



# FDCH CACFP Infant Recordkeeping Requirements

## OFFER CACFP TO ALL ENROLLED INFANTS

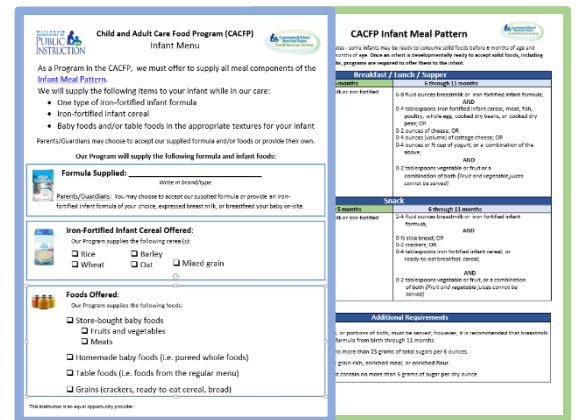
To meet this requirement, providers must offer to supply the following items to each infant:

- **Iron-Fortified Infant Formula:**  
Minimum of one type/brand
- **Iron-Fortified Infant Cereal:**  
One or more: Rice, wheat, barley, oats, mixed grain, or combination
- **Fruits, Vegetables and Meat/Meat Alternates:**  
Store-bought, homemade, table foods, or a combination of all three
- **Grains:** crusty bread, crackers, ready-to-eat cereals

Families cannot be required to provide formula or foods

## FAMILY NOTIFICATION REQUIREMENT (Method 2) CACFP Infant Menu and Infant Meal Pattern Chart

- Providers must complete the **CACFP Infant Menu** by listing the formula and foods they supply
- Both the **CACFP Infant Menu** and the **Infant Meal Pattern Chart** must be posted in a location visible to families



Refer to [Guidance Memo L – Infant Requirements](#), the *Infant Meal Notification Requirement* section, for a description of *Method 1* – using the Sponsor’s CACFP Enrollment/Infant Meal Notification Form (Most FDCH sponsors are using *Method 1* or have used it in the past.)

## RECORDING INFANT MEALS TO CLAIM (Method B) CACFP Infant Meal Components Form

Providers must complete the **CACFP Infant Meal Components Form** each month for all infants.

- Follow the instructions provided on the form

*This form does not need to be completed for infants whose meals/snacks will not be claimed.*

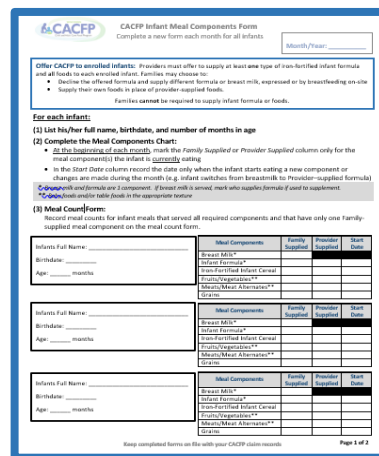
### And

### The FDCH Sponsor’s Meal Count Form

By the end of each day, providers must record infant meals/snacks that served all required components **AND**:

- All components are supplied by provider; or
- Family supplied only one component

Refer to [Guidance Memo L – Infant Requirements](#), the *Recording Infant Meals to Claim* section, for a description of *Method A* – using the Sponsor’s Infant Menu Record forms (Most FDCH sponsors are using *Method A* or have used it in the past.)



**DO NOT RECORD A MEAL OR SNACK WHEN: family supplies more than one component**

- Ex. You supplied the infant cereal and family supplied breast milk and fruits
- Ex. You supplied formula and family supplied all other foods

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## HOME VISITS

When using *Method B (CACFP Infant Meal Components Forms and FDCH sponsor's Meal Count Form)* for recording infant meals to claim, the FDCH Sponsor monitors must check the following during each home visit:

- The *CACFP Infant Meal Components Forms* and infant meal counts for the current month to verify they are accurately completed
- Infant formulas and infant foods on-hand (both provider and family-supplied items) to verify they are creditable to the CACFP Infant Meal Pattern and are consistent with the completed *CACFP Infant Meal Components Forms* and infant meals/snacks claimed.

## Claims

FDCH Sponsors may require providers to submit the following for monthly claim verification:

- Completed *CACFP Infant Meal Components Forms*
- Completed infant menu records by age group

**All completed *CACFP Infant Meal Components Forms* must be retained on file for three (3) years plus the current year.**