

Posted: 6/15/2020

To: Summer Food Service Program (SFSP) Sponsors

Subject: SFS-20-x199 2020 Summer Food Service Program (SFSP) – Sponsor Review Information

This memo serves to provide you with additional information relating to the 2020 Summer Food Service Program (SFSP).

Please note that in accordance with the SFSP Federal Regulations, at 7 CFR Part 225.7(d)(ii), sponsors approved to participate in the SFSP are subject to receive a review *no less than* once per three year review cycle to ensure program compliance.

Given the unusual circumstances that states are currently operating under (relating to the COVID-19 pandemic), reviews of SFSP Sponsoring Organizations in Summer 2020 will be predominantly performed via a desk audit- based approach *.

* Note that in order to complete the site-visit/observation-based portion of these reviews, virtual site visits (via Zoom, FaceTime or some other similar application) will be scheduled/coordinated with the sponsoring organization in advance of the review.

SFSP Sponsors that are scheduled to receive a review in the Summer of 2020 will receive direct communication from CN Resource (CNR) Staff, as CNR is the contract company that will be completing SFSP Reviews on behalf of the LA Department of Education, Division of Nutrition Support. In these communications, CN Resource Staff will provide further details concerning the review that will occur, including a listing of documents that will need to be provided (electronically) to the review team in order to complete a review (and assess compliance) of its SFSP operations.

Please be reminded, that any/all records pertaining to the operations of the SFSP are subject to review, upon request by the State Agency. These records include, but are not limited to, the following:

Sponsor level

- Receiving reports/invoices for SFSP food and non-food purchases received, to date
- Inventory records
- USDA Foods/Commodity Records (if applicable)
- Any record of donated food/non-food items to the program (if applicable)
- Satellite account reports (required in cases where meals are being transported from one location to another [i.e. central kitchen to SFSP site[s]])
- Employee Time Sheets
- Mileage Records/Logs (if mileage reimbursement is to be provided to staff)
- Records of any income received to the program (i.e. donations, advances received from the LDOE, money collected from the sale of adult meals, etc.)
- Racial/Ethnic Site Forms (required to be completed annually for all approved/operating sites during site operations)
- Documentation of staff training (i.e. sign-in sheet[s] containing signature and date of attendance, training material[s], agenda [if applicable])
- Monitoring Forms (completed, to date) – note that for new SFSP sites, the following monitoring visits/reviews are required: a pre-operational visit, a first week visit, and a first four (4)-week review. A first week visit and first four (4)-week review are required for returning sites, unless a waiver has been granted to the sponsor.
- SFSP Menus utilized in the program (highly encouraged to record applicable serving sizes)
- Bank statements for SFSP Account (current program year, at a minimum)
- Books/ledgers/reconciliation detail maintained in support of the SFSP expenditures and income received
- Documentation of any expenses paid with SFSP funding, including vendor payments, payroll, rent/lease payments, etc.
- Food Service Management Company (FSMC) Contract [if applicable]

- Any supporting documentation needed for SFSP Waivers that are currently being utilized (i.e. parental/guardian meal pickup forms and/or rosters [for sponsors allowing parents/guardians to pick up meals on behalf of children], household consent forms [for sponsors utilizing the home delivery waiver option], etc.).

Site level

At a minimum, reviewers must select a number of sites that reflects 10% of total sites approved.

The following items will be needed in support of each site:

- Food temperature logs [as applicable] – i.e. would not be required if solely utilizing shelf-stable [SS] items
- Meal Count Documentation (taken at the Point of Service)
- Menu details for day of review (DOR)
- Original Daily Meal Count Forms/Documentation from the five (5) days prior to the observed meal service
- The “...And Justice for All Poster” posted in a publically visible location
- Non-Discrimination Complaint Form (prototype is available)
- Latest Health Inspection Report (posted in a publically visible location)
- Latest Permit to Operate for site (posted in a publically visible location)

Note that if meals are being prepared at an off-site location (one not already selected as a site to be visited), this location will be included as a location to receive a virtual visit.

Copies of the latest State Agency Prototype Sponsor and Site-Level Review Instruments can be found on the CNP Website under the SFSP Forms Section (subtopic: Forms). To access, from the home page of the CNP Website (<http://cnp.doe.louisiana.gov>), click on:

- Memos/resources (below the log-in)
- Summer Food Service Program
- Forms → then access the subheading “Forms”

The latest SFSP Prototype Forms can also be accessed on the CNP website under the SFSP Memos Feature. This Forms book is posted as memo SFS 20-47 and can be directly accessed here:

<https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Memos/2020/SFS-20-47%20SFSP%20Forms%20Book.pdf>