

Records Retention Requirements for the Child and Adult Care Food Program

This document addresses the records retention requirements for the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). These requirements apply to all child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the CACFP.

USDA Requirements

All CACFP sponsors must comply with the records retention requirements below, as required by [7 CFR 226.10\(d\)](#) of the CACFP regulations. These requirements apply to CACFP sponsors that self-operate their food service program, maintain a school food agreement with a board of education, or outsource their food service program to a [food service management company \(FSMC\)](#).

- Maintain all necessary records for a period of three years after submission of the final claim for reimbursement for the fiscal year.
- If audit findings have not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit.

CACFP sponsors should check with their governing authority to determine if local record retention requirements are more stringent.

Required Records

The required records that must be maintained include all records related to the CACFP. The list below includes some examples but is not all inclusive.

- **Reimbursement claims:** Supporting documentation for the monthly claims for reimbursements, e.g., master lists, daily meal count sheets, attendance records, and all other applicable claims documentation.
- **Menus:** Supporting documentation for menus, e.g., menus, recipes, production records, Child Nutrition (CN) labels, product formulation statements, Nutrition Facts labels and ingredients, and all other applicable menu and crediting documentation. For additional guidance on the required menu documentation, refer to the CSDE's [Guide to Menu Documentation for the CACFP](#).
- **Income eligibility:** Supporting documentation for participants' income eligibility, including income eligibility applications, applicable enrollment forms (CACFP child care and/or Head Start enrollment forms, adult day care enrollment forms) and all other applicable application documentation. Applicable application forms and guidance are

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available under Enrollment Form” and Income Eligibility” in the “Documents/Forms” section of the CSDE webpages below.

- [CACFP Adult Day Care Centers](#)
- [CACFP Child Care Centers](#)
- [CACFP Family Day Care Homes](#)

- **Cost records:** Cost records including receipts, invoices, canceled checks, payroll documentation and timesheets, and electronic (ACH) deductions and transfers.

- **Contracts:** Supporting documentation for the Invitation for Bid (IFB) process for bids, contracts, and yearly addenda. For forms and guidance, visit the “[Contracts in the CACFP](#)” section of the CSDE’s Food Service Management Company webpage.

- **Procurement:** Supporting documentation for procurement including all bids and purchases, and all other applicable procurement documentation.

- **Staff training:** Supporting documentation for staff training, such as training agendas and staff sign-in sheets.

- **Monitoring:** Supporting documentation for monitoring in centers, including copies of completed monitoring reports (applicable to institutions with multiple sites). Centers must use the CSDE’s [Monitoring Review Form for CACFP Centers](#).

- **Income and Expenditure Reports:** Supporting documentation for Non-Profit Status Income and Expenditure Reports. The applicable form for each type of program are indicated below.
 - [Income and Expenditure Report for Adult Day Care Centers](#)
 - [Income and Expenditure Report for At-risk Afterschool Care Centers](#)
 - [Income and Expenditure Report for Child Care Centers](#)
 - [Income and Expenditure Report for Emergency Shelters](#)
 - [Income and Expenditure Report for Family Day Care Homes](#)

- **Civil rights:** Supporting documentation for civil rights, including CACFP Civil Rights Data Collection Form and CACFP Potential Beneficiary Data Determination Form. For forms and guidance, visit the “[CACFP Civil Rights Requirements](#)” section of the CSDE’s Civil Rights for Child Nutrition Programs webpage.

For questions or additional guidance on these requirements, contact the [CACFP staff](#).

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Resources

Adult Day Care: A Child and Adult Care Food Program Handbook (USDA):

<https://fns-prod.azureedge.us/sites/default/files/CACFPAdult%20DayCareHandbook.pdf>

At-Risk Afterschool Meals Guide (USDA):

https://fns-prod.azureedge.us/sites/default/files/cacfp/CNP-CACFP-AfterSchoolGuide-Interactive_RELEASE.pdf

Child Nutrition (CN) Labels (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers/documents/#CNlabels>

Child Nutrition (CN) Labels (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Child Care Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents/#CNlabels>

Civil Rights for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs>

Food Service Management Company (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/food-service-management-company>

Forms for CACFP Adult Day Care Centers (“Documents/Forms” section of CSDE’s CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/cacfp-adult-day-care-centers/documents>

Forms for CACFP At-risk Afterschool Care Centers (“Documents/Forms” section of CSDE’s CACFP At-risk Afterschool Care Center webpage):

<https://portal.ct.gov/sde/nutrition/cacfp-at-risk-afterschool-care-centers/documents>

Forms for CACFP Child Care Centers (“Documents/Forms” section of CSDE’s CACFP Child Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/cacfp-child-care-centers/documents>

Forms for CACFP Emergency Shelters (“Documents/Forms” section of CSDE’s CACFP Emergency Shelters webpage):

<https://portal.ct.gov/sde/nutrition/cacfp-emergency-shelters/documents>

Forms for CACFP Family Day Care Homes (“Documents/Forms” section of CSDE’s CACFP Family Day Care Homes webpage):

<https://portal.ct.gov/sde/nutrition/cacfp-family-day-care-homes/documents>

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Guide to Meeting the CACFP Adult Meal Patterns and Crediting Requirements (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_meal_patterns_adults.pdf

Guide to Meeting the CACFP Meal Patterns for Children and Crediting Requirements (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_meal_patterns.pdf

Guide to Menu Documentation for the CACFP (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_menu_documentation.pdf

Independent Child Care Centers: A Child and Adult Care Food Program Guide (USDA):

<https://fns-prod.azureedge.us/sites/default/files/cacfp/Independent%20Child%20Care%20Centers%20Handbook.pdf>

Product Formulation Statements (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers/documents#PFS>

Product Formulation Statements (“Documents/Forms” section of CSDE’s Crediting Foods in CACFP Child Care Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents#PFS>

Production Records for CACFP Adult Centers (“Documents/Forms” section of CSDE’s Meal Patterns for CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-adult-centers/documents#ProductionRecords>

Production Records for CACFP Child Care (“Documents/Forms” section of CSDE’s Meal Patterns for CACFP Child Care Programs webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents#ProductionRecords>

Record Keeping Basics for CACFP (Institute of Child Nutrition):

<https://theicn.org/cacfp-itrain-simple-lesson-plans/training-scripts/Record-keeping-basics-for-CACFP.pdf>

Standardized Recipes for CACFP Adult Centers (“Documents/Forms” section of CSDE’s Meal Patterns for CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-adult-day-care-centers/documents#StandardizedRecipes>

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Standardized Recipes for CACFP Child Care (“Documents/Forms” section of CSDE’s Meal Patterns for CACFP Child Care Programs webpage):

[https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents
#StandardizedRecipes](https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents/#StandardizedRecipes)

USDA Memo CACFP 17-2017: Documenting Meals in the Child and Adult Care Food Program:

<https://www.fns.usda.gov/cacfp/documenting-meals-child-and-adult-care-food-program>

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For more information, contact the [CACFP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cacfp/forms/records_retention_cacfp.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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