

# Monthly reimbursement claim report (GRS-1418)

## Utah General Retention Schedule

### Description

This is a monthly claim report on the National School Lunch, Milk, and Breakfast programs submitted to the State Child Nutrition Section of the Utah State Office of Education. It is used to request reimbursements for free, reduced price, and paid lunches and breakfasts provided to all school children according to eligible status. The report includes program name, agreement number, beginning and ending dates of report; number of sites; attendance factor; statistics for children approved; potentially eligible; public school meals actually served and meals served to non-public school children for free, reduced, paid and totals; explanations of change from current and previous months for free, reduced, paid, and totals; statement certifying accuracy of report; authorizing signature; date; and report preparer's name. The State's copy is maintained for 3 years after final status report is filed with the U.S. Department of Agriculture in accordance with 7 CFR 210.23 (1995).

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Appraisal

These records have fiscal value(s).

### Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

### Categories

Food Service

### Effective

06/1997

### Previous Schedule Number

SD-12-6