

## Susan Tave Zelman

Superintendent of Public Instruction

## Office for Safety, Health and Nutrition

Cecelia Torok (\*\*) Associate Director of Nutrition Program s

## **MEMORANDUM**

DATE: 8/22/2008

TO: Child and Adult Care Food Program Family Child Care Sponsors

FROM: Mary Kershaw, Assistant Director, CACFP

SUBJECT: Record Retention for Family Child Care Providers

PROGRAM: CACFP

Effective October 1, 2008 family child care providers participating in the Child and Adult Care Food program must retain copies all records that support their claims for reimbursement for a period of three years plus the current fiscal year. Records are to include but may not be limited to menus, meal counts, attendance records, enrollment forms, license, or if alternately approve fire and health certificates. Failure to maintain such records shall be grounds for the denial of reimbursement and could result in being declared seriously deficient 7CFR 226.10 (d)

Sponsors must update their provider handbook with is information if this policy is not currently stated.

Approved 8-08

File Attachment