

Knowledge Check Answer Keys

These answer keys accompany the knowledge checks located on the [CACFP for Center Training Webpage](#), under Tools to Assist Sponsors with Staff Training.

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Meal Counts and Attendance

1. B and D
2. False – Meal counts must be recorded during the meal service, when it can be determined that each participant received a reimbursable meal or snack.
3. B and C
4. A and B. Answers C and D are not correct because meal counts and attendance may or may not match.
5. True
6. C
7. True
8. False – Meal counts must be recorded during the meal service, when it can be determined that each participant received a reimbursable meal or snack. The meal count for lunch must be zero in this scenario.
9. B. No – The participant was unable to eat the reimbursable meal on-site and therefore the meal cannot be included in the meal count.

10. False – Attendance must only be counted in one room for the day, and should be counted in the same room where the participant’s meals are recorded. It is a best practice recommendation to record meal counts and attendance in the participant’s homeroom, which is usually the younger classroom.

Approving Adult Care Household Income Statements

1. True - Translated documents can be found on the [Household Income Statements page](#) of the Minnesota Department of Education website.
2. True
3. False – The new version of the HIS form, household letter template, and household income guidelines are available for use by CACFP sponsors starting July 1 every year.
4. False - The last four digits of the social security number for the person completing the HIS form ARE required on forms that are approved based on household size and income.
5. D
6. True
7. False - When households report hourly income, sponsor/center staff must follow-up with the household to determine number of hours/week or total income expressed weekly, every 2 weeks, monthly, or annual income instead.
8. B
9. C
10. True

Approving Child Care Household Income Statements

1. True – Translated documents can be found on the [Household Income Statements page](#) of the Minnesota Department of Education website.
2. True
3. False – The new version of the HIS form, household letter template, and household income guidelines are available for use by CACFP sponsors starting July 1 every year.
4. False - The last four digits of the social security number for the person completing the HIS form ARE required on forms that are approved based on household size and income.
5. B
6. True
7. False - When households report hourly income, sponsor/center staff must follow-up with the household to determine number of hours/week or total income expressed weekly, every 2 weeks, monthly, or annual income instead.
8. B
9. C
10. True

Determining Monthly Meal Count Totals and Average Daily Attendance

1. B
2. C
3. True
4. True
5. False - Regular and At-Risk CACFP meal counts must be recorded, totaled, and reported separately on each monthly claim.
6. False - Meal counts must not exceed attendance for the day.
7. B
8. D
9. True
10. False - Just like all other program records, meal count and attendance records along with documentation that supports the monthly claim (i.e. summary sheets) must be kept for three years plus the current program year.

Determining Monthly Eligibility Category (ABC) Totals

1. True
2. A and C
3. False – Eligibility category totals must be assessed each month because they will be different when different participants attend or do not attend the center from month to month and based on the effective dates of the eligibility documentation (HIS forms) on file. Two exceptions are Head Start centers that only serve Head Start participants (reported as category A) and centers that choose not to distribute HIS forms and report all participants as category C.
4. True
5. C
6. C
7. C
8. A, C, and. D
9. False. Participants who only attend the center for the At-Risk Afterschool Meal Program must NOT be included in the total ABC's reported on the claim for reimbursement. There are no categories of eligibility (ABC's) for the At-Risk afterschool meal program because all meals/snacks are paid at the highest rate of reimbursement.
10. True

Procurement and Financial Recordkeeping

1. B
2. D
3. C
4. False – CACFP sponsors/centers must have a system for tracking CACFP expenses and revenues monthly and annually. CACFP expenses and revenues must be tracked separately from other center expenses and revenues.
5. A and C
6. C
7. D
8. True
9. A, B, and D
10. True

Submitting and Adjusting Claims for Reimbursement

1. True
2. A and C
3. True
4. False. Sponsors can access CLiCS through a link on the Minnesota Department of Education (MDE) website.
5. C, B, A, D
6. B, C, D, and F
7. False. Each person who logs into CLiCS and submits claims must have and use their own username and password. Users can be added and deleted by completing and submitting the [CLiCS User ID Request Form](#).
8. C
9. B
10. D