

**OKLAHOMA STATE DEPARTMENT OF EDUCATION**  
**CHILD NUTRITION PROGRAM**  
**SUMMER FOOD SERVICE PROGRAM (SFSP)**

**POLICY FOR SFSP SPONSOR AND SITE REVIEWS AND PRE-APPROVAL VISITS**

In accordance with the United States Department of Agriculture (USDA) Summer Food Service Program regulations at 7 CFR Part 225.7, the Oklahoma Department of Education, Child Nutrition Programs shall use the following procedures for sponsor and site pre-approval visits:

1. **Pre-approval visits.** The State agency shall conduct a pre-approval visit on 10 percent of new sites, or any sites with result of operational problems noted in the prior year. The State agency shall visit prior to approval:
  - a. All applicant sponsors that did not participate in the program in the prior year. However, if a sponsor is a school food authority, has been reviewed by the State agency under the National School Lunch Program during the preceding 12 months, and had no significant deficiencies noted in that review, a pre-approval visit may be conducted at the discretion of the State agency;
  - b. Pre-approval visits of sponsors proposing to operate the Program during unanticipated school closures during the period from October through April (or at any time of the year in an area with a continuous school calendar) may be conducted at the discretion of the State agency;
  - c. All applicant sponsors which, as a result of operational problems noted in the prior year, the State agency has determined need a pre-approval visit; and
  - d. All sites which the State agency has determined need a pre-approval visit.
2. **Frequency and number of required sponsor reviews.** State agency shall:
  - a. Conduct a review of every new sponsor at least once during the first year of operation;
  - b. Annually review a number of sponsors whose program reimbursements, in the aggregate, accounted for at least one-half of the total program meal reimbursements in the State in the prior year;
  - c. Annually review every sponsor which experienced significant operational problems in the prior year;
  - d. Review each sponsor at least once every three years; and
  - e. As part of each sponsor review, conduct reviews of at least 10 percent of each sponsor's site, or one site, whichever number is greater.
3. **Follow-up review.** State agency shall conduct follow-up reviews of sponsors and sites as necessary.