



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Community Food and Nutrition Assistance

**TITLE:** Child and Adult Care Food Program (CACFP) Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files include monitoring letters, licenses, overlaps, monitoring review claim revision forms, user ID and passwords and correspondence. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23050

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Child and Adult Care Food Program (CACFP) Sponsoring Organization of Homes Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files contain correspondence, management plans, budgets and monitoring reviews and reports for the agencies that have two or more organizations sponsored. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:**

**SERIES:** 23051

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Community Food and Nutrition Assistance

**TITLE:** Summer Food Service Program (SFSP) Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files contain school information, monitoring reports, training documentation and correspondence. These files are maintained in accordance with federal statute 7 CFR 225 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:**

**SERIES:** 23052

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009