

# Summer Food Service Program Review Checklist



**COLORADO**  
Department of Education

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

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- Documentation of health department notification (waived for sites that participate in NSLP/SBP/CACFP and currently receive health inspections)
  - Health department letter template and a link to find your local health department:  
<http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#foodsafety>
- Documentation of program outreach
  - Required for open and restricted open sites
  - Outreach tools and resources: <http://www.cde.state.co.us/nutrition/sfspoutreachtools>
- Documentation of staff training (agenda, sign in sheet, training materials)
  - Utilize the CDE School Nutrition site staff training guide and online trainings:  
<http://www.cde.state.co.us/nutrition/sfssponsorandsitetraining>
- 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

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Meal Pattern and Menu Planning resources:

<http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#menuplanningandmealpatterns>

- Menus/production records for all meals claimed
- Delivery invoices for all meal services
- All receipts/invoices for food purchased, including USDA Foods if applicable

## Meal Count Records

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Meal Counting and Claiming resources: <http://www.cde.state.co.us/nutrition/osnsfspapplicationclaimsystem#claims>

- 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

## Monitoring

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Monitoring Forms: <http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#programmonitoring>

- 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

## Procurement

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

## Food Safety

Food safety resources and templates:

<http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#foodsafety>

- Food and equipment temperature logs
- Thermometer calibration logs

## Civil Rights

- Completed Ethnic/Racial data form for each site
  - Ethnic/Racial data form: <http://www.cde.state.co.us/nutrition/ethnicracialdataform>
- 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 at the sponsor's office

## 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/summerfoodserviceprogramrequirements#financialmanagement>
- Time sheets for all staff paid with SFSP funds will be evaluated
  - Utilize the SFSP Time Sheets: <http://www.cde.state.co.us/nutrition/sfsptimesheet>
- Original invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the SFSP
  - Utilize the [Allowable and Unallowable Costs handout](#) and [Excess Funds TipSheet](#)