



# 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.