

## **Maintaining a Separate Food Program Account Explanation**

### **Items to Submit to Support Operating Cost:**

- ✓ **Receipts/Invoice**
- ✓ **Time Sheets/Time Distribution Reports**
- ✓ **Bank Statements**
- ✓ **Cancelled Check**

### **Why do we need to submit operating costs information?**

- To show that the Center have a Food Reimbursement Need
- To show how CACFP funds are being spent
- To show the amount of time employees spend on Food Service activities

### **How do you validate time spent on the food program?**

- By submitting a time distribution report
- By submitting check copies for money paid to employees
- By showing the check clearing the companies bank account: **(Bank Statements)**

### **Suppose you have enough food expenses to cover the reimbursements received for the month?**

- Submit only the food cost receipts and not the time sheets

### **What happens if I send in time distribution reports and time sheets for the month but I have no backup documentation for those payments?**

- Then technically you have made an erroneous claim submission
- You are subject to having to repay the food service account
- You may be subject to further documentation inquiry

## **So in Summary:**

**DO:** Submit Time Distribution Reports, time sheets, and Time Distribution Reports that have proper payment documentation

**DON'T:** Send in any time information for any employee that you cannot provide:

- Time Sheets
- Time Distribution Reports
- Show checks being cleared by your bank
- Did not perform work on Food Service related activities

**DO:** Use Employees CACFP related work time sheets to validate how CACFP funds were used each month

**DON'T:** Use time sheets to make up for the fact that your center is not spending a substantial portion, over 60%, of your CACFP reimbursement on food. **CASH is not an allowable form of payment!!!**