**EARPDC Paperwork Storage & Destroy Dates**

For Center Managers

Check at local level to find destroy dates.

Bank Statements

Keep forms for 3 years then destroy.

Participant Enrollment Forms

Each year should be in a separate folder.

You should have the following folders:

 - Active Congregate (in alphabetical order)

 - Active Homebound (in alphabetical order)

 - Inactive Folder for current year

 (Client dropped meals or passed away)

 - Folder for last year

 - Folder for two years ago

 - Folder for three years ago

*\*\*\*As you do the updated assessments,*

 *you should put the new form in the Active*

 *Folder and put the old one in last year's folder.*

Keep the Current Fiscal Year.

Community Profile

5

Donation Records (EAC)

 Fiscal Years.

Keep 3 Months.

Logs

Meal Service Requisition

yellow Meal change ticket

)

(

Until date it refers to has passed.

Meal Tickets

these are the daily yellow

(

sheets you keep)

 Fiscal Year

1

 (if October - December, also need at least

 3 months prior).

Menus and

Nutritional Analysis

Keep the Current Dates.

Reimbursement Forms

Until Paid.

Sign-in Sheets

EARPDC keeps your originals for 3 years.

 (Make sure EAC has your originals before

 destroying your copies.)

Supply Request

Until filled correctly.

Timesheets (EAC) for

**Senior Aides**

2

 years.

Timesheets (EAC) for

**Staff & Volunteers**

2

 Fiscal Years.

*Updated 3/21/2022*

 **EARPDC Paperwork Due Dates**

|  |  |  |
| --- | --- | --- |
|  |  **Due** |  **Item** |
| Weekly | Scan | Meal Tickets and Original Sign-in Sheets |
| Monthly | Friday after your Logs End (Mail) | Public Education Sheet with Waiting ListDonation Logs attached to Donation CheckTime SheetsMonthly Activity CalendarAddition and Deletion Forms for Enrollments  |
| Monthly | On Paper and in AIMS By the 20th of the Month | Re Enrollments for Congregate and Homebound |

 **EARPDC Call List**

|  |  |
| --- | --- |
| Amanda VingersProject Director, Senior Center Services | Office # (256) 237-6741 Ext. 144Cell # (256) 239-0984Amanda.Vingers@earpdc.org |
| Sarah SealesProject Administrator-Senior Center Services | Office # (256) 237-6741 Ext. 130Cell # (256) 310-2330Sarah.Seales@earpdc.org |
| Kristin CopelandHuman Services Coordinator | Office # (256) 237-6471 Ext. 120Cell: 256-847-5048Kristin.Copeland@earpdc.org |
| **Other Questions about Help for**  **Seniors or People with Disabilities** | **1-800-AGE-LINE (1-800-243-5463)** |

 