

Delaware Department of Education
Summer Food Service Program (SFSP)
 List of Violations, Explanations and References

Violation	Explanation	Reference
Meal is not served as a complete unit	Vendors who contract with sponsors are required to provide unitized meals to the sites. The complete meal components must be packaged, delivered and served as a unit with the exception of the milk or juice that can be packaged separately but must be served with the meal. Both vended and self-prep programs must serve meals as a complete unit with all meal components at one time.	7 CFR §225.6(h)(3); 2016 USDA Administrative Guidance for Sponsors, p. 77
Meal is served to unauthorized adult.	Meals are intended to be served to children 18 years of age or younger. (A person 19 years of age or older with a physical or mental disability who participates during the school year in a school program may also be eligible). If adult meals are served they cannot be part of the claimable meal count.	7 CFR §225.2 Definitions; 2016 USDA Administrative Guidance for Sponsors, Page 69
Offsite consumption	All meals must be consumed by the child onsite. Children are not allowed to take meals home with the exception of a fruit or vegetable (this is at the discretion of the state agency).	7 CFR §225.6(e)(15); 7 CFR §225.11(c)(4); 2016 USDA Administrative Guidance for Sponsors, p. 60-61
Excess meals (<i>recorded by sponsor as served</i>) and/or failure to adjust meal orders to conform to variations in number of participating children.	Sponsor must plan, prepare or order meals with the intent to serve one meal per child at each meal service. Excess meals can be disallowed by the state agency.	7 CFR §225.11(e); 7 CFR §225.15(b); 2016 USDA Administrative Guidance for Sponsors, p. 67
Second meals are served in excess.	Meals should be planned and prepared to provide one meal per child at each meal service. Seconds should not be served until all children have at least received their first meal. Sponsor shall not purposely order or prepare meals in excess of approved level of meal service and/or participation at the site as determined through monitoring and communicating with the sponsor.	7 CFR §225.15(b); 2016 USDA Administrative Guidance for Sponsors, p. 67
Point of service meal count.	Site personnel are responsible for maintaining records of meal counts based on actual counts taken at each site for each meal service on each day of operation. Counts should include: meals delivered or prepared, complete first meals, complete second meals, leftover meals (or excess meals), non-reimbursable meals (incomplete, spoiled), meals served to program or non-program adults (if any).	2016 USDA Administrative Guidance for Sponsors, p. 139, 184
Meal does not meet minimum standards (<i>spoiled or incomplete</i>).	All meals must meet the minimum amount of required food for all components. If a meal is missing a component or a food item is spoiled (i.e. out of date milk, moldy bread, etc.) then the affected meals will be disallowed.	7 CFR §225.6(e)(9); 7 CFR §225.16(d); 2016 USDA Administrative Guidance for Sponsors, p. 58-60
Service of different meals to children at the same site	All children should receive a meal that meets the SFSP meal pattern requirements, but not all meals must be identical in every component.	7 CFR §225.6(e)(3); 7 CFR §225.15(b); 7 CFR §225.16; 2016 USDA Administrative Guidance for Sponsors, p. 60
Delivery outside approved time.	If meals are delivered directly to a site either: meals can be delivered no more than 1 hour before the beginning of the meal service; or proper facilities must be present onsite for storing the food.	7 CFR §225.16(c)(5); 2016 USDA Administrative Guidance for Sponsors, p. 89
Vendor does not follow approved menu.	Meals served under vendor contracts shall conform to the cycle menus and meal quality standards and food specifications approved by the State agency and upon which the bid was made.	7 CFR §225.6(h)(2)(vi)
Meal served outside approved time.	Sponsors must ensure that all meals are served within times approved by the state agency. Meals that are served outside of approved meal service shall not be eligible for Program payments.	7 CFR §225.16(c)(3); 2016 USDA Administrative Guidance for Sponsors, p. 60
Record keeping form unavailable at site.	Sponsors are responsible for providing sites with daily site meal count forms on which they record their point of service meal counts. Site personnel must complete these records daily and sponsor should collect at least every week. Site meal count forms need to be available on site for site reviews.	2016 USDA Administrative Guidance for Sponsors, Page 139