

PLEASE PRINT NAME

PROV. #

DATE COMPLETED

FY 2020 ~ Record Keeping Training

Carefully read the home study text. Complete and return this quiz to the YFCI office or your monitor within two (2) weeks of receipt.

Answer all questions. This is a required two (2) hour CACFP training.

1. List the records to maintain daily:

1.

2.

3.

4.

2. Failure to maintain required records may result in you being found seriously deficient and the loss of reimbursement dollars.

T.

F.

3. Assistants complete the training to _____

4. Assistants must be able to maintain and access CACFP records if the provider is away from home.

T.

F.

The following 8 questions refer to Child Enrollment Form (CEF) information and refer to the sample form found in the training when needed:

5. Use a CEF for new or returning children or to update a permanent change.

T. F.

6. See the sample highlighted in green and complete the following sentence:

It is critical the YFCI know if the child is _____ or _____ and the _____.

Infant information is also critical. Please refer to the yellow highlighted section of the sample CEF:

7. The provider writes in the name of _____ the family child care offers to infants.

8. The parent decides and indicates who will supply infant foods once the infant is developmentally ready for food.

T. F.

9. You may claim an infant if a parent has elected to have the provider supply the formula and wishes to provide one food component.

T. F.

10. Please make sure parents complete schedule information that best reflects the care the child needs. Only _____, _____, and _____ included on the form are eligible for CACFP reimbursement.

11. Once the parent completes and signs the CEF, describe what the provider needs to do:

12. Incomplete, incorrect information, or enrollment forms received after the end of the claim month will not be eligible for reimbursement for that claim month.

T. F.

The following 6 questions refer to menu recording:

13. It is the provider's responsibility to record the food to be served to children prior to meal service.

T F

14. Starting **October 1, 2019**, menus that are not in compliance with the new meals patterns will be assessed a fiscal disallowance.

T F

15. Describe 4 changes to the Child Meal Pattern:

A)

B)

C)

D)

16. At least one serving of bread/grain per day must be whole grain or whole grain rich. How will you record

A) If claiming on paper, What 2 things must you do?

1.

2.

B) If claiming on KidKare?

17. Describe 3 requirements of the Infant Meal Pattern:

A)

B)

C)

18. Any appeal of a meal disallowance must be made by contacting the YFCI office within 5 days of receiving your reimbursement check.

T. F.

19. When are meal counts recorded?

20. Document when claiming a school age child when school is closed or the child is in your care because the child is too sick for school.

T. F.

21. How do you Notify YFCI if a child has a temporary change in schedule?

22. How do you Notify YFCI if a child has a permanent change in schedule?

23. How and when do you Notify YFCI of closures/vacations or being away from home at a meal time?

24. Describe 3 things your monitor will do at a home review:

A)

B)

C)

25. What are the USDA requirements for keeping CACFP records?

26. How many hours of CACFP training must be completed every fiscal year?

27. How can you avoid losing reimbursement \$\$ before you submit your claim?

28. When do you mail / submit your claim?

29. Your claim must be received no later than _____ on the _____ for 1st billing.

30. When should you complete and return this training quiz?

31. What email address do you use to notify YFCI of changes?