

Sponsor Review Checklist

Summer Food Service Program



During the Summer Food Service Program (SFSP) Administrative Review, the CDE Office of School Nutrition (OSN) will review program records for compliance with federal and state regulations. The following checklist should assist in preparation for the review. This checklist provides an overview of the major areas that will be evaluated. Records for the entire fiscal year should be available for review.

Sponsoring Organization Requirements

- Notification to the local health department of the intent to operate the Summer Food Service Program
 - The [SFSP Forms webpage](#) provides a health department letter template and a link to find your local health department
- Documentation of the media release sent announcing the availability of the Summer Food Service Program
 - The media release is required to be sent out for all site types (open, closed-enrolled, and camp sites)
 - The media release template can be found on the [SFSP Forms webpage](#)
- Documentation of staff training (agenda, sign in sheet, training materials)
 - Ensure that staff training includes the required topics: purpose of the program, site eligibility, recordkeeping requirements, meal requirements, nondiscrimination compliance, and monitoring requirements
 - Utilize the CDE OSN staff training guide and online training:
<http://www.cde.state.co.us/nutrition/osnsfstatetraining>
- For residential or nonresidential camps- individual income applications for each child for whom meals are claimed
- For non-area eligible closed-enrolled sites- individual income applications must be on file and 50 percent 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

Sponsor Monitoring

Monitoring Forms can be found at: <http://www.cde.state.co.us/nutrition/sfsspponsorforms>

- Documentation of Pre-Operational Visits conducted for new sites and/or previous problem sites
Waived for sites participating in the NSLP/SBP/CACFP
- Documentation of Site Visits, conducted during the first week of operation, for all new and/or previous problem sites
Waived for sites participating in the NSLP/SBP/CACFP
- Documentation of Site Reviews, conducted during the first four weeks of operation, for all sites

Meal Service

- Menus for all meals claimed
- Delivery invoices for all meal services
- All receipts/invoices for food purchased
- Receipts of USDA foods (if applicable)
- Production records for all meal services
 - Utilize the SFSP Menu Production Record
- Recipes
 - Should include, ingredients, serving size, method of preparation, cooking temperatures, yield, etc.
 - Visit the OSN [SFSP Resources webpage](#) for recipe resources and standardized recipe requirements
- Component Contribution Documentation
 - Child Nutrition (CN) labels, food labels, product formulation statements, signed manufacturer's statements, and/or bid documentation for all products except for fresh/frozen fruits, vegetables and spices
 - Visit the OSN [Menu Planning webpage](#) for resources on crediting food components



Meal Count Records

- Original daily meal count records, by meal type, must be available for all sites to support the number of meals claimed
 - Daily Meal Count Form: <http://www.cde.state.co.us/nutrition/sfspsponsorforms>

Vendor Contracts

- Ensure proper procurement practices were followed
 - Refer to the [Administrative Guidance for Sponsors](#), Part III: Contracting with a Food Service Management Company
 - Invitation for Bid, Informal Purchasing Quotes form, and Agreement for SFA to Provide Meals are located on the [SFSP Resources webpage](#)
- The vendor contract will be evaluated to ensure meals and services are provided as agreed upon in the contract

Civil Rights

- Ensure that all civil rights requirements are being met
 - Utilize the [Civil Rights Self-Assessment Tool](#)
- The completed Ethnic/Racial data form for each site must be on file
 - Ethnic/Racial Data Form: <http://www.cde.state.co.us/nutrition/sfspsponsorforms>
- Program material will be reviewed to ensure the nondiscrimination statement and the procedure for filing a complaint is included
 - Ensure the correct [nondiscrimination statement](#) is included on all program materials
- The USDA 'And Justice for All' poster must be displayed in a prominent place at the site and at the sponsor's office
 - The poster must be 11"x17" in size and in color
 - To request additional posters, contact macklin_s@cde.state.co.us

Financial Management

- The accounting system used to record program income, operating costs, and administrative costs will be evaluated
 - Utilize the SFSP Financial Tracking Tool: <http://www.cde.state.co.us/nutrition/sfspsponsorforms>
- Time sheets for all staff paid with SFSP funds will be evaluated
 - Utilize the SFSP Time Sheets: <http://www.cde.state.co.us/nutrition/sfspsponsorforms>
- Original invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the Summer Food Service Program
 - Allowable and unallowable costs are outlined in the [Administrative Guidance for Sponsors](#) manual

Where can I learn more?

- OSN SFSP Webpage: <http://www.cde.state.co.us/nutrition/nutrisummer>
- OSN Nutrition Homepage: <http://www.cde.state.co.us/nutrition>
- USDA SFSP webpage: <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>