

Kent Regional 4C CACFP Menu Instructions

- On page one, under If Correct, check off any of the boxes that apply and list types of infant cereal.
- On subsequent pages, fill in the Page ___ of ___.
- Fill in the provider information on each menu page.
- Sign each menu page.
- Fill in the dates and days on each menu page.
- Fill in meal and snack start and end times on each menu page.
- List children's first and last names on each menu page.
- Fill in the meal/snack requirements for the days you have children in your care.
- Check the appropriate boxes for meals and snacks served to the children in your care.
- Write the in and out times each day for children in your care. (Meals/snacks claimed outside of the in and out times will not be reimbursed).
- When the month is finished, send in the white copies to our office by the 5th of the month for processing. The yellow copies are for you to keep for your records.

REMINDER- The Child Development and Care Office and Bureau of Children and Adult Licensing require providers to retain copies of all of their paperwork for four years while the Child and Adult Care Food Program (CACFP) require three years. Also, in addition to the current month, CACFP records from the previous 12 months need to be readily available at home visits.