RECORDKEEPING & MONITORING
REQUIRED DAILY RECORDS

- Daily attendance sheets
- Number of at-risk afterschool snacks and/or meals prepared or delivered for each meal service
- Record of the number of snacks and/or meals served daily
- Record indicating the number of meals, by type, served to adults performing labor necessary to the food service ONLY (not reimbursed for adults)
Records Showing Meal Patterns Met

Menus
For each snack and/or meal service
Weekly, Monthly, or Cycled
Must be posted
RECORDS ESTABLISHING ELIGIBILITY

◦ Copies of all applications and supporting documents submitted to State.
◦ Monitoring reviews (if applicable)
◦ Documentation of nonprofit food service, to ensure that all program reimbursement funds are only used for the food service operation.
Records of Fiscal Management

- Copies of invoices, receipts, or other records required by the State
  - Administrative Cost claimed by the Institution
  - Operating Cost claimed by the Institution
  - Income to the program
- Copies of all Claims for Reimbursement submitted to the State agency (on-line)
- Receipts from all Program payments received from the State agency
- If applicable, dates of payments and amounts of disbursement to sponsored centers
RECORDS DOCUMENTING TRAINING

- Training sessions, locations, topics presented, and sign-in sheets of staff members
- Records documenting attendance at training by each staff member with monitoring responsibilities
**Record Retention**

- Must be retained for 3 years after the final claim for the fiscal year.
- Records of audit findings must be retained until audit has been resolved.
- All accounts and records should be made available upon request to the State Agency, USDA, and the United States General Accountability Office.
- Failure to maintain required records will result in denial of reimbursement.
REPORTING REQUIREMENTS

◦ Must report the number of meals and snacks served to eligible children based on daily attendance rosters or sign-in sheets.
◦ Meal counts must be taken daily
◦ Point of service is not required but recommended.
VI. MONITORING
MONITORING

- Must conduct pre-approval visits to each site
- Must conduct annual training on program duties and responsibilities to key staff members prior to beginning of program operations
  - Program meal patterns
  - Meal counts
  - Recordkeeping requirements
  - Civil Rights
- Review Elements
  - Must complete 3 reviews per year
    - 2 unannounced (1 unannounced review of meal service)
    - No more than 6 months between reviews
- State Agency will conduct pre-site visit to all new sponsors.