

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY


DANIEL STALEY  
DIRECTOR

CACFP 17-07

July 3, 2017

**Memorandum**

To: Institutions Participating in the Child and Adult Care Food Program

From: Arnette Cowan, Head   
Special Nutrition Programs

Subject: Documenting Meals in the Child and Adult Care Food program

The purpose of this memorandum is to provide guidance on how meals served in the Child and Adult Care Food Program (CACFP) must be documented to demonstrate compliance with the meal pattern requirements under 7 CFR 226.20.

On April 25, 2016, the U.S. Department of Agriculture's Food and Nutrition Service (FNS) published the final rule "*Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010*" (81 FR 24348) to update the CACFP meal pattern requirements in 7 CFR 226.20. While the final rule did not change the recordkeeping requirements in the CACFP, FNS has received numerous questions regarding the monitoring and documentation of the updated meal pattern requirements. In response, FNS is providing the following clarification on how meals must be monitored and documented.

CACFP centers and day care homes are required to demonstrate that they are serving meals that meet the meal pattern requirements. Centers and day care homes must keep records of menus (7 CFR 226.15(e)(10)). However, State agencies have the authority to determine other types of acceptable recordkeeping documents required to demonstrate compliance with the meal patterns (7 CFR 226.15(e)). For example, a State agency may require centers to keep meal production records in addition to their menus. At this time, the State agency is not making any changes to the required documentation.

WWW.NCDHHS.GOV  
TEL 919-707-5800 • FAX 919-870-4818  
LOCATION: 5601 SIX FORKS ROAD • RALEIGH, NC 27609  
MAILING ADDRESS: 1914 MAIL SERVICE CENTER • RALEIGH, NC 27699-1914  
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To the extent practicable, State agencies should not impose additional paperwork requirements to demonstrate compliance with the updated meal pattern requirements. Rather, FNS encourages State agencies to maintain current recordkeeping requirements or update existing forms to avoid any additional burden.

FNS will revise the following policy guidance to further clarify meal documentation requirements and offer best practices for demonstrating compliance with the meal pattern requirements:

- CACFP 17-2016, *Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program; Questions and Answers*, July 14, 2016;
- CACFP 02-2017, *Grain Requirements in the Child and Adult Care Food Program*, October 14, 2016;
- CACFP 06-2017, *Feeding Infants and Meal Pattern Requirements in the Child and Adult Care Food Program; Questions and Answers*, January 17, 2017; and
- CACFP 08-2017, *Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program*, March 10, 2017.

If you have questions, please contact your regional consultant.

C: SNP Staff