
SFSP Serious Deficiency Procedure

Purpose

This procedure addresses what is considered a serious deficiency finding in the Summer Food Service Program (SFSP), that corrective action will be required of SD findings and for termination of sponsors sites should those findings not be correctly completely in the time provided. This applies to all sponsors applying to or participating the SFSP. Vermont Agency of Education Child Nutrition Programs (VT AOE CNP) will provide sponsors with reasonable opportunity to correct program violations before terminating the sponsor for being seriously deficient. VT AOE CNP may approve the application of a sponsor that has been disapproved or terminated in prior years if the sponsor demonstrates to the satisfaction of VT AOE CNP that it has taken appropriate corrective actions to prevent recurrence of the deficiencies.

Serious Deficiencies

VT AOE CNP will issue a Notice of Serious Deficiency when serious deficiencies are identified. Serious deficiencies that are grounds for disapproval of applications and termination include, but are not limited to, any of the following provided under 7 CFR 225.11 (c):

1. The sponsor is not in compliance with the applicable bid procedures and contract requirements.
 - Failure to competitively procure goods and services
 - Anti-competitive practices, such as collusion, kickbacks, conflicts of interest
 - inclusion of non-competitive provisions in a bid, e.g. "successful bidder for a contract to provide meals must establish a scholarship fund."
2. The submission of false information to VT AOE CNP, including by not limited to a determination that the sponsor has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity.
3. The sponsor failed to return to VT AOE CNP any advance payments which exceeded the amount earned for serving meals, or the sponsor failed to submit all claims for reimbursement to offset any advance payments provided by VT AOE CNP. Claims that are currently under dispute shall not be grounds for disapproval.
4. A significant proportion of the sponsor's sites have program violations including, but not limited to the following:
 - noncompliance with approved meal service time restrictions set forth in 7 CFR 225.16(c);
 - failure to maintain adequate records;



- failure to adjust meal orders to conform to variations in the number of participating children;
 - Inflated meal counts, the meals claimed always equals the number of meals ordered/planned
 - simultaneous service of more than one meal to any child;
 - claiming of program payments for meals not served to participating children;
 - Claiming meals delivered/planned for as meals served to participants
 - Inflating meal site counts
 - Claiming nonexistent and nonparticipating sites
 - Claiming meals for ineligible sites
 - Knowingly claiming dual participation sites
 - service of a significant number of meals that did not include the required quantities of all meal components;
 - excessive instances of off-site meal consumption; and
 - continued use of food service management companies that are in violation of health codes.
5. Failure to operate the program in conformance with 7 CFR 225.14(c) Financial and administrative capability and responsibility
 6. Imminent threat to health and safety of participating children
 7. Any other action affecting the sponsor's ability to administer the program in accordance with the requirements found in 7 CFR 225.14(d).

Serious Deficiency Notice

In the Administrative Review Report provided to sponsors, VTAOECNP will identify if and which findings are serious deficiencies. The report will include the Corrective Action required in response to the Serious Deficiency Finding. The timeframe for submitting SD Corrective Action will be 10 calendar days after the report is sent.

Termination

Termination of Sponsors

If prescribed corrective action is not taken to fully and permanently address serious deficiencies within the time period identified, VT AOE CNP will issue a termination notice to the sponsor.

Termination of Sites

If prescribed corrective action is not taken to fully and permanently address serious deficiencies within the time period identified, VT AOE CNP will issue a termination notice for the sponsor's site.

VT AOE CNP will immediately issue a termination notice for a sponsor's site if the health or safety of the participating children is imminently threatened.

If the site is vended, within 48 hours, VT AOE CNP shall notify the food service management company providing meals to the site of the site's termination.

Appeals

Participating sponsors and sites may continue to operate the SFSP during an appeal of termination. If the appeal results in overturning VT AOE CNP's action, reimbursement will be paid for meals served during the appeal process. However, such continued program operation will not be allowed if the VT AOE CNP's action is based on imminent dangers to children's health or safety. The determination by a VT AOE CNP appeals official will be the final administrative determination to be afforded to the appellant.

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.