

Montana Department of Public Health & Human Services	Policy
	MT CACFP 2008-4 Rev 1
	Section: All Institutions
Child and Adult Care Food Program	Subject: Attendance Records
	Date Revised: 5/1/11

ATTENDANCE RECORDS

1. Sign in and sign out attendance records must be available and completed up to the current date for all participants for whom meals are claimed to the CACFP.
2. All child care facilities and institutions shall maintain current sign in and sign out attendance records for each child receiving CACFP meals.
3. In order to claim the meal to the CACFP, the participant must be signed in at the meal start time. On rare occurrences, if a meal is claimed outside of the meal start time, a written note must be present on, or attached to the sign in and out record identifying the exception, the start time of the meal for that participant, and the staff member who made the decision to claim the meal.
4. An institution or facility staff member shall not represent or replace a child's parent/legal guardian signature or initials or other individual authorized signature or initials on a sign in and sign out attendance record.
5. All child care institutions and facilities must make sign in and sign out attendance records available during regular business hours to CACFP monitors, child care resource and referral agency staff, and State and local government authorities upon request.
6. An electronic attendance system may be used for the sign-in and sign-out of the participants at the facility if it employs a unique and confidential identification of individuals. If this electronic system can be overridden by the director or anyone else with access to the system, then parents are required to sign the electronically-generated attendance record of their child at least once weekly.
7. Centers must comply with the following:
 - a. Each time the child enters or leaves the facility, the parent or other individual authorized to deliver or pick up the child shall sign the child in and out and provide a signature or initials on the sign-in/sign-out sheet.
 - b. Sign in and sign out attendance records must indicate the child's name, the date, the hour and the minute when the child enters and leaves the child care facility.

8. Day care homes must comply with the following:
- a. Each time the child enters or leaves care the parent/legal guardian or other individual authorized shall sign the child in and out (see criteria in letter b), including provider's own children.
 - b. Sign in and sign out attendance records must indicate the child's name, the date, the hour and the minute when the child enters and leaves the child care facility.
 - c. Sign in /out attendance records shall be verified with a parent/legal guardian or other individual authorized to deliver or pick up the child with a signature or initials weekly, at a minimum.

[Reference: 7 CFR 226.6]