Record Keeping - Regular NSLP

Keep on File

After School Care Snack Program (if applicable)

ASCSP On Site Review Form (1) within 4 weeks of operation (2) within remainder of operation	2x per year
ASCSP Production Record	Daily
Meal Counts/Rosters	Daily

Civil Rights

Civil Rights Compliance Form	15-Dec
Training- Civil Rights (recommended documentation:sign in sheet and training material)	1x per year
Poster ("And Justice for All")	Daily at POS
Press/Media Release	Start of SY
Procedures for processing complaints alleging discrimination and any for complaints received	
Special Diets-Disabled or Non-Disabled Student Diet Order (if applicable)	As needed

Counting/Claiming

Daily Edit Checks Summary	Daily
Meal Counts	Daily
On-site Review (multiple sites only)	1-Feb

Eligibility

Benefits Issuance Document (BID) update as needed	Start of SY, update
CNP Direct Certification Match Results	Minimum 3x per year
Direct Certification Agency Documents: Notice to Provider, TANF letter, FDPIR letter (if applicable)	
Eligibility Form- Parent Letter and Application Instructions	With app distribution
Notification of Benefits -Eligibility Form to Household, issued within 10 days of Application.	Upon approval or denial
Headstart Attendance Roster: supports Head Start students are directly certified (if applicable)	
Household Applications	
Liaison Lists for Homeless/Migrant/Runaway (if applicable)	
Memorandum of Understanding (if applicable)	
Verification for Cause Documentation (if applicable)	

Eligibility- Verification

Verification Documentation- Applications selected for Verification, Tracking Forms, Response from households, Proof of follow up efforts	Oct1-Nov15
CNP Direct Verification Match and No Match Results	Oct-Nov 15 1x per year
Verification - Notification of Verification	Oct1-Nov15
Verification- Notice of Verification Results	Oct1-Nov15

Food Safety Program

Food Safety Inspections (County report, not letter grade) or documentation requesting to receive one	2x per year
Hazard Analysis Critical Control Point (HACCP) Food Safety Plan	Start of SY
Temperature Log for food storage areas	Daily

Local Wellness Policy
Start of SY

Meal Service

Competitive Foods: Nutrient Fact Labels and Smart Snacks Calculator (if applicable)	Prior to selling item
Menu	Daily
Nutrient Fact Labels (NSLP/ A la carte)	Prior to serving item
Processsed Product Labels: CN, PFS, USDA Foods Fact Sheets (if applicable)	Prior to serving item
Production Records (Separate Lunch and Breakfast)	Daily
POS Signage (if OVS, including verbiage that students must take fruit or vegetable)	Daily at POS
Revenue from Nonprogram Foods Calculator see: CN 19-12 (if applicable)	
SBP Outreach (recommend keeping materials/text/ locations of outreach) (if applicable)	Start of SY
SFSP Outreach (recommend keeping materials/text/ locations of outreach)	Prior to end of SY
Standardized Recipes	Prior to serving item

Training Professional Standards SY 19-20

Director Training Hours (USDA Training Tracker reccomended)	12hrs per year
Manager Training Hours (USDA Training Tracker reccomended)	10hrs per year
All Other Staff/Part Time (USDA Training Tracker reccomended)	4hrs per year

Keep & Submit to ADE (if applicable)

Annual Rollover

Catering/Food Service Management Company (FSMC) Contract (if applicable)	1-Jul
Inter-Agency Agreement (IAA) (if applicable)	1-Jul
CNP Web Site and Sponsor Application	Prior to 1st day
Paid Lunch Equity (PLE) Excel Calculator (if applicable)	Prior to 1st day
Sample of Household Applications/instructions, Parent Letter and Notification Letters if different than ADE provided (if applicable)	Prior to app distribution
Unpaid Meal Charge Policy	Prior to 1st day

Changes in Program Organization (as needed)

Free/Reduced Price Policy Statement	Annually
Media Release	Annually
Sponsor-Site Data Form, Add-Change-Delete	Update as needed
Food Program Permanent Service Agreement	Verilfy signatures

Program Reporting

Claim for Reimbursement (CNP Web)	Monthly
CNP Verification Summary (CNP Verification)	1-Feb
CNP Annual Financial Report (CNP AFR)	1-Oct (private/BIA/ RCCI) 15-Oct (public)
Annual Identified Student and Enrollment Data Submission (Electronic submission. Email to ADE with detailed submission instructions)	15-Apr