



Indiana SFSP Policy 2023-01

Purpose

To outline sponsor requirements for meeting United States Department of Agriculture (USDA) annual site visits and monitoring reviews and establish criteria for what constitutes operational problems at returning sites.

Scope

Agencies and organizations participating as sponsors in the Summer Food Service Program (SFSP) in Indiana.

Description

Sponsors are required to conduct site visits at least once during the first two weeks of program operations for each new site and for all returning sites that skipped a year or experienced operational problems in the prior year. New sites and any sites that experienced issues related to health and safety of participants also require a sponsor **pre-approval visit** prior to starting meal service. Sponsors must promptly take actions necessary to correct noted deficiencies. In cases where the site operates for a week or less, the site visit must take place during the period of operation.

Sponsors may conduct the full **4-week Site Review** of food service operations at the same time they are conducting their **site visit**.

Sponsor Pre-Operational Visit - Required for all new sites, sites skipping a year of program operations, and/or sites identified during the previous year as unsafe, unsupervised, or unsanitary for program participants.

Sponsor Site Visit - Required sometime during **the first two weeks** of operation for:

- ✓ **All new sites**, including sites that skipped a year of program operations
- ✓ **Returning sites** where operational issues were found during a previous year's site visit or review
These issues include but are not limited to:
 - Meal service was not conducted as scheduled or site did not serve during the approved meal service time
 - Meals did not meet the minimum SFSP meal pattern requirements, such as an insufficient serving size or a missing component
 - Serious food safety violations were noted, including but not limited to food held/served/delivered at unsafe temperatures or in unsanitary ways
 - Significant inconsistencies were found regarding daily meal counts: daily meal count not taken, recorded incorrectly, or missing critical information
 - Site environment was unsafe, unsupervised, or unsanitary for participants
 - Meals were not consumed on site
 - No trained site supervisor was present during the approved meal service time

In specific instances, additional criteria may be used to determine a site visit requirement. In those cases, the sponsoring agency would be contacted, and the requirement communicated in writing.

A Sponsor Site Visit is not mandatory for returning sites where sponsor or state agency monitoring visits and/or reviews conducted the previous year demonstrated full compliance. In cases where site operates two weeks or less the site visit and site review must take place during the period of site operation.

Sponsor Site Review – **Required for all sites**, must be completed within the first four weeks of operation or earlier if the site operates less than four weeks.

Sites approved for rural non-congregate meal service are required to be monitored by the sponsor, following the same requirements used for congregate sites. Non-congregate Site Monitoring Forms are posted under the Monitoring section of the [SFSP webpage](#).

Resources

Indiana Department of Education, School and Community Nutrition Programs
USDA Regulations 7 CFR 225.7(d)(2)(3)