

Summer Food Service Program

2024 Checklist



	Deadline	Documentation	Completed
Annual Requirements			
*School Sponsors: Promote/Complete outreach for SFSP	Before the End of the School Year	Keep a Copy on file	
Complete SFSP Application in MAPS	May 10, 2024	MAPS	
Submit Public Release to the media	Annually	OPI Media Release	
Update USDA Nondiscrimination Statement on program materials (vital documents and marketing materials)	As needed	Marketing Materials (website, flyers, media release, etc)	
Request Sanitation Inspection	Upon submitting application in MAPS & by Start of Operation	Keep Copy of Letter and Post Inspection Report	
Collect Racial/Ethnic Data	Once Per Year	Keep Documentation Form	
Maintain Written Procurement Policy	Annually	Keep a Copy	
Annual Civil Rights Training for Staff	Once Annually	Keep Documentation Form	
Professional Development Opportunities/Requirements			
Complete Required Sponsor SFSP Training (via Bright Track)	Must be COMPLETED before applications are approved	Keep Certificate. Indicate date on MAPS agreement.	
Sponsor Provide SFSP Training for All Site Staff	Before Start of Operation	Keep Documentation Sheet in Records	
Required Self-Reviews			
Preapproval Site Review : Only New and Problem Sites	Before Start of Operation	Keep a Copy	
Initial Site Visit for New and Problem Sites	Within First Two Weeks of operation	Keep a copy	
By the Fourth Week Site Self Review for each site	Within First Four Weeks of operation	Keep a Copy	
Daily Tasks to Complete			
Production Records for Each Meal Service	Daily	Keep in Records	
Receiving Records (for meals delivered to sites)	Daily	Keep in Records	
Daily Meal Counts for Each Meal Service	Daily	Keep in Records	
Other Tasks/Duties			
Field Trip Notification to OPI	As Needed	MAPS Application Packet	
Consolidate Daily Meal Counts	Daily/Monthly	Keep in Records	
Submit Claim for Reimbursement— MAPS	By the 10th of each month	Keep Count Documentation	
Keep detailed financial/ordering records	As Received	Keep Documentation	
Additional Requirements for Enrolled and Camp Sites			
Enrollment Data for Each Session	Pre-Operation	Keep Documentation Used	
Send Public Release to Media	Annually	Keep a Copy & Record Date	
Vended Sites Only			
Agreement to Furnish Food	Pre-Operation	Keep Copy in Records	
Receiving Records	Daily	Keep in Records	
Resources			
SFSP Administrative Guidance for Sponsors	Sponsor to Review	As needed	
SFSP Site Supervisor's Guide	Site Supervisor to Review	As needed	

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month, except months with less than 10 operating days. For months with less than 10 operating days, combine the month with another (e.g., combine August and September on the September claim).

This institution is an equal opportunity provider.