Summer Food Service Program Administrative Review Checklist

During the Summer Food Service Program (SFSP) Administrative Review, the OSN consultant will review program records for compliance with federal and state regulations. The following checklist should assist in preparation for the review. This list 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
- ☐ Documentation of the media release sent announcing the availability of the Summer Food Service Program
- ☐ Documentation of staff training (agenda, sign in sheet, training materials)
- ☐ For residential or nonresidential camps- individual income applications for each child for whom meals are claimed
- ☐ For closed-enrolled sites- individual income applications must be on file and 50 percent of the enrolled children must meet the Income Eligibility Guidelines (if applicable)
- ☐ Ensure Summer Food Service Program records are on file for 3 years plus the current year

Sponsor Monitoring

- ☐ Documentation of Pre-Operational Visits conducted for new sites and/or previous problem sites
- ☐ Frist Week Visit documentation, conducted during the first week of operation, for all new and/or previous problem sites
- ☐ Documentation of Fourth Week Reviews, conducted during the first four weeks of operation, for all sites

Meal Service

- ☐ Menus for all meal services claimed
- ☐ Production records for all meal services
- ☐ Delivery invoices for all meal services
- ☐ All receipts/invoices for food purchased
- ☐ Receipts of USDA foods (if applicable)

Meal Count Records

- ☐ Original daily meal count records, by meal type, must be available for all sites to support the number of meals claimed

Food Service Management Company (FSMC)/Vendor Contracts

- ☐ Ensure proper procurement practices were followed
- ☐ The FSMC 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
- ☐ The completed Ethnic/Racial data form for each site must be on file
- ☐ Program material will be reviewed to ensure the nondiscrimination statement and the procedure for filing a complaint is included
- ☐ The USDA 'And Justice for All' poster must be displayed in a prominent place at the site and at the sponsor's office

Financial Management

- ☐ The accounting system used to record program income, operating costs, and administrative costs will be evaluated
- ☐ Time sheets for all staff paid with SFSP funds will be evaluated
- ☐ Original invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the Summer Food Service Program