

Recordkeeping Requirements

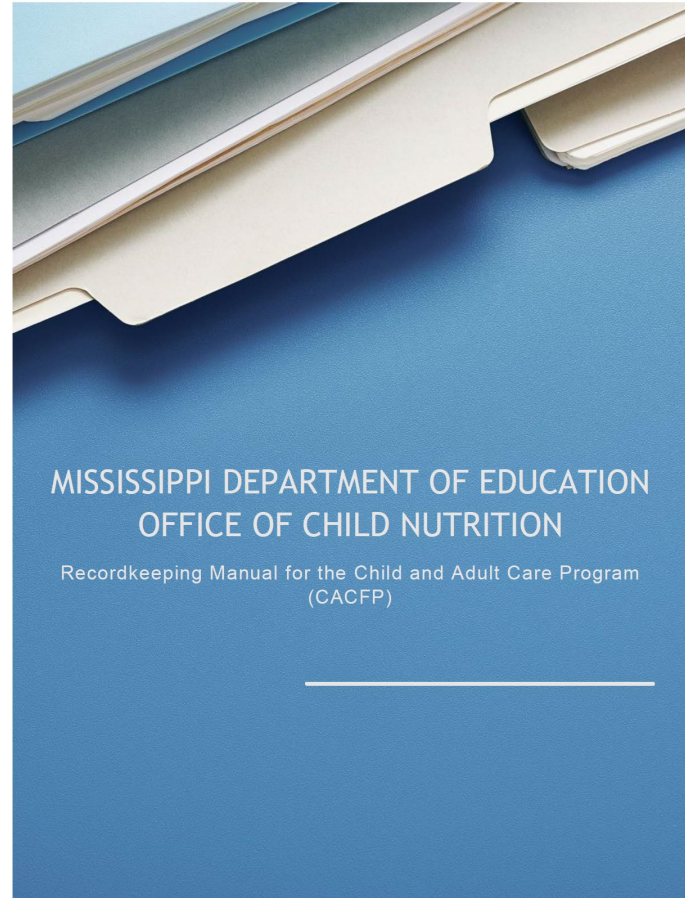
Child and Adult Care Food Program

PY 2025-2026 CACFP Annual Training

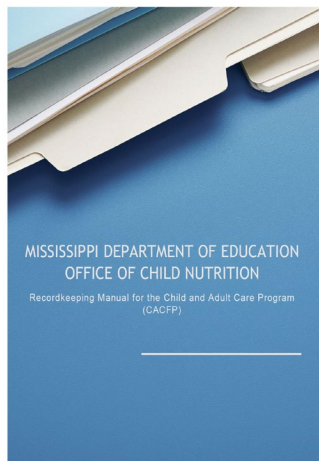


Recordkeeping Requirements

- Number of Program Meals
- Participant Eligibility
- Allowability of all CACFP Costs
- Confirmation of Good Standing with all Program requirements



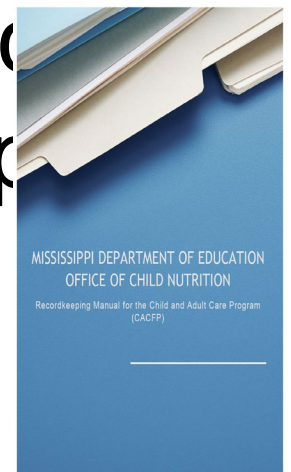
- The purpose of the manual is to provide an accurate account and control of all USDA funds received from the Child and Adult Care Food Program (CACFP).



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CACFP.



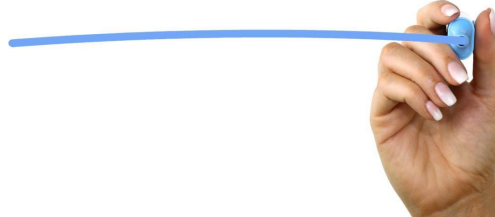
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ility to particip



- Instructions for Completing the Form
- Sample of each Forms
- Examples to Reference



INSTRUCTIONS



EXAMPLE

What is Recordkeeping?

- What is a record? *A thing constituting a **piece of evidence** about the past, especially an account of an act or occurrence **kept in writing** or some other permanent form.*
- Sponsoring organizations must establish and consistently follow procedures for **collecting**, **maintaining**, and **retrieving** records for their sponsored facilities. Records can be both electronic and in paper form.
- These standard operating procedures (**SOP**) for recordkeeping must be in writing and included in the management plans.



Why is Recordkeeping Important?

- Records are **VITAL** in order to receive the correct reimbursements from the CACFP.
- Records provide **PROOF** that meals were served to enrolled participants and that the funds received were *actually used* in support of the CACFP.
- Sponsoring organizations and facilities are responsible for maintaining and tracking **two (2)** types of records.

Program Records	Financial Records
Records that demonstrate the successful operations of the CACFP	Records that demonstrate the financial compliance of the CACFP

The screenshot shows the login page for the Mississippi Department of Education's Application & Reimbursement System. The page features a header with the department's logo and name. On the left, there is a 'Returning Users: Log On' section with fields for 'User ID' and 'Password', a 'Forgot Your Password?' link, and a 'Log On' button. Below this is a 'Links' section with two links: 'Training Management' and 'Interested in Applying?'. The main content area has a large heading 'Welcome to the Mississippi Application & Reimbursement System!' with a decorative graphic of plates and cutlery. Below the heading, there are three sections: 'System Maintenance' with a notice about system downtime, 'Logging Into' with a green warning about password resets and a list of password requirements, and 'USDA Nondiscrimination Statement' with a statement of equal opportunity and a link to the full statement. The footer includes the Colyar logo and a copyright notice.

MISSISSIPPI DEPARTMENT OF EDUCATION

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Links

- [Training Management](#)
- [Interested in Applying?](#)

Welcome to the Mississippi Application & Reimbursement System!

System Maintenance

- The online system will be unavailable on Wednesday and Friday evening from 7:00 pm to 8:00pm (EDT) for regular maintenance.

Logging Into

- Please use the "Forgot Password" for your password reset. If you do not receive a reset email, please contact your program specialist for additional help!**
- When resetting your password, please remember that your new password is 8-12 characters and must contain the following:
 - Minimum of 8 characters long
 - Contain at least one UPPERCASE letter
 - Contain at least one numeric character

USDA Nondiscrimination Statement

- This institution is an equal opportunity provider.

[FULL USDA NON-DISCRIMINATION STATEMENT](#)

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What is Technical Assistance?

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State Agency Trainings and Webinars

CACFP 101 Participant's Guide



Emails/Microsoft Teams Meetings



CACFP Café

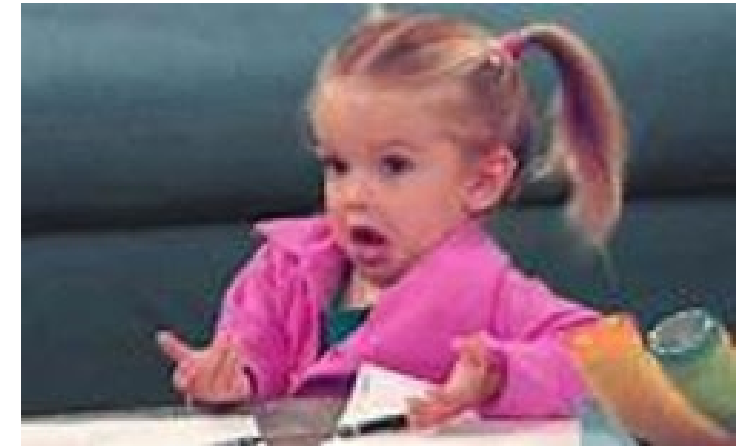
Handouts and One-Pagers

CACFP Recordkeeping Manual



On-Site Visits

Phone Calls



What Technical Assistance is **NOT**?

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Google



Siri

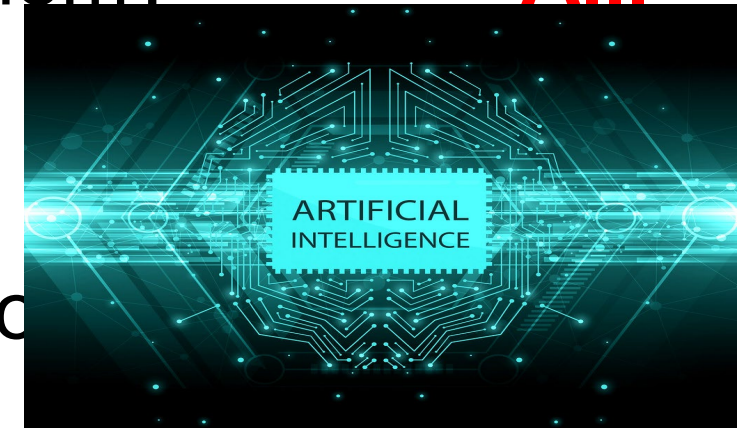


Let's Make a



- I have new staff can you come out to train them?
- When did that start? That must be new?
- I've never heard/had to do that before?
- Tell me exactly what to do, do not refer me to a handout or page in a book.

A.I.



Program Records

Enrollment Forms

Income Eligibility Forms/Meal Applications

Daily Meal Count Sheet

Master Roster

Attendance Records and Sign-in/Out Sheets

Training Sessions

Menus/Production Records

Monitoring Observations

Financial Records

Cost Worksheet

CACFP Bank Statement Reconciliation

Itemized Receipts and Invoices

Employee Timesheets/Earning Statements
(Payroll)

Procurement Records

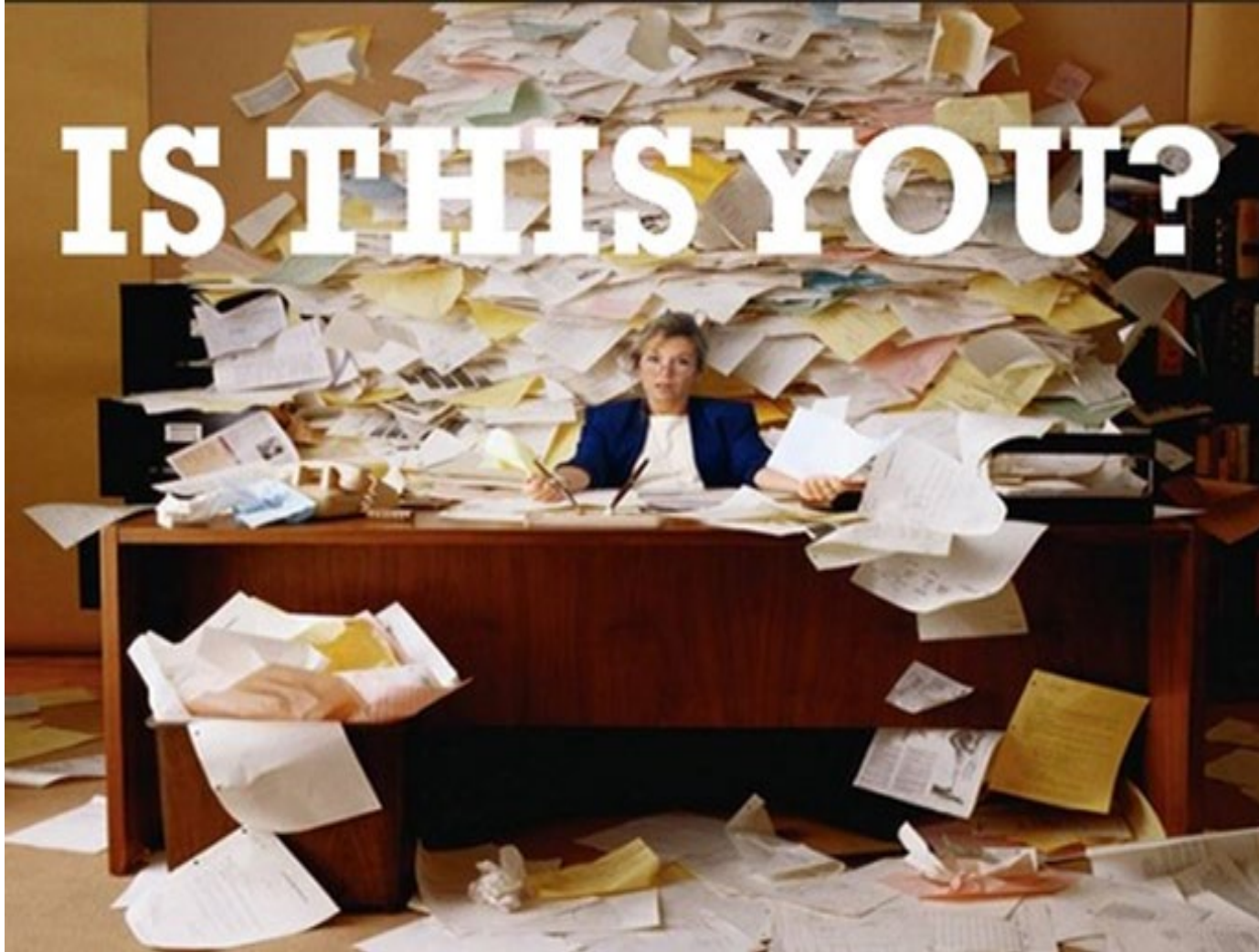
Transfer Form (Payroll Only)

YTD Earnings and Expenses

Compensation Plan

- Receipts are randomly stored in a shoe box or drawer, completely disorganized.
- Receipts in a purse, wallet, or pocket.
- Records are being “made up” while the review is taking place.
- Meal counts are not recorded at the time of service.
- Records are not available or are nonexistent.
- Menu Book not on site (At home, in the car, lost).
- Records locked in a file cabinet or office that staff does not have access.





- Findings and Serious Deficiency (SD) Designation
- Denial of Claims for reimbursement
- Required to re-pay prior reimbursements
- **REMEMBER!**...if you do not have accurate records to show that meals were served and funds were spent on allowable costs, then an overclaim may assessed and costs may be designated as unallowable.

Maintaining and Managing Records...

Is It **REALLY** Necessary?



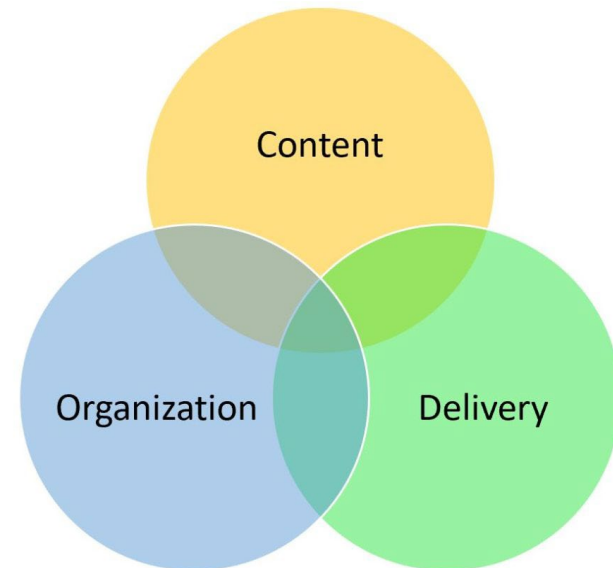


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DEPARTMENT OF
EDUCATION

- Records must be readily available for retrieval and access upon request.
- If records are maintained onsite, online, or in the cloud, then your staff should be able to access them within one hour.
- If they are maintained in paper form and stored offsite, you should be able to retrieve them within forty-eight hours.

Current year = within one hour

Prior year = within forty-eight hours





- Records should be maintained for the three previous years plus the current year unless there is an audit finding. ***Then the records must be maintained until the audit finding is resolved.***
- Terminated sponsoring organizations and facilities are required to maintain records according to the requirements. ***Termination does not relieve them of their recordkeeping requirements.***
- Also, maintaining electronic/automated records does not necessarily mean that you're in compliance. ***If the software crashes and there are no back-up records, the facility may not be in compliance with the Program.***

Recordkeeping Best Practices

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- Keep records organized by month and vendor.
- Check your files periodically to ensure that the records are still accurate and complete.
- Ensure that your staff has access to paper and electronic records.
- Having electronic records does not necessarily mean you're in compliance.
- **Maintain** current month plus the previous twelve months onsite. As a reminder, day care home providers are required to maintain the current month plus the previous twelve months onsite.
- Store offsite records in a safe place and keep them confidential.
- Produce records within a reasonable timeframe.



