

Summer Food Service Program Sponsor Review Checklist

The Colorado Department of Education (CDE) School Nutrition Unit will review program records for compliance with federal and state regulations. This checklist provides an overview of the major areas that will be evaluated and should assist in preparation for the review.
Records for the entire fiscal year should be available for review.

Administrative Responsibilities

- Documentation of health department notification (waived for sites that participate in NSLP/SBP/CACFP and currently receive health inspections)
 - Resources:
 - [Health Dept. Letter Template](#)
 - [Find Your Local Health Department](#)
- Documentation of program outreach
 - Required for open and restricted open sites
 - Resource: [Outreach tools and templates](#)
- Documentation of staff training (agenda, sign-in sheet, training materials)
 - Resource: [CDE School Nutrition online trainings](#)
- Documentation of site eligibility
 - Residential or non-residential camps: individual income applications for each child for whom meals are claimed
 - Non-area eligible closed-enrolled sites: individual income applications must be on file and 50 percent (half) of the enrolled children must meet the [Income Eligibility Guidelines](#)
- Ensure Summer Food Service Program records are on file for 3 years plus the current year



SFSP Reviews

Summer sponsors are reviewed every three years, or more frequent if needed.

Reviews provide a great opportunity for sponsors to highlight their creative and nutritious programs, receive best practices/technical assistance and ensure program compliance.

Quick links:

- [Review Questions](#)
- [Program Requirements](#)
- [Training](#)



Food Service - Documentation for selected review sites only

- Menu/production records for all meals claimed
- Delivery invoices for all meal services
- All receipts/invoices for food purchased, including USDA Foods if applicable
 - Resource: [Meal patterns and menu planning](#)

Meal Count Records - Documentation for selected review sites only

- Original daily meal count records, by meal type, must be available for all sites to support the number of meals claimed
- Monthly consolidated worksheets must be available for all sites to support the number of meals claimed
 - Resource: [Daily Meal Count Forms available in USDA's SFSP Admin Guide](#)

Monitoring - Documentation for selected review sites only

Documentation for program monitoring using compliant forms:

- [Pre-operational visits](#) are required for all new sites, including sites new to non-congregate meals, and sites with operational problems in the previous year. Pre-operational visits must be completed before beginning operations.
- [Site visits](#) are required within the first two weeks of operations for all new sites, including sites new to non-congregate meals, and sites with operational problems in the previous year. Site visits may be combined with the site review. If combined, complete within the first two weeks of operations and use the site review form.
- [Site reviews](#) are required for all sites and must take place within the first four weeks of operation. Site reviews may be combined with the site visit. If combined, complete within the first two weeks of operations and use the site review form.

Procurement

- Ensure proper procurement practices are followed, and written procurement procedures are on file
 - Resource: [Procurement Procedures Template](#)
- If applicable, the vendor contract will be evaluated to ensure meals and services are provided as agreed upon in the contract.

Food Safety - Documentation for review sites and/or central kitchens

- Food and equipment temperature logs
- Thermometer calibration logs

- Resources: [Ensure Food Safety webpage](#)

Civil Rights - Documentation for review sites only

- Ensure the [non-discrimination statement](#) is included on all program material (webpage, banners, flyers, etc.)
- The USDA 'And Justice for All' poster must be displayed in a prominent place at the site and sponsor's office
- Racial and ethnic data for each review site
 - Resource: [SFSP Racial and Ethnic Data Form](#)

Financial Management

- The accounting system used to record program income, operating costs, and administrative costs will be evaluated
 - Resource: [SFSP Financial Tracking Tool](#)
- Time sheets for all staff paid with SFSP funds will be evaluated
 - Resource: [SFSP Time Sheets](#)
- Original invoices, receipts, and other records documenting operating and administrative costs must reflect reasonable and allowable costs for the SFSP
Resource: [Allowable and unallowable costs handout](#) and [excess funds tip sheet](#)