

# Summer Food Service Program

## 2023 Checklist



	Deadline	Documentation	✓
<b>Annual Requirements</b>			
*School Sponsors: <a href="#">Promote the SFSP</a>	Before the End of the School Year	Keep a Copy on File	
Complete SFSP Application— <a href="#">MAPS</a>	<b>May 5th, 2023</b>	<a href="#">MAPS</a>	
<a href="#">Request Sanitation Inspection</a>	Upon submitting application in MAPS & by Start of Operation	Keep Copy of Letter and Post Inspection Report	
<a href="#">Collect Racial/Ethnic Data</a>	Once Annually at each site	Keep Documentation Form	
Annual <a href="#">Civil Rights Training</a> for Staff	Once Annually	Keep Documentation Form	
Update <a href="#">Procurement Policy</a>	Annually	Keep a Copy	
<a href="#">Preapproval Site Review: Only New and Problem Sites</a>	Before Start of Operation	Keep a Copy	
<a href="#">Initial Site Visit for New and Problem Sites</a>	During First 2-Weeks of operation	Keep a copy	
<a href="#">By the Fourth Week Site Self Review</a>	By the Fourth Week of operation	Keep a Copy	
<b>Professional Development Opportunities/Requirements</b>			
<a href="#">Complete Required SFSP Training through Bright Track</a>	March/April/May	Indicate date on MAPS agreement	
<a href="#">Provide SFSP Training for All Site Staff</a>	Before Start of Operation	Keep Documentation Sheet in Records	
<b>Daily Tasks to Complete</b>			
<a href="#">Production Records for Each Meal Service</a>	Daily	Keep in Records	
<a href="#">Daily Meal Counts for Each Meal Service</a>	Daily	Keep in Records	
<b>Other Tasks/Duties</b>			
Field Trip Notification to OPI	As Needed	<a href="#">MAPS Application Packet</a>	
<a href="#">Consolidate Daily Meal Counts</a>	Daily/Monthly	Keep in Records	
Submit Claim for Reimbursement— <a href="#">MAPS</a>	By the 10th of each month	Keep Count Documentation	
Keep detailed financial/ordering records	As Received	Keep Documentation	
<b>Additional Requirements for Enrolled and Camp Sites</b>			
Enrollment Data for Each Session	Pre-Operation	Keep Documentation Used	
Send <a href="#">Public Release to Media</a>	Annually	Keep a Copy & Record Date	
<b>Vended Sites</b>			
<a href="#">Agreement to Furnish Food</a>	Pre-Operation	Keep Copy in Records	
<a href="#">Receiving Records (for meals served away from production kitchen)</a>	Daily	Keep in Records	

**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 10 or less operating days. For months with 10 or less operating days, combine the month with another (e.g., combine July and August on the July claim).



This institution is an equal opportunity provider.

