

Chapter 8—Program Documentation

Retention Period

You must keep the CNP contract and all amendments to the contract for at least three years plus the current program year. You must retain all documents relating to your participation in the program, such as claims and supporting documents that are specific to a particular program year, for at least three years plus the current program year.

Exception: If audit findings, claims, or litigation have not been resolved, all forms and records must be retained beyond the required time period until all issues are resolved.

Availability of Records

You, and each of your providers, must allow IDOE, USDA, Government Accounting Office, and representatives of other appropriate agencies to inspect facilities and records and to audit, examine, and copy records during normal working hours.

You must maintain separate records for each of your providers, and your CACFP records must be maintained separately from records of other programs.

The following records are to be maintained at the site and/or sponsoring organization's office:

- Enrollment form for all children
- Monthly enrollment summary sheet
- Daily Meal Participation and Attendance Sheets
- Time in/Time out sheets if necessary
- Monthly Meal Summary Sheets
- Menus with substitutions
- Copy of sponsor/provider agreement
- CACFP Information Flyer
- Infant Meals record, if claiming infant meals
- Current license for each provider
- Application for Free and Reduced-Price Meals for providers claiming own children
- Racial determination for each participant
- Racial summary for organization
- Current census information with racial breakdown of the counties served
- Civil right poster
- CACFP application for provider participation
- Current monitor review forms for each provider
- Monthly Administrative time log
- Monthly business expense receipts
- Monthly mileage log

Copies of submitted Claim for Reimbursement Vouchers

If these CACFP program records are not available to the State Agency field consultant, in a reasonable amount of time, **ALL** meals for each provider whose records are not available will be disallowed. **ALL ADMINISTRATIVE EXPENSES WILL BE DISALLOWED WITHOUT PROPER DOCUMENTATION** (monthly time log, travel log, receipts, etc.).

Types of Records

As a sponsor you must keep complete and accurate records of the program including, but not limited, to the following:

- Records of expenditures for supplies and services including:
 - cash register tapes, invoices, delivery slips, and receipts;
 - receiving reports from vendors signed by authorized staff;
 - itemized purchase invoices;
 - credits - if they are not shown on invoices;
 - canceled checks or other forms of receipts for payments;
 - inventory records (including records of major inventory adjustments); and
 - records of insurance claims and collections.
- Procurement records, including the basis for the cost or price and the reason for selecting a particular:
 - method;
 - contract type; and
 - contractor.
- Mileage logs to support transportation costs Time Distribution Reports.
- Payroll records (such as payroll ledgers, IRS Form W-2, IRS Form 941, and cancelled payroll checks).
- Field trip documentation.
- Records of the cost of purchased services (such as utilities and rent).
- Records of administrative costs (such as payroll records and invoices).
- Recruitment costs (such as salaries/benefits, travel costs, forms/supplies, and costs associated with identifying and selecting providers).
- Daily record of the number of meals, by type, served to enrolled children (including names).
- Records of meal service times (including starting times and duration) for each meal.
- Records of all income to your program.
- Enrollment records for each child (including, at least, the enrollment and withdrawal dates, the child's name and date of birth, the parent or guardian's signature and date of signature, and the days and hours the child will be in care).
- Attendance records.
- Daily menus that include the food items served.
- Copies of medical statements with prescribed substitutions for children who require special diets.

- Canceled checks (or checking account statements).
- Copies of CACFP claims and receipts for payment from us.
- Documentation to support Tier determinations.
- Family size and income information for providers that have applied for program benefits for their own children.
- Family size and income information for Tier II providers who have Tier I nonresident children enrolled.
- Copies of your CACFP application and all supporting documents.
- Copies of Head Start letters to support the eligibility of the provider's own child to participate in the CACFP.
- Documentation of a child's eligibility based on Head Start or Even Start participation.
- Head Start/Even Start certification letters.
- Copies of your contract with us.
- Documentation of training sessions with administrative staff and providers (dates, locations, trainer, topics, and participants).
- Documentation of attendance at training provided by IDOE.
- Documents that show the food service is nonprofit. (You must use all CACFP funds to conduct or improve the food service operation, principally for the benefit of the enrolled children.)
- Copies of audits.
- Records of dates and amounts of food service payment to each of your providers.
- Records of provider reviews (locations, dates, problems noted, corrective action prescribed, and technical assistance provided), including completed Monitor Review.
- Records of pre-approval visits to providers.
- Records of applications and agreements with your providers

Required Forms

You must use forms provided by the State Agency to administer and operate the CACFP unless you have been granted use of alternate forms that have been approved. Be sure to keep a copy of the Form Approval Letter for your records.