



Summer Food Service Program Sponsor Review Checklist

The Colorado Department of Education (CDE) School Nutrition Unit will review program records for compliance with federal and state regulations. This checklist provides an overview of the major areas that will be evaluated and should assist in preparation for the review. Records for the entire fiscal year should be available for review.

Administrative Responsibilities

- ☐ Documentation of health department notification (waived for sites that participate in NSLP/SBP/CACFP and currently receive health inspections)
 - Resource: [Health department letter template and a link to find your local health department](#)
- ☐ Documentation of program outreach
 - Required for open and restricted open sites
 - Resource: [Outreach tools and templates](#)
- ☐ Documentation of staff training (agenda, sign in sheet, training materials)
 - Resource: [CDE, School Nutrition site staff training guide and online trainings](#)
- ☐ Documentation of site eligibility
 - Residential or nonresidential camps: individual income applications for each child for whom meals are claimed
 - Non-area eligible closed-enrolled sites: individual income applications must be on file and 50 percent (half) of the enrolled children must meet the [Income Eligibility Guidelines](#)
- ☐ Ensure Summer Food Service Program records are on file for 3 years plus the current year

Food Service – Documentation for selected review sites only

- ☐ Menus/production records for all meals claimed
- ☐ Delivery invoices for all meal services
- ☐ All receipts/invoices for food purchased, including USDA Foods if applicable
 - Resource: [Meal patterns and menu planning](#)

This institution is an equal opportunity provider.



SFSP Reviews

Summer sponsors are reviewed every three years, or more frequent if needed.

Reviews provide a great opportunity for sponsors to highlight their creative and nutritious programs, receive best practices/technical assistance and ensure program compliance.

Quick links:

[Review Questions](#)

[Program Requirements](#)

[Training](#)



For questions,
[contact your assigned point of contact.](#)

Meal Count Records – Documentation for selected review sites only

- ☐ Original daily meal count records, by meal type, must be available for all sites to support the number of meals claimed
- ☐ Monthly consolidated worksheets must be available for all sites to support the number of meals claimed
 - Resource: [Meal counting and claiming and how to claim](#)

Monitoring – Documentation for selected review sites only

- ☐ Documentation for program monitoring using compliant forms:
 - [Pre-operational visits](#) - are encouraged but not required
 - [Site Visit](#) - different than a Site Review and must be completed within the first two weeks of site operation
 - [Site Review](#) - different than a Site Visit and can be conducted at the same time as the Site Visit but must be completed within the first four weeks of site operation

Procurement

- ☐ Ensure proper procurement practices are followed and written procurement procedures are on file
 - Resource: [Procurement Procedures Template](#)
- ☐ If applicable, the vendor contract will be evaluated to ensure meals and services are provided as agreed upon in the contract
 - Resource: [Administrative Guidance for Sponsors](#), Part III: Contracting with a Food Service Management Company and [procurement process resources](#)

Food Safety – Documentation for review sites and/or central kitchens

- ☐ Food and equipment temperature logs
- ☐ Thermometer calibration logs
 - Resources: [Templates and food safety information](#)

Civil Rights – Documentation for review sites only

- ☐ Ensure the [nondiscrimination statement](#) is included on all program material (webpage, banners, flyers, etc.)
- ☐ The USDA 'And Justice for All' poster must be displayed in a prominent place at the site and sponsor's office



Financial Management

- ☐ The accounting system used to record program income, operating costs, and administrative costs will be evaluated
 - Resource: [SFSP Financial Tracking Tool](#)
- ☐ Time sheets for all staff paid with SFSP funds will be evaluated
 - Resource: [SFSP Time Sheets](#)
- ☐ Original invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the SFSP
 - Resource: [Allowable and unallowable costs handout](#) and [excess funds tip sheet](#)