

MANDATORY REPORTING REQUIREMENTS

REPORT	FREQUENCY OF REPORT	DUE DATE
Staff Changes	As they occur	As soon as possible
Site Information (hrs. of operation, days meals served, times, etc.)	As they occur	Send in as updates/revisions occur
Millage Information	As they occur	Let us know amount of mills, dollar amount rec'd, length of time
Monthly Financial Reports	Monthly	5 th day following the end of the month
NAPIS *see attached sheet	Monthly	10 th day following the end of the month
Minutes of Board Meetings (notify us if no meeting was held)	Monthly	10 th day following the end of the month
Daily Food Cost Reports	Monthly	10 th day following the end of the month
Nutrition Education (include site and # in attendance)	Monthly	10 th day following the end of the month
Food Temperature Charts	Monthly	10 th day following the end of the month
County Newsletters (if any)	Monthly	10 th day following the end of the month
Programmatic Reports For Each Funded Category	Quarterly	The 10 th of Jan., April, July and Oct.

REPORT	FREQUENCY OF REPORT	DUE DATE
County Board of Directors	Annually	10 days after the annual election or as changes occur
Health Inspection Reports	Annually	10 days after the inspection is done
Fire Drills (include date and # in attendance)	Annually	10 days after the drill is conducted
Fire Inspections (conducted by a fire official)	Once every 3 years	10 days after the inspection is done
Policies/Procedures/By-Laws	Annually	Send in as updates/revisions occur
Site Agreements	Annually	Send in as updates occur
Staff / Volunteer Trainings (require 2 annually)	Annually	10 days after the training. Include topic and number in attendance
Site Closures (Must notify the AAA in writing, with COA Board approval, of intent to close – include rationale)	Upon request of COA and their Board	The AAA will review, notify OSA and send written approval to the COA *Once approved, the participants must be notified 30 days prior to closure
Adult Day Centers Fire Drills (include date and # in attendance)	Every 6 months	10 days after the drill is conducted
Adult Day Centers Staff Trainings (require 2 annually)	Annually	10 days after the training. Include topic and number in attendance

NAPIS UNITS POSTING REPORT SCHEDULE

REPORT MONTH	REPORT DUE DATE	*MONTH CLOSURE DATE
October	November 10	December 15
November	December 10	January 15
December	January 10	February 15
January	February 10	March 15
February	March 10	April 15
March	April 10	May 15
April	May 10	June 15
May	June 10	July 15
June	July 10	August 15
July	August 10	September 15
August	September 10	October 15
September	October 10	November 15

***MONTH CLOSURE DATE – Units will not be posted in the corresponding report month after this date.**