A stylized, colorful illustration of a landscape. The background features wavy bands of light blue and white, suggesting a sky or water. In the foreground, there are rolling green hills with brown soil patches. On the left, there is a green tree, a purple flower, and an orange flower. A small red bird is flying in the upper left. The overall style is simple and artistic.

# Summer Food Service Program Monitoring

Nutrition & Wellness Programs  
Illinois State Board of Education

2020

# Monitoring

- Illinois State Board of Education (ISBE)  
Monitoring Sponsors:
  - Pre-Operational Visit
  - Site Review
  - Administrative Review
- Sponsor Monitoring their sites:
  - Pre-Operational Visit
  - First Week Site Visit
  - Site Review during the First Four Weeks of operating
  - Follow-Up Review

# ISBE – Monitoring At a Glance

- New Sponsors
  - Pre-operational Visit
    - Scheduled
      - **Must be in compliance to be approved**
- New and Current Sponsors
  - Site Review
    - Unannounced
  - Administrative Review
    - Scheduled

# ISBE Pre-Operational Visit

- Conducted after you have submitted the Sponsor and Site Questionnaire and then reviewed by ISBE staff
- *Approval in the program is contingent on the sponsor “passing” the Pre-Operational Visit*
- Processes and procedures must be in place for SFSP at the time of the pre-operational visit
- 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 trained 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

- Documentation of training on file
  - staff sign-in sheet, training date, and topics covered (include handouts used)
- Must be conducted ***before*** the first day of operation
- 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 problem sites

# 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)
- At a minimum, the cycle menu must be used for the first 11 days of the program
- Dated menus for each meal service claimed must be on file at each site
- 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.

# *Revenue and Expenses of SFSP*

- MUST have a method for maintaining revenues/expenses
- 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 prorated (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, if applicable
- Record donations of food or milk
  - Use form 67-17

# *After A Sponsor is Approved—ISBE Reviews*

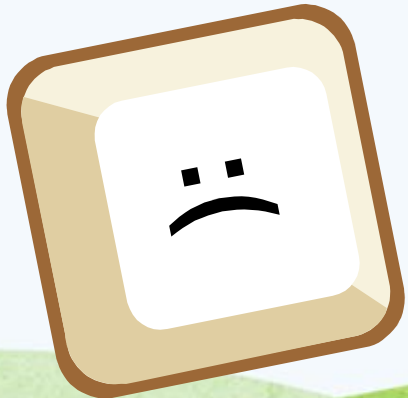
- New & Current Sponsors
  - Site reviews
  - Administrative reviews

# *ISBE Site Reviews*

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

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

# ISBE Administrative Review

- Minimum of once every three years
  - Can be conducted more frequently
- Conducted after a Claim for Reimbursement has been submitted
- Contacted by ISBE monitor to schedule
  - If unable to schedule, sponsor will be declared serious deficient
- **MUST have ALL records available for review at the time of the review**
- Staff person should be 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 submitted is not specific
  - ISBE will make request for more detail
- If no response received
  - Serious Deficient
- Serious Deficient (SD)
  - Possible termination
  - Unable to participate in any Child Nutrition Program until removed from SD list

*This is the END of ISBE's monitoring*



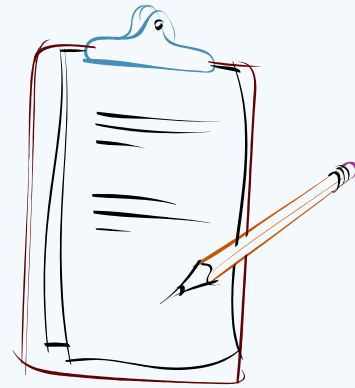


This is the BEGINNING of the Sponsor's monitoring of their sites!



# *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 forms

# *NEW Sponsor Monitoring – At a Glance*

- 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 – At a Glance*

- School or NON-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 by Sponsor*

- 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

# First Week 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

# First Week Site Visit by Sponsor *(continued)*

- For sites open one week or less: The site review form must be completed and not the first week visit form.
- Purpose:
  - Catch problems quicker



# First Week Site Visit by Sponsor – 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 by Sponsor – 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
- Should be completed at sites where an ISBE monitor made a citation
- Check to see if the corrective action plan has been implemented
- Conduct additional follow-up review(s) if necessary

# Questions and Answers

