

# Record Keeping - Regular NSLP

Keep on File				Keep & Submit to ADE (if applicable)	
<b>After School Care Snack Program (if applicable)</b>		<b>Eligibility- Verification</b>		<b>Annual Rollover</b>	
ASCSP On Site Review Form (1) within 4 weeks of operation (2) within remainder of operation	2x per year	Verification Documentation- Applications selected for Verification, Tracking Forms, Response from households, Proof of follow up efforts	Oct1-Nov15	Catering/Food Service Management Company (FSMC) Contract (if applicable)	1-Jul
ASCSP Production Record	Daily			Inter-Agency Agreement (IAA) (if applicable)	1-Jul
Meal Counts/Rosters	Daily	CNP Direct Verification Match and No Match Results	Oct-Nov 15 1x per year	CNP Web Site and Sponsor Application	Prior to 1st day
<b>Civil Rights</b>		Verification - Notification of Verification	Oct1-Nov15	Paid Lunch Equity (PLE) Excel Calculator (if applicable)	Prior to 1st day
Civil Rights Compliance Form	15-Dec	Verification- Notice of Verification Results	Oct1-Nov15	Sample of Household Applications/instructions, Parent Letter and Notification Letters if different than ADE provided (if applicable)	Prior to app distribution
Training- Civil Rights (recommended documentation:sign in sheet and training material)	1x per year	<b>Food Safety Program</b>			
Poster ("And Justice for All")	Daily at POS	Food Safety Inspections (County report, not letter grade) or documentation requesting to receive one	2x per year	Unpaid Meal Charge Policy	Prior to 1st day
Press/Media Release	Start of SY	Hazard Analysis Critical Control Point (HACCP) Food Safety Plan	Start of SY	<b>Changes in Program Organization (as needed)</b>	
Procedures for processing complaints alleging discrimination and any for complaints received		Temperature Log for food storage areas	Daily	Free/Reduced Price Policy Statement	Annually
Special Diets-Disabled or Non-Disabled Student Diet Order (if applicable)	As needed	<b>Local Wellness Policy</b>		Media Release	Annually
<b>Counting/Claiming</b>		<b>Meal Service</b>		Sponsor-Site Data Form, Add-Change-Delete	Update as needed
Daily Edit Checks Summary	Daily	Competitive Foods: Nutrient Fact Labels and Smart Snacks Calculator (if applicable)	Prior to selling item	Food Program Permanent Service Agreement	Verify signatures
Meal Counts	Daily	Menu	Daily	<b>Program Reporting</b>	
On-site Review (multiple sites only)	1-Feb	Nutrient Fact Labels (NSLP/ A la carte)	Prior to serving item	Claim for Reimbursement (CNP Web)	Monthly
<b>Eligibility</b>		Processed Product Labels: CN, PFS, USDA Foods Fact Sheets (if applicable)	Prior to serving item	CNP Verification Summary (CNP Verification)	1-Feb
Benefits Issuance Document (BID) update as needed	Start of SY, update	Production Records (Separate Lunch and Breakfast)	Daily	CNP Annual Financial Report (CNP AFR)	1-Oct (private/BIA/ RCCI) 15-Oct (public)
CNP Direct Certification Match Results	Minimum 3x per year	POS Signage (if OVS, including verbiage that students must take fruit or vegetable)	Daily at POS		
Direct Certification Agency Documents: Notice to Provider, TANF letter, FDPIR letter (if applicable)		Revenue from Nonprogram Foods Calculator see: CN 19-12 (if applicable)		Annual Identified Student and Enrollment Data Submission (Electronic submission. Email to ADE with detailed submission instructions)	15-Apr
Eligibility Form- Parent Letter and Application Instructions	With app distribution	SBP Outreach (recommend keeping materials/text/ locations of outreach) (if applicable)	Start of SY		
Notification of Benefits -Eligibility Form to Household, issued within 10 days of Application.	Upon approval or denial	SFSP Outreach (recommend keeping materials/text/ locations of outreach)	Prior to end of SY		
Headstart Attendance Roster: supports Head Start students are directly certified (if applicable)		Standardized Recipes	Prior to serving item		
Household Applications		<b>Training Professional Standards SY 19-20</b>			
Liaison Lists for Homeless/Migrant/Runaway (if applicable)		Director Training Hours (USDA Training Tracker recommended)	12hrs per year		
Memorandum of Understanding (if applicable)		Manager Training Hours (USDA Training Tracker recommended)	10hrs per year		
Verification for Cause Documentation (if applicable)		All Other Staff/Part Time (USDA Training Tracker recommended)	4hrs per year		