

Summer Food Service Program Checklist of Records

Note: All records must be available at the site listed on the application at any time for announced or unannounced review.

Records that document eligibility for the Summer Food Program:

- ___ Approved agreement
- ___ Application
- ___ Site Information Sheet and agreement for each site including name, address and phone number of person at the site (not Sponsor employee) who is responsible
- ___ Evidence to show eligibility for each site based on serving needy children (or in case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced price school meals)
- ___ Public release
- ___ Letter from IRS showing tax-exempt status (for private nonprofit sponsors)
- ___ Pre-operational site visit forms (for all new and problem sites)
- ___ Sponsor/site agreements
- ___ Documentation of training
- ___ Letter of engagement of CPA firm or independent accountant, or state or local government accountant and management letter (if applicable)
- ___ Letter to health department

Records that support the number of meals served to children:

- ___ Daily count of milk delivered (temperature of milk as delivered)
- ___ Daily count of milk leftover
- ___ Daily count of meals prepared or received at sites
- ___ Daily count of complete first meals served to children
- ___ Daily count of complete second meals served to children (if applicable)
- ___ Daily count of meals served to Program and non-Program adults
- ___ Daily count of disallowed meals
- ___ Daily count of excess meals
- ___ Process for handling leftover meals

Records that support food service costs:

- ___ Food inventories
- ___ Delivery receipts
- ___ Payroll and time-and-attendance records for site personnel
- ___ Purchase invoices (detailed with specifics and quantities for all items including milk)
- ___ Cash log and receipts to support any cash purchases
- ___ Bank records to support any expenditures (even separate bank accounts for SFSP)
- ___ Records of all checks written by the sponsoring organization for SFSP expenses
- ___ Use of credit cards in the sponsoring organization's name only with receipts and log

Summer Food Service Program Checklist of Records (Continued)

Records that support administrative costs:

- ☐ Payroll and daily time and attendance records for administrative personnel
- ☐ Rental agreements for office equipment or space
- ☐ Mileage records (with odometer readings and gas receipts)

Records to support funds accruing to the Program:

- ☐ Site records of cash collected
- ☐ Copies of receipts given for cash donations
- ☐ Records of any other funds received for the Summer Food Service Program

Other Records:

- ☐ Agreement with school to furnish meals
- ☐ Contract with Food Service Management Company
- ☐ Bid procedures used (documentation of bids sent and received with explanation of why this vendor was chosen)
- ☐ Certification of Independent Price Determination (Food Service Management Contracts)
- ☐ Procurement Procedures
- ☐ Written Code of Conduct
- ☐ Records and inventory of USDA foods
- ☐ Monitor's reports of site visits and reviews
- ☐ Records of training conducted with sign in sheets
- ☐ Production Records
- ☐ Receipts, invoices, and bills for all rented or purchased items and services
- ☐

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