

Summer Food Service Program Review Checklist

During the Summer Food Service Program (SFSP) Administrative Review, the principal consultant will review program records for compliance with federal and state regulations. The following checklist should assist in your preparation for the review. This list presents an overview of the major areas which will be evaluated. Records for the entire fiscal year should be available for review.

Record Keeping

_____ Current year application and supporting documents must be on file and include:

- _____ Food service contract (if applicable)
- _____ Bid contract (if applicable)
- _____ Menus
- _____ Production records
- _____ Food Distribution Program records (if applicable)

_____ Notification to the local health department of the intent to operate the Summer Food Service Program will be evaluated.

_____ Documentation of the notification to grassroots and minority organizations announcing the availability of the Summer Food Service Program must be available for review.

Sponsoring Organization Requirements

_____ Documentation of staff training must be available for review and include the date, location, agenda, and names of participants.

_____ Documentation of pre-operational visits conducted for new sites and/or previous problem sites must be available for review.

_____ First week visit documentation for each site will be evaluated.

_____ Documentation of monitoring reviews conducted during the first four weeks of operation must be on file. (The first week visit does not count for these reviews.)

Menus/Production Records

_____ Menus for all meal services claimed must be on file.

_____ Production records for all meal services must be on file.

Claim for Reimbursement

_____ Daily meal count forms, by meal type, must be available for all sites to support the number of meals claimed.

_____ Time sheets for all staff paid with SFSP funds will be evaluated.

_____ Documentation to support the expenditures reported on the Claim for Reimbursement must be available. This documentation includes:

- Invoices
- Receipts
- Other records of operating and administrative costs

Site Eligibility

_____ For closed-enrolled sites, if Parent Income Applications are used at least 50 percent of the enrolled children must meet Income Eligibility Guidelines and contain the required information.

_____ For residential or nonresidential camps, a correctly approved Parent Income Application must be on file for each child for whom meals are claimed.

_____ For National Youth Sports Program (NYSP) sites that do not meet other eligibility criteria, correctly approved Parent Income Applications must be on file for at least 50 percent of the enrolled children.

_____ For Upward Bound Program residential/non-residential sites, a correctly approved Parent Income Application for children for whom meals are claimed or the Upward Bound Program application which determined income eligibility must be on file.

Civil Rights

_____ Documentation that program information was made available to the public using the program announcement will be evaluated.

_____ Program material will be reviewed to ensure the nondiscrimination statement and the procedure for filing a complaint is included.

_____ Data regarding the target population by racial/ethnic category must be on file.

_____ Data regarding the racial/ethnic beneficiaries of the children must be on file.

_____ A USDA-approved poster must be displayed in a prominent place.