

Gearing Up for a Great Review

This checklist is provided to assist you in preparing for your SFSP Administrative and Site Review(s) conducted by the DPI.

Preparation for a review will help to ensure Program requirements are being met and will also result in a smooth review process. Please review the checklist, locate and organize records, prior to the consultant's arrival. Be sure to ask questions prior to the review. The DPI [SFSP Materials & Resources](#) page provides 12 one-page resources that review important information Sponsors need to know when planning to operate the SFSP. When applicable, the topic area provides recordkeeping templates that maybe used for documentation.

Application

- Review the application with DPI and ensure it is accurate prior to the review. If updates are needed, do them immediately and submit application revisions to DPI for approval. Primary items to look for:
 - Sponsor application has the correct start and end date
 - All sites operating have an approved site application
 - Site start and end dates are correct
 - All personnel listed throughout are up to date
 - Meal services offered have been approved
 - Meal service times are correct
- The health department has been notified of all sites operating; updates are provided as new sites are added. Documentation of notification is on file.



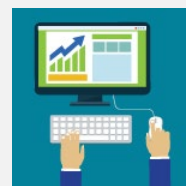
Notification of the Community

- Sponsors of open and restricted open sites have made the community aware of the meal sites, dates of operation and times of meal services, including delivery and/or pick up times for non-congregate services. At a minimum, a poster is displayed on the site door.
- Sponsors of camps, enrolled and conditional non-congregate sites have notified participants or enrolled children of the availability of free meals.



Sponsor & Site Eligibility

- All sites serving meals have been approved by DPI.
- All open sites are operating in approved areas of documented need (determined by elementary school free/reduced data or census tract data).
- Restricted open sites - the situation does support the need for a restriction on meal participation.
- Enrolled sites are operating in approved areas of documented need OR documentation is available to show that 50% of the children are considered "needy" in the SFSP. Enrollment records are on file and income statements and/or verification of "free/reduced" status from the school district are on file if not using area eligibility.
- Rural Non-Congregate sites - located in rural area and in approved area of documented need or rural and not in area of documented need (Conditional Non-Congregate).
- Migrant sites are approved Migrant Education Program funded projects and serve primarily migrant children.
- Camp sites maintain enrollment records on file for each session as well as income statements and/or verification of "free/reduced" status from the school district.
- Upward Bound Programs have enrollment records and UB applications on file and verify that students reported as 'needy' for the SFSP are income eligible for UB.
- DPI Pre-college Scholarship Programs have enrollment records and completed forms (PI-1573) on file verifying the student was eligible for free or reduced-price meals during the school year.





Meal Service & Production Planning

- Field trip meals have been reported prior to the field trip occurring using the online Field Trip Notification Form.
- Production records, ordering, meal preparation, and serving show that meals contain all components and serving sizes meet the approved meal pattern requirements.
- Crediting documentation is on file for items served. This may include CN labels, product formulation sheets, and/or standardized recipes.
- Meals are planned and prepared with the objective of serving one meal per child per day.
- Meals are served during the approved meal service time.
- Children receive a complete meal.
- Children remain on-site while eating at congregate site (only the fruit/vegetable or grain item is allowed off-site),
- Rural Non-congregate sites follow service model approved.
- Record of the health department visits are maintained on file.
- Facilities are adequate for meal preparation (if self-prep) and service.
- Good sanitation practices and Food Safety Plans are followed.
- All USDA commodities are properly stored (if applicable).

Procurement

- All goods and services are procured according to federal, state, and local requirements. Procurement documentation is on file, when necessary.
- A written code of conduct is in place.



Training & Monitoring

- Training has been conducted and documented for all administrative, food service and site personnel with SFSP responsibilities.
- All pre-operational visits (required for new sites and for existing sites new to non-congregate meal service) were completed and documented, if required.
- All site visits (required for new and problems sites, and those new to non-congregate meal service) were completed and documented within the first two weeks of operation.
- All site reviews (required for all sites) were completed and documented within the first four weeks of operation.
- If problems were noted during these visits/reviews, documentation shows what corrective action was taken and if a follow-up visit was conducted.



Civil Rights

- All staff who work with the USDA Child Nutrition Programs have received training on all aspects of civil rights compliance.
- Participation in the SFSP is nondiscriminatory.
- Materials are provided in the appropriate translation, if needed.
- The nondiscrimination statement, and instructions for filing a complaint are included in Program information directed to parents of participants and potential participants.
- The racial/ethnic data has been collected for each site and has been completed correctly.
- The "... and Justice for All" poster is posted where children can see it as well as in the administrative offices.





Accurate Meal Counts

- Meals are served without cost to all eligible children.
- Daily records are maintained to support meals served to all children (first and second, if applicable), program adults, and non-program adults.
- Meal counts are taken at the point of service by type (when the child receives the meal), including field trip and non-congregate meals.
- Meals are planned and prepared or ordered with the objective of providing only one meal (per meal type) per child per day.
- If meals are shipped from another site, there are provisions in place for daily meal adjustments, if needed.

Program Reimbursement

- Only meals served at approved sites are claimed for.
- Only approved meal types are claimed for.
- Only meals served during the approved meal service times are claimed for.
- Only meals meeting SFSP and/or other approved meal pattern requirements are claimed for.
- The ADA for camps is calculated correctly according to the SFSP Claim Instructions.



Financial Management

- If advance payments are received, supporting documentation is on file to show deposit into the food service account.
 - Expense records (time sheets, invoices, mileage logs, etc.) are kept to support both operational and administrative expenses.
 - Revenue is received for non-program adult meals through either a charge to the adult or transfer from a non-federal income source.
 - Revenue and expenses are accurately allocated among Programs if operating more than one Child Nutrition Program (CNP). SFSP funds are expended according to approved budget.
- Public schools participating in the NSLP, SBP, etc. are recording revenue and expenses for SFSP in Fund 50, project code 586. All schools must provide a Fund 50 or nonprofit report for review to support figures reported on the most recent **Annual Financial Report**.
 - Administrative spending should not result in the inability to operate a nonprofit food service and provide a quality meal service.
 - CNP fund balance does not exceed 1 month's expenses if operating just the SFSP or 3 month's expenses if operating various CNPs year-round. If exceeding, an approved spending plan is in place.



Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.