



Georgia Department of Early Care and Learning

Nathan Deal
Governor

10 Park Place South SE, Suite 200, Atlanta, GA 30303
(404) 656-5957

Bobby Cagle, MSW
Commissioner

May 19, 2011

To: Summer Food Service Program Sponsors

From: Louis Brienza, Nutrition Services Director

RE: Waiver for First Week Monitoring Visit in the SFSP

The purpose of this memorandum is to re-iterate USDA's waiver to the Summer Food Service Program (SFSP) regulation governing sponsor requirements for conducting SFSP site visits during the first week of site operations for sites that operated successfully in the previous year. This memorandum provides a waiver for the first week monitoring requirement on an annual basis and supersedes previous guidance listed in Bright from the Start's SFSP Policy 06-16: Monitoring Requirements for SFSP Sponsors, which refers to the first week monitoring visits. It also provides further clarification on Bright from the Start's previous memorandum entitled "SFSP Meal Times, OVS, Monitoring, Eligibility for Profit Sites" that was issued on April 14, 2011.

The waiver of first week monitoring visits will relieve sponsors of the requirement to visit successful returning sites within the first week, help sponsors target their monitoring resources to sites that need additional oversight, and simplify administration of the SFSP.

Currently, 7 CFR §225.15(d) requires sponsors to conduct site visits during the first week and a site review within the first four weeks of site operation. This memorandum waives the first week site visit requirement for returning sites that operated successfully during the previous summer (or other most recent period of operation) and had no serious deficiency findings.

BOTTOM LINE: SPONSORS MUST STILL "REVIEW" ALL OF THEIR SITES WITHIN THE FIRST FOUR WEEKS OF OPERATION and THAT A SITE VISIT MUST STILL BE CONDUCTED BY THE SPONSOR WITHIN THE FIRST WEEK OF THE SITE'S OPERATION FOR ALL NEW SITES AND ANY SITES THAT EXPERIENCED OPERATIONAL DEFICIENCIES DURING THE PREVIOUS SUMMER.

Serious deficiency findings and/or operational deficiencies include, but are not limited to, any of the following:

- Noncompliance with approved meal service times;
- Failure to maintain records;

- Instances of off-site meal consumption;
- Inadequate/unacceptable/unsanitary holding and storing conditions/facilities for food and/or meals;
- Non-compliance with Civil Rights requirements;
- Failure to adjust meals based on variation in participation;
- Claiming meals not served to participants and/or simultaneously serving more than one meal to any participant;
- Instances of block claiming that cannot be explained or justified; and
- If applicable, failure to serve unitized meals when prepared by a food service management company.

In cases where a site, whether new or returning, will operate for only one week, the site visit must be conducted in that week.

For all sites, once the initial site visits and reviews have been conducted, sponsors are required to maintain a reasonable level of site monitoring. If any serious deficiency is identified during a site visit or review, a follow up visit must be conducted to ensure that permanent corrective action has been implemented.

Sponsors must continue to document site visits and site reviews on Bright from the Start's monitoring forms, unless approval for alternate forms is granted. Monitoring forms are available via Bright from the Start's website at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=SFSP>.

For questions concerning this memorandum, please contact the Policy Administrator at 404-651-7181.