



## SFSP Sponsor Review Checklist COVID-19



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**The following SFSP records for the identified review month will need to be provided to NDE Nutrition Services upon request. To ensure all required records are submitted, please use this form's checkboxes to mark the records you have included in your submission.**

### All Site Types

- Review month's daily production records for all meals claimed
  - Ensure all required components are recorded
  - Ensure serving sizes and quantities prepared have been recorded for all required components
  
- Review month's daily point-of-service meal counts
  - Closed Enrolled sites submit roster of meal counts
  - Open sites submit tally sheet with meal counts (Open site could use a roster for meal counts)
  
- Review month's SFSP wages/time certification for non-foodservice staff who helped prepare, serve, deliver meals

### Vended Sites (NA for self-operated SFAs)

- Review month's daily delivery tickets that show menu/meal items and quantities/serving sizes
- NA (my SFA prepares its own meals)

### Program Administration

- Documentation of SFSP training provided to sponsor and site staff
  
- Documentation of income collected for non-program adult meals (if applicable)
  
- Copies of sponsor's site review(s) (required for ALL sites)
  
- Review month's documentation of wages paid from the foodservice account. (Use the SFSP time certification form for school staff who help with foodservice and are paid from the foodservice account but are not full-time foodservice employees.)
  
- Review month's meal count consolidation form (can be on template provided by NDE or sponsor's own document). (Ensure all meals included in the claim for reimbursement meet meal pattern/quantity requirements.)
  
- Review month's foodservice cost form