1. What documents need to be displayed:
2. What will your home monitor need to review during a home review? List all that applies

1. Meal counts may be recorded before you serve meals?

 **TRUE FALSE**

1. List what your home monitor will review during a home review.
2. What are the training requirements that begin October 1 and ends September 30?
3. What do you do when away from home at meal time?
4. Adult cereals are creditable on infant menus?

 **TRUE FALSE**

1. How many unannounced **meal** reviews expected?
2. Claims are to be received by CEES when?
3. Explain in detail what constitutes a Corrective Action/Seriously Deficiency.