

## Most Frequently Cited Findings from 2022 SFSP Administrative Reviews

If you are new to the Summer Food Service Program (SFSP) Administrative Review process or are looking to reduce findings, this document will help. Below is a list of the most frequently cited findings for Delaware's Fiscal Year 2022 SFSP Administrative Reviews. Also included are sample corrective actions and sample sponsor corrective action responses.

The question numbers in this document reference the question numbers in the Compliance Module in DENARS. The DENARS Compliance Module is used for all SFSP Administrative Review findings and responses.

### Monitoring

**Question #204:** Were all required monitoring reviews conducted within the first four weeks of program operation and documented?

#### Sample Corrective Action:

Sponsor must submit a written process that documents how monitoring reviews will be conducted and documented. The process must include **"what"** will be implemented to correct the finding, **"who"** is responsible, **"how"** the Sponsor will ensure that the process is followed consistently in order to prevent recurrence, and **"when"** the process will be fully implemented.

#### Sample Sponsor Corrective Action Response:

##### What will be implemented to correct the finding?

A monitoring and staffing pattern schedule will be completed prior to the start of the 2023 SFSP. The School Nutrition Supervisor/Nutrition Operations Manager/Director will ensure the monitoring is completed and recorded on the required monitoring forms in order to meet program guidelines. Upon completion of the monitoring form, the results will be placed in the SFSP file for three years plus the current program year.

##### Who is responsible?

School Nutrition Supervisor/Nutrition Operations Manager/Director

##### How will the Sponsor ensure that the process is followed consistently to prevent recurrence?

Monitoring requirements will be reviewed during the annual staff training each year to ensure that the process is followed consistently.

##### When will the process be fully implemented?

June 15, 2023

### **Meal Count Records**

**Question #403:** Is the Sponsor's consolidated meal count accurate?

**and**

**Question# 404:** Do the consolidated meal counts correspond to counts reported on the claim(s)?

#### **Sample Corrective Action:**

The Sponsor must have a written process that documents how the meal counts will be taken and recorded at the point of service and consolidated for the monthly claim. The process must include "what" will be implemented to correct the finding, "who" is responsible, "how" the Sponsor will ensure the process is followed consistently to prevent a recurrence, and "when" the process will be fully implemented.

#### **Sample Sponsor Corrective Action Response:**

##### **What will be implemented to correct the finding?**

Staff member #1 will stand at the end of the lunch line and use the Daily Meal Count Form to mark off each meal as the students leave the line. There will be multiple sheets available in case the count is over 250 meals. At the end of service, the Cafeteria Manager will input the amounts on the Weekly Meal Count Forms. The School Nutrition Supervisor/Nutrition Operations Manager/Director will conduct an edit check at the end of the week to ensure the numbers on the Daily Meal Count Form have been properly transferred to the Weekly Meal Count Form before submitting to the Finance Department for claims.

##### **Who is responsible?**

Staff member #1

Cafeteria Manager

School Nutrition Supervisor/Nutrition Operations Manager/Director

##### **How will the Sponsor ensure that the process is followed consistently to prevent recurrence?**

An Excel spreadsheet will be used to assist in double-checking the counts. To prevent recurrence, meal count requirements will be reviewed during the annual staff training each year to ensure that the process is followed consistently.

##### **When will the process be fully implemented?**

June 15, 2023

**Question #407:** Are meals correctly counted on the site meal count sheets?

**Sample Corrective Action:**

The Sponsor must develop a written process to ensure that meal counts are correctly counted. The process must include **"what"** will be implemented to correct the finding, **"who"** is responsible, **"how"** the Sponsor will ensure that the process is followed consistently in order to prevent recurrence, and **"when"** the process will be fully implemented.

**Sample Sponsor Corrective Action Response:**

**What will be implemented to correct the finding?**

Staff member #1 will stand at the end of the lunch line and use the Daily Meal Count Form to mark off each meal as the students leave the line. There will be multiple sheets available in case the count is over 250 meals. At the end of service, the Cafeteria Manager will input the amounts on the Weekly Meal Count Forms. The Cafeteria Manager will review the meal count forms on a daily basis before submitting to the School Nutrition Supervisor/Nutrition Operations Manager/Director for a final review to ensure that all meals were properly marked as served.

**Who is responsible?**

School Nutrition Supervisor/Nutrition Operations Manager/Director  
Cafeteria Manager  
Staff member #1

**How will the Sponsor ensure that the process is followed consistently to prevent recurrence?**

To prevent recurrence, meal count requirements will be reviewed during the annual staff training each year to ensure that the process is followed consistently. The Sponsor contact will review meal count sheets to ensure meals are properly marked.

**When will the process be fully implemented?**

June 15, 2023

## Financial Management

**Question# 905:** Has the Sponsor collected beneficiary data by racial/ethnic category for each site?

### **Sample Corrective Action:**

The Sponsor must submit a written process that documents how they will ensure the Civil Rights Enforcement Form will be completed. The process must include **"what"** will be implemented to correct the finding, **"who"** is responsible, **"how"** the Sponsor will ensure that the process is followed consistently to prevent a recurrence, and **"when"** the process will be fully implemented.

### **Sample Sponsor Corrective Action Response:**

#### **What will be implemented to correct the finding?**

The School Nutrition Supervisor/Nutrition Operations Manager/Director will ensure that participants in SFSP self-identify their race and/or ethnicity; if they choose not to, that is ok, and it will not impact their ability to get a meal. Data from other sources such as Meal Benefit Forms will be used as well. If a program is a school-based site, then the data from that school will be used. If a program is a non-school site, but a program, the School Nutrition Supervisor/Nutrition Operations Manager/Director will ask if they collect racial/ethnic data for the enrolled participants.

#### **Who is responsible?**

School Nutrition Supervisor/Nutrition Operations Manager/Director

#### **How will the Sponsor ensure that the process is followed consistently to prevent recurrence?**

Monitoring requirements will be reviewed during the annual staff training each year to ensure that the process is followed consistently.

#### **When will the process be fully implemented?**

June 15, 2023