

Records Relating to a Declaration of Serious Deficiency
and to the National Disqualified List (NDL)

PURPOSE:

To establish the policy for the retention of records relating to a declaration of serious deficiency and to the National Disqualified List (NDL).

SCOPE:

Sponsors of family day care homes

DESCRIPTION:

Records relating to National Disqualified List:

All records and documentation relating to day care homes that have been placed on the National Disqualified List (NDL) must be retained on file by the sponsoring organization for the entire period that the day care home remains on the NDL. This is necessary to ensure that the documentation supporting the disqualification is available to respond to any challenge to the home's inclusion on the NDL or to a request for removal from the NDL. Therefore, the sponsoring organization must retain all records and documentation relating to the disqualification of a day care home provider for three years after the date the day care home is removed from the NDL.

Records relating to a declaration of serious deficiency:

Records relating to any serious deficiency declaration must be retained by the sponsoring organization for three years after the sponsoring organization accepts and approves a corrective action plan from the day care home provider. This will permit the sponsor to conduct one or more follow-up reviews to ensure that the day care home provider has fully and permanently corrected the cause(s) of the serious deficiency(ies). In addition, it will provide the needed documentation for a proposed termination if the sponsor finds that the approved correction action plan has not been permanently implemented.

Source:

Office of School and Community Nutrition, Child and Adult Care Food Program, June 4, 2008