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DEPARTMENT OF EDUCATION  
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DATE: June 6, 2014

TO: Child and Adult Care Food Program (CACFP)  
Center-based Institutions

FROM: Robin Holz, CACFP Lead Consultant - Centers  
Bureau of Nutrition and Health Services

SUBJECT: Electronic Recording

We have received several inquiries regarding electronic recording of required CACFP records such as meal participation and attendance. The State agency encourages recordkeeping systems that enhance accuracy and efficiency while maintaining integrity and compliance with regulations. Adequate staff training and supervision are required to ensure requirements are met.

The State agency does not approve or endorse specific software or systems. Center organizations must evaluate electronic recording systems for compliance with minimum CACFP requirements.

#### **MINIMUM CACFP REQUIREMENTS**

The recordkeeping requirements are the same for electronic and paper systems:

- The meal type (breakfast, lunch, supper, am snack, pm snack, late night snack) and date must be recorded
- Participants must be listed by first and last name (no nicknames)
- Records must be accessible during unannounced State agency, Federal and sponsor reviews
- Meal participation must be recorded at the point of service (except At-risk programs)
- Meal participation and attendance records must be recorded separately (meal counts cannot be derived from attendance)
- Attendance records must include participant's name, date, and in and out times
- At child care centers, where children are dropped off and picked up by parents, the parent should sign children in and out
- The participant's eligibility for free and reduced-price benefits must not be identifiable by staff who are not involved with eligibility determinations or compiling the claim

#### **ADDITIONAL REQUIREMENT FOR ELECTRONIC SYSTEMS**

All electronic systems must have procedures in place for daily back up so records are maintained in the event of computer or power systems failure.

If you have specific questions, please contact [robin.holz@iowa.gov](mailto:robin.holz@iowa.gov). (515)281-3484.

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