

# Record Keeping Training FY'2024

*This is a required training for  
Child and Adult Care Food Program (CACFP) participation.*

**Per the Dept. of Elementary and Secondary  
Education (DESE) Policy, this training must be  
completed by 01/31/2024.**



**If not attending a “ZOOM” training presentation,  
~~you must complete all the Home Study Quiz questions on-line at~~  
[www.yoursforchildren.com](http://www.yoursforchildren.com) within two (2) weeks of receipt  
of this home study.**

One hundred percent of the funding for this program and publication is provided by USDA and, therefore, any publications may be freely copied by USDA, the Massachusetts Department of Elementary and Secondary Education, and by any other institutions under the Child and Adult Care Food Program. Please credit the listed source when given or Yours for Children, Inc, when not given.

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**Yours for Children, Inc. 489 Washington Street Suite 109 Auburn MA 01501  
800-222-2731  
FAX 508-721-0919  
YFCI@yoursforchildren.com  
www.yoursforchildren.com**



# Yours for Children, inc.

During the first week of next month, YFCI will email you confirmation of having completed this training.

Keep that email for your records!

Please print out that email and keep it in your  
Yours for Children, Inc. Provider Handbook.

A copy of this training's text will be included in that email for future reference.

# Let's Start

# Current USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:**

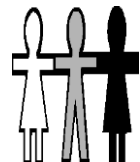
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



The “**Building for the Future**” poster must be displayed in each home so parents are aware that the home is receiving federal assistance for serving meals which meet the nutrition requirements established by USDA. Yours for Children, Inc. has provided the poster for you. If you need another one, a copy may be downloaded and printed from our website: [www.yoursforchildren.com](http://www.yoursforchildren.com) > **providers** > **forms**.

**Good nutrition today means a stronger tomorrow!**

# Building for the Future

with  
**CACFP**

This day care  
receives support  
from the Child and  
Adult Care Food  
Program to serve  
healthy meals to your children.



**Meals served here must meet USDA's  
nutrition standards.**

**Questions? Concerns? Call USDA toll free:  
1-866-USDACND (1-866-873-2263)**

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture  
Food and Nutrition Service FNS-317  
October 2019

# Yours for Children, inc.

## *Child and Adult Care Food Program*

### *Record Keeping Training*

*for*

### *Fiscal Year 2024*

*(begins October 1, 2023)*

Yours for Children, Inc. (YFCI) is your sponsor of the Child and Adult Care Food Program (CACFP). The reimbursement you receive from the CACFP supports your ability to provide nutritious foods to your child care. The benefits of the program are many, but to receive these benefits there are record keeping requirements.

#### ***Maintain Daily:***

- 1. Current Child Enrollment Forms** completed and signed by parents for all infants and children in care *including participating and non-participating children.*
- 2. Menus that are planned and recorded before each meal service.**  
These menus are to be dated and posted daily or weekly for parents.
- 3. Meal counts, by each meal type claimed,** supported by child enrollment forms, **recorded by the end of your business day.**
- 4. Daily attendance taken with in and out times** that support your meal counts.

***The attendance record alone is not a meal count.***

This training outlines the procedures for you to record information correctly and keep documents to comply with CACFP regulations. ***Failure to maintain required records may result in you being found seriously deficient in your operation of the CACFP and loss of reimbursement dollars.***

Have your assistants complete this training so that they understand the obligations of CACFP record keeping. Assistants must be able to maintain and access CACFP records if you are away from the child care home.

#### **Sources:**

Massachusetts Department of Elementary & Secondary Education "CACFP Family Day Care Policies and Procedures" 2012

USDA Management Improvement Guidance 1997

USDA Crediting Handbook for the Child and Adult Care Food Program 2014

USDA Family Day Care Homes Monitor Handbook—Child and Adult Care Food Program 2012

Yours for Children, Inc. Provider Handbook 2019

# Child Enrollment Forms (CEFs)

The image shows a 'CHILD ENROLLMENT REPORT' form. At the top, it includes fields for 'Provider' (Name, Phone, Address) and 'Child' (Name, DOB, Sex, Race). Below this are sections for 'Parent' (Name, Address, Phone, Email) and 'Normal Schedule' (Days, Times). There is also a 'Special Info' section and a large disclaimer at the bottom regarding the use of the form and liability.

Before you are ready to enter your claim for reimbursement you must enroll all children in your care into KidKare. See separate KidKare instructions at [Help.KidKare.com](http://Help.KidKare.com).

- You must offer CACFP participation to all children, **including infants**, by enrolling all children in your care.
- In KidKare record the child’s typical schedule:
  - The days of the week the child attends
  - The child’s arrival and departure times
  - Meals served in care
  - School departure and return time to child care, if applicable
  - Parent’s choice of who is to supply the infant formula and infant solid foods for infants.
- **Make sure that the schedule you enter into KidKare reflects the care the child needs. Only days, times, and meals included in the Child Enrollment Form are eligible for CACFP reimbursement.**
- Print the completed Child Enrollment Form (CEF).
- The child is now **“Pending”** in KidKare.
- Have the parent review the completed Child Enrollment Form for accuracy before signing.
- Give the parent a **“Building for the Future”** brochure and a copy of the CEF.
  - “Building for the Future” brochures can be found at [www.yoursforchildren.com](http://www.yoursforchildren.com) > Providers>Forms
- Email the signed CEF directly to [YFCI@YoursForChildren.com](mailto:YFCI@YoursForChildren.com) for activation.
- Upon receipt, the child will change from **“Pending”** to **“Active”** in KidKare.
  - “Pending” children are not eligible for CACFP reimbursement.
  - “Active” children are eligible for CACFP reimbursement.
  - **Remember to email signed CEFs within 24 hours of enrollment**
- **Incomplete, incorrect information, or CEFs received after the end of the claim month will not be eligible for reimbursement for that claim month.**
- Maintain current signed CEFs in your YFCI records

## If a child's schedule changes:

**Remember, only days, times, and meals included in the Child Enrollment Forms (CEF) are eligible for CACFP reimbursement.**

- When there is a **permanent change** in a child's schedule you will need to update the CEF:
  - Print out the original CEF in KidKare
  - **Clearly write the changes on the CEF**
  - **Clearly write the DATE of the change**
  - Have the parent review the updated CEF before signing
  - Email the signed updated CEF to [YFCI@YoursForChildren.com](mailto:YFCI@YoursForChildren.com)
  - Upon receipt the child's schedule will be updated
  - Maintain the signed updated CEF in your YFCI records
- When there is a **one-time change** in a child's schedule:
  - Simply email us at [YFCI@YoursForChildren.com](mailto:YFCI@YoursForChildren.com) explaining that the child attended on a day/meal not on the CEF due to the parent's need.

## If a previously withdrawn child returns to your care.

**You DO NOT need to re-enter the child into KidKare**

In KidKare:

- Go to "Home" then "My Children".
- In upper right corner click the orange "Filter" button.
- Select "Withdrawn".
- Select the name of the returning child.
- Print out the child's CEF in KidKare.
  - **Clearly write the Date of the child's return to care**
  - **Clearly write any necessary changes of the child's schedule on the CEF**
  - Have the parent review the updated CEF before signing
  - Email the signed updated CEF to [YFCI@YoursForChildren.com](mailto:YFCI@YoursForChildren.com)
  - Upon receipt the child will be reactivated and eligible for CACFP reimbursement
- Maintain the signed updated CEF in your YFCI records.

**Tips when emailing CEFs to YFCI**

**Please include your Name and YFCI Provider Number in the Subject line**

**Please attach CEFs as a single PDF to your email**

**Thank you!!**



# Menu Recording

It is your responsibility to accurately record the food to be served to the children participating in the CACFP to meet the meal pattern **prior** to the meal service.

- ✓ **Post a dated pre-planned menu for each day or by the week.**
- ✓ In KidKare use Meals > Schedule Menus. Once you have planned menus you may generate a report by selecting Reports > Menu Planning > Schedule Meal.
- ✓ Any pre-planned menus must be updated on the day of meal service if the foods served that day change from your pre-planned menus.

**Menus that are not in compliance with the meal patterns will be assessed a fiscal disallowance.**



- ✓ Fruits and vegetables are separate meal components
- ✓ A vegetable serving is required at lunch and/or supper
- ✓ 100% fruit or vegetable juice can be served only once per day at either breakfast or snack. YFCI policy does not credit juice as part of lunch or supper to limit the overconsumption of Sugar.
- ✓ Tofu may be credited as a meat/meat alternate, must be firm and extra firm with 5g of protein per 2.2 oz. and easily recognizable to children. Soft tofu in smoothies/baked desserts is NOT creditable.
- ✓ Yogurt is limited to 23 grams of sugar per 6 ounces
- ✓ **At least one serving of bread/grains per day must be 100% whole grain or whole grain rich**  
I Be sure to code as whole grain.  
Use the slide button to code as whole grain only when applicable.



- ✓ Grain-based desserts are **not creditable**: cookies, cake, pop-tarts, granola bars, dessert pie crust, doughnuts, etc.—including home made dessert items.
- ✓ Fluid milk served to children must be unflavored. Children age 1-2 years are required to be served whole, unflavored milk. **Children age 2 and older are required to be served 1% low fat or fat-free skim unflavored milk, per YFCI policy to limit overconsumption of sugar. See page 10.**
- ✓ Breakfast cereals may contain no more that 6 grams of sugar per dry ounce
- ✓ Graham crackers and animal crackers **are creditable**. Limit use of these sweet crackers to no more than two (2) time per week and serve at snack only.
- ✓ Meat/meat alternate may be served in place of the grain component up to **3 times per week at breakfast**

- ✓ **Choking food restrictions apply to children under the age of 4 years. See page 11.**



# Important Whole Grain Reminders- Updated 7/11/22

Note: One Meal per Day must include a Whole Grain

## Creditable WHOLE GRAIN List

- Kodiak Cakes Pancakes or Kodiak Cakes Waffles- Frozen & Kodiak Cakes Pancake/Waffle Mix
- Aunt Jemima Whole Wheat Blend Mix or Maple Grove Whole Wheat Pancake/Waffle Mix
- Trader Joes Multi Grain Toaster Waffles- Eggo Thick & Fluffy Whole Grain Waffles
- Kashi BRAND Frozen Waffles: Go Protein Waffles, 7 Grain Waffles & Gluten Free Original Waffles
- Vans Whole Grain Waffles
- Fit & Active Whole Grain Frozen Waffles
- HM Pancakes or Waffles made with 100% Whole Wheat Flour
- Thomas Mini Bagels, Bagels & English Muffins - 100% Whole Wheat
- Annie's Whole Wheat Shells & White Cheddar Box Mac & Cheese
- Cream of Wheat Whole Grain ONLY
- Nature's Own 100% Whole Wheat Bread or Sara Lee 100% Whole Wheat Bread or Freihofer's 100% Whole Wheat Bread
- Martins 100% Whole Wheat Potato Rolls or Potato Bread
- Pepperidge Farm FARMHOUSE Whole Grain White Bread & Pepperidge Farm 100% Whole Wheat Swirl Raisin Bread & Pepperidge Farm Whole Grain Oatmeal Bread
- 100% Whole Grain Pasta or Spaghetti
- HM Fruited Muffins or Bread (blueberry, zucchini, banana etc.) made with 100% Whole Wheat Flour
- 100% Whole Wheat or Whole Grain On Front Label of Package
- Great Value (Walmart Brand) Whole Wheat Egg Noodles
- Whole Grain Goldfish Crackers & Whole Grain Goldfish Pretzels- Label must say Whole Grain
- Scooby-Doo Baked Graham Crackers - Whole Grain Goldfish Graham Crackers- Natures Promise Organic Animal Crackers
- Note: All three above are Sweet Grains - Only claim 2 times per week



**NOT Creditable WHOLE GRAIN List-** 1<sup>st</sup> Ingredient is Enriched Flour or 2<sup>nd</sup> or 3<sup>rd</sup> Grain isn't creditable as a WG. These are common Errors that Providers Code YES as a WG that are NOT.

- Eggo Nutri-Grain Whole Wheat Frozen Waffles
- Earth's Best Organic Frozen Mini Waffles (3<sup>rd</sup> grain is wheat Flour)
- Whole Wheat Ritz & Whole Wheat Saltines
- Whole Wheat Club Cracker - Whole Wheat Cheez-it Crackers
- Farina
- Kraft Whole Grain Box Mac & Cheese
- Corn Starch, Corn Meal or Corn Muffins
- Cream of Wheat or Cream of Rice
- White Rice, Rice Pilaf
- Ramen Noodles
- No Yolks Whole Grain Egg Noodles (2<sup>nd</sup> Grain corn Flour)
- Couscous is made with Semolina- NOT WG
- Polenta is made with de-germinated Corn – NOT WG



# Milk Policy

Milk served in the Child and Adult Care Food Program (CACFP) must meet the following requirements:

- Unflavored, **whole milk** must be served to children **one (1) year of age**.
- Unflavored\* **low-fat (1%) milk or fat-free (skim) milk** must be served to children **two (2) years of age and older**.

*\* Yours for Children policy omits the serving of flavored milk to children age six (6) and older to limit the amount of sugar consumed.*

*Milk served must be pasteurized fluid milk that meets state and local standards and contains vitamin A and D as specified by the Food and Drug Administration. Evaporated milk does not meet the definition of milk. Milk may be lactose-free milk, lactose reduced milk, cultured buttermilk, or acidified milk.*

Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children with medical or special dietary needs. Parents must supply the provider with medical documentation for any substitutions.

Fluid Milk Alternatives 			
	Parent Note	Medical statement Medical Condition	Medical statement Disability
Lactaid			
Soy milk (nutritionally equivalent to cow's milk)			
Rice Milk			
Almond Milk			



Documentation  
supplied is  
**ACCEPTABLE!**

You may print a copy of a medical statement at [www.yoursforchildren.com](http://www.yoursforchildren.com)

# Choking Foods Policy

Children under 4 years of age are at the greatest risk of choking. Almost 90% of children who die from choking are under 4 years old. Children this age are still learning how to chew, often have not developed the “grinding” motion with molars, and may swallow foods whole. As we know, they like to put things in their mouth, but have small airways that may become easily blocked.

Based on guidance from the USDA, foods that pose the highest risk for choking are foods that "are round, tube-shaped, small, hard, thick and sticky, smooth, slippery, or easily molded to stick to the airway."

In order to align with Massachusetts state licensing and USDA's recommendations, Massachusetts Office for Food and Nutrition Programs' (FNP) policy restricts the serving of the following foods to children under 4 years of age:

- Hot dogs, sausages, sausage links or similar shaped processed food items
- Fish or meat with bones
- Grapes, cherries, melon balls, cherry and grape tomatoes
- Specific berries – kiwi berries , raspberries, blackberries, goji berries
- Peanuts, nuts, and seeds (for example sunflower or pumpkin seeds)
- Peanut butter and nut/seed butters
- Dried fruit such as raisins or cranberries
- Shelf stable, dried and semi-dried meat, poultry, and seafood snacks (such as beef jerky or summer sausage)
- Popcorn

There are many other items that are not included in the above list which may still pose a choking hazard due to their shape (tube-shaped, round, small) or texture (hard, thick and sticky, smooth, slippery, or easily molded). FNP asks that providers consider these characteristics when feeding children under the age of 4 years, and recommends altering any food item which may pose a risk.

Providers should consider altering food items so that they can be served in manageable bites. The information about alternate food preparation methods relates only to other foods not specifically identified in the above list. **The foods listed above are not to be served to children under the age of 4 years.**

***When recording one of the above foods into KidKare you must also record the alternate food being served to children under the age of 4 years in the “COMMENT” BOX!! (If applicable.)***

# CHOKING PREVENTION: SERVING CHILDREN UNDER FOUR (4) YEARS OLD

## FRUITS



- Raspberries
- Blackberries
- Cherries
- Melon Balls
- Grapes
- Pits or Seeds
- Dried Fruits

## NUTS, SEEDS, SNACKS



- Nut Butters
- Popcorn
- Seeds

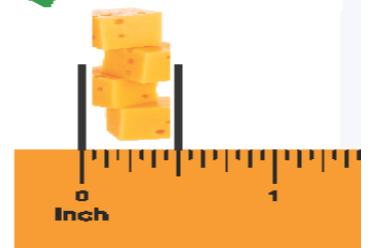
## MEATS, FISH



- Meat with Bones
- Fish with Bones
- Beef Jerky
- Hot dogs
- Sausages

## MODIFICATIONS

- Slice Tubular and Circular Foods to 1/2 Inch or Smaller than a Nickel



- Cook, Mash or Puree Vegetables



# MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS CHILD NUTRITION PROGRAMS

Note: According to 7 CFR, part 226.20 food substitutions for medical reasons can be made only when there is a written statement from a medical authority. This written statement must include the medical reason and recommended alternate foods.

**This form can be found at [www.yoursforchildren.com](http://www.yoursforchildren.com)**

## MEDICAL STATEMENT TO REQUEST CHILD NUTRITION PROGRAMS SPECIAL MEALS AND/OR ACCOMMODATIONS

1. School/Agency Name	2. Site Name	3. Site Telephone Number	
4. Name of Participant		5. Age or Date of Birth	
6. Name of Parent or Guardian		7. Telephone Number	
8. Check One:			
<input type="checkbox"/> Participant has a disability, which may include a food allergy, and requires a special meal or accommodation. Schools and agencies must make reasonable modifications to the meal to accommodate a disability which restricts a participant's diet. Modifications during and for food service may be required. Schools and agencies participating in federal nutrition programs must comply with requests for special meals. <b>A licensed physician, physician's assistant, or nurse practitioner must sign this form.</b>			
<input type="checkbox"/> Participant does not have a disability, but is requesting a special accommodation for a <b>fluid milk substitute</b> that meets the nutrient standards for non-dairy beverages offered as milk substitutes. <b>Food preferences are not an appropriate use of this form.</b> Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. <b>A licensed physician, physician's assistant, nurse practitioner, parent, or guardian may sign this form.</b>			
9. If participant has a disability, provide a brief description of participant's major life activity affected by the disability:			
10. Diet prescription and/or accommodation: <i>(please describe in detail to ensure proper implementation-use extra pages as needed)</i>			
11. Indicate texture:			
<input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed			
12. Schools and agencies are not required to provide the exact substitution or other modification requested. However, must offer a reasonable modification that effectively accommodates the participant's disability and provides equal opportunity to participate in or benefit from the federal nutrition programs.			
Foods to be omitted and available/acceptable substitutions: <i>(please list specific foods to be omitted and suggested substitutions. you may attach a sheet with additional information as needed)</i>			
A. Foods To Be Omitted		B. Available/Acceptable Substitutions	
_____		_____	
_____		_____	
_____		_____	
13. Modifications to meal service:			
14. Signature of Preparer*		15. Printed Name	16. Telephone Number
			17. Date
18. Signature of Medical Authority**		19. Printed Name	20. Telephone Number
			21. Date

\*Parent/legal guardian signature is acceptable for fluid milk substitution for a child with dietary needs other than a disability.

\*\*Medical Authority's signature is required for participants with a disability.

The information on this form should be updated to reflect any changes to the current medical and/or nutritional needs of the participant, and updated annually.

This institution is an equal opportunity provider.

MA ESE February 2018/USDA June 2017



# ***Infant Menu Recording***

## **CACFP benefits must be offered to infants. (Children under 1 year old)**

- ☑ Providers are required to offer parents of infants an iron fortified infant formula (IFIF). You decide what formula to offer.
- ☑ Providers: You must write the name of the formula you offer to parents on the Child Enrollment Form for all infants.
- ☑ Parents decide whether to accept the formula you offer or to supply breast milk or a different iron fortified infant formula.
- ☑ REMINDER: Record the amount of Breastmilk/Formula /Solids Foods served.

### ***INFANT MEAL PATTERN***

- \* Two infant age groups: 0-5 months, 6-11 months
- \* Only breastmilk or iron fortified infant formula required for infants 0-5 months
- \* If a mother breastfeeds her child at the family child care home this component is creditable. Document on your infant menus “directly breastfed”. Note: This meal is reimbursable for infants 0-5 months. For infants 6-11 months the meal is reimbursable if you are providing all other components that the child is developmentally ready to receive.
- \* Solid food should be introduced around 6 months, when the infant is developmentally ready
- \* Fruits/vegetables and a bread/grain are now required at snack when the infant is having solid foods
- \* 100% juice and cheese foods/spread are not creditable infant foods
- \* Whole eggs and yogurt are creditable infant meat/meat alternates
- \* Yogurt cannot contain more than 23 grams of sugar per 6 ounces



*When the infant is developmentally ready for solid foods, they should be slowly introduced. As infants may have different preferences each day, a solid food does not need to be offered as part of every meal pattern until the infant has developed a tolerance for it. Meals are not going to be disallowed simply because a food was offered one day and not the next if that is consistent with the infant's eating habits. It is important for the provider and parents to have very good communication about when and what solid foods to serve the infant while the infant is in the provider's care. Each item offered to an infant should be recorded and documented daily even if they do not consume all of it or even any of it.*

*Per FNP email guidance 2/2/2018*

- \* Parents/Guardians may supply no more than one required component per meal in the meal pattern (including breastmilk or formula in order for the meal to be reimbursable in CACFP).

## ***Meal Counts***

**Each day's meal counts must be recorded by the end of the business day.**

Record in KidKare or use a KidKare Weekly Attendance Worksheet.

- ☑ **Meal counts may NOT be recorded before you serve meals.** For example, you cannot complete/enter meal counts for the day when children first arrive.
- ☑ **Attendance logs, showing in and out times for children are *not* a substitute for meal count records.** Attendance records are used to validate your meal counts. You may use the KidKare In-Out attendance feature, YFCI calendar, your Agency Attendance log, or your own Sign-in Sign-out records.
- ☑ Meal counts are compared during claims processing to each child's enrollment data, your license capacity, and any documentation/findings from home reviews before reimbursement.

### ***Meal count recording:***

- \* If you cannot enter your meal counts daily in the computer, use a KidKare Weekly Attendance Worksheet to record meal counts by the end of each business day.
- \* Claim each child for no more than 3 meal services per day of which 1 meal must be a snack. You may claim a maximum of 2 meals and 1 snack OR 2 snacks and 1 meal per child.
- \* Notify YFCI of a temporary change in a child schedule to avoid disallowances. (Email: [yfci@yoursforchildren.com](mailto:yfci@yoursforchildren.com)).
- \* **Document when claiming a school age child when school is closed or when a child is too sick to go to school and is in your care.** KidKare providers do this using *No School* or *Sick* codes.
- \* Informal In-home Relative Child Care providers are limited to claiming only the meals that are supported by the non-residential child's voucher information. Forward any new vouchers to YFCI upon receipt.
- \* Always make sure that you are operating within your Department of Early Education and Care (EEC) license capacity and that YFCI has a copy of your current license.

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



**EACH DAY'S MEAL COUNTS MUST BE RECORDED  
BY THE END OF EACH BUSINESS DAY.**

**BEST PRACTICE: Record your Meal directly into KidKare DAILY.**

If unable to record your meal counts DAILY in KidKare you must write in your meal counts DAILY using a **KidKare Weekly Attendance Worksheet**.  
You can then enter your Meal Counts later into KidKare.

**IMPORTANT!**

Only KidKare Worksheets are acceptable as validation for non-daily entries into KidKare. Keep your written KidKare Worksheets for claim validation. You may be asked to produce them for claim validation. Missing/incomplete KidKare Weekly Attendance worksheets may cause fiscal disallowances.

To print out KidKare "Weekly Attendance Worksheets" go to "Reports" then  
 Category - "Worksheets"  
 Report - "Weekly Attendance Worksheet"

**Weekly Attendance Worksheet**

00999 Provider, Practice

Claim Month: August 2022

Name Birthdate	#	Date:					Date:					Date:					Date:														
		B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E
Child, New 12/14/2017 02/01/2021	1-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
Eight month, Baby 12/11/2021 10/01/2021	1-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
Infant, 10 months 10/10/2021 10/01/2021	1-18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
Infant, 3 month 05/04/2022 10/01/2021	1-17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
Q, Susie 02/02/2018 10/01/2021	1-32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
School-age, Joe 04/28/2014 10/01/2021	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
School-Age, Sam 01/31/2011 10/01/2021	1-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														
Toddler, Tiny 12/27/2018 10/01/2021	1-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>					Attended: <input type="checkbox"/>														

**EACH DAY'S MENUS MUST BE PRE-PLANNED AND POSTED FOR PARENTS TO SEE. PRE-PLANNED MENUS MUST BE DATED AND HAVE ALL COMPONENTS LISTED.**



**BEST PRACTICE: Pre-plan your Menus directly into KidKare Weekly.**



Provider Name : Provider, Practice (009999)

Meals	Mon - 08/01	Tue - 08/02	Wed - 08/03	Thu - 08/04	Fri - 08/05
Breakfast	Cheerios (WG) Mandarin Oranges 1%(over 2)/Whole(under 2)	French Toast Strawberries 1%(over 2)/Whole(under 2)	breakfast Pancakes / Waffles (WG) Cantaloupe 1%(over 2)/Whole(under 2)	Whole Wheat Bread (WG) Bananas 1%(over 2)/Whole(under 2)	Egg All Bran Wheat (WG) Flakes Blueberries 1%(over 2)/Whole(under 2)
Lunch	Beef Meatballs Brown Rice (WG) Broccoli Carrots 1%(over 2)/Whole(under 2)	Chicken Breasts Rice with beans Red / Kidney Beans Avocado 1%(over 2)/Whole(under 2)	Chicken Soup Chicken Soup Parts Bread Sticks Mixed Vegetables Apples 1%(over 2)/Whole(under 2)	Beef Ground Hamburger Buns French Fries (Baked) Fresh Tomatoes 1%(over 2)/Whole(under 2)	Fish Fillets Pilaf Rice Peas and Carrots Applesauce 1%(over 2)/Whole(under 2)
PM Snack	Yogurt for children 1 year and older Strawberries	Hummus Pita Bread	Cheddar Cheese Blueberries	American Cheese Graham Crackers	Banana Muffins Orange Juice

Your pre-planned menus will then automatically “pop-up” when you enter your daily meal counts. Any changes to your pre-planned menus can then be made at that time.

To pre-plan your menus in KidKare go to: “Meals” then “Schedule Meals”. Go to [Help.KidKare.com](http://Help.KidKare.com) for further tips in using this feature.

**By pre-planning your menus in KidKare, you can easily review your menus for:**

- \* Daily serving of Whole Grains
- \* Missing components
- \* Variety of foods

*Don't lose money! Can you find the error in the above menus?*

Menus can then be printed and posted for your parents to see.

**IMPORTANT!!** Pre-planned menus in KidKare will support your claim validation if you are not entering your meal counts and menus daily into KidKare.

**Did you find the Error???**

There was no Whole Grain served and coded on 08/02.  
 Don't lose money! Review your pre-planned menus!



Provider Name : Provider, Practice (009999)

Meals	Mon - 08/01	Tue - 08/02	Wed - 08/03	Thu - 08/04	Fri - 08/05
Breakfast	Cheerios (WG) Mandarin Oranges 1%(over 2)/Whole(under 2)	French Toast Strawberries 1%(over 2)/Whole(under 2)	breakfast Pancakes / Waffles (WG) Cantaloupe 1%(over 2)/Whole(under 2)	Whole Wheat Bread (WG) Bananas 1%(over 2)/Whole(under 2)	Egg All Bran Wheat (WG) Flakes Blueberries 1%(over 2)/Whole(under 2)
Lunch	Beef Meatballs Brown Rice (WG) Broccoli Carrots 1%(over 2)/Whole(under 2)	Chicken Breasts Rice with beans Red / Kidney Beans Avocado 1%(over 2)/Whole(under 2)	Chicken Soup Chicken Soup Parts Bread Sticks Mixed Vegetables Apples 1%(over 2)/Whole(under 2)	Beef Ground Hamburger Buns French Fries (Baked) Fresh Tomatoes 1%(over 2)/Whole(under 2)	Fish Fillets Pilaf Rice Peas and Carrots Applesauce 1%(over 2)/Whole(under 2)
PM Snack	Yogurt for children 1 year and older Strawberries	Hummus Pita Bread	Cheddar Cheese Blueberries	American Cheese Graham Crackers	Banana Muffins Orange Juice

**EACH DAY'S MENUS MUST BE PRE-PLANNED AND POSTED FOR PARENTS TO SEE**



**BEST PRACTICE:** Pre-plan your menus using the KidKare “Scheduled Meals” feature.



*If unable to pre-plan your Menus in KidKare you must write your menus in advance and post them.*

*Written menus must be dated and have all components listed.*

YFCI offers you these Menu forms which are acceptable for claim validation. You may then enter your Menus later into KidKare. These forms are available at [www.yoursforchildren.com](http://www.yoursforchildren.com).

**IMPORTANT!**

Keep these written records.

You may be asked to produce them for claim validation. Missing/incomplete written pre-planned menus may cause a fiscal disallowance.

The image shows two menu forms. The left form is titled 'INFANT MENU' and has columns for 'Date' and rows for 'BREAKFAST', 'AM SNACK', 'LUNCH', 'PM SNACK', and 'DINNER'. Each row includes a time range (e.g., 8-10 AM for Breakfast) and a 'Formula/Brand milk' section. The right form is titled 'TEMPORARY MENU' and has columns for 'Date' and rows for 'Breakfast', 'AM Snack - Choose 2 Components', 'Lunch', 'PM Snack - Choose 2 Components', and 'Dinner'. Each row includes a time range and a 'Formula/Brand milk' section. The 'TEMPORARY MENU' form has yellow highlighted sections.

# Notify YFCI

## We need current information to process your claim quickly and accurately.

- ▲ Explain a reason you are **temporarily** claiming a child outside the schedule we have on file. (**Email: [YFCI@yoursforchildren.com](mailto:YFCI@yoursforchildren.com)**)
- ▲ Update any changes to your scheduled meal times.  
(**Email: [YFCI@yoursforchildren.com](mailto:YFCI@yoursforchildren.com)**)

In KidKare withdraw children no longer in your program. Go to HOME > My Kids. Select the child then click on the red “withdraw” box and enter the date of withdrawal.

A new Child Enrollment Form must be updated and signed by the parent for any permanent changes to a child’s schedule. Email updated CEFs to [YFCI@yoursforchildren.com](mailto:YFCI@yoursforchildren.com).



**Notify YFCI in advance if closed or away from premises during a meal service.**

➤ KidKare - use the Calendar feature.

**Keep copies of all changes and updates to child schedules filed with your CACFP documents in your YFCI Provider Handbook.**

## ***Changes to your Early Education and Care (EEC) License***

- You must send us a copy of any new license for you or an assistant within five (5) business days of receiving your new license from EEC.
- ***A license capacity change must be received by the YFCI office by the 25th day of the claim month.***
- Submit to YFCI a copy of **all** current assistant licenses or approval letters.
- Make sure your **YFCI** number is on these copies.
- Notify YFCI when an approved assistant leaves your child care.





## School Out Codes

**Notify us if a school-aged child is in your care at a time he/she would normally be in school.**

These codes will validate those meals/snacks and allow reimbursement.

- Here’s a trick to easily code “School Out” ....especially if you know in advance when a school will be closed.
- Click on “Calendar”, then “Child”.
- Select the child.
- Drag the “No School” icon to the calendar to the first day of “No School.”

Provider
Child
Meals
Schedule Menus

School-age, Joe (8 y) ▼

### September 2022

<
>
today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	No School	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17

#### Draggable events

+ No School

+ Sick

+ Present on Holiday

NOTE: In order to add or delete meals for an event, you must click on the existing event on the calendar to open the Event Editor.

- Then click on the dragged “No School”. An “Event Editor” will appear to allow you to enter a range of “No School” dates.
- Then forget about it...the “No School” codes will automatically appear when you enter the meal counts for those dates

Event editor

From:

09/02/2022

To:

09/05/2022

✕

Title:

Breakfast
AM Snack
Lunch
PM Snack
Dinner
Eve. Snack

Details:

Yours for Children, Inc.

Delete
OK

## Home Reviews

As per your CACFP **Permanent Agreement** you are to “Allow authorized Program related personnel to visit, with or without prior notification, to review provider’s records and meal service during the hours of Program operation”.

As per your CACFP **Annual Status Update**, “Your sponsoring agency is to conduct reviews of your Food Program. Providers must receive three (3) reviews during the fiscal year. Two (2) of the reviews must be unannounced and conducted at an approved meal service.”

All authorized Program related personnel (YFCI/USDA/DESE) will be wearing identification.

For a sample of a Home Review Form, please go to [www.yoursforchildren.com](http://www.yoursforchildren.com).

### Best practice for a successful Home Review:



- \* Enter meal counts **daily** into KidKare
- \* Pre-plan menus **weekly** into KidKare
- \* Have all CACFP records accessible for review:
  - \* Permanent Agreement
  - \* Annual Status Update
  - \* Current Child Enrollment Forms
  - \* Attendance Record showing in/out times of each child
  - \* Current EEC license for you and any Assistants



- *By entering your KidKare Menu and Meal Counts **DAILY**, your YFCI Monitor can complete the Home Review Form with minimal interference to you and your Day Care activities!!*
- Have your YFCI Handbook organized with copies of your:
  - o Permanent Agreement - in plastic sleeve.
  - o Annual Status Update - **dated 10/01/2023 or after.**
  - o Current Child Enrollment Forms—**dated 10/01/2023 or after.**





# Home Reviews

**PLEASE HELP US!!**

Your Monitor plans Home Reviews according to your meal service schedule. **The meal service times we have on file must reflect the beginning of your scheduled meal service.**

Note: Per the Massachusetts Office for Food and Nutrition Programs (FNP) policy, Supper meal service in the CACFP must be offered no earlier than 4:00PM.

**You are responsible for notifying YFCI in advance whenever you and the children will be away from home during a scheduled meal time.** Using your KidKare Calendar, notify YFCI in advance if you will be away during a meal service, on vacation, **or closed for any reason.** These notifications eliminate your Monitor traveling to your home to find you are not there.

Email [YFCI@yoursforchildren.com](mailto:YFCI@yoursforchildren.com) anytime to notify us of meal service time changes.

Your adherence to meal service times and closure notifications allows YFCI to monitor your participation in the CACFP as per your Permanent Agreement. Non-compliance with CACFP Home Review requirements may find you Serious Deficient in your operation on the Child and Adult Care Food Program.



## During a Home Review, your Monitor will:



- See that your daily or weekly dated menu(s) are posted.
- Check that you have parent signed copies of most current Child Enrollment Forms for all children in your child care.
- Review current month's menus, recorded **prior** to meal service, and verify that the meal observed matches your menu.
- Review current meal counts entered to date in KidKare.
- Review KidKare Weekly Worksheets for any meal counts not already entered into KidKare.
- View your copy of your CACFP "Permanent Agreement".
- View your copy of your current fiscal year "Annual Enrollment Status Update".
- Check that your "Building for the Future" poster is placed in view for parents.
- See EEC licenses posted for you and current assistants working in your child care.
- Check your kitchen and food storage areas for general sanitation.
- Check the temperature of your thermometers in refrigerators & freezers used for child care.
- Check the expiration dates of refrigerated and dry storage foods.
- Record all the children's names present. Children that are present and claimed are validated during claims processing. Children listed as absent are not eligible for reimbursement for the observed meal.
- Reconcile the past 5 days' meal counts to your attendance records and enrollment information.
- Record any assistants present.
- Verify that you are within your EEC license capacity.
- Check if either 1% or fat-free milk is being served to children over age 2, and whole milk to children ages 1-2, if part of meal service. 2% milk is not creditable for any age group. *Per YFCI policy, serve only unflavored milk to all children to limit the overconsumption of sugar. (See page 11)*
- Give you technical assistance or corrective actions on any menu or other CACFP compliance issues.
- Give you a due date if corrections need to be made.
- Answer questions and provide resources as needed.
- Check that you are current on CACFP training requirements.
- Ask if you have specific training needs.
- Ask you to check information recorded, including attendance information, is accurate, before confirming the Home Review Report.

Non-compliance with CACFP record-keeping requirements may find you Serious Deficient in your operation on the Child and Adult Care Food Program.

## ***Documents to Display/Keep on File***

The “**Building for the Future**” poster must be displayed in each home so parents are aware that the home is receiving federal assistance for serving meals which meet the nutrition requirements established by USDA. Yours for Children, Inc. has provided the poster for you. If you need one, a copy may be downloaded and printed from our website: [www.yoursforchildren.com](http://www.yoursforchildren.com) > providers > forms.

### ***You must also display:***

- ◆ Your daily or weekly dated pre-planned menu
- ◆ Your child care license
- ◆ License/approval of all assistants who are working in your child care

The following documents must be on file for immediate review by your monitor, or representatives from the Department of Elementary and Secondary Education (DESE), and/or the U.S. Department of Agriculture (USDA). These records must be kept in the child care home and available during your business hours:

- Copy of the Permanent CACFP Agreement
- Copy of the Annual Enrollment Status Update for the current year
- Current month Menus, Meal Counts, and Child Enrollment Forms
- Completed KidKare worksheets for current claim month, if applicable
- Copies of Child Enrollment Forms for the past twelve months
- Copies of Menus and Meal Counts for the past twelve months
- Copies of Home Review Reports for current fiscal year
- Tier Status documentation
- Medical Statement, if applicable
- Any correspondence regarding the CACFP
- Copies of any approval letters for income eligibility or capacity changes
- Training certificates from YFCI for you and any assistants

USDA regulations require that providers maintain the current fiscal year and the three prior years of CACFP records. Current year’s records are listed above; you may store the remaining years of records in a manner that is accessible within a reasonable amount of time and under your control. Records may be stored in hard copy or electronic format.

Records available in both your home and the YFCI office allow DESE or USDA the ability to confirm the accuracy of records at both locations.

Any advertising of your child care that references the CACFP must have the USDA non- discrimination disclaimer included. The disclaimer is included on the back of this training and at [www.yoursforchildren.com](http://www.yoursforchildren.com). If the material is too small to print the full statement, you may include, in the same print size as the text: ***“This institution is an equal opportunity provider”***.

# Training Requirements

You are required to complete six (6) hours of CACFP training each fiscal year that begins on October 1 and ends September 30. The following shows the training categories that must be completed each fiscal year:

- **Two (2) of the six (6) hours must be devoted to CACFP record keeping, which includes meal counts and menu recording.**
- **Two (2) of the six (6) hours must be devoted to food safety and sanitation.**
- **Two (2) of the six (6) hours will include at least one (1) hour of nutrition education and one (1) hour of another CACFP related subject. Yours for Children, Inc. chooses to prepare a two (2) hour nutrition home study each year to complete this category.**
- **Civil Rights training**

Yours for Children, Inc. provides you with Home Study training that meets the above requirements. All current YFCI trainings are available on-line via ZOOM presentations and at [www.yoursforchildren.com](http://www.yoursforchildren.com).

**Yours for Children expects that you complete each Home Study within 2 weeks of receipt.** All Required training must be completed each fiscal year to remain eligible for reimbursement. Late or incomplete training may find you Serious Deficient in your operation on the Child and Adult Care Food Program.

**You will be emailed confirmation after each particular Home Study is completed. Keep that email for your records.**

A copy of the Home Study text will be included with that email for future reference.



# Meal Benefit Forms

- If your home is not considered Tier 1 by school or census data, you can submit your household income information to be assessed for Tier 1 eligibility using a “Meal Benefit Form”.
- If you are Tier 1 and your child(ren) are enrolled in your day care program, you can claim your child’s meals and snacks served while in care.
  - You must submit a “Meal Benefit Form” to us to be assessed for eligibility.
- “Meal Benefit Forms” can be found at [www.yoursforchildren.com](http://www.yoursforchildren.com)
- We are happy to assist you in completing and submitting these forms.

\*\*\*\*\*

- If you are determined to be “Tier 2” you may chose to distribute “Meal Benefit Forms” to the parents of the children in your care. You will then receive the higher Tier 1 rates for those specific children whose income are below the USDA guidelines.

# It's the last business day of the month. Now what???



## #1 Claim Review

- ✓ Review your Claim Reports for accuracy before submitting. **Don't lose \$\$\$!**
- ✓ Review **Foods Served Report** before submitting to avoid reimbursement disallowance for recording errors that can be corrected
- ✓ Review the **Claimed Attendance Detail** report for meal count accuracy.
- ✓ To get these reports in KidKare:
  - \* Reports
  - \* Category Meals and Attendance
  - \* Report Food Served  
Claimed Attendance Detail

Need more help? Click on "Get Help" in KidKare for more helpful tips!

- ✓ Did you send in Child Enrollment Form for any new children?  
We cannot pay you for "Pending" children.  
Email new Child Enrollment Forms to [YFCI@yoursforchildren.com](mailto:YFCI@yoursforchildren.com)



# It's the last business day of the month Now what???



## #2 Claim Submission

✓ Submit your claim as soon as you serve and record the last meal for the month.

✓ *If you have been entering your Menus & Meal Counts daily you're all set!  
There's nothing left for you to do!*

✓ *Just hit that "Submit" button!*

- ✓ We will submit validated claims received by 12 noon on the 5th of the month following service in the first request to the state for funds.
- ✓ Claims received after 12 noon on the 5th of the month following service are considered to be "Late Claims" and are submitted in the second/final billing to the state. This can cause a significant delay in your reimbursement.
- ✓ "Late claims" are also subject to submission of written records to validate your claim. Lack of written records will cause financial disallowances.
- ✓ Repeated Late Claims may find you Serious Deficient in your operation of the CACFP.

You can see the status of your claim for reimbursement in KidKare.  
Go to: Reports>Claim Statements>Claimed Summary and Error>select month>RUN

*Upon receipt of CACFP funds,  
we immediately direct deposit your reimbursement.  
You will be notified via email, FaceBook, and KidKare Messages.*

*If you "Like" us on FaceBook  
you will get automatic notification of payments.*



***Be sure to review your "Claims Summary and Errors Report"***

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





# **Congratulations!**

## **You have completed your FY'24 Annual Record Keeping Training\*.**

**During the first week of next month, YFCI will email you confirmation of having completed this training.**

**Keep that email for your records!  
Please print out that email and keep it in your  
Yours for Children, Inc Provider Handbook.**

\*Training completed on-line or on paper requires submission of the training Quiz for credit.

**Thank you for your dedicated service to the children in your care  
and  
Thank you for your continued commitment to the Child and Adult Care Food  
Program as sponsored by Yours for Children Inc.**

**For additional resources go to [www.yoursforchildren.com](http://www.yoursforchildren.com).**



# **Yours for Children, inc.**

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