

**Child Nutrition, Inc**  
**P.O. Box 3364**  
**Warrenton, Virginia 20188**  
**(800) 735-5434**

## **MEMO**

**To: Child Nutrition, Inc. Family Child Care Providers**

**From: Elizabeth Wittusen, Director of Administration**

**Date: July 6, 2009**

**Re: Record Maintenance – This memo should be placed in your Child Nutrition, Inc. Binder**

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The purpose of this memo is to clarify record maintenance requirements for all family day care home providers that participate on the Child and Adult Care Food Program (CACFP). Each day care home must maintain on file documentation of each child's signed enrollment\* and must maintain daily records of the number of children in attendance and the number of meals, by type (breakfast, snack, lunch, dinner), served to enrolled children. These records must be kept for three years after the date of submission of the final claim for the fiscal year to which they pertain.

Maintaining records on site at the family day care home ensures that records are available for review when a monitor or auditor arrives at the home. It also provides an internal control assuring the provider reimbursements are accurate and that no errors have occurred in the payment process.

Providers must only maintain and have on hand for immediate review records of attendance, enrollment, meal counts, and menus that support their program activities for the current month, as well as the previous twelve months of operation. The remaining two years of records may be stored offsite in a storage unit; however, they 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, onsite, at the family day care home. Records can be kept in hard copy or electronic format, provided they are readily available to reviewers. Failure to maintain such records will be grounds for the denial of reimbursement.

Effective immediately, all family child care providers must ensure compliance with record maintenance requirements. If record keeping procedures were not in place prior to this date, start immediately with July 2009. It is vital to the Child and Adult Care Food Program that Sponsoring Organizations and Family Child Care Providers uphold the integrity of the program to ensure children in family day homes continue to benefit from healthy meals and snacks. Through the Child and Adult Care Food Program, providers receive federal funds and deliberate misrepresentation may subject the provider to prosecution under applicable State and Federal criminal statutes.

If you have any questions, please call Child Nutrition, Inc. at 1-800-735-5434.

**\*Child Care Providers who claim online have two options:**

- **Option 1- Print two enrollments and have parents sign both enrollments. Mail one to Child Nutrition, Inc and keep one for your records.**
- **Option 2 – Print one enrollment, have parents sign the enrollment and make a copy. Keep one for your records and mail one to Child Nutrition, Inc**