

# MONTHLY REQUIREMENTS

CACFP Food Sponsor

## Jordan Rivers

The following documentation must be turned in on a monthly basis to ensure compliance. All records shall be maintained daily!

### 1. Monthly Meal Count Sheet

This is the sheet that you write the number of students that have actually eaten a meal. You must write it immediately after the children are served! Put it under breakfast, lunch, or pm snack.

**#1 Continued** - If not, the meals will be disallowed and the daycare owner will have to pay the money back. Please ensure that the total is calculated and that you have put your initials next to the total for verification. Please write the month and year at the top of this page!

\*There should NOT be 3 identical numbers in the row, but if there are, the sign in sheet will be checked for verification. We all know the students come to school late, check out early, and sometimes don't come at all. It is unusual, but not impossible for a childcare center to have all of their students present for the entire day in a week. If they are, Great!

### 2. Attendance Sheet

This is the sheet that checks attendance daily. This is not the sign in sheet that the parents sign in to check their students into the daycare, however, the attendance sheet can be cross referenced with the sign in sheet to ensure the accuracy of attendance. Please make sure that each day is vertically tallied (down the page). Then tally the monthly total horizontally (left to right) on the last day you serve in each month. Please write the month and year at the top of this sheet.

## Practice Good Record Keeping Skills Daily!

-Erica Jordan

### 3. Master Roster

This is the sheet that states the students' lunch category according to the lunch form that the guardians have filled. Please make sure that each child's name is on this sheet declaring them Free, Reduced, or Paid. Enter each child's entered date by putting the first day of school from August. As new students enroll, add their start date. Tally the number of Free, Reduced, and Paid at the bottom of the page. This sheet will be the exact same sheet unless, a student enrolls or withdraws. Please write the month and year on this sheet!

### 4. Age Sheet

This sheet is where you list all the students that are enrolled in your center under their appropriate age group. This sheet will be the exact same sheet each month unless, a student enrolls or withdraws. Please write the month and year at the top of this sheet!

### Production Book

must be kept on site at all times & completed two weeks in advance!

### SUBMITTING DOCUMENTATION



All documentation must be submitted to Jordan Rivers on the 1<sup>st</sup> of each month. You may submit via email, postal or fax.

[ejordan@jordanrivers.org](mailto:ejordan@jordanrivers.org)

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McComb, MS 39648

866-593-7454 FAX

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Thank you for your participation!