Delaware Department of Education (DDOE)
Summer Food Service Program (SFSP)

Most Frequently Cited Findings from
2021 SFSP Administrative Reviews

If you are new to the 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 2021 SFSP Administrative Reviews. Also, included are sample corrective actions and sample sponsor corrective action responses.

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

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 lunch as the students leave the line. We will have multiple sheets available in case the count goes over 250. At the end of service, the Cafeteria Manager will input the amounts on the Weekly Meal Count Forms. An edit check will be to check that the numbers on the Daily Meal Count Form are properly transferred to the Weekly Meal Count Form.

Who is responsible?

Staff member #1
Cafeteria Manager

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

We have created a spreadsheet in Excel to assist us in double-checking our counts.

When will the process be fully implemented?

October 1, 2022

Question #406: Do the site meal counts show a different number of meals claimed each day?

Sample Corrective Action:

Sponsors shall maintain accurate records which justify all costs and meals claimed. The Sponsor must provide a written process as to how site personnel will be trained to record meal counts. 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 lunch as the students leave the line. We will have multiple sheets available in case the count goes over 250. The cook will complete the production records, to include portions prepared, leftover and used. At the end of service, the Cafeteria Manager will input the amounts on the production logs and the Daily Meal Count Forms to ensure that the meal count matches the production logs and clear up any discrepancies prior to submitting the claim.

Who is responsible?

Staff member #1
Cook
Cafeteria Manager

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

We have created a production log spreadsheet in Excel to assist us in double checking our counts.

When will the process be fully implemented?

October 1, 2022

Note: Meal counts should not always match the production records exactly. Even though production records are not required in SFSP, they can be used to ensure a site is not claiming more meals than produced. Also, the number of meals should not always be the same daily. Sponsors should review the meal counts submitted by sites for unusual meal count patterns (e.g., first meals always or usually equals meals delivered), per the 2016 SFSP Administration Guide. Not having leftovers on any day at any site is considered to be an unusual pattern in the meal count.

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 #1 will document meal counts on the point of service forms. Then staff member #1 will be assigned to collect point of service forms and record numbers on meal count sheets daily. The supervisor will review the meal count forms on a weekly basis before submitting to Finance Department for claims.

Who is responsible?

Supervisor
Staff member #1

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

Training on how to document meal counts and total will be implemented before the beginning of the Summer Camp Program. To prevent recurrence, the Sponsor will ensure that the process is followed consistently by scheduling a weekly review with of the forms ensure that the count on all meal forms, correct any errors before submitting and provide feedback to assigned staff member.

When will the process be fully implemented?

October 1, 2022

Financial Management

Question# 503: Were all reported expenses reasonable, necessary and allowable?

Sample Corrective Action:

The Sponsor must develop a written process to ensure that only allowable foods are purchased using SFSP funds. 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?

The food program manager will be responsible for making sure that all foods purchased during the Summer are creditable under the SFSP meal pattern. If purchasing non-creditable items, the food program staff will make sure that we charge it under non-SFSP funds.

Who is responsible?

Food Program Manager

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

To correct this finding, reviewing the meal pattern found in 7 CFR 225.16, will be implemented immediately. The Food Program Manager will review all meals listed for purchase and assure that is consistent with proposed weekly menu.

When will the process be fully implemented?

October 1, 2022