

Montana Department of Public Health & Human Services	Policy
	MT CACFP 2008-4 Rev 2
	Section: All Institutions
Child and Adult Care Food Program	Subject: Attendance Records
	Date Revised: 04/01/2021

ATTENDANCE RECORDS

The CACFP requires that normal days and hours the child is in care are documented to receive CACFP benefits at that facility. The State agency accepts either of these methods to meet the attendance requirement for CACFP:

1. Sign-in and Out

- A. All childcare facilities and institutions shall maintain current sign in and sign out attendance records for each child receiving CACFP meals.
- B. A sign-in and out system exists that contains the child's name and the hours the child/children arrive and departs from the childcare facility each day, along with daily signature/initials of the parent or guardian. At-risk afterschool programs and outside school hour's programs may use a simple list of names of children in attendance for that meal. Emergency shelters may use the official written date of arrival and departure of that child to the facility, and no daily sign-in and out is required.
- C. To claim the meal to the CACFP, the participant must be signed in at the meal start time. On rare occurrences, if a meal is claimed outside of the meal start time, a written note must be present on, or attached to the sign in and out record identifying the exception, the start time of the meal for that participant, and the staff member who made the decision to claim the meal.
- D. An institution or facility staff member shall not represent or replace a child's parent/legal guardian signature or initials or other individual authorized signature or initials on a sign in and sign out attendance record.
- E. All childcare institutions and facilities must make sign in and sign out attendance records available during regular business hours to CACFP monitors, childcare resource and referral agency staff, and State and local government authorities upon request.
- F. An electronic attendance system may be used for the sign-in and sign-out of the participants at the facility if it employs a unique and confidential identification of individuals. If this electronic system can be overridden by the director or anyone else with access to the system, then parents are required to sign the electronically generated attendance record of their child at least once weekly.

2. Roster

Head Start Programs, or other childcare programs who have a list of children enrolled in the CACFP, whose attendance is permanent and required, and where care and classes begin and end at the same time each day, may use a roster that contains the names of all the children enrolled is satisfactory to the CACFP that these children are enrolled. Reference: [7 CFR 226.15(e)(2)] CACFP Policy 02-05

This Institution is an equal opportunity Provider.

