



ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: ADMINISTRATIVE REVIEW


OSDE Child Nutrition Programs
sde.ok.gov/summerfood

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OBJECTIVES

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

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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

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CONSEQUENCES OF VIOLATIONS


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

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EXAMPLES OF PROGRAM VIOLATIONS


- Failure to maintain adequate records
- Failure to adjust meal orders
- Failure to have a trained site supervisor
- Failure to meet meal pattern requirements
- Serving more than one meal at a time
- Children eating complete meals off-site
- Additional program violations 2016 USDA Administrative Guidance for Sponsor

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EXAMPLES OF PROGRAM VIOLATIONS

- Failure to meet meal pattern requirements
- 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

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APPEAL RIGHTS

Appealable SA actions

- Denial of sponsor's request for an advance payment
- Denial of a sponsor's claim for reimbursement (except on decisions made by FNS with respect to late claims or upward adjustments)
- Termination of a sponsor's (or a site's) participation in the program
- Denial of a sponsor's site application

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APPEAL RIGHTS CONTINUED...

- If applicable, denial of a food service management company's application for registration or the revocation of a food service management company's registration
- Claim against a sponsor for remittance of a payment
- Refusal by SA to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim

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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

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CORRECTIVE ACTION PLAN

- What
- How
- Who
- When
- Supporting Documents

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QUESTIONS?

Contact the State Agency @ 405-521-3327
sfsp@sde.ok.gov

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NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

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