

Posted: 6/3/2016

To: Summer Sponsoring Organizations

Subject: SFS-16-x105 SFSP Review Announcement Notice

All approved SFSP sponsoring organizations participating in SFSP 2016 are subject to a review of the SFSP. Listed below are the documents to be reviewed. This is not all inclusive.

At a minimum, the following items will need to be available for review by state agency (SA) staff. **These items should be available for SA review at the central location(s) referenced on page 1 of the approved 2016 SFSP sponsor application:**

- Receiving reports/invoices for SFSP food and non-food purchases received, to date.
- Inventory records (received to date, for all approved sites)
- USDA Foods/Commodity records (if applicable)
- Any record of donated food (if applicable)
- Satellite reports (if applicable/utilizing a central kitchen or a Food Service Management Company [FSMC] with a central cooking facility)
- Employee time sheets (labor documentation for site and central office level staff)
- Mileage logs (if applicable, per staff member receiving mileage reimbursement)
- Records of any income received to the program (i.e. donations, advances received from the LA Department of Education, money collected from adults [if applicable] )
- Racial/ethnic site forms (any completed for the current program, to date)
- Documentation of training topics covered with corresponding sign-in sheets/materials covered (should have for all SFSP staff, site and central office level)
- Monitoring forms completed, to date (pre-op visit, first week visit, and first four week review form required for ALL new OR problematic, returning sites. First four week review form always required for "ALL" sites [new, returning, etc.]
- Menus utilized for the SFSP/SSO (all weeks of cycle). Please include portion sizes, if able.
- Bank invoices/statements for the SFSP account (current program)
- Documentation of any expenses paid, to date, for the SFSP (includes vendor payments, payroll, rent, leases, etc.)
- FSMC Contract (if applicable)

At **each selected site** to be visited during the review, at a minimum, the following will also be reviewed:

- Food temperature logs
- Meal counts (point of service) and portion sizes utilized
- Menu being served to confirm that it meets minimum meal pattern specifications (for meal pattern utilized)
- Meal count documents from prior 5 operating days for meal service observed by SA staff
- Civil Rights (And Justice for All) poster and Non-discrimination complaint form
- Any documentation that supports the preparation of meals served
- Latest Health Inspection (posted in publically visible location) and current permit to operate for site

Copies of the review instruments (sponsor level and form utilized at each site by SA staff) are available on the CNP website under the "SFSP Forms" section (no log-in required).

Please note that SA staff will select the sites to be visited and the meal service option for the meal observation.

**Also, please have all pertinent procurement information for the current summer program available for SA staff to review. Please note that if you utilize a FSMC which prepares meals at an off-site location, SA staff will need to visit the preparation/cooking site during the review.**

Refer to the CNP website for further information (<http://cnp.doe.louisiana.gov>).

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