



**North Carolina Department of Health and Human Services**  
**Division of Public Health – Women’s & Children’s Health Section**  
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

**January 12, 2011**

**CACFP 11-03**

**MEMORANDUM**

**TO:** All Child and Adult Care Food Program Institutions

**FROM:** Arnette Cowan, MS, RD, LDN  
Supervisor, Special Nutrition Programs

**SUBJECT:** Child and Adult Care Food Program Reminders

As we move forward with the administration of the Child and Adult Care Food Program (CACFP), we are issuing a couple of reminders for all Institutions.

Last year, sponsoring organizations of day care homes were informed that beginning October 1, 2010, all records pertaining to the CACFP should be available at the provider location. Maintaining records on site at the day care home ensures that records are available for review when a monitor or auditor arrives at the home. Records that are kept at the provider’s home also afford the SA an audit trail and the ability to confirm the accuracy of the records at both locations. In addition, maintaining records at the day care home instills an internal control whereby the provider is assured that reimbursements are accurate and that no errors have occurred in the payment process.

Although this information was disseminated to Sponsoring Organizations of Day Care Homes, it is important to ensure that all Independent Institutions and facilities (homes and centers) maintain CACFP records at their physical location. All CACFP records must be made available to State agency staff, Food and Nutrition Service staff and staff from any other authorized agency. Failure to make these records available may result in meals being disallowed and the Institution and/or facility being declared seriously deficient.

Additionally, it has come to our attention that some Institutions and facilities are being approved for meal services although children are not enrolled at that meal service. Institutions should only submit meal services for facilities when children are enrolled at that meal service time. For example, some facilities are approved for breakfast, am snack, lunch, pm snack, and supper. However, when we conduct our reviews, we are informed that children are not enrolled at all these meal service times.



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We ask that all Institutions review the meal service times for all of your facilities and ensure that children are enrolled at each of the meal service times.

If you have questions, please contact your regional consultant.

c: SNP Staff (via email)