



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

RECORD RETENTION FOR SPECIAL PROVISION 2 SCHOOLS

During a base year, the School Nutrition Director must organize and place in folders the items listed below. Keep base year records together in one location. It is advisable to make copies for USDA or Georgia Department of Education reviewers requesting these files. Keep all original pages of all base year records in your office or the School Nutrition Program office area. These files are required to be available to the Georgia Department of Education or USDA upon request. Inability to provide all base year records may result in redoing the base year or possible discontinuation of Special Provision 2.

School Nutrition Program Central Office

- School calendar
- All Direct Certification lists used during base year (including Statewide Lookup prints)
- Other Documentation to verify students Direct Certification status
- All Free & Reduced-Price Meal Applications
- Base year Income Eligibility Guidelines used to approve income applications
- School Approval Module- SFA Sign-off Agreement Form
- Free and Reduced Eligibility Report
- Lunch Participation & Cost Report (System Level)- printed in June at the end of base year
- Breakfast Participation & Cost Report (System Level)- printed in June at the end of base year
- All verification documentation from base year

All Provision 2 Schools

- Master Roster of base year review month (including approval and withdrawn dates)
- Benefit Issuance document (Point of Service roster)
- DE0106 Claim (for every month of base year)
- DE0107 SFA Claim (for every month of base year)
- DE0118 (Daily Lunch Count for every month of base year)
- DE0112 (Daily Breakfast Count for every month of base year)
- Edit Check (for every month of base year with documentation of exceptions, if any)
- Monthly school enrollment
- School Approval Module for base year- School Application Information form, SAI page
- Lunch Participation & Cost Report (School Level) -printed in June at the end of base year
- Breakfast Participation & Cost Report (School Level)- printed in June at the end of base year
- On-site Review form completed by School Nutrition Director prior to February 1 of base year

REFERENCE: USDA Provision 2 Guidance, summer 2002

<http://www.fns.usda.gov/sites/default/files/prov2guidance.pdf>