



12 TIPS FOR PROGRAM INTEGRITY

Planning meals in advance will help ensure that you have what you need to be in compliance with the CACFP meal pattern. Work with your sponsor to be sure that your meals and snacks meet requirements before service.

Always review how much you have been paid by your sponsor and always ask questions if you think the amounts are not correct.

Be sure to update your sponsoring organization or State agency when changes occur with your meal service or licensing status.

Milk is an important component for the meal service. Be sure you are serving the correct milk to the correct age group. It is also important to purchase enough milk for the age groups in your care so you do not lose reimbursement.

Attendance records should be maintained daily, and should support the number of meals claimed for reimbursement. An attendance record is not a meal record.

Facilities must have documentation of a child's enrollment, signed by a parent or guardian, and indicating the normal days and hours of care and the normal meals served. Enrollment documentation must be updated annually. At-Risk afterschool sites and emergency shelters are not required to collect enrollment forms.

Payments rates can be determined by several different methods depending on your program type and location, and income of the families you serve. In some cases, you may have "area eligibility" and in other instances you may need to collect individual income forms from parents. Work with your sponsor to get the highest possible payment rate you are eligible for.

Child care centers, remember to record meals at the "point of service." This means when the child is served a meal, not before, and not later in the day. If you record meals online, be sure to maintain any source documents for review.

Training is an important requirement for CACFP operators. Be sure to obtain your annual regulatory training for CACFP.

CACFP records must be kept for three years, plus the current year. Keep copies of any records you submit for food program participation and back up electronic copies securely.

Payment information from parents is confidential and must be protected. Income forms from parents must be completed by the parent and not tampered with by the home provider, center provider or sponsoring organization. Income forms are good for one year.

Let's Talk Money!

Family child care homes, remember to record your meals daily. If you record meals online, be sure to maintain any source documents for review.