



SPONSOR ANNUAL CHECKLIST

SFSP Sponsor checklist. This is a guide and is not all inclusive. Consult SFSP Manual.

What to do	When to do it
☐ Complete a Sponsor/Site Agreement with each site.	Before adding a new site, ensure you obtain a sponsor site agreement to provide meals at this location.
☐ Complete and document staff training.	Required before start of program operations. Keep documentation on site for DHSS-CFNA review.
☐ Complete a Pre-Operational Site Visit	Before adding a new site or changing a site from congregate to rural non-congregate. Must also be completed for any site that experienced operational problems the previous year.
☐ Complete Daily Dated Menus	Before preparing and serving the meals.
☐ Collect and file CN Labels or PFS	When purchasing any commercially prepared, combination food items. CN Labels should be removed and filed from the original food packages. May also print and file CN Labels and PFS.
☐ Document program costs (receipts, etc.)	After every purchase for SFSP Operations.
☐ Civil rights beneficiary data	Gather the data one time each summer.
☐ Post the “And Justice for All” poster at all sites and at the main sponsor location.	Must be displayed in a location at each site where it can be easily viewed. To receive a copy of the “And Justice For All” poster, please contact DHSS-CFNA at SFSP@health.mo.gov
☐ Complete Daily Meal Count Forms for each site.	Complete meal counts at the point of service for each meal. Must be dated and kept with monthly records.
☐ Complete 2nd Week Site Review for each site.	Sponsors are required to complete a site review within the first two weeks for each site and keep documentation on site for DHSS-CFNA review.
☐ Complete Weekly/Monthly Consolidation Form for each site.	Add up the meals served for the week/month and keep documentation on site for DHSS-CFNA review.
☐ Complete 4th Week Site Review for each site.	Sponsors are required to complete a review within the first four weeks of operation and keep documentation on site for DHSS-CFNA review.
☐ Review/update your online applications to ensure meals, meal times, capacity, and meal locations are correct.	Anytime there is a change in a site meal service, that information must be updated on the online site application immediately to ensure meals will not be disallowed.

☐ Complete monthly claim online.	Complete the claim after the end of the claim month in the online claiming system.
☐ Complete any follow up site reviews as required.	Sponsors are required to follow up on any site reviews that had findings.
☐ File records monthly.	Monthly, compile a file that includes all meal count sheets, menus, receipts, CN labels/Product Formulation Statement, and any other pertinent documentation to support the claim for that month including production records if you have a Food Service Management Company (FSMC) and delivery and temperature logs if you have a central kitchen or an FSMC. Camps, Conditional Non-Congregate Sites, and Closed Enrolled Sites must also include Income Eligibility Forms (IEFs), attendance records and/or enrollment forms as indicated below.
☐ For Camps, Conditional Non-Congregate Sites, and Closed Enrolled Sites – Keep Income Eligibility Forms (IEFs) up to date and filed accordingly.	At each meal service, ensure that children who are served have an IEF on file. Attendance records and meal counts must be dated and filed with monthly records.
☐ For Camps, Conditional Non-Congregate Sites, and Closed Enrolled Sites – Attendance must be recorded daily, and meal counts must include the names of each child that is provided the meal.	Attendance must be recorded daily. Record meal counts that include each child's name at the point of service for each meal. Attendance records and meal counts must be dated and filed with monthly records.
☐ For Camps and Closed Enrolled Sites – Keep Enrollment Documentation up to date and filed accordingly.	At each meal service, ensure that children that are served have an enrollment form on file. Must be filed with monthly records.