Monitoring Visits During the Emergency School Closure

SFSP sponsors are required to conduct site visits before they operate, during the first week, and again within the first four weeks of operation.

The USDA granted COVID-19: Child Nutrition Response #10 – which allows sponsors to waive the on-site portion of the site review. Additionally, the USDA granted COVID-19: Child Nutrition Response #15 – which allows eligible sponsors to waive the requirement to conduct a site visit within the first week of operation.

First Week Visit Waiver

This waiver currently expires on September 30, 2020.

✓ A SFSP sponsor may elect to waive the first week site visit of any site that meets one of the below criteria:

➢ Sponsor successfully participates in the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP).

➢ Site operated last year and did not have any serious findings on neither the sponsor nor OSPI’s site review. Serious findings include, but are not limited to:
  ▪ Serving meals outside approved meal service times.
  ▪ Serving meals that did not meet meal pattern.
  ▪ Serving meals that did not meet portion size requirements.
  ▪ Serving more than one meal per child simultaneously.
  ▪ Allowing children to take meals off-site.
  ▪ Not taking point of service meal counts.
  ▪ Claiming meals not served to children.

Desk Audit – Site Review

This waiver currently expires on June 30, 2020.

✓ The site review must be conducted off-site to the maximum extent practicable – use the Unanticipated School Closure SFSP Site Review Form
Some general recommendations include:

- Review at least 5 days of Meal Count Records for each site (if distributing 5 days of meals at one time, review 4-5 weeks of Meal Count Records)
- Review meal preparation records for meal pattern compliance & forecasting
- Review training records to ensure all site staff have completed training
- Interview staff working at the sites

Documentation of Race & Ethnicity: Please see OSPI's Race & Ethnicity Reference Sheet for details and information on the purpose of this requirement. Requirements include:

- Collecting information during one meal service on one day of operation
- Visual observation may be used to determine participants’ racial and ethnic category
- Strategies to collect data:
  - During a site review (Grab and Go site): Program monitor observes meal service and enters data on site review form
  - During a meal service (home or bus route delivery): Staff person delivering meal enters data on back of Meal Tally Form
  - For meals picked up by a parent or guardian, you may choose to ask or mark as “unknown”

Additional Information
Monitoring visits conducted at sites during emergency feeding do not need to be completed again, if the same sites continue on with traditional SFSP under the same sponsor. Best practice would be to complete another site review during the traditional summer operation.
Reference

- COVID-19: Child Nutrition Response #10 - Nationwide Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program
- COVID–19: Child Nutrition Response #15 - Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program
- SFSP 18-2016, CACFP 26-2016, SP 55-2016
- SP 46-2014, CACFP 12-2014, SFSP 18-2014
- SP 37-2015

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CNS - Child Nutrition Services
- OSPI - Office of Superintendent of Public Instruction
- SFSP – Summer Food Service Program
- USDA - United States Department of Agriculture