

# **CACFP Infant Recordkeeping Requirements**

### 1. OFFER CACFP TO ALL ENROLLED INFANTS

To meet this requirement, your program must offer to supply the following items to each infant:

- Iron-Fortified Infant Formula: minimum of <u>one</u> type/brand
- Iron-Fortified Infant Cereal: One or more: Rice, wheat, barley, oats, mixed grain, or combination
- Fruits, Vegetables and Meat/Meat Alternates: Store-bought, homemade, table foods, or a combination of all three
- **Grains:** crusty bread, crackers, ready-to-eat cereals

## 2. PARENT/GUARDIAN NOTIFICATION REQUIREMENT CACFP Infant Menu and Infant Meal Pattern Chart

- Complete the **CACFP Infant Menu** by listing the formula and foods you supply
- <u>Post both</u> your **CACFP Infant Menu** and the **Infant Meal Pattern Chart** in a location visible to parents *These two documents must be posted even if you also give copies to each family.*

## 3. CACFP INFANT MEAL COMPONENTS FORM

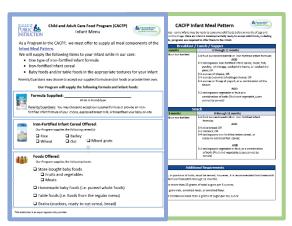
Complete the **CACFP Infant Meal Components Form** each month <u>for all enrolled infants</u> by following the instructions provided on this form.

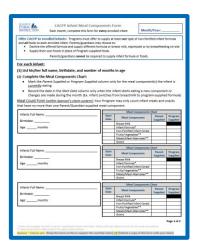
- You are not required to complete this form for infants whose meals are not claimed because their parents supply more than one component for them.
- Record meal counts only for infant meals and snacks that have only one Parent/Guardian-supplied meal component.

#### **4.** MEAL COUNT FORM (within your sponsor's claim system)

Record the meal or snack for each infant on your meal count form only <u>after ALL components have been</u> <u>offered</u> **AND**:

- Your Program supplies all components; or
- Parent/Guardian supplies only one component
  - Ex. Parent supplies breast milk or formula and the Program supplies all other foods





#### DO NOT RECORD A MEAL OR SNACK

WHEN: Parent/Guardian supplies more than one component

- Ex. Program supplies infant cereal and Parent supplies breast milk and fruits
- Ex. Program supplies formula and parent supplies all other foods

Parents/guardians cannot be required to provide formula or foods

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#### 5. HOME VISITS

FDCH Sponsor monitoring staff will check the following during each home visit:

- <u>The CACFP Infant Meal Components Forms for the current month</u> to verify they are completed correctly and are consistent with your Program supply and Parent/Guardian supply of formula, breast milk, and infant foods currently on-hand.
- Infant formulas and infant foods on-hand (both your Program supply and Parent/Guardian supplied items) to verify they are creditable to the CACFP Infant Meal Pattern and consistent with your completed CACFP Infant Meal Components Forms and infant meals claimed.

#### 6. Claims

FDCH Sponsors may require you to submit copies of your completed *CACFP Infant Meal Components Forms* for checking them against the infant meals and snacks you have submitted on your monthly claim.

• Sponsors retain the right to require submission of daily completed infant menus by age group.

All completed *CACFP Infant Meal Components Forms* must be retained on file with your Program's monthly claims for three (3) years plus the current year.