

Use of Internal Forms and Software

CACFP Policy 23-01

Purpose

To establish a policy for the use of internal forms/software for capturing required information.

Scope

Institutions participating in the Child and Adult Care Food Program (CACFP).

Description

Institutions may use Indiana Department of Education's (IDOE's) CACFP template forms, their own internal forms/software, or a combination of these to collect the required information to participate in the CACFP. Regardless of the method used, institutions must provide sufficient detail to IDOE to determine compliance with CACFP Federal and State laws and regulations. It is not IDOE's responsibility to approve non-IDOE forms or software used in collecting CACFP data. Institution records that are generated for CACFP review must be provided in a legible, accessible, and reviewable format to their assigned IDOE field specialist.

A list of the required records by program type is available on the IDOE website, www.in.gov/doi/nutrition/child-and-adult-care-food-program.

Sources

Indiana Department of Education, School and Community Nutrition Programs, Federal Regulations 7 CFR 226.6(b)(1)(xviii)(C)(3), 7 CFR 226.15(e)