



Georgia Department of Early Care and Learning

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Governor

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Holly A. Robinson, Ed.D.
Commissioner

MEMORANDUM

To: All Administrative and Day Care Home Sponsoring Organizations

From: Jackie Romain

A handwritten signature in black ink that reads "J. Romain".

Date: May 4, 2009

Re: Recordkeeping Requirements for Institutions and Sponsored Facilities participating in the Child and Adult Care Food Program (CACFP)

The purpose of this memorandum is to reiterate recordkeeping requirements for institutions participating in the Child and Adult Care Food Program (CACFP). Other sources for record keeping requirements can be found in USDA Memo: CACFP 03-2009, C.F.R. 226 and Bright from the Start Policy: CACFP/02-18.

In accordance with federal regulations, Bright from the Start issued *CACFP policy 02-18: Recordkeeping requirements for the Child and Adult Care Food Program*, which details requirements for all institutions participating in the CACFP to maintain all records related to operating and administering the Program. Institutions are required to indicate where program records are currently maintained and/or located in the recordkeeping section of the current on-line application. In the event the institution's Program Contact is unavailable, designated staff must be available to retrieve and make records available for review upon request. Records are to be maintained and made available in hard copy. Failure to maintain records and/or make records available for review, when requested, will result in the denial of reimbursement for the period the missing records cover.

All CACFP institutions, centers and daycare homes are required to have on file and make available, upon request, CACFP records that include, but are not limited to, documentation that supports the delivery of any approved and creditable meal service, enrollment and attendance records of children or adults in care, accurate tier classification (family day care homes and informal providers), eligibility for free or reduced priced meals for each month the institution is approved to participate in the CACFP and claims submitted for reimbursement.

Sponsors of daycare homes and centers are required to maintain monthly records for all sponsored facilities. Therefore Sponsors are encouraged to clearly label and file monthly records for each sponsored facility to ensure records are easily accessible and available upon request. As a best practice, sponsoring organizations can require that sponsored facilities label and store all monthly records pertaining to operating and administrative costs, so that records are easily accessible and made available for review upon request. Failure to have clearly labeled records may lead to associated costs and/or meal disallowances that result in repayment to the facility or sponsor's non-profit program account and/or Bright from the Start.

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Daycare home providers are required to maintain and have on hand for immediate review all CACFP records that support their program activities for the current month, plus the previous twelve months of participation and operation. Daycare home providers may store the remaining two years of records offsite; however, the records must still be in the control of the provider and accessible within a reasonable amount of time. If no offsite storage is used, providers must retain three years of records (plus the current year), onsite, at the physical address of the day care home facility.

Note to Sponsored Facilities: Federal regulations do not allow a grace period for newly recruited or approved sponsored facilities (centers or day care homes). Therefore, all federal regulatory and Bright from the Start recordkeeping requirements apply and will be enforced immediately once a sponsored facility is approved and a claim for reimbursement is submitted.

For questions concerning this memorandum, please contact Sonja R. Adams, Policy Administrator at (404) 651-8193.