

## CHILD AND ADULT CARE FOOD PROGRAM RECEIPT PROCEDURE

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### **1302.44 Child nutrition.**

b) *Payment sources.* A program must use funds from USDA Food, Nutrition, and Consumer Services child nutrition programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.

1. Receipts for Child and Adult Care Food Program (CACFP) expenses are turned in to Site Supervisors within 48 hours of purchase.
2. If receipts are for food purchased for a classroom meal service, attach a copy of the menu the food was purchased for. (*Food substitutions purchased for ongoing accommodation plans do not need to have a copy of the menu attached.*)
3. Site Supervisors give receipts and menus, if applicable, to the Family Services Program Manager for review of allowable expenses.
4. After reviewing receipts for CACFP allowable expense compliance, the Family Services Program Manager makes a copy of the receipt to be kept with CACFP documents.
5. The original receipt is given to the Administrative Assistant-Fiscal for processing.