



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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PUBLIC INSTRUCTION

**FISCAL YEAR 2007  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #7**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Mary Ann Chartrand, Director  
Grants Coordination and School Support

**DATE:** April 5, 2007

**SUBJECT:** Child and Adult Care Food Program Record Retention

Federal regulations state that records relating to the claims submitted by institutions participating in the Child and Adult Care Food Program (CACFP) must be retained for three years after the submission of the final claim for the fiscal year to which they pertain [7CFR 226.10(d)]. If, at the end of this period, audit findings have not been resolved, the records must be retained until the audit is resolved.

Records must be retained for three years after the Michigan Department of Education (MDE) or the sponsoring organization accepts the corrective action of an institution or family day care home that is declared seriously deficient or a principal or individual who has been identified as responsible for a serious deficiency, when the serious deficiency is corrected prior to disqualification. This timeframe will permit MDE or the sponsoring organization to conduct one or more follow-up reviews to ensure the institution or home has fully and permanently corrected the serious deficiency, and will provide the necessary documentation for a proposed termination/disqualification if it is found that the corrective action has not been permanently implemented.

Records relating to institutions, responsible principals or individuals, and family day care homes that have been placed on the CACFP's National Disqualified List (NDL) must be available to respond to any challenge to the institution's or individual's inclusion on the NDL or to a request for removal from the NDL. All records must be retained for three years after the institution, responsible principal or individual, or family day care home is removed from the NDL.

If you have any questions, please call the CACFP at (517) 373-7391.

**Please keep this memo on file or in a notebook for quick and easy reference.**

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