

 Policy #: N-5	Effective Date:	Page #: 1 of 1
Ref #:	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07, 5/29/07

COMPONENT: NUTRITION

SUBJECT: CACFP RECORD-KEEPING

PERFORMANCE OBJECTIVES: To maintain procedures for collecting information required by the Child and Adult Care Food Program (CACFP).

PROCEDURE: Highland Rim Head Start will maintain:

1. Daily attendance records for all children;
2. Menus that meet the following requirements:
 - a. Menus accurately list the food items that are to be served, including substitutions;
 - b. Food items which are identified on purchase receipts are listed on menus;
 - c. The specific date of use is identified; and
 - d. Each menu is posted in a conspicuous place for all parents and guardians to observe.
3. Daily meal counts listing the number of meals by type;
4. A monthly milk inventory which is completed on that last operation day for each month and which lists the amount of milk purchased and not used during the month and available at the close of business on the last day of operation for the month;
5. Documentation of annual training session date(s) and location(s), participants' names, and the topics covered in the session(s) to indicate that required training has been provided for CACFP staff; and
6. Other requirements as listed in the CACFP Policies and Procedures Manual.