Purpose
This Policy Alert provides the records retention requirements relating to day care home provider records.

This Policy Alert ACCOMPANIES Policy Alerts:
- CACFP DCH 2003-08, Serious Deficiency Process for Providers, and
- CACFP DCH 2003-09, Suspension of Provider Participation.
- CACFP DCH Handbook Section 4410, Records Retention

Implementation
Immediately

Procedure
Records relating to day care home providers, who have been placed on the National Disqualified List (NDL) by your organization, are considered to pertain to the entire period that the provider remains on the NDL. Those records must be retained for three years and 90 days after the day care home provider has been removed from the NDL.

Records relating to any serious deficiency for which you placed a provider into the serious deficiency process, that has been corrected before the day care home provider was disqualified, must be retained for three years and 90 days from the date you accepted the corrective action and rescinded the serious deficiency. This will allow you to conduct one or more follow-up reviews to ensure that the serious deficiency has been fully and permanently corrected, and will provide the necessary back-up documentation for proposed termination should you discover that the corrective action was not permanently implemented.

Authority
United States Department of Agriculture Correspondence 2007-CACFP-04, Records Retention – National Disqualified List and Seriously Deficient, CACFP 01-2007

Contact
If you have any questions please contact your Area Program Office.

This Policy Remains in Effect Until Further Notice