

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 preparation for the review. This list presents an overview of the major areas that will be evaluated. Records for the entire fiscal year should be available for review.

Forms and program requirements can be obtained on the Nutrition website located at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>. On the website, scroll down and click on *SFSP, Summer Food Service Program*. In addition, the [USDA Administrative Guidance for Sponsors](#) provides valuable information regarding the areas which will be reviewed.

Prior to the administrative review, citations for each site review conducted by the state agency must have adequate corrective actions supplied in WINS.

Sponsoring Organization Requirements

- _____ Notification to the local health department of the intent to operate the Summer Food Service Program will be evaluated. Click here and scroll down for a sample letter [Health Department Letter](#).
- _____ Documentation of the notification to grassroots and minority organizations announcing the availability of the Summer Food Service Program must be available for review. For a sample letter, click here and scroll down for the [Grassroots and Minority Organizations Notification Letter](#).
- _____ Documentation of staff training must be available for review and include the date, location, agenda, and names of participants. For a sample agenda and sign in sheet, click here [Training Agenda and Roster](#).
- _____ Sponsoring organizations that earn more than \$100,000 in reimbursement and/or operate 25 or more sites must complete a Management Plan. The Management Plan must be on file and available for review. Click here for the [Management Plan Guidelines](#).

Monitoring

- _____ Documentation of Pre-Operational Visits conducted for new sites and/or previous problem sites must be available for review. Click here for [Pre-operational Visit Form](#).
- _____ *******First week visit documentation for each site will be evaluated. If first week visits were not conducted, an adequate process for waiving the visits must be documented. Click here for [Site Visit Form \(first week\)](#).
- _____ Documentation of monitoring reviews conducted during the first four weeks of operation must be on file. Click here for [Site Review Form \(4th week review\)](#).

Meal Service

- _____ Dated menus for all meal services claimed must be on file. Click here for [Meal Pattern Requirements](#).
- _____ If participating in the Food Distribution Program, a copy of the commodity delivery ticket must be on file.
- _____ Production records and/or delivery tickets (receipts) for all meal services must be on file. Click here and scroll down for a sample [Production Record](#).
Click here for [Production Record Instructions](#).
Click here and scroll down for a sample [Delivery Receipt](#).

Claim for Reimbursement

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

Expenditures

- _____ 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 (click here and scroll down): [Cash Disbursement Form](#)
- _____ Time sheets for all staff paid with SFSP funds will be evaluated. Click here for a sample: [Personnel Activity Report \(Time Sheet\)](#)
- _____ Invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the Summer Food Service Program.
- _____ 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. Click here for: [Household Eligibility Application and Instructions](#).
- _____ For residential or nonresidential camps, a correctly approved Household Eligibility Application must be on file for each child for whom meals are claimed. Click here for: [Household Eligibility Application and Instructions](#).
- _____ 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. Click here for: [Household Eligibility Application and Instructions](#).
- _____ 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. Click here for: [Household Eligibility Application and Instructions](#).

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): [Area Data](#) [Residential Camp](#) [Individual Documentation](#)

_____ Program material will be reviewed to ensure the nondiscrimination statement and the procedure for filing a complaint is included. [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 United States Department of Agriculture-approved civil rights poster, *And Justice for All*, 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. Click here for sample: [Civil Right Training](#). Click here for sample: [Civil Rights Training Certification](#).