

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: ADMINISTRATION REVIEW

sde.ok.gov/sde/summerfood



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



GUIDANCE MATERIALS

The following USDA SFSP guidance materials are available to assist sponsors with program implementation.

- Administrative Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Nutrition Guidance for Sponsors
- Food Buying Guide
- Food Buying Guide Calculator

The USDA SFSP guidance materials are available on the USDA's SFSP Resource Web page under "Handbooks" at <http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0>.

The Food Buying Guide is available on USDA's Web page at <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>.

The Food Buying Guide Calculator is available on National Food Service Management's (NFSMI's) Web page at <http://fbg.nfsmi.org/>.



QUESTIONS?

Contact SA @ 405-521-3327



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1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

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