

## USDA Administrative Review: Reporting and Recordkeeping

On-Site Questions	
1500.	<p>Are reports submitted to the State Agency as required?</p> <p><b>Tips:</b> 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.</p>
1501.	<p>Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits?</p> <p><b>Tips:</b> 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.</p>
1502.	<p>Did the SFA maintain sufficient records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements?</p> <p><b>Tips:</b> SFAs must maintain documentation of the paid lunch equity and nonprogram revenue tools.</p>
School Level Question	
1503.	<p>Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits?</p> <p><b>Tips:</b> 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.</p>