

**ABCD Preschool**  
**Child and Adult Care Food Program**  
**Sample Recordkeeping Policy**

**The last 12 months of CACFP records, plus the current month of records, are located on-site in the office of ABCD Preschool, 3300 N. Central Avenue, Phoenix AZ 85012.**

**The owner, director, and assistant director have access to all CACFP records.**

- 1. Meal Benefit Income Applications and Monthly Claiming Percentage Rosters** are in a large black 3-ring binder in the top, locked drawer on the right-hand side of the assistant director's desk.
- 2. Emergency Blue Cards and Medical Statements for Meal Substitutions** are in a large white 3-ring binder standing upright on the left-hand side of the assistant director's desk.
- 3. Monthly Records** (Sign-in/out, DES Billing Records, Weekly Point of Service Meal Count Sheets, Monthly Meal Count Summary Sheets, Daily Infant Production Records, Copy of Menu with dates, Menu Production Worksheets with dates, Time Distribution Reports, Monthly Expense Worksheet including original receipts and invoices, Food Service Cost Report including original receipts and invoices, and food service vendor invoices) are in manila folders filed by month in the 4<sup>th</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.
- 4. Infant Feeding Preference Forms** and documentation of solid food introduction are filed in the back of each infant's clipboard on the west wall of the infant room.
- 5.** All staff **Food Handler Cards** and the **Food Safety Manager's** card are posted on the bulletin board in the kitchen to the right of the dry food pantry door. Additionally, copies of all Food Handler Cards and the Food Safety Manager's card are maintained in a manila folder labeled "Food Handler and Food Safety Manger Cards" in the 2<sup>nd</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.
- 6. CACFP Renewal Records** (Management Plan, Procurement Standards and Guidelines, Procurement Plan, Civil Rights Pre-Award Compliance Review, Civil Rights Data Collection Form, Food Service Vendor Contract, Copy of Lease) are in a small manila folder labeled "CACFP Renewal" in the 2<sup>nd</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.
- 7. CACFP Permanent Records** (Permanent Agreement, CACFP Policies and Procedures, CACFP Job Descriptions, Administrative Review Procedures, and Procedure for Complaints of Discrimination) are in a manila folder labeled "CACFP Permanent Records" in the 2<sup>nd</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.
- 8. CACFP Training Materials and Civil Rights Training Materials** with sign-in records and original agenda are in a manila folder labeled "CACFP Training" in the 2<sup>nd</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.
- 9. Supporting documentation for the CACFP Menu** (Whole Grain-Rich Labels, Cereal Labels, Yogurt Labels, CN Labels, and Recipes) are in a manila folder labeled "Food Labels: Cereals, Yogurts, WGR" in the 2<sup>nd</sup> drawer of the tall grey filing cabinet on the right-hand side of the north wall.

**The previous 4 years of CACFP records are stored at: 1535 W. Jefferson Avenue, Phoenix AZ 85012 and can be accessed immediately upon request.**