

OSPI Child and Adult Care Food Program Reference Sheet

Organizing Child and Adult Care Food Program Records

United States Department of Agriculture (USDA) requires sponsors to maintain accurate records to verify compliance with the Child and Adult Care Program (CACFP) requirements. CACFP records must be kept on file for three years plus the current fiscal year. Below is a list of the required records, as well as a recommended way to organize them.

CACFP Monthly Participant Eligibility

- ✓ Attendance roster(s)
- ✓ Consolidated attendance records and daily parent sign-in/out sheets
- ✓ Copy of the USDA income guidelines
- ✓ EIEAs (Enrollment Income Eligibility Applications)
- ✓ **Head Start/ECEAP only:**
 - ECEAP (ELMS report)/Head Start (Child Plus report)
 - List from the grantee agency (contractor) with child's start date and exit date, if applicable
 - Enrollment forms, if EIEAs are not on file
- ✓ **For-Profit Centers:** documentation ensuring 25% free and reduced-price eligibility was met.

CACFP Monthly Records Notebook

- ✓ Copy of the USDA meal pattern
- ✓ Menus for children and infant meal records (if claiming infants)
- ✓ Reconciled Meal counts (it is recommended to do this weekly)
- ✓ Consolidated meal counts (monthly)
- ✓ Food receipts

CACFP Food Labels & Recipes

- ✓ Nutrition Facts and ingredients labels for whole grain-rich items, cereal, tofu, and yogurt.
- ✓ Child Nutrition (CN) labels / Product Formulation Statements (PFS) for deli meats and canned/frozen combination foods, such as chicken nuggets, fish sticks, and ravioli.
- ✓ Recipes (as applicable) for homemade entrees and whole grain-rich items (may be in separate file or notebook).

CACFP Miscellaneous Information

- ✓ Medical statements, Request for Special Dietary Accommodations, Fluid Milk Substitution forms
- ✓ CACFP Infant Meal form (if claiming infants)



- ✓ Staff training – detailed agenda, handouts, and sign-in sheet(s)
- ✓ Civil Rights – procedure for processing Civil Rights complaints and log for tracking Civil Rights complaints
- ✓ Site review forms (for organizations with multiple sites)

Reference

- [7 CFR 226.15](#)
- [7 CFR 226.20](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFP – Code of Federal Regulations
- MPE – Monthly Participant Eligibility
- CNS – Child Nutrition Services
- ECEAP – Early Childhood Education and Assistance Program
- EIEA – Enrollment Income Eligibility Application
- OSPI – Office of Superintendent of Public Instruction
- PFS – Product Formulation Statement
- USDA – United States Department of Agriculture

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