

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: ADMINISTRATIVE REVIEW

sde.ok.gov/sde/summerfood



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

OBJECTIVES

- Review procedures
- Violations of program requirements
- How to create a Corrective Action Plan
- Common findings



REVIEW PROCEDURES

Site level:

- Meal service operations
- Recordkeeping at the site

Sponsor level:

- How claim for reimbursement is assembled
- Review of records maintained by sponsor

Sponsors must:

- Make all records available for OSDE CNP review
- Implement corrective actions

Review results may:

- Affect the amount of reimbursement



CONSEQUENCES OF VIOLATIONS

- Withholding or recovery of reimbursements
- Temporary suspension
- Termination and exclusion from future participation



EXAMPLES OF PROGRAM VIOLATIONS

- Failure to maintain adequate records
- Failure to adjust meal orders
- Failure to have a trained site supervisor
- Serving meals that do not include all required components or correct quantities
- Serving more than one meal at a time
- Children eating complete meals off-site
- Additional program violations 2016 USDA Administrative Guidance for Sponsor



CORRECTIVE ACTION PLAN

When OSDE CNP identifies violations during a review:

- Sponsors are required to correct the problems found
- Sponsors will write a specific corrective action plan to correct the problems
- OSDE CNP will initiate a follow-up system to ensure that Sponsors implement their Corrective Action Plan



CORRECTIVE ACTION PLAN

- What
- How
- Who
- When
- Supporting Documents



EXAMPLES OF PROGRAM VIOLATIONS

- Failure to maintain adequate records
- Failure to meet meal pattern requirement
- Failure to request health inspection
- Failure to conduct/document site monitoring visits
- Failure to conduct point-of-service meal counts
- Failure to provide training to site personnel
- Failure to comply with Civil Rights requirements
- Failure to meet meal service requirements



QUESTIONS?

Contact SA @ 405-521-3327



NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

