

SD DOE - CHILD AND ADULT NUTRITION SERVICES  
**SPONSOR (LOCAL AGENCY) INFORMATION**

SUMMER FOOD SERVICE PROGRAM INSPECTION REPORT

Local Agency Name: _____	Local Agency Number: _____
City: _____	
Name/Title of person(s) contacted: _____	Date of Inspection: ____ / ____ / ____
Inspector(s): _____	Time of Inspection: _____ to _____

MONITORING	YES	NO	N/A	COMMENTS
1001) Do operating dates for all sites concur with those listed on approved agreement?				iCAN Site Application Summer Food Service Program List
1002) Does the number of sites the sponsor is operating concurs with those listed on approved agreement?				
1003) Pre-operations visit:				
a. Did the sponsor visit every site before beginning operations?				
b. Are there records documenting these visits?				
c. Do these records indicate that problems found during the pre-operational visit were corrected before operations began?				
1004) First week visit: (Prior Sponsor May Waive)				iCAN Site Application Q29
a. Did the sponsor visit every site during the first week of operation?				
b. Are there records documenting these visits?				
c. Do the records indicate problems were identified?				
d. Were identified problems corrected in a timely manner?				
1005) Reviews (Fourth week visit):				Found at <a href="https://www.fns.usda.gov/sfsp/handbooks">https://www.fns.usda.gov/sfsp/handbooks</a>
a. Did the sponsor review every site during the first 4 weeks of operation?				
b. Are there records documenting these reviews?				
c. Do the records indicate problems were identified?				
d. Were identified problems corrected? If yes, list when.				
1006) Is the sponsor using the monitoring forms provided in the manual or by the state agency appropriately?				
1007) Health Department Inspections:				
a. Have problems identified by prior Sanitation Inspections been corrected?				

TRAINING	YES	NO	N/A	COMMENTS
1101) Does the sponsor have documentation of SFSP training, including dates held, topics covered, and signatures of participants can be agenda with roster or Attachment G)?				iCAN in Application Packet under Attachment List if were sent to CANS
1102) Was training for all sponsor and site personnel conducted prior to beginning program operations?				

CIVIL RIGHTS	YES	NO	N/A	COMMENTS
1201) Does the sponsor include the non-discrimination statement and the procedure for filing a complaint on all SFSP materials?				<p>Contact Courtney Martin at CANS (605) 773-3413 to mail if need more SFSP Sponsor Monitor's Guide (Pages in Back of Book)</p> <p>Form found in back of SFSP Sponsor Monitor's Guide</p> <p>Training available on SD DOE SFSP website</p>
1202) Is the sponsor aware of the need to notify the federal government and state agency of complaints alleging discrimination?				
1203) Has the sponsor received any complaints alleging discrimination?				
1204) Were these alleged discrimination complaints forwarded to CANS?				
1205) Does the sponsor provide information on SFSP to the public upon request?				
1206) Is the "and Justice for All" poster prominently displayed?				
1207) The sponsor determined the number of potential eligible beneficiaries by racial/ethnic category for the agreement. Has the "Civil Rights - Participant Count" (for actual participants) been completed for each site under this sponsorship?				
1208) Does the sponsor have the capability of providing SFSP materials/information in the appropriate language, as needed?				
1209) Does the sponsor have provision/s for serving persons with disabilities?				
1210) Are there any requirements or procedures, which restrict or deny enrollment on the basis of race, color, sex, age, disability, or national origin?				
1211) Are denied applications for free meals disproportionately composed of minority groups?				
1212) Is the actual applicant and participant racial and ethnic data is maintained on file for 3 years?				
1213) Do potentially eligible persons and households have equal opportunity to participate in the program?				
1214) If you review applications for free/reduced price meals, are they coded by race or ethnic origin?				
1215) Has the local agency conducted Civil Rights training for its staff?				

RECORD KEEPING	YES	NO	N/A	COMMENTS
1301) Were records readily available?				
1302) Are records secure?				
1303) Are all SFSP-related records kept on file for 3 years?				

PROCUREMENT	YES	NO	N/A	COMMENTS
1400 A) <b>ALL MUST COMPLY</b> - Collect the school /agency procurement process or method (Procurement Plan and Code of Conduct) in determining the best price for their food purchases. Attach the documents and write the 1400 number.				All sponsors required to answer with Procurement Plan and Code of Conduct at minimum – samples available at <a href="http://doe.sd.gov/cans/index.aspx">http://doe.sd.gov/cans/index.aspx</a> under Procurement.
1400 B) Does the sponsor contract with <b>food suppliers(S)</b> –if <b>no</b> , <b>SKIP</b> to question 1401				Business office print list of food suppliers (milk, multi, i.e) / if FSMC can be found iCAN Food Production Facility
1400 C) <b>FSMC(S)</b> – Is the agreement the same as the one submitted with the SFSP application in iCAN?				iCAN Budget Details (bottom of screen – Attachments)
1400 C – 1) If the contract is below the small purchase threshold of \$25,000 for services or supplies or with a FSMC, was the contract awarded to the bidder whose per meal bid was the lowest in price? If NO – complete 1400 C-2,				If yes, skip to 1400 C - 3
1400 C – 2) If No on 1400 C – 1, Did you document reasons for selecting the responsive and responsible bidder?				

1400 C – 3) Does the sponsor monitor the vendor?				
1400 C – 4) Has the sponsor disallowed meals from payment to the vendor if the vendor fails to meet contract requirements? If YES – complete 1400 C - 5				If no, skip to 1400 C - 6
1400 C – 5) If yes to 1400C-4, Did the sponsor revise the claim or adjust the meal count prior submitting a claim?				If no, Collect the month and number of meals that was an issue.
1400 C – 6) If the contract is over the small purchase threshold of \$25,000 for services or supplies or with a FSMC, was the bid publicly announced twice with the first announcement at least 10 days prior to the bid opening?				
1400 C – 7) If the contract is over the small purchase threshold of \$25,000 for services or supplies or with a FSMC, did the bid include the site information and meal requirements?				Q 1502-1508 cover meal preparation requirements
1400 C – 8) If the contract is over the small purchase threshold of \$25,000 for services or supplies or with a FSMC, were bids submitted to CANS for approval prior to bid acceptance?				
1400 C – 9) If the contract is over the small purchase threshold of \$25,000 for services or supplies or with a FSMC, was the sponsor's reason for selecting the vendor included?				

<b>FOOD DISTRIBUTION PROGRAM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
1401) Is the sponsor receiving commodities? (If no, skip this section).				
1402) Are all foods stored in facilities belonging to the agency?				
1403) If no, what arrangements for billing, access, inventory, and insurance are made?				
1404) List personnel designated to maintain inventory records:				
1405) Is there an excess supply of any commodity product? If yes, indicate products, pack dates, quantities, and approximate number of months of supply.				
1406) What is the reason for oversupply and what action is being taken to reduce this excess?				
1407) Is there any commodity product in storage that was found to be out of condition due to expired pack dates, spoilage, etc.?				
If yes, indicate products, quantities, and pack dates. Add explanation in comments area.				
1408) Are there any processing agreements involving the use of commodities? If yes, indicate type and contracted party				

<b>MEAL PREPERATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
1501) Meal preparation is done by:				iCAN Food Production Facility – should match this list unless the sponsor is doing self-preparation – no entry required. Central Kitchen is self-preparation and skip to # 1508.
a. sponsor (skip to #1508)				
b. Food Service Management Company (FSMC) or vendor (complete #1502-1508 below)				
1502) FSMC or vendor name:				
1503) The FSMC or vendor:				Should match iCAN Food Production Facility List entry and may include some of the following data which needs to be compared with what they share on-site.
a. has an exclusive contract with a School Food Authority				
b. is a School Food Authority				
c. is a private FSMC				
d. is a Hutterite Colony in the District				
1504) Does the vended price per meal include all charges?				Contract in Budget Details of iCAN or Attachment List
What is charged per:				

Breakfast				\$ _____
Lunch				\$ _____
Supper				\$ _____
Supplement				\$ _____
1505) Do the amounts charged match the amounts indicated in the approved contract?				iCAN Budget Details – Attachment
1506) What records are maintained by the FSMC/vendor?				
a. menu and production				
b. meal count				
1507) Do the number of meals claimed match the number served (not the number planned, delivered, etc.)?				
1508) Does the number of sites with on-site preparation and satellite service concur with what was approved on the agreement?				

MEAL COUNT RECORDS	YES	NO	N/A	COMMENTS
1601) Does the sponsors obtain meal counts from all sites and check their accuracy before completing the claim?				iCAN Site Application ADP by meal type is question: Breakfast Q 55; AM snack Q 66; Lunch Q 78; PM snack Q 89; Supper Q 101 and directly below each is the State Agency approved level.
1602) Is the sponsor able to determine who completed the meal counts?				
1603) Are there any days when the count exceeds the number of "eligible" children and/or the approved level?				
1604) Are there any patterns in the meal count which appear questionable?				
1605) Are meal counts supported by menu production records (refer to menu analysis sheets)?				
1606) Number of meals to be over claimed due to :				
a. Missing a required food item				
b. lacking sufficient quantities of required food item/s				
1607) Is the consolidation of the meal counts accurate?				

1608) Reconciliation of Meal Counts	Number claimed by sponsor on most recent claim	Reviewer count	Difference	COMMENTS
Breakfast				
Lunch				
Supper				
Supplement/Snack				

ENROLLED and CAMP SITE ELIGIBILITY	YES	NO	N/A	COMMENTS
1621a) ENROLLED - Does the sponsor have current signed and approved applications for free meals to substantiate that at least 50% of enrolled children are eligible?				
1621b) Are only enrolled children's meals being claimed?				
1622a) CAMPS - Does the sponsor have current signed and approved applications for free meals to substantiate the meals claimed for reimbursement?				
1622b) Are only eligible children's meals being claimed?				

**1622) Application for Free Meals Approval**

Dates of sessions	Total Children Enrolled	Eligible Children per Sponsor	Eligible Children per Reviewer	Difference

OPERATING COSTS		YES	NO	N/A	COMMENTS
1701) Does the sponsors maintain itemized receipts, meal counts, invoices, and other records to document costs incurred?					
1702) Have only allowable operating costs been claimed?					
1703) Do production records, inventory, invoices and/or receipts support the food costs claimed?					
1704) Are non-food costs claimed supported by itemized invoices and/or receipts?					
1705) Do time sheets, payroll records, etc., support operating labor costs paid by the program?					
1706) Are costs charged to SFSP for transporting children and/or food supported by mileage records or gas receipts?					
1707) Does the sponsors have records documenting that utility costs have been appropriately pro-rated?					
1708) Have contracts been approved by Child and Adult Nutrition Services for rental costs claimed?					
1709) <b>Operating Costs:</b> (Found in iCAN Budget Detail – Projected Operating Costs)	Charged to SFSP	Allowed by reviewer:		Difference:	iCAN Budget Details – approved estimate at initial ADP (will need to allow for variance depending on current ADP) <b>COMMENTS</b>
Food					
Operating labor					
Other operating					
Total					

ADMINISTRATIVE COSTS		YES	NO	N/A	COMMENTS
1801) Does the sponsor have itemized records to support administrative costs incurred?					
1802) Are administrative labor costs paid by the program supported by payroll records and time expended on administration of the program?					
1803) Are any personnel funded by another source?					
1804) Have the costs of their labor been paid by the program?					
1805) Do records/receipts for administrative expenses incurred support the sponsor's administrative costs?					
1806) <b>Administrative Costs:</b> (Found in iCAN Budget Detail – Projected Administrative Costs)	Charged to SFSP	Allowed by reviewer:		Difference:	iCAN Budget Details – estimate at approval time – could vary. <b>COMMENTS</b>
Administrative labor					
Other administrative					
Total					

PROGRAM INCOME	YES	NO	N/A	COMMENTS
1901) Does the sponsor receive income to the Program?				iCAN Budget Details – <b><i>Cost Reimbursement Summary section lists 'Amount form other funding'</i></b>
1902) Source of income:				
a. Sale of adult meals				Compare to approved adult meal prices entered in iCAN Site Application Q 115
Amount received for				
breakfast				\$ _____
lunch				\$ _____
supper				\$ _____
supplement				\$ _____
b. Sale of meals to ineligible children				
Amount received for				
breakfast				\$ _____
lunch				\$ _____
supper				\$ _____
supplement				\$ _____
c. Other, explain				

