POLICY/APPROACH:

Food Service staff will keep all required paper work accurate and up to date.

USDA CACFP REGULATIONS
Chapter 17 Section D

PROCEDURE:

1. Meal counts are recorded at the point of service on the Weekly Attendance Sheet. See Documentation-Meal Counts.
2. Food Temperatures: Taken daily and recorded. See Safe Food Preparation, Storage, and Handling.
3. Refrigerator and Freezer Temperatures: Taken daily and recorded. See Safe Food Preparation, Storage, and Handling.
4. Working Menus: Staff record changes as they occur on the posted working menu. If the change is for the entire meal the changes need to be emailed to the Food Service Manager 1 week prior to change and recorded on the blank menu change sheet.
5. Receipts will be recorded on the tracking sheets weekly.
   - Make 3 copies of the receipt along with a cap sheet. Make sure the copies are legible and completed accurately
     - On one copy the cook is to highlight all nonfood items and send said copy to Fiscal along with the original receipt.
     - One copy of the receipt along with a copy of the CAP sheet is sent to the Food Service Manager
     - The 3rd copy is kept for your records.
   - Credit slips need to be copied and distributed the same as receipts.
   - Cap Sheets are to be attached to the original receipts showing how the money was allocated.
• Food
• Non Food: paper goods, soaps, cleaners, etc.
• Center: Any items purchased for the center’s use: classroom supplies; center maintenance supplies and coffee, tea, sugar, etc., for staff; and food used in classroom nutrition activity that is not part of a meal. If the nutrition activity incorporates the food into a meal, you may count it as USDA food.

6. Tracking Sheets are for the cook to keep track of the budget. Tracking sheets need to accurately show:
   • Beginning balance + or - remainder from the previous month.
   • All receipt amounts entered in the correct column.
   • Total amounts spent for the month.
   • Ending balance to be carried forward to the following month.

7. Food Temperature Logs, Refrigerator & Freezer Logs, Monthly Working Menus for the previous month are to be submitted on the first of each month to the Food Service Department.

It is ultimately the responsibility of the Food Service center staff (not the center staff or the inter office mail) to be sure paper work is completed and at the Food Service Department on time.