



2. CACFP Meal Service Times, Meal Counts & Recordkeeping Requirements

CACFP MEAL SERVICE TIME REQUIREMENTS

The following are the meal service times set by the state to serve and claim meals:

Breakfast: up to 9am
Lunch: between 11am and 1:30pm
Dinner: between 4pm and 7pm

There must be a minimum of **2 hours** between the beginning of a meal (B, L, D) and a snack. There must be a minimum of **3 hours** between two main meals if there is no snack in between. Infants (0-11 months) are to be fed “on demand.” So no mealtimes need to be recorded.

CACFP MEAL COUNTS & RECORD KEEPING REQUIREMENTS

You may claim a maximum of two main meals (B, L, D) and one snack per child per day (or two snacks and one meal). Meal counts are to be recorded **DAILY** either in the computer (web method) or onto scan forms (scan method). **If you are found to be behind in your daily record keeping you risk being placed into Serious Deficiency.***

Be sure to check over your claim each month before you submit it for meal count accuracy and to avoid any overcapacity errors. **If you are found to be overcapacity on your claim you risk being placed into Serious Deficiency.***

Minute Menu performs edit checks by comparing your claim meal count with the meal count we see at monitor visits so be sure your meal counts are accurate. **If discrepancies are found between what you claim and what we see at monitors you risk being placed into Serious Deficiency.***

If you plan to be away from your home but still plan to claim meals (ie, field trip), you must call our office ahead of time to let us know. If you plan to be closed (and therefore not claiming meals) you must call, email or use the online calendar to let us know ahead of time. **If you do not notify us ahead of time that you will be closed or not home you risk being placed into Serious Deficiency.***

***Once placed into Serious Deficiency you will be required to submit a Corrective Action Plan as well as participate in a 30 day corrective action period. Your corrective action will result in either the Rescission of the Serious Deficiency determination (if it is timely and successful) or Proposed Termination and Disqualification. If disqualified, you will be placed on the National Disqualified List and be unable to participate in the CACFP for a period of seven years. You may not appeal the Serious Deficiency Determination but you have the right to appeal the Proposed Termination and Disqualification.**

