

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, times 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.