

## Sponsoring Organization of Day Care Homes: Attendance, Meal Count and Meal Service Requirements in CACFP



Child and Adult Care Food Program (CACFP) Summit  
Idaho State Department of Education  
Child Nutrition Programs  
August 21-22, 2014  
Boise, ID  
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Welcome to this session on the Attendance, Meal Count and Meal Service requirements in the Child and Adult Care Food Program.

My name is (introduce yourself).

[Set up a Post It poster sheet with a parking lot for any questions that may come up that the trainer does not know the answer. Collect all attendees passports, stamp and return before end of session.]

## Topics

- Attendance Record Requirements
- Meal Count Record Requirements

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- Types of Meals and Reimbursement Limits

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- Meal Service Times

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- Water Availability
- Meal Service Styles

During this session we will take a look at the attendance and meal count record requirements. The types of meals that may be claimed for reimbursement and the reimbursement limits. The meal time standards set by Idaho state agency for meal services. The requirements to have water available during the day and review the three meal service styles available in the Child and Adult Care Food Program.

Sample Daily Sign In & Out Sheet

Name of Center/Classroom:		Date:					
Child's Name (First, Last)	Time In	Time Out	Time In	Time Out	Time In	Time Out	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Center Staff Signature: \_\_\_\_\_ Daily Attendance #: \_\_\_\_\_  
USDA is an equal opportunity provider and employer. Revised: August 13, 2014

## Attendance Record Requirements:

- Daily time in and out records for each enrolled child
- Record child's first and last name
- Record child's arrival and departure times
- Times recorded when child arrives and departs

Let's get started! Institutions must maintain daily attendance records indicating the number of participants in attendance. Idaho licensing agency requires all child care centers and homes to maintain daily time in and out attendance records for each enrolled child. The State agency and sponsoring Organizations will use attendance documentation to verify claims monthly.

Daily attendance records must document each participant's first and last name, or have another SDE approved code for identifying each participant. Note: Any participant who is enrolled and attends for any part of the day is considered to be in attendance.

Attendance records must show the actual time participants arrive and depart. These times are usually recorded by a parent/guardian, adult participant, or provider. Participants who arrive and depart more than once during the day (for example, school age children in care that attend before school and after school) must have both arrival times and both departure times recorded.

Institutions must have a system to record accurate attendance times when parents, guardians, or adult participants forget to record the participant's time in and time out. The time in and out should be recorded when the participant arrives or departs from the facility.

Attendance records are used to support monthly meal counts per participant. When applicable, attendance records are used to verify the by the State agency or Sponsoring Organization to ensure a home is meeting licensing requirements.

The attendance record on this slide is a sample time in and out sheet available in MyIdahoCNP under download forms. It is one that may be used in a home to record daily attendance for all children in the home. The home may also combine their daily attendance record per child with the meal count record and report attendance arrival and departure times on their meal count record. Please see an example form on the next slide.

## Meal Count Record Requirements

- Daily meal counts by type (breakfast, lunch, supper, and snacks) must be recorded for each enrolled child in the home

Provider or Center Name \_\_\_\_\_  
 Month of \_\_\_\_\_

A - Arrival time of Child  
 B - Breakfast  
 C - Arrival time of Child  
 D - Departure time of Child  
 E - A.M. Snack  
 F - Lunch

SN - P.M. Snack  
 S - Supper  
 LSN - Late Snack

Child Service Program:  
 P.O. Box 87731  
 Boise, Idaho 83726-0077

**Idaho CACFP Attendance and Meal Count Sheet**

CHILD NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
CHILD NAME	A																															
	B																															
	C																															
	D																															
	E																															
AGE																																
CHILD NAME	A																															
	B																															
	C																															
	D																															
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CHILD NAME	A																															
	B																															
	C																															
	D																															
	E																															
AGE																																
CHILD NAME	A																															
	B																															
	C																															
	D																															
	E																															
AGE																																
Sheet Totals																																
Breakfast																																
Lunch																																
Supper																																
Snack(s)																																

INSTRUCTIONS:  
 Meal counts are to be taken when the meal/snack is served. Only one snack per child may be claimed per day.  
 Enter totals in CNP 2000 for the monthly reimbursement claim-do not claim adult meals.

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Daily records of the number of meals, by meal type (breakfast, lunch, supper, and snacks), served to each enrolled child by name, must be maintained and submitted each month to the sponsoring Organization.

Meal count forms must be readily available in the home. Best practice is to keep meal count forms in a notebook, folder, or on a bulletin board or clipboard so that the provider can easily find and record meal counts.

Organizations and day care homes must maintain completed meal count forms and summary sheets in a file with other monthly CACFP records.

The meal count and attendance form on the bottom of the slide is available in MyIdahoCNP. This form meets the meal counting and attendance requirements for homes. It is important to note, a meal count record is not a replacement for attendance records.

## Infant Meal Count Record Requirements

- Daily infant menu and meal counts records must be recorded for each infant separately.
- Infant must receive all required components before recording a meal or snack on the meal count record

**DAILY INFANT MENU PRODUCTION RECORD FOR 8 – 11 MONTH OLD INFANTS**      DATE: \_\_\_\_\_

1) Record date (month/day/year).  
 2) Record the name & birthdate of each infant.  
 3) Specify the **name of the formula** (Document the brand of formula for each meal/snack when different from the formula listed for the infant).  
 4) Record if the infant is receiving formula, expressed breast milk "EBM" or is breastfed "BF" for each meal/snack.  
 5) Record actual food offered for each meal/snack (examples: peaches, apple juice, rice cereal).  
 6) Designate food and/or formula supplied by parent/guardian for each meal/snack as parent supplied "PS". Example: "PS, peaches".

NAME OF INFANT Birthdate Brand of Formula	BREAKFAST			LUNCH OR SUPPER				AM or PM SNACK			
	Formula or Breast milk 6-8 oz	Infant Cereal 2-4 Tbsp	Veg and/or Fruit 1-4 Tbsp <small>Complete Breakfast Served</small>	Formula or Breast milk 6-8 oz	Veg and/or Fruit 1-4 Tbsp	Infant Cereal 2-4 Tbsp	Meat or Meat-Alt 1-4 Tbsp <small>Choose one</small>	Complete Lunch Served	Formula, Breast milk or Fruit juice 2-4 oz	(optional) Bread 0-1/2 slice or 0-2 Crackers	Complete Snack Served
Birthdate: _____ Formula: _____											AM
Birthdate: _____ Formula: _____											PM
Birthdate: _____ Formula: _____											AM
Birthdate: _____ Formula: _____											PM
Birthdate: _____ Formula: _____											AM
Birthdate: _____ Formula: _____											PM
Birthdate: _____ Formula: _____											AM

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Homes must keep separate menu records for infant meals. Because infant diets vary, foods offered must be recorded for each individual infant. The menus must document the infant’s name and date of birth, the menu date, the type of meal (breakfast, lunch, or snack), and all actual food items, brand of formula or breast milk served for each meal or snack.

Since infants eat “on demand”, infant meals must be recorded using a system that ensures only infants who receive a reimbursable meal are counted in the daily meal count. Infant meals should be included on the claim form with the other participant meals being claimed. They are not recorded separately on the reimbursement claim. Infants are reimbursed at the same reimbursement rate as other home participants.

The Daily Infant Menu Record form on this slide is provided in MyIdahoCNP under download forms. It is designed to document each complete reimbursable meal for each infant before the meals are tallied and included in the claim for reimbursement.

## Record Maintenance Requirements

- All records in CACFP must be maintained for three (3) years plus the current year.

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- If a sponsor voluntarily leaves the program or is terminated, records must be maintained by the sponsor for the last year in operation and previous (3) years

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Sponsoring Organizations and each day care home must maintain all Child and Adult Care Food Program records for three years plus the current program year.

If a Sponsoring Organization or day care home voluntarily leaves the program or is terminated, records must be maintained by the for the last year in operation and previous (3) years

## Record Maintenance Requirements

226.14(a), "...State agencies shall consider claims for reimbursement not payable when an institution fails to comply with the recordkeeping requirements that pertain to records directly supporting claims for reimbursement. Records that directly support claims for reimbursement *include, but are not limited to*, daily meal counts, menu records, and enrollments and attendance records, as required by 226.15(e)." Under recordkeeping requirements at 226.15(e), it states "each institution shall establish procedures to collect and maintain all program records required under this part, *as well as any records required by the State agency.*"

The following is clarification the State agency received pertaining to record keeping requirements and records that support a claim...

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## Source Document Maintenance:

Idaho specifically defines valid records for day care home meal counts are *only* source documents (e.g., paper form or electronic records completed by the end of the day) and that such source documentation must be retained for validating claims for reimbursement regardless if the home's source document if paper was later entered into an automated system.



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If a home uses a software system to record meal counts and attendance, the best practice is for the home to enter the meal counts in the system by the end of the day and record attendance in the system when the child arrives and departs from the home.

## Record Maintenance:

### **Electronic or Hard Copy Record Maintenance:**

Idaho state agency encourages sponsors to maintain records electronically. The electronic records must be available to the state agency and legible in the electronic format. If the records are not legible, the state agency will require hard copies during the administrative review.

### **Electronic Signatures:**

Idaho state agency allows sponsors to collect electronic signatures if the sponsor maintains an electronic signature policy/procedure and uses a certification statement for each signature.

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In addition, the State agency allows sponsors to collect electronic signatures if the sponsor maintains an electronic signature policy/procedure and uses a certification statement for each signature.

## Meal Count Methods that are not Acceptable

- Counting the number of meals prepared;
- Determining the meal count by subtracting the number of entrees left over after the meal service from the number of entrees prepared;
- Using daily attendance records;
- Counting the number of plates on which food is served.

The following are Examples of meal count methods that are not acceptable:

- Counting the number of meals prepared;
- Determining the meal count by subtracting the number of entrees left over after the meal service from the number of entrees prepared;
- Using daily attendance records;
- Counting the number of plates on which food is served.

## Common Errors on Attendance and Meal Count Records:

- Not properly recording a meal counts by end of day
- Not recording a participant's attendance-either time in or out
- Recording attendance before the participant arrives
- Recording attendance after the participant leaves
- Recording participant's anticipated or estimated arrival or departure time rather than the actual time

During program reviews, the State agency reviewer will carefully compare attendance records to the Time-of-service meal count records for a test month. If the reviewer finds the center claimed reimbursement for meals that were not supported by attendance records, the reviewer must disallow the meals. For example, if the reviewer found that the center was reimbursed for meals when attendance records were missing arrival or departure times, the center meals would be disallowed and fiscal action may occur.

The following attendance and meal count errors are sometimes found during program reviews:

- Not properly recording a meal count by end of day
- Not recording a participant's attendance
- Recording attendance before the participant arrives
- Recording attendance after the participant leaves
- Recording participant's anticipated or estimated arrival or departure time rather than the actual time

## Common Errors on Attendance and Meal Count Records Continued:

- Not recording split attendance for participants who leave and return the same day
- Not recording arrival and departure times for providers' children who are in care
- Not recording the arrival and departure of participants who are transported by bus or van
- Claiming a greater number of meals than are supported by attendance records
- Claiming more than two meals and one snack or two snacks and one meal per participant per day
- Addition errors in consolidating meal counts when preparing the reimbursement claim

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## Types of Meals for Reimbursement



- Breakfast
- Morning (Am) Snack
- Lunch

- 
- Afternoon (PM) Snack
  - Supper
  - Late Night Snack



Homes shall serve one or more of the following meal types:

- Breakfast
- Morning (AM) snack
- Lunch
- Afternoon (PM) snack
- Supper
- And Late night snack

Sponsoring Organizations may only claim reimbursement for the meal types specified in the Providers approved application in MyIdahoCNP

## Reimbursement Limits

Day care homes may not claim for reimbursement more than two meals and one snack or one meal and two snacks provided daily to each participant.



The following are the reimbursement limits:

Day care homes may not claim for reimbursement more than two meals and one snack or one meal and two snacks provided daily to each participant.

## Meal Service Time Requirements in Idaho

- Breakfast shall not begin after 9:00 am
- Lunch: 11:00 a.m. - 1:30 pm
- Supper: 4:00 p.m. - 7:00 pm
- Snacks should be timed to allow hunger to develop before the snack is served with enough time before the next scheduled meal service for hunger to develop again. SDE recommends that at least 90 minutes lapse between the end of one meal or snack and the beginning of the next meal or snack.



State agencies may require any Institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration. Below are Idaho's meal service time requirements:

Meals that are claimed for reimbursement must be served at traditional meal times. Idaho State Department of Education defines traditional meal times within the ranges indicated below:

Breakfast shall not begin after 9:00 am

Lunch: 11:00 a.m. - 1:30 pm

Supper: 4:00 p.m. - 7:00 pm

Snacks should be timed to allow hunger to develop before the snack is served with enough time before the next scheduled meal service for hunger to develop again.

The State agency recommends that at least 90 minutes lapse between the end of one meal or snack and the beginning of the next meal or snack.

## Infant Meal Times and Service

- Infants eat on demand
- Infant meals served consistent with eating habits
- Meal or snack may be claimed for reimbursement if served between the start of the meal/snack time approved in the homes provider application and before the beginning of the next meal/snack service time



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Homes are not required to feed infants only at the traditional meal times scheduled for older children. Infant meals must be served consistent with the infant's eating habits. Infants who are not offered all required components at one sitting may be offered the remainder of the required components at subsequent sittings. When the infant has been offered some of the required components of a meal or snack, the rest of the required food components for that approved meal/snack meal service time must be offered before the next approved meal or snack service time to qualify the meal for reimbursement.

**For example,** if you offer an infant a partial meal and the infant falls asleep before you offer her or him all the required components, and the infant doesn't wake up until the next scheduled meal or snack service, you should offer the meal or snack being served at the time the infant wakes. The incomplete meal served to the infant before she or he fell asleep may not be claimed for reimbursement.

## Meal Time Waivers

Written request to serve meals outside of Idaho's Meal Time Standards

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Request must be approved before serving a claiming meals

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Sponsoring organizations of homes may request other meal times outside of Idaho's set meal time requirements if the times are necessary to meet participants' needs. Written requests with justifications must be approved by the State agency before meals served at non-traditional times may be claimed for reimbursement.

## Water Availability

- Drinking water available throughout day
- Available during meal times
- Water cannot be served in lieu of milk



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Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children during meal times, it is not part of the reimbursable meal and cannot be served in lieu of fluid milk. Water can be made available to children in a variety of ways, including simply providing water to a child when it is requested



## Meal Service Styles In CACFP

- Cafeteria Meal Service
- Restaurant (Preset) Meal Service
- Family Style Meal Service
- Combination of Family Style and Restaurant

There are three main meal service styles you may use in your facility or facilities. Cafeteria Meal Service, Restaurant Meal Service or best known as “Preset” meal service, and Family Style Meal Service. Facilities may also choose to combine meal service styles and the most common combination is Family Style and Restaurant.

## Cafeteria Style Meal Service

- Participants select food from a serving line
- Participants must select the minimum portion of all required components for the meal or snack



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In cafeteria style, participants select food from a cafeteria line, food is not available at the dining table. Cafeteria meal service operates as follows:

Participants must select the minimum required amounts of all required components their first time through the serving line. In some facilities there is only one option for each meal or snack component so participants do not have the option to select from a variety of foods for each component required. In either case the provider may serve the food to the participants or the participants may serve themselves. If the participants are serving themselves they must take the minimum portion, so some facilities that choose this option pre-portion the food components. This ensures the participants receive the minimum portion and allows the participants to go through the line a little quicker.

## Restaurant (Preset) Meal Service



**All food components** are portioned and served on a plate and in the cup for each participant

**Minimum Portion Sizes**— of each component must be served to each participant at the beginning of the meal or snack service



In restaurant style meal service (or preset meal service), all food components are portioned and served on the plate and in the cup for each participant. Minimum portion sizes of each required component must be served together to each participant at the beginning of the meal.

For example, it is not acceptable to serve participants the Meat/Meat Alternate and Vegetable/ Fruit components and wait for five minutes before setting the Grains/Breads and the Milk components on the table.

## Family Style Meal Service

- All meal components are on the table at the same time
- Adequate amount of food for each food item is on table for each participant to receive at least the minimum portion
- Participants serve themselves or with assistance from an adult
- Participants make choices of foods and serving size
- Adult is seated at each table



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Family style meal service is the recommended meal service style by USDA and our state. It allows participants to eat together and to make food choices based on individual appetites and food preferences. It promotes mealtime as a learning experience to help participants develop positive attitudes toward nutritious foods, share in group eating situations, and develop good eating habits.

Family style meal service can be conducted in a variety of ways. For example, participants may help in preparing for the meal by clearing the table and setting places, sharing conversation during the meal and cleaning up after the meal.

Family style meal service allows flexibility in the size of initial servings because more food must be readily available at each table. In general Family style meal service operates as follows:

- All required meal components are placed on the table at the same time.
- Adequate amounts of each food item must be placed on the table to provide at least minimum portions for each participant and supervising adult to be served.
- Participants may serve themselves from serving dishes that are on the table.
- Adults supervising the meal help those participants who are not able to serve themselves.
- Participants are allowed to make choices selecting foods and in the size of the

serving.

- A supervising adult must be seated at each table to actively encourage participants to take the full required portion of each food component. The supervising adult must offer the food item again later in the meal if participants initially refuse the food or take a very small portion.

## Combination Restaurant and Family Style Meal Service

- Full minimum portion of one or more components are served restaurant style to each participant
- Remaining components are available on the table for family style service
- All components must be offered at the same time



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Some Institutions find a combination of restaurant style and family style best meets the participants' needs. Combination meal service operates as follows:

The full minimum required portion of one or more components are served restaurant style to each participant. The remaining components are served on the table in communal serving dishes or pitchers adhering to all of the Family Style Meal Service requirements.

All components must be offered to participants at the same time and in this meal service style, all the rules governing each service style apply to the foods served using that method. For example, if the staff pours milk into glasses, at least the minimum required amount must be poured for each child and offered when the rest of the meal components are served.

## Meal Service Sanitation

When storing, preparing and serving food institutions must meet local and State Health Department standards.



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Day care homes shall ensure that in storing, preparing, and serving food, proper sanitation and health standards are met which conform to all applicable Idaho and local laws and regulations. Day care homes shall ensure that adequate facilities are available to store food or hold meals.

## Assessment Activity



(Pass out the assessment for the session)

## Wrap Up

Get your passport stamped  
before you leave!

Remember to complete the  
evaluation.

Thank you!



I hope you have found this session helpful. Please make sure I have stamped your passport before you leave this session. Remember to complete the evaluation.

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