Center for Students, Families &
Communities

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Superintendent of Public Instructio

Office for Safety, Health and Nutrition
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MEMORANDUM

DATE: 4/21/2009

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

FROM: Mary Kershaw, Assistant Director, CACFP

SUBJECT: Record Maintenance Requirements for Family Daycare Home Providers in Child and Adu
Care Food Program (Expanded from Memorandum of 8/22/2008)

PROGRAM: CACFP

The purpose of this memo is to reaffirm the intent of the Child and Adult Care Food Program (CACFP) regulations at §226.10(d) and 226.18(d), (e) and (g) that require family day care home (FDCH) providers to maintain program records. USDA recognizes that FDCH sponsors must collect provider records of menus, meal counts and enrollment to support the providers claim for reimbursement. However, it is important that copies of these records also be maintained at the providers facility in accordance with 226.18(e), which states that each day care home must maintain on file documentation of each child's enrollment and must maintain daily records of the number of children in attendance and the number of meal by type, served to enrolled children.

Maintenance or records on site (at the providers home) ensures that records are available for review when a monitor or auditor arrives at the home. This policy also ensures the SA an audit trail and the ability to confirm the accuracy of the records at both locations as well as an internal control whereby the provider is assured that reimbursements are accurate and that no errors have occurred in the payment process.

Implementation
Ohio FDCH sponsors were notified of this expectation in August 2008. Therefore, beginning October 1, 2009 the monitoring of this policy will begin. Providers must maintain and have on hand for immediate review all records that support their program activities for the current month, as well as the previous twelve months of operation. Records should include documentation of attendance, enrollment, meal counts and menus. Providers may store the remaining two years of records offsite; however they must still be in the control of the provider and accessible within a reasonable amount of time. If no offsite storage is used, providers must retain three years of records, onsite. Records may be kept in hard copy or electronic format, provided that they are readily available to reviewers. Be aware that failure to maintain such records shall be grounds for denial of reimbursements.

This institution is an equal opportunity provider.

Source: FNS Memo CACFP 03-2009

Approved: 4-09

File Attachment