

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 to Program Personnel.*
- Pre-Operational Site Visit form, Monitor Site Review form for 2nd and 4th-week site monitoring reports (4th week only for returning sponsors 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).*
- Attendance Records for Closed Enrolled Sites, Rural Non-Congregate Sites (including Conditional Non-Congregate Sites), and Camps. Must have an attendance record for each day of operation.
- 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: Outreach and Beneficiary Data Survey and Beneficiary Data Report (if recorded separately from 2nd or 4th week monitoring reports).*
- Notification to the community of the availability of free meals through media releases, brochures, or other printed outreach material.
- Copy of the program application and permanent agreement/contract.
- Enrollment Forms are required for Closed Enrolled Sites and Camps. Must have an enrollment form for each child. *
- Income Eligibility Forms (IEFs) for Conditional Non-Congregate Sites, Camps, and Closed Enrolled Sites (when applicable). Refer to *Income Eligibility Guidance for Camps, Non-Congregate Sites, and Closed Enrolled Sites*. *

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