|  |
| --- |
| **On-Site Questions** |
| 1500. | Are reports submitted to the State Agency as required? **Tips:** CDE tracks the accuracy and timeliness of reports that SFAs are required to submit. This includes the verification collection report, claims, renewal applications, direct certification uploads, required trainings, etc. |
| 1501. | Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits? **Tips:** All program related records must be kept for 3 years plus the current year, except for temperature logs, which can be discarded after 6 months. Certification documents (free and reduced applications, etc.) must be kept for 5 years after the date of certification or until audited. Special provision schools must retain base year direct certification data and applications for up to 8 years.  |
| 1502. | Did the SFA maintain sufficient records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements? **Tips:** SFAs must maintain documentation of the paid lunch equity and nonprogram revenue tools. |

|  |
| --- |
| School Level Question |
| 1503. | Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits? **Tips:** All program related records must be kept for 3 years plus the current year, with the exception of temp logs, which can be discarded after 6 months. Certification documents (free and reduced applications, etc.) must be kept for 5 years after the date of certification or until audited. Special provision schools must retain base year direct certification data and applications for up to 8 years. |