

### 5-Day Attendance Procedure

For this procedure, the reviewer will complete the following steps:

- ✓ Select a previous period of 5 consecutive days of operation completed and claimed to the CACFP.
- ✓ Download from Minute Menu HX a 5-Day Attendance Report for the 5-day period selected.
- ✓ Compare the 5-Day Attendance Report with the child attendance records for those 5 days.
- ✓ Verify that all meals claimed on the 5-Day Attendance Report have child attendance records complete to justify the claim. On the 5-day Attendance Report sheet, mark each and all meals as allowed or disallowed.
- ✓ The reviewer signs the results of the 5-Day Attendance Report by writing their name and date on the Report. The reviewer offers the provider to indicate their understanding and agreement with the Report by signing their name and date on the Report; and/or, the reviewer offers the provider a copy of the signed Report. The provider can decline either of these offers by the reviewer.
- ✓ Attendance records not available to the reviewer on site during a review are not considered. For attendance records not available because a child care licensor or other authority has removed those records from the facility, then the reviewer will call the child care licensor to report the missing records. The reviewer will then choose an alternate 5-Day Attendance period for the purpose of this procedure.
- ✓ There is zero tolerance for error. Disallowed meals will be subtracted from the provider's next available claim.
- ✓ The Report is final as signed by the reviewer. No further documentation or communication is required to disallow any meals not verified by the 5-Day Attendance Report except for information that is available in Minute Menu to both the provider and the reviewer pertaining to those meals.