

Summer Food Service Program (SFSP) Administrative Review Questions

Sponsor Review Questions

Eligibility

* Are all sites the sponsor is operating approved sites?

Non Area Eligible Enrolled Sites Only

* 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?

Camps Only

* 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?
* 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?
* 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?

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?