



Sponsor Review Questions

Eligibility

- Is the sponsor operating approved sites and according to approved applications?

Non Area Eligible Enrolled Sites Only

- Does SFA eligibility information or income eligibility forms support site eligibility?
- If the sponsor uses eligibility information provided by a 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

- Does the sponsor have documentation for all children claimed?
- Are the income eligibility forms completed and categorized correctly?
- Are the income eligibility forms and income guidelines used current?
- Was a roster of all children's names available for every camp site and session?
- 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?

Food Service -Central Kitchen/Self Prep

- 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?



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 and equipment temperatures monitored, appropriate, and recorded?
- Are thermometers calibrated on a frequent basis and is calibration documentation available?
- Is all food labeled with the name and received/use by date?
- Are food items stored properly?
- 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 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?
- Is a record maintained of staff labor (daily time and attendance records)?
- Does the sponsor receive income to the program?
- If the sponsor receives income to the program was it accounted for correctly?
- Does the sponsor collect money for meals from program adults?
- 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?

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 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 and equipment temperatures monitored, appropriate, and recorded?
- Are thermometers calibrated on a frequent basis and is calibration documentation available?
- Is all food labeled with the name and received/use by date?
- Are food items stored properly?
- 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" poster posted at the site 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 have equal access to all the site's services & facilities?