



# JANUARY 2016 Newsletter

Provider's Food Program

## ATTENDANCE RECORDS

We wanted to remind all providers of the importance of keeping proper attendance logs for the children each day.

### Licensing Requirements

Here in Massachusetts it is a part of the licensing requirement for all Child Care Providers to keep an Attendance Log showing the In and Out times for all the children in their care.

This is not to be confused with the Meal Attendance logs that you are keeping as part of your enrollment in the CACFP. What is the difference?

### Meal Attendance Logs

Meal Attendance logs are used to keep track of which children are present at each meal service. This is important because the children present in your care may vary throughout the day. Some may be school-age children and thus are present only in the afternoon or some may belong to parents that only work a half-day and go home after lunch.

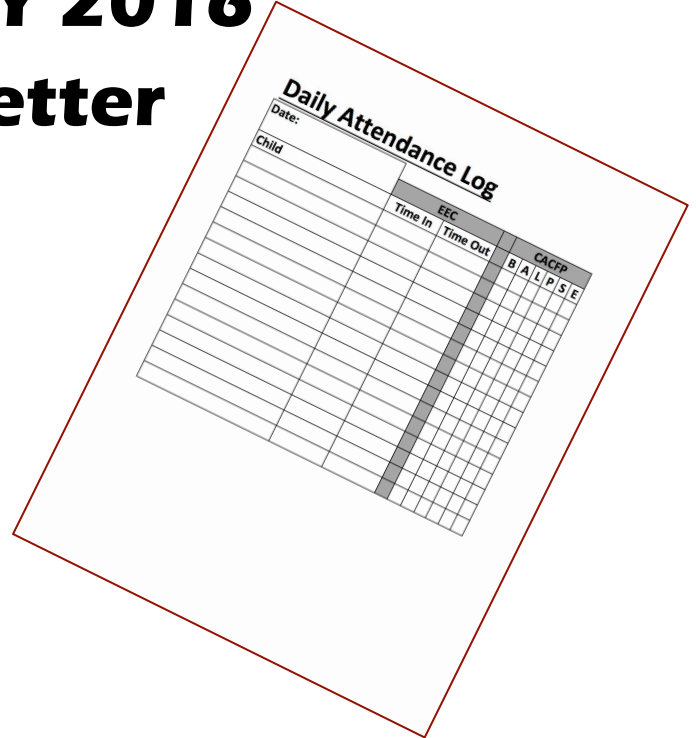
The Meal Attendance Logs are what you use to complete your Claim each month so that the reimbursement is accurate.

### Daily Attendance Logs

The Daily Attendance Log for your Child Care is different. It is used to show the In and Out times when each child arrives or leaves your home. EEC requires such a log to avoid problems of children being left on a van or in a home accidentally.

### Combined Attendance Logs

Some providers may use a Log that accomplishes both things on one sheet.



## During Your Home Visit

During the visit your Monitor makes every few months, you will be asked to produce BOTH logs sheets for review. This is required by the State as part of your Review.

### Log Comparisons

Your Monitor will be comparing both Logs to see that the children marked as attending a meal match the children and times on your Daily Log.

### Discrepancies

If for any reason there is a discrepancy between the 2 Logs, your Monitor may need to deduct a meal. For example, this may happen when a child is not logged In/Out on a certain day but appears on the Meal Attendance anyway.

Rest assured that we are not trying to make things harder for you as a provider. We are merely trying to follow through on the instructions we receive from the State.

**NOTE: Using the Minute Menu Web Kids program makes claiming much easier!**

**Call us today to find out how to switch to Web Kids for FREE!**

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