

## **ORR Refugee Family Child Care Microenterprise Development Record Keeping Requirements**

ORR will require that all Refugee Family Child Care Microenterprise Development program recipients maintain case files with the following documents:

- Refugee Participant Service Agreement
- Documentation of participant eligibility
- Copies of licenses and related documents
- Case notes
- Documentation of all financial assistance payments made to, or on behalf of, the participant, along with any applicable invoices and receipts

Case files may be kept in either paper or electronic format.