**Summer Food Service Program (SFSP) Offsite Review Questions**

Please complete the following questions about your administration and operation of the SFSP. Be sure to include details to explain the processes and systems in place.

**Sponsor Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsor Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Describe your procedure to ensure all staff and volunteers were trained on SFSP requirements.
2. Describe the procedure used to adjust the number of meals prepared in order to serve one meal per child for each meal type provided.
3. Explain how you trained all staff on food safety requirements and how you make sure proper food safety practices are in place.
4. Describe your process to collect daily meal counts from the site(s) in a timely manner.
5. Describe your procedure to consolidate the daily meal counts to a monthly meal count for an accurate claim.
6. What is your overall budget for operating costs and administrative costs? (The budget will include costs for the full length of time the program was operated.)
7. Did you serve non-program adult meals? For example, parent/guardian meals. Yes or No:
8. If yes, explain how you priced non-program adult meals or describe other funding used to cover the price of non-program adult meals.
9. Describe the system in place to record program income, operating costs, and administrative costs. Describe how you maintain records to support program costs/income (e.g. records of staff labor, inventory, receipts, et.)

Resource: [SFSP Financial Tracking Tool](http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#financialmanagement)

1. Explain the purchasing method(s) used and how you ensure your procurement policies are followed. Purchasing methods include micro purchase, small purchase and formal purchasing. Resource: [Procurement Procedures Template](http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#procurement)
2. Describe how you ensure the USDA And Justice For All poster is displayed in a visible place at the site(s) and sponsor's office.
3. Explain how you provide information about the program to the public and how you make reasonable efforts to translate program materials.
4. Describe how you collected racial/ethnic data for each site. Please indicate if your sites provided parent pick-up and you could not complete visual observation for racial/ethnic collection and/or if this information was collected as part of student enrollment.
5. Explain the meal service method(s) used (e.g. parent pick-up, mobile meals, etc.) and how you make sure meal counts are taken at the point of service at your site(s).
6. Explain how you ensure all meals served to kids meet the meal pattern requirements. If offer vs. serve was implemented, describe how you made sure each child had a reimbursable meal.
7. Describe how you ensure SFSP records are on file for 3 years plus the current year.
8. **Optional:** Please share your program accomplishments and/or innovative practices.
9. Email the following documents with this form:

* Training sign in sheet and agenda
* 1 week of menu documentation for one meal type (e.g. menu, and production records or food receipts/delivery receipts)
* 1 week of food receipts/invoices
* Monitoring forms for site(s) selected for review
* 1 week of daily meal count forms for site(s) selected for review
* Procurement policy
* Health department notification letter for sites that prepare meals on-site and do not operate other child nutrition programs