**Section 5400.400 Recordkeeping, Reporting and Access to Information**

Any Intake Center participating in this Program who receives vouchers on behalf of individuals shall:

a) Submit periodic documented claims to the Authority for enrolled Applicants for which partial tuition and fees have been earned as provided in Section 5400.330(b).

b) Maintain documentation of all earned tuition and fees for three years and provide the Authority and its representatives reasonable access during business hours to such documentation for inspection. The Authority shall give notice to the Intake Center prior to requesting access to such documentation.

c) Notify the Authority of the Successful Completion of Training Programs by all Applicants enrolled in the programs offered by the Intake Center or other Training Provider.