

NETWORK REQUIRED DOCUMENTATION

Each school receiving any type of *Network* Award must keep required documentation for all aspects of the program. The documentation provides legal proof of receipt and expenditure of the USDA funds that your school receives through its Award(s).

Network staff and/or representatives from the USDA may visit your school at any time to review your documentation.

Schools should also keep a portfolio of nutrition education activities that reflect the school's progress toward meeting its goals. A portfolio reflects growth over time.

Portfolio items may include:

- Flyers
- Photos (along with consent forms, if applicable)
- Samples of student work
- Records of work done with community partners
- Media advisories and articles (reviewed and approved by the *Network* prior to submission to the media)
- Other documentation of your school's work to promote healthy eating choices and physical activity promotion for students and their parents

We ask that you store your documentation in a binder or some type of file storage *AT THE SCHOOL SITE* for **five years**. Please advise the Alternate Lead Teacher, the Administration and office staff of the documentation storage location so it may be accessed in your absence.

Funds allocated in object line *Materials and Supplies* in your school's Action Award budget may be used to purchase storage materials (such as boxes or folders) for required documents.

Inadequate documentation may result in *Network* services being delayed or rescinded.

Below is a list of *Network* Documentation. Please note that **original documents must be submitted to the *Network* office**. Schools are also required to keep a duplicate copy of these items.

NETWORK REQUIRED DOCUMENTATION

Original *Network* Documentation

	<i>Network</i>	School
Award Application Documents:		
<u>Action Plan</u> (NAC Plan and Nurse Plan, if applicable)	X	
<u>Intent to Participate</u>	X	
<u>Leadership Team Contract</u>	X	
<u>Roles and Responsibilities of Lead Teachers</u>	X	
<u>Roles and Responsibilities of Participants</u>		X
<u>Roles and Responsibilities of Food Service Workers</u>		X
<u>REVISED Intent to Participate</u>	X	
<u>Budgets</u> (Action, Harvest of the Month, Modified Award, NAC, Nurse). Copies given by the <i>Network</i> are the official budgets. Do not refer to the Tentative budget submitted with the Award application.	X	
Log Training Verification form	X	
<u>Weekly Individual Time Log forms (for all reporting periods)</u>	X	
<u>Lead Teacher Summary Log/Quality Assurance forms (for all reporting periods)</u>	X	
Records of expenditures:		
Requisitions	X	
Food Order Forms	X	
Invoices	X	
Receipts	X	
Timesheets:		
Professional Expert Timesheets (for Lead Teacher and other Certificated personnel as applicable)	X	
Food Service Workers, Custodial Timesheets	X	
All correspondence with <i>Network</i> office		X
Lead Teacher Evaluations		X
Contractor Evaluation forms		X
Harvest of the Month Produce Order forms		X
Records of meetings: sign-ins, agendas, evaluations, minutes		X