

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: RECORDKEEPING


OSDE Child Nutrition Programs
sde.ok.gov/summerfood




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OBJECTIVES

- Meal counts
- Operating costs
- Administrative costs
- Funds accruing to the program
- Timesheets and payroll records
- Mileage logs
- Receipts
- Records that document training, site visits and site reviews

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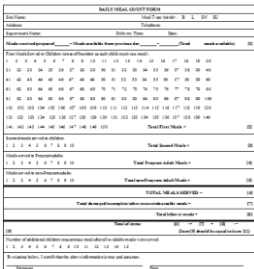
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RECORDS JUSTIFYING CLAIM FOR REIMBURSEMENT: MEAL COUNT SHEET

Meal Count Records

- Daily
- Based on actual counts taken at each site for each meal service
- Accurate Point-of-Service

Meal Counts are critical!



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RECORDS JUSTIFYING CLAIM FOR REIMBURSEMENT: MEAL COUNT WEEKLY CONSOLIDATED

MEAL COUNT (WEEKLY CONSOLIDATED)										Attachment 19
SITE SUPERVISOR:										ADDRESS AND PHONE NUMBER
MEAL TYPE (CIRCLE) S L SN SU										WEEK OF:
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL FOR WEEK			
1. Number of meals prepared/served										
Number of meals available from previous year										
2. Number of first meals served to children										
3. Number of second meals served to children										
4. Number of meals served to Program adults										
5. Number of meals served to non-Program adults										
6. Number of participants damaged meals										
7. Number of leftover meals										
8. Number of additional children requesting a meal after all available meals										
9. Total meals by category as indicated for adult meals										
SIGNATURE OF SITE SUPERVISOR:										

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RECORDS JUSTIFYING CLAIM FOR REIMBURSEMENT: OPERATING COSTS

Operating Costs

- Preparing and serving meals to eligible participants and program adults

Operating costs include:

- Cost of food used
- Labor
- Non-food supplies
- Space for food service
- Rural sites – costs of transporting children to rural food service sites

Fully documented and represent actual program costs

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RECORDS JUSTIFYING CLAIM FOR REIMBURSEMENT: ADMINISTRATIVE COSTS

Administrative activities include

- Application/renewal
- Site eligibility
- Determining the number of children eligible (camps)
- Attending SA training
- Hiring/training personnel
- Monitoring operations
- Preparing/submitting bids FSMC
- Procurement Process
- Claims for reimbursement
- Planning, organizing and managing the program

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RECORDS JUSTIFYING CLAIM FOR REIMBURSEMENT: ADMINISTRATIVE COSTS

Administrative Costs for Administrative activities:

- Labor costs
- Rental costs for offices, office equipment and vehicles
- Vehicle allowance and parking expenses
- Office supplies
- Communications
- Insurance and indemnification
- Audits
- Travel

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MAINTAINING RECORDS OF COSTS

Records must

- ❖ Document amount and purpose of administrative costs attributed to SFSP
 - **Mileage Record** – mileage tracking for administrative staff, site and food service staff
 - **Signed Time Report** – form tracking labor costs of site and food service staff
 - **Summary of Administrative Expenses** – worksheet and instructions for documenting administrative cost – Found on webpage under Forms
 - **Receipts** for non-food items

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TRACKING FUNDS

- Account for all SFSP funds
- SFSP funds used for conducting food service operations
- Track non-program and program components separately
- SFSP funds are not used to support non-program food service activities such as vending, catering or adult meal services

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FUNDS ACCRUING TO THE PROGRAM

Records reflecting income

- Deposit records
- Voucher stubs
- Receipts

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OTHER RECORDKEEPING

Training

- Date of training for site and administrative personnel
- Sign in attendance records
- Topics covered

Site Visits

- Pre-operational
- First week of operation
- Site visits throughout the summer


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OTHER RECORDKEEPING

Site Reviews – Monitor

- First four weeks
- Throughout duration of program

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RECORDKEEPING

Checklist of records

- Additional records to keep listed on Checklist of Records (on webpage under Forms).

Retention of Records


- Three years after end of the fiscal year of operation
- Accessible for Federal and State Agency for audit and review purposes
- May be disposed only if no unresolved audit finds or not under investigation

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SUMMARY

- Meal counts
- Operating costs
- Administrative costs
- Funds accruing to the program
- Training records
- Visits and reviews
- Checklist of records
- Retention of records


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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.
