

BEST PRACTICES FOR MEAL CLAIM VERIFICATION OF SELF- PREPARATION SITES IN THE SUMMER FOOD SERVICE PROGRAM

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Introduction

- **OIG Audit**
 - [Consolidated Report of FNS and Selected State Agencies' Controls over SFSP](#)
- **Procedures to validate sponsors' meal claims**
 - **Guidance needed for self-prep sites**
- **Ensure Claims are payable**
 - [FNS Memo SFSP 05-2023](#)
- **Corrective action**



Documentation for Meals Served to Children at Self-Preparation Sites

- Daily Meal Count Forms, including meals served to program and non-program adults*
- Weekly/Monthly Consolidated Meal Count Forms*
- Production Records
- Menus
- Delivery Receipts from the Central Kitchen*
- Daily Participation or Attendance Records
- Sponsor Applications/Site Information Sheets

*Required by 7 CFR 225.7(e)(6)(i)



Background

- Simplified cost accounting procedures
 - Meals times rates
- Sponsors are required to keep documentation to show that reimbursements were spent on allowable costs
- Records and claims
 - 7 CFR 225.9(d)(5)
 - 7 CFR 225.15(c)



Verification of Food Service Costs for Self-Preparation Sites

- Receipts
- Sponsor Food Orders
- Purchasing Invoices
- Food Donation Documentation
- Canceled Checks
- Records or returns or credits



Evaluate Records to Determine Valid Meal Claims



- Compare receipts and inventory records
- Review menus
- Review Sponsor application/Site information sheets
- Perform a milk analysis.
- Review meal count records

Evaluate Records to Establish SFSP Meal Claims are Properly Payable

- Review each document for information to support the claim.
- Evaluate the documents in relation to another:
 - Does the meal production record support the number of meals served on the daily meal count form?
 - Was enough milk provided to support the number of meals served?



Example

**ABC sponsor claims 100 meals for a Monday supper meal service.
What documents can we use to determine the validity of this claim?**

- Daily Meal Count Form
- Menu
- Site Information Sheet
- Production Record
- Purchasing Invoice



Example - Continued

- 1) Review Meal Count Form
- 2) Review Sponsor's Site Information Sheet
- 3) Review Menu
- 4) Review Production Record
- 5) Evaluate the Purchasing Invoice



ABC Sponsor Monday Supper

**Breaded Chicken
Nuggets, 5 pc
Pretzels
100% fruit juice
Celery, ½ cup
Lite Ranch, 1 pkt
Milk, 8 fl oz**

Menu Item	Serving Size	# of Planned Servings	# of Servings per Unit	# of Servings Prepared	# of Servings to Children & Program Adults	# of Servings Leftover
Chicken	2 oz	100	40/5 lb. bag Chicken	120	120	0

Additional menu items follow. Not listed for this example.



Validating Meal Claims

- Meal claims can be verified during reviews of self-prep sites
- Ensure accuracy of meal counts
 - Does the meal count have a difference of 10% or more than the previous 5 serving days?
 - Compare meals prepared to the number of meals served
 - Ensure total meals claimed do not exceed the capacity for the approved operational days.



Validating Meal Claims Continued

- Review the accuracy of Meal Count Forms
- Compare consolidated amount to the amounts claimed
- Calculate the percentage of error
- Continue to expand the meal claim, if needed



Corrective Action Should:

- Address the underlying cause of the non-compliance issue:
 - When did the noncompliance occur?
 - Where in the process did the noncompliance occur?
 - Why did the noncompliance happen?
- Permanently correct the non-compliance issue
- Follow-up to ensure the corrective action was implemented



SECTION TITLE

Thank you, State Agencies for all you do!

