Sponsor Name: Brookline Sprouts at Tree of Life Open Bible Church

Agreement #: 328-02-895-8

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT ROSTERS PROCEDURE
Child Care and Adult Day Care Centers

CACFP Performance Standard 2 – Administrative Capability. Institutions must have written policies and procedures that assign CACFP duties.

CACFP Performance Standard 3 – Program Accountability. Institutions must follow practices that result in the operation of the CACFP in accordance with accurate recordkeeping processes and claiming reimbursement only for eligible meals.

Reference Regulation 226.15(e)(4), 226.17(b)(9), 226.19a(b)(9), and 226.23(e)(1) Meal count rosters must be maintained and coded in a format that produces accurate meal count documentation through participant eligibility.

A written procedure must answer the following five questions:
1. **What** processes and procedures will be implemented to ensure compliance now and in the future?
2. **Who** by position title (i.e., owner, director, administrative assistant, classroom teacher) is responsible for conducting the processes and who by position title is ultimately responsible for ensuring the procedure is followed now and in the future?
3. **How** will the sponsor ensure that the processes and procedures are followed consistently to prevent issues of non-compliance?
4. **When and at what frequency** will the processes and procedures be implemented?
5. **Where** will the supporting documentation be maintained?

WHAT?

The following processes and procedures will be conducted to ensure that meals are accurately counted and claimed under participants' accurate eligibility status:

- All meal count rosters will include the first and last name of each enrolled participant.
- Childcare, adult day care, Pre-K Counts, and/or Outside School Hours centers meal count rosters will be coded with the eligibility from the correctly determined Income Eligibility Form.
- The eligibility for each participant will be coded on the meal count rosters using an acceptable coding (i.e., 1, 2, 3 or A, B, C) that does not overtly identify the participant's eligibility status.
- Meal count rosters will not be coded with F, R & P.
- If meal count rosters will be coded using colored highlighters (i.e., yellow for Free, blue for Reduced, and green for Paid), the roster will be color coded in the "back of office" and will never be publicly visible to staff, parents, or participants.

- Meal count rosters will be dated with the Month, Day(s), and Year and will include the name of the specific center and/or classroom.

- Participants that drop from the Program will be either removed from the roster or a line will be drawn through the name indicating withdraw.

- Annual CACFP training and new staff training will include instructions for recording meals on the meal count roster using symbols that are legible and clearly marked so that meals by category and meal service type can be accurately totaled.

- All meal count rosters will be maintained for three (3) years plus the current year.

WHO?

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will initially record the correct eligibility of each participant on the meal count roster? If more than one person will conduct this process, list all applicable position titles.

Identify the title of the position: Administrative Assistant

Identify the title of the position: Sprouts Director

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will conduct a second check of participant eligibility codes and the accuracy of the meal count roster? If more than one person will conduct this process, list all applicable position titles.

Identify the title of the position: Assistant Director

Identify the title of the position: Director of Operations

Who by **position title** (i.e., owner, director, administrator, CEO) is ultimately responsible for validating the procedure is followed?

Identify the title of the position: Sprouts Director

***NOTE*: All CACFP duties must be included in each applicable position description.**

HOW?

Provide a description of how the sponsor will ensure the processes and procedures are followed consistently to prevent issues of non-compliance? Check all that apply.

☑ A checklist will be developed and used to track that all meal count rosters and eligibility statuses are evaluated prior to submitting the monthly claim for reimbursement. The checklist will be maintained along with all monthly documentation to support the claim.

- [x] An edit check reminder will be added to the monthly calendar of the center director.

- [x] Sponsor administrator will train staff responsible for utilizing and reviewing meal count rosters. Re-training will occur no less than annually.

- [x] Meal count rosters will be evaluated by no less than two different staff members to ensure compliance.

- [ ] Other – Provide a **detailed** description. Attach as an addendum if necessary.

WHEN?

Date this procedure was implemented: 7/15/26

Frequency that meal count rosters will be evaluated. Check all that apply.

- [ ] Daily

- [ ] Weekly

- [ ] Each month prior to submitting claim for reimbursement.

- [x] Other - Provide **detailed** description. Attach as an addendum if necessary.
  This will be completed every 6 months when IEFs and Enrollment Forms are routinely updated widespread, and monthly for any new enrollments that have come in during that month.

WHERE?

All documentation supporting meal count rosters must be maintained for three (3) years plus the current year except if audit findings have not been resolved, then records shall be retained until the resolution of the issues raised by the audit. Documentation must be available for review by USDA or the State Agency at all times. Check all that apply.

- [x] Center Director's Office
  Address: 1036 Brookline Blvd 15226

- [ ] Sponsoring organization administrative office
  Address:

- [x] Other – Provide a **detailed** description. Attach as an addendum if necessary.
  Address:

  The monthly roster will be kept electronically in the USDA/Meal Programs drive in Google Drive, as a shared drive owned by ToL, in a folder with other monthly submission data.

I certify that the procedure described has been implemented and I will provide oversight and ensure that the procedure is properly implemented now and in the future. Whenever changes in regulations or procedures are disseminated by the State Agency, I will access and implement applicable revisions to this procedure based on USDA regulations and State Agency guidance as they apply to the Child and Adult Care Food Program.

A signed copy of this procedure will be maintained and will be available for review by USDA and the State Agency.

Signature:

Date: 6/29/26

Position: Sprouts Director