

Summer Food Service Program (SFSP)

Sponsor Preparation for Administrative Review

This document summarizes the preparation requirements for sponsors scheduled for the Connecticut State Department of Education's (CSDE) Administrative Review of the SFSP. For a smooth and efficient review, please have adequate space available for two reviewers and organize the documents below. Copy only those items designated as "Copies (for CSDE to retain)." Copies may be physical or electronic. All other items will be reviewed onsite.

The asterisk (*) indicates that documentation is required only for those items for which the sponsor will request SFSP reimbursement. If the sponsor purchases goods or services that are not allowable SFSP costs, alternate funding sources must be identified and quantified.

Required Documents

1. Daily meal counts (**campers only**)
 - a. Meals served to eligible campers
 - b. Meals served to ineligible campers
 - c. Meals served to program adults
 - d. Meals served to non-program adults

2. Daily meal counts (**all other sites**)
 - a. First (1st) meals served to children
 - b. Second (2nd) meals served to children
 - c. Meals served to program adults
 - d. Meals served to non-program adults
 - e. Meals redistributed from one site to another
 - f. Disposition of damaged/non-reimbursable/leftover meals

3. Copies (for CSDE to retain) of compilation of meal counts at sponsor level to support claims prepared and submitted to the CSDE for reimbursement. **Note:** Copy only the document used to compile meal counts for claims for reimbursement (often an Excel spreadsheet). Sponsors do not need to make copies of the daily meal count sheets.

4. Menu records
 - a. Copies (for CSDE to retain) of menus for all meals and meal types served
 - b. Production records (or alternate method for identifying meal components, portions of food items, and quantities of meals produced)
 - c. Crediting or portioning information ([Child Nutrition \(CN\) labels](#), [product formulation statements](#), and [standardized recipes](#))
 - d. Site delivery receipts or records for non-production meal sites

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5. Financial reporting documents, such as profit/loss statement
 - a. Month of review
 - b. Year-to-date at the time of administrative review
6. Fund balance specific to SFSP funds, reflecting:
 - a. Income of the SFSP operations
 - b. Expenses of the SFSP operations
 - c. Overall fund balance of the SFSP for the fiscal year (profit, loss, neutral)
7. Inventory records
 - a. Copy of beginning inventory
 - b. Copy of ending inventory
8. Invoices and proof of payment (such as cancelled checks) to document*:
 - a. Food costs
 - b. Non-food items
 - c. Administrative supplies
 - d. Transportation (children, meals, administration)
9. **Sponsoring Organizations with vended meals:** Invoices from the food service management company (FSMC) to the Sponsoring Organization and proof of payment (such as cancelled checks) from the Sponsoring Organization to the FSMC for each month of Summer Meal Program operations.
10. Documentation of staffing expenses*
 - a. Employee time and wage reports
 - b. Documentation of payroll checks or direct deposit
11. Other income to Summer Food Service Program
 - a. Documentation of non-program adult meals, charged and paid
 - b. Funds to cover SFSP unallowable Costs, food items or otherwise
 - c. Grant funds, if applicable
12. [USDA Foods](#) records, if applicable

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13. Procurement procedures
 - a. Written code of conduct (USDA policy guidance [SP 09-2015, CACFP 03-2015, and SFSP 02-2015: Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts](#))
 - b. Local acquisition threshold requirements (USDA policy guidance [SP 02-2022, CACFP 03-2022; SFSP 01-2022 \(Corrected\): Updates to the Federal Micro-Purchase Threshold in 2 CFR](#))
 - c. Competitive and non-competitive procurement procedures
 - d. Protest procedures for competitive bids
14. Was a Comprehensive Management Plan Required during the annual application process?
 - a. If yes, has it been edited or revised since it was submitted?
 - b. If yes, an updated version must be provided
15. Federal or state single audit, if applicable. If not applicable due to not meeting threshold of federal or state money expended in the prior fiscal year, provide 990 Tax Form.
16. Copy of Public Notification and documentation of submission to media outlets.
17. Copy of Health Department Notification and documentation of submission to local health department.
18. Health Inspection Certification, including written corrective action to resolve inspection findings.
19. Training documentation, verification that sponsor conducted training for administrative and site staff
 - a. Date
 - b. Attendees
 - Names of participants
 - Position of participants (monitors, site supervisors, others as indicated)
 - Assigned site
 - c. Topics
 - d. Additional training provided (dates, topics, reason provided, etc.)
20. Sponsor monitoring of sites
 - a. Pre-operational site visits
 - b. Initial site visits within the first 2 weeks of site operations
 - c. Food service reviews within the first 4 weeks of site operations
 - d. Corrective action plan for areas in need of improvement identified by monitors

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21. Civil Rights Compliance
 - a. Display of “*And Justice for All...*” poster in administrative office
 - b. Community ethnicity and racial data (annual sponsor application)
 - c. Announcement/notification of nondiscrimination and accessible services ([7 CFR 15b.7](#))
 - d. Collection of race and ethnicity data for participants at each site and/or camp session
 - e. *Free Meals Policy Statement*, pricing and/or non-pricing
 - f. Translation/Interpretation services available
 - g. Availability of auxiliary aids and services (e.g., large print, Braille, assistive technologies)
 - h. Process for informing persons with limited English proficiency of their right to free language assistance services
 - i. Sample contract or agreement containing required Civil Rights assurance language
 - j. Sample participant handout/material containing nondiscrimination statement
22. FSMC contract or written agreement with school food authority for the preparation of meals, if applicable
23. **Enrolled Sites Only**
 - a. Alphabetical roster of all enrolled children for entire summer operations
 - b. Completed income eligibility application or indication of eligibility status from school Determining Official for each enrolled participant, or documentation of Area Eligibility.
24. **Camps Only**
 - a. Alphabetical roster of all enrolled children for entire summer operations
 - b. Completed income eligibility application or indication of eligibility status from school Determining Official for each enrolled participant
25. **Rural Non-congregate Meal Sites Only**
 - a. Separate meal counts record for Rural Non-congregate Meal sites for each approved meal service types (breakfast, lunch/supper, and snacks)
 - b. Temperature logs for cold meals and milks served at Rural Non-congregate Meal sites.
26. Modifications to accommodate disabilities in the SFSP (USDA policy guidance [SP 10-2017 and SFSP 06-2017: Meal Service Requirements in the Summer Meal Programs, with Questions and Answers – Revised](#))
 - a. Section 504 Coordinator
 - b. Process to address requests for accommodations
 - c. Written grievance procedures (operators employing 15 or more persons)
 - d. Refer to the CSDE’s [Guidance for Meal Modifications in the Summer Food Service Program](#)

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For information on Summer Meals, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/sfsp/sfsp_sponsor_prep_administrative_review.pdf.



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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

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