

Monitoring Checklist

During your Summer Food Service Program (SFSP) Review, the Nutritionist or the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) representative will review program records for compliance with federal and state regulations. The following checklist should assist in preparation for the review. This list presents an overview of the major areas that will be evaluated. Records for the entire fiscal year should be available for review.

Forms and program requirements can be obtained at the DHSS-CFNA's SFSP webpage: www.health.mo.gov/sfsp.

Note: Sponsors must have a claim in Pending Approval before the sponsor monitoring can be held.

Required Documentation for SFSP Sponsor Review Monitoring:

- ☐ Documentation of training.*
- ☐ Pre-operational visit, 1st week and 4th week site monitoring reports (4th week only for returning sponsor that requested a waiver on the application).*
- ☐ Dated, daily menus (all sponsors).*
- ☐ Meal production records (vended sponsors only).*
- ☐ Child Nutrition (CN) labels or Product Formulation Statements for all commercially processed foods such as entrees and breaded meat items.
- ☐ Meal count records (daily meal counts; weekly or monthly consolidated records).*
- ☐ Meal delivery receipts (vended programs only).
- ☐ Source documents (food purchase/delivery receipts, utility bills, payroll records, etc.) for all program costs.
- ☐ Copy of the completed claim for reimbursement.
- ☐ Sanitation inspection report(s).
- ☐ Civil rights beneficiary data forms (if recorded separately from 1st or 4th week monitoring reports).*
- ☐ Media release, brochure, or other printed outreach material.
- ☐ Copy of the program application and permanent agreement/contract.
- ☐ Income Eligibility applications (IEFs) [camps and enrolled sites only] (Refer to *Income Eligibility Guidance for Camps and Enrolled Sites*).*

*Available under Applications & Forms at: www.health.mo.gov/sfsp