

Summer Food Service Program Review Checklist

An Illinois State Board of Education (ISBE) principal consultant will review program records for compliance with federal and state regulations during a Summer Food Service Program (SFSP) Administrative Review. The following checklist, which presents an overview of the major areas that will be evaluated, should assist in preparation for the review. Records for the entire fiscal year should be available for review.

Forms and program requirements can be found on the [ISBE Nutrition Department webpage](#). In addition, the [U.S. Department of Agriculture's "Introduction to the Summer Food Service Program Administration Guide"](#) provides valuable information regarding the areas that will be reviewed.

Citations that were issued by ISBE during any previous site review must have been adequately addressed in the ISBE Web-Based Illinois Nutrition System (WINS) before the Administrative Review can be conducted.

Sponsoring Organization Requirements

- _____ Notification to the local health department of the intent to operate the Summer Food Service Program will be evaluated. A [sample Summer Food Service Program Health Department Notification Letter is available online](#).
- _____ Documentation of the notification to grassroots and minority organizations announcing the availability of the Summer Food Service Program must be available for review. A ["Grassroots Sample Letter" Word document is available to download](#).
- _____ Documentation that includes the date, location, agenda, and names of participants for staff training must be available for review. You can use the ["SFSP Training Documentation Form"](#) as an attendance sign-in-sheet for training.
- _____ Sponsoring organizations that earn more than \$100,000 in reimbursement and/or operate 25 or more sites must complete a Management Plan, which must be on file and available for review. See the sample ["SFSP Management Plan" form](#).

Monitoring

- _____ Documentation of Pre-Operational Visits conducted for new sites and/or previous problem sites must be available for review. Use the ["SFSP Pre-Operational Site Visit Form"](#) to document the visit.
- _____ First two weeks visit documentation for each site will be evaluated. If a first two weeks visit was not conducted, an adequate process for waiving the visits must be documented. See the ["SFSP First Weeks Site Visit Form."](#)
- _____ Documentation of monitoring reviews conducted during the first four weeks of operation must be on file. The ["SFSP Site Review Form"](#) may be used to monitor.

Meal Service

- _____ Dated menus for all meal services claimed must be on file. Required components and portion sizes are found on the [USDA's SFSP Meal Patterns webpage](#).
- _____ If participating in the Food Distribution Program, a copy of the commodity delivery ticket must be on file.
- _____ Child Nutrition (CN) labels, product formulation statements (PFS), Nutrition Fact labels, standardized recipes and/or other crediting documentation must be available to support the nutritional contribution of the foods to the meals. This documentation will be evaluated for a week of menus from the review month. You may choose the week
- _____ Production records and/or delivery tickets (receipts) for all meal services must be on file. A [sample Production Record is available to download](#). You can also access [Daily Menu Production Record instructions](#) and a [sample SFSP Delivery Receipt](#).
- _____ Choose a week of menus for ISBE to review in more depth. The week must be from the review month indicated by the state agency. The week must be Monday through Friday. Make a packet with that week's menu, production records, Child Nutrition (CN) labels or Product Formulation Statements, and recipes. Information for all meal services must be included. Use the [USDA's "TIPS for Evaluating a Manufacturer's Product Formulation Statement"](#) to assist in selecting acceptable product information.

Claim for Reimbursement

- _____ Daily meal count forms, by meal type, must be available for all sites to support the number of meals claimed. Please use the ["SFSP Daily Meal Count Form."](#)

Expenditures

- _____ The accounting system used to record program income, operating costs, and administrative costs will be evaluated to ensure the program is operating at a breakeven or a loss. Download the ["Monthly Profit or Loss Spreadsheet"](#) to record monthly profit/loss records.
- _____ The accounting system used to record program income, operating costs, and administrative costs will be evaluated. The following document is a tool for recording invoices and receipts: Download the ["Cash Disbursement Form."](#)
- _____ Time sheets for all staff paid with SFSP funds will be evaluated. You can find a [sample "SFSP Personnel Activity Report – Time Sheet"](#) on the ISBE website.
- _____ Invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for SFSP.
- _____ Proof of payment (bank statements, cancelled checks, EFT deposit verification, etc.) for SFSP expenses must be available for review.

Site Eligibility

- _____ If Household Eligibility Applications are used for closed-enrolled sites, at least 50 percent of the enrolled children must meet Income Eligibility Guidelines and the applications must contain the required information. Use the [“Household Eligibility Application for SFSP.”](#)
- _____ For residential or nonresidential camps, a correctly approved Household Eligibility Application must be on file for each child for whom meals are claimed. ([“Household Eligibility Application for SFSP”](#))
- _____ For National Youth Sports Program (NYSP) sites that do not meet other eligibility criteria, correctly approved Household Eligibility Applications must be on file for at least 50 percent of the enrolled children. ([“Household Eligibility Application for SFSP”](#))
- _____ For Upward Bound Program residential/non-residential sites, a correctly approved Household Eligibility Application for children for whom meals are claimed or the Upward Bound Program application that determined income eligibility must be on file. ([“Household Eligibility Application for SFSP”](#))
- _____ For Conditional non-congregate sites, a correctly approved Household Eligibility Application for children for whom meals are claimed or a memorandum of understanding from a local school district that determined income eligibility for each child must be on file. ([“Household Eligibility Application for SFSP”](#))

Contracts

- _____ The food service management company contract will be evaluated to ensure meals and services are provided as agreed upon in the contract.

Civil Rights

- _____ Documentation of the program announcement must be on file. Use the sample program announcement applicable to your site(s):
 - [Notification to the Community: Open Sites](#)
 - [Notification to the Community: Enrolled Sites and Camps](#)
- _____ Program material will be reviewed to ensure the Nondiscrimination Statement and the procedure for filing a complaint is included. ([USDA Nondiscrimination Statement](#))
- _____ 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.
- _____ The official USDA “And Justice For All” civil rights poster, must be displayed in a prominent place. For free civil rights posters, email cnp@isbe.net.
- _____ Documentation of civil rights training for frontline staff and supervisors must be available for review. The [ISBE Civil Rights Training is available our Civil Rights webpage](#).

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