



Summer Food Service Program Monitoring

Nutrition & Wellness Programs
Illinois State Board of Education

Monitoring

- **III. State Board of Education (ISBE):**
 - Pre-Operational Visit
 - Site Reviews
 - Administrative Reviews
- **Sponsor Monitoring:**
 - Pre-Operational Visit
 - First Week Site Visit
 - Four Week Site Review
 - Follow-Up Review

ISBE—Monitoring At a Glance

- New Sponsors
 - Pre-operational Visit
 - Scheduled by ISBE staff
 - **must be in compliance to be approved**
- Current Sponsors
 - Technical Assistance (TA)
 - Scheduled
 - Site Review
 - Unannounced
 - Administrative Review
 - Scheduled

ISBE Pre-Operational Visit

- Conducted after the Sponsor and Site Questionnaire has been submitted and reviewed by ISBE staff
- *Approval in the program is contingent on the sponsor “passing” the Pre-Operational Visit*
- Processes and procedures must already be in place for SFSP
- Checklist under *Forms and Document* link

Purpose of Pre-operational Visit

- Determine if the sponsor exhibits financial and administrative capabilities
- Determine if there are adequate (or too many) supervisory and operational personnel to manage and monitor the program

Record Keeping Requirements during pre-op

- Grassroots notification has been sent and on file
- Documentation showing Health department has been notified with site locations and planned dates of operation
- Copy of Program announcement on file
- Record keeping system established to maintain all SFSP information

Discuss Training requirements of staff

- Must be conducted *before* the first day of operation
- Documentation of training on file
 - staff sign-in sheet, training date, and topics covered (include handouts used)
- Each site must have at least one person present daily who has attended the sponsor's training on SFSP requirements
- Training *throughout* program required for any new staff or w/corrective action plan

Review Meal Service Procedures

Daily meal count sheets

- Using appropriate form that counts adults, children and leftovers
- System for maintaining the meal count sheets by meal and month
- Process in place to handle leftover food/meals
- Established flow of the serving line with a person designated to count at the point of service

Menu requirements for sponsors

11-day cycle menu

- must be completed and ready for review by ISBE staff during the Pre-Operational Visit
- Portion sizes must be identified – use Form #67-04(a,b, or c)

Dated menus for each meal service claimed must be on file

- Substitutions and changes must be identified
- Staff must be trained on completing SFSP production records

Review Claim for Reimbursement

- Daily meal counts maintained for each claimed meal service by site and by month
- Meal count sheets should be reviewed to identify discrepancies. Any differences must be reconciled and noted.
- During ISBE visit, meal counts must be recorded as numbers determined by ISBE monitor

Revenue and Expenses of SFSP

- MUST have a method for maintaining revenues/expenditures
- Invoices and receipts must be on file to document costs
- Large ticket items (refrigerator, stoves, etc) that can be used during the year, must be pro-rated (FNS Instruction 796-4)
- System in place for recording employee hours

Revenue and Expenses of SFSP (continued)

- System in place for recording mileage
 - Mileage log
- Income received for non-program adult meals must be recorded
- Record donations of food or milk
 - Use form 67-17

After Sponsor Approval—ISBE Reviews

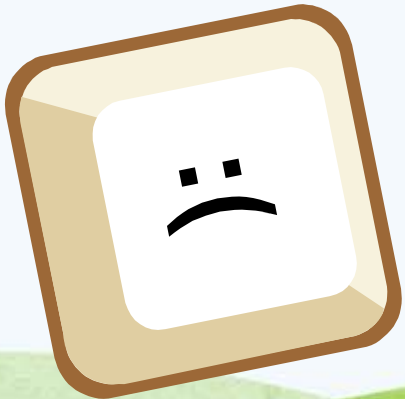
- **Site reviews**
- **Administrative Reviews**

ISBE Site Reviews

- At a minimum, conducted once every three years
 - 10 percent of multi-sites
- Unannounced
- Purpose is to observe meal service

Problems resulting in Disallowed Meals

- Meals not served as a unit
- Meal not consumed on-site
 - Single item of fruit, vegetable or grain CAN now be taken off-site
- Children charged for meals
- Meals do not meet meal pattern requirements



Additional Reasons for Disallowed Meals

- Meals served outside of the approved meal time
 - Must match approved time on Site Participation
 - Keep Site information up-to-date
- Meals claimed exceed approved, highest daily participation (HDP)
- Adults eating items from child meal

Follow-Up Reviews from ISBE can Occur if . . .

The number of meals observed by ISBE is significantly lower than the number of meals claimed by the site on previous days.

- ISBE can cap the site's approved level if inconsistent counts are observed again during the Follow-Up Review
- Once established, caps are carried forward from year to year

When Problems Are Identified During ISBE Site Reviews

- Discuss problems and how to correct and Summary of Findings left at site
- Online report from ISBE sent to sponsor
- **Sponsor must respond to ISBE with Corrective Action Plan**
 - Addresses each citation specifically
 - Failure to do so can result in Seriously Deficient and/or termination

ISBE Administrative Review

- Minimum of once every three years
- Done only after a Claim for Reimbursement has been submitted
- Contacted by ISBE monitor to schedule
- **MUST have ALL records available for review**
- Staff person available to answer questions
- Checklist available on website

Areas Reviewed During Administrative Review

- Record Keeping
- Training
- Sponsor Monitoring
- Menus/Production Records
- Claim for Reimbursement
- Revenue and Expenses
- Eligibility Documentation (if applicable)
- Civil Rights

When Problems Are Identified During Administrative Reviews

- Discuss at an Exit Conference
- Copy of exit agenda left after review
- Online report will be sent from ISBE

When Problems Are Identified During Administrative Reviews (continued)

Online Corrective Action Plan (response) must be submitted to ISBE

- Each problem must be addressed with a process or procedure to permanently correct the finding
- Response should be uploaded to ISBE via WINS, the online system

When Problems Are Identified During Administrative Reviews (continued)

- If response is received is not specific
 - Inadequate response
- If no response received
 - Serious Deficient
- Serious Deficient (SD)
 - Possible termination
 - Unable to participate in any CN Program until removed from SD list

This is the END of ISBE's monitoring

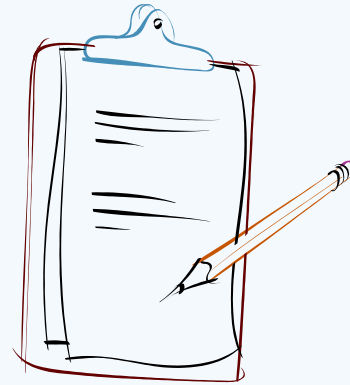


This is the BEGINNING of the Sponsor's
monitoring!



Sponsor's Monitoring Responsibilities

- Pre-operational Site Review
- Site Visit
- Site Review
- Follow-up Reviews



Refer to "Monitor's Guide"

Sponsor's Monitoring Responsibilities

(continued)

- Before program starts, monitoring plan should be in place
- Designate a monitor
 - Should not be site supervisor
- Use ISBE monitoring form

NEW Sponsor Monitoring

- NON-school
 - Pre-operational Site Review
 - First Week Site Visit
 - Four Week Site Review—during the first four weeks
 - Follow-Up Reviews, if applicable
- *School Sponsor*
 - Pre-operational Site Review {may opt out}
 - First Week Site Visit {may opt out}
 - Four Week Site Review—during the first four weeks
 - Follow-Up Reviews, if applicable

CURRENT Sponsor Monitoring

- NON-school
 - Pre-operational Site Review, if applicable
 - First Week Site Visit {may opt out}
 - Four Week Site Review—during the first four weeks
 - Follow-Up Reviews, if applicable
- *School Sponsor*
 - Pre-operational Site Review, if applicable
 - First Week Site Visit {may opt out}
 - Four Week Site Review—during the first four weeks
 - Follow-Up Reviews, if applicable

Pre-operational Site Review

- Required for:
 - NEW sites or sites that did NOT participate in the previous year
 - Sites with problems in the previous year
 - Sites with new staff (optional)
- Purpose:
 - To ensure the site(s) have adequate facilities to provide meals for expected number of children

Site Visit by Sponsor

- Site(s) visited during the first week of operations
 - Do not have to stay for the entire meal service, although ISBE recommends it
 - School Sponsors may opt-out
 - Current Sponsors may certify site had no problems or citations in the previous year and opt out – site questionnaire

Site Visit by Sponsor (continued)

- Can only double as a site review if the site is not open longer than a week
- Purpose:
 - Catch problems quicker

First Week Site Visits – Opt Out

- School sponsors
 - If sponsor is in good standing
 - Based on their NSLP and/or SFSP Administrative Review
- Non-school sponsors
 - Sponsor who has participated for at least 1 year
 - Sponsor not experiencing problems in the previous year
 - Based on if Sponsor made a citation at 4 week review or follow-up review AND
 - Based on if ISBE monitor gave the site a citation in the previous year

First Week Site Visit – Opt Out *(continued)*

11. I attest that this site has had no Sponsor related problems or ISBE Monitor Citations in the previous year. This site is eligible to request a First Week Site Review Waiver.

I agree to the above statement and request a First Week Site Review Waiver.

- IL State Board of Education HIGHLY encourages sponsors to complete a first week site visit for each of its' sites
 - Catch problems quicker

Site Review by Sponsor

- All sites visited at least once during the first four weeks of operations
 - Should be after the first week but within the first four weeks
 - Must stay for entire meal service (before, during and after)

Site Review by Sponsor (continued)

- Sponsor should review the forms and follow up on any citations
 - Follow-up review should be conducted
- Should conduct reasonable level of monitoring after site review or follow-up review

Follow-up Review by Sponsor

- Necessary when numerous or severe problems are found at the site review
- Check to see if the corrective action plan has been implemented
- Conduct additional follow-up review(s) if necessary

Questions and Answers

