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2019 SFSP Administrative Reviews

The following sponsors will be reviewed this year. Additional Sponsors may be added to the review list. Sites visited and specific dates will be determined closer to summer.

Addison Northwest School District
Barre Supervisory Union
Burlington School District
Camp Exclamation Point
Franklin Northeast Supervisory Union
Franklin Northwest Supervisory Union
Lamoille North Supervisory Union
Mary Johnson Children's Center
North Country Supervisory Union
Orange East Supervisory Union
Southwest Vermont Supervisory Union
St. Johnsbury Town School District
Vermont State Colleges
White River Valley Supervisory Union
Windham Northeast Supervisory Union

New Sponsors:

Boys & Girls Club of Brattleboro
Lamoille South Supervisory Union
Rivendell Interstate School District
South Burlington School District

SFSP Administrative Review Overview

Sponsor Selection:

Sponsors are reviewed every three years; however, you may be re-visited the following year if there were issues found.

We are also required to review enough sponsors to account for at least one-half of the aggregate total program meal reimbursements in the State in the prior year.

New sponsors are reviewed their first year of operation.

Site Selection:

We will review 1 site if you have under 10, 2 if you have 10 to 20, and 3 if you have 21-30.

If you have new, problem, or site with most meals, non-traditional.

We will watch one meal and review paperwork for all sites.

It is critical to have accurate and up to date information in your Site Applications so that meal service times are right when we come out to visit you.

Reviewed Paperwork:

- Inventory
- Site eligibility documentation
- Menu
- Production records (not required in summer)
- Invoices/receipts/documentation of food costs
- Meal count sheets
- Monthly consolidated meal counts used for claims for reimbursement
- Media release
- Pre-operational visit sheet
- First week visit sheet
- Ethnic and Racial Data Form
- "4 week" visit sheet
- Documentation of staff training
- Employee time attributed to the program
- Relevant procurement documents

Report and Corrective Action:

You will receive a report detailing the findings and any required corrective action. Once submitted corrective action has been assessed and deemed sufficient, you will receive a closure letter.