Sponsor Review Questions

Eligibility

☐ Are all sites the sponsor is operating approved sites?

<u>Non Area Eligible Enrolled Sites Only</u>

☐ If the sponsor uses eligibility information provided by an SFA, is the information adequate?

☐ If the sponsor collects income eligibility forms, are they completed and categorized correctly?

☐ Are the income eligibility forms and income eligibility guidelines used current?

☐ Is eligibility information kept confidential?

<u>Camps Only</u>

☐ Was a roster of all children's names available for every camp site and session?

☐ Are the income eligibility forms completed and categorized correctly?

☐ Are the income eligibility forms and income guidelines used current?

☐ Does the sponsor have documentation for all children claimed?

☐ Is eligibility information kept confidential?

Training

☐ Is documentation available to show that all administrative level staff was trained prior to assuming SFSP duties?

☐ Is documentation available to show that all site personnel were trained prior to program operations?

☐ Is staff training adequately documented (dates, locations, topics, and participants)?

☐ Does the sponsor's training include all required topics?

Monitoring

☐ Were all required pre-operational visits conducted and documented?

☐ Were all required first week visits conducted and documented?

☐ Were all required monitoring reviews conducted within the first four weeks of program operation and documented?

☐ Has the sponsor taken corrective action on problems identified?

☐ Does the sponsor demonstrate adequate site monitoring?

Food Service -Central Kitchen/Self Prep

☐ Does the sponsor maintain adequate records of meal preparation?

☐ Does the sponsor's menu documentation show that meals contained all components, and all meals met meal pattern requirements?

☐ Do the production records and/or delivery receipts for self-prep satellite meals support the meal count records for sites receiving those meals?

☐ Describe the procedure used to adjust the number of meals ordered:

☐ Is the adjustment procedure adequate to meet the objective of serving only one meal to each child?

☐ Does the sponsor take an inventory to determine the food costs?

Central Kitchen Food Safety

- ☐ Are all food prep, storage, and service areas and equipment properly cleaned and sanitized?
- ☐ Are mechanical or internal thermometers in all food storage areas?
- ☐ Are food temperatures monitored, appropriate, and recorded?
- ☐ Are temperatures appropriate and documented for the applicable equipment?
- ☐ Are thermometers calibrated on a frequent basis and is calibration documentation available?
- ☐ Is all food labeled with the name and received/use by date?
- ☐ Is food stored at least 6" off the ground?
- ☐ Are chemicals clearly labeled and stored away from food?
- ☐ Are employee hand washing facilities available?
- ☐ Are all employees following proper personal hygiene procedures?
- ☐ Are proper food handling procedures observed?

Food Service- Vended

- ☐ Does the sponsor maintain adequate records of meals ordered?
- ☐ Do the delivery receipts for vended meals support the meal count records for sites serving vended meals?
- ☐ Did the vendor review and/or sponsor documentation show that meals contained all components and documented food items met meal pattern requirements?
- ☐ Describe the procedure used to adjust the number of meals ordered:
- ☐ Is the adjustment procedure adequate to meet the objective of serving only one meal to each child?
- ☐ Are unitized meals provided?

Meal Count Records

- ☐ Are meal count records complete and accurate?
- ☐ Are daily meal count forms signed by site supervisor or other designated person?
- ☐ Are daily meal count forms provided to the sponsor in a timely manner?
- ☐ Describe the sponsor's system in place to consolidate the daily meal counts to a weekly or monthly meal count:
- ☐ Is this system adequate to ensure an accurate claim?
- ☐ Are all meals claimed authorized by meal type for each site?
- ☐ Did the review of records result in manual claim verification?

Financial Management

- ☐ Do the sponsor's operating and administrative cost receipts and documentation adequately support the approved budget?
- ☐ Were all reported expenses reasonable, necessary, and allowable?
- ☐ Are non-food supplies recorded or tracked separately from food?
- ☐ Are non-program costs recorded or tracked separately from program costs?
- ☐ Were any SFSP funds used to purchase non-reimbursable food items?
- ☐ Does the sponsor receive income to the program?
- ☐ If the sponsor receives income to the program was it accounted for correctly?

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☐ If non-program adults are charged, does the cost of the meal cover the full cost of producing the meal and the value of USDA Foods?

☐ If non-program adults are served but not charged, is the cost of their meals excluded from program costs?

☐ Does the sponsor collect money for meals from program adults?

☐ If meals are vended, did the sponsor charge the delivery of vended meals to the budget accordingly, if the cost was not included in the per meal cost?

Procurement

☐ Does the sponsor have procurement procedures which reflect applicable federal, state, and local laws and regulations?

☐ Is the sponsor following procurement procedures for small purchases (including micro purchases)?

☐ Is the sponsor following procurement procedures for purchases above the small purchase threshold?

Contracts with Vendors

☐ If the sponsor uses a vendor to prepare meals, is the agreement the same as submitted with the application?

☐ If the contract is below the small purchase threshold, was the contract awarded to the bidder whose per-meal bid was the lowest in price?

    ☐ If No, did the sponsor document reasons for selecting the responsive and responsible bidder?

☐ If the vendor is a SFA, is there a written agreement on file?

☐ Does the sponsor monitor the vendor?

☐ Has the sponsor disallowed meals from payment if the vendor fails to meet contract requirements?

☐ If the contract is over the small purchase threshold;

    ☐ Was the bid publicly announced 14 days prior to bid opening?

    ☐ Did the bid include site information and meal requirements?

    ☐ Were all bids submitted to CDE for approval prior to bid acceptance?

    ☐ Was the sponsor's reason for selecting the vendor included?

    ☐ Was a bid bond received from the vendor in an amount not less than 5% and no more than 10% of the value of the contract?

Civil Rights

☐ Is the current "And Justice for All" poster posted at the sponsor's office in a place visible to the public?

☐ Did the sponsor make reasonable efforts to provide information in the appropriate translation concerning the availability of the program?

☐ Does the sponsor provide the nondiscrimination statement and a procedure for filing a complaint on all program materials?

☐ Is documentation on file to show the media release was sent to local media outlets in the community(ies) served by the sponsor?

    ☐ Provide date(s) and type of media used for the release.

☐ Is program information made available to the public upon request?

☐ Has the sponsor collected beneficiary data by racial/ethnic category for each site?

Administrative Responsibilities

☐ Does the Sponsor retain all records pertaining to the SFSP for 3 years or longer if necessary due to appeal or legal action?

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☐ Did the sponsor notify the health department in writing of all site locations and service times?
☐ Does the Sponsor demonstrate management capability in the administration of the SFSP?
☐ Does the Sponsor demonstrate accountability in the administration of the SFSP?
☐ Did the Sponsor retain the program management duties that cannot be sub-contracted?

Site Review Questions

Meal Service Observation

☐ Was the meal served within the approved serving time?
☐ Is priority being given to serving children before adults?
☐ Is the site serving meals in compliance with the meal pattern selected (NSLP or SFSP)?
☐ If the site implements offer versus serve, is it implemented correctly?
☐ If the site implements family style meal service, is it implemented correctly?
☐ Were all required components of the meal offered to each child?
☐ Was each child offered the appropriate quantities of each item?
☐ Were all components offered reimbursable items?
☐ Are all meals consumed on-site?
☐ Is there adequate supervision by site personnel?
☐ Was an accurate meal count taken at the POS?
☐ Is the daily meal count form accurately completed?
☐ Does the site supervisor turn in meal count documentation to the sponsor at least once a week?
☐ Does the SA meal count match the number recorded by the site?
☐ Is the site likely to exceed the ADP approved in the site application?
☐ Are procedures for handling leftovers allowable?

Food Safety

☐ Are hand washing facilities available?
☐ Are proper personal hygiene practices followed?
☐ Are proper food handling procedures observed?

Self-prep Sites Only
☐ Are all food prep, storage, and service areas and equipment properly cleaned and sanitized?
☐ Are mechanical or internal thermometers in all food storage areas?
☐ Are food temperatures monitored, appropriate, and recorded?
☐ Are temperatures appropriate and documented for the applicable equipment?
☐ Are thermometers calibrated on a frequent basis and is calibration documentation available?
☐ Is all food labeled with the name and received/use by date?
☐ Is food stored at least 6" off the ground?
☐ Are chemicals clearly labeled and stored away from food?
☐ Are employee hand washing facilities available?
☐ Are all employees following proper personal hygiene procedures?
☐ Are proper food handling procedures observed?

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Vended/Satellite Sites Only
- ☐ Were meals delivered at correct temperatures and in acceptable condition?
- ☐ Are temperature logs available and current?
- ☐ Were meals served within 1 hour of delivery if the site does not have holding equipment?

Civil Rights

- ☐ Is the current "And Justice for All" posted at the sponsor's office in a place visible to the public?
- ☐ Is there any separation of children by race, color, national origin, sex, age or disability at the site?
- ☐ Do all participants appear to have equal access to all the site's services & facilities?

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