

**SFSP  
NEW SPONSOR PRE-APPROVAL VISIT**

Agency Name: <i>YMCA of Silicon Valley</i>	Contact Person: <i>Mary Hoshiko</i>
Address: <i>1922 The Alameda, 3rd Fl San Jose, CA 95126</i>	Telephone Number: <i>408-351-6422</i>
	Fax Number: <i>408-298-0143</i>
List names, titles and SFSP duties of people with whom you are meeting: <i>Mary Hoshiko, Vice President, supervise authorized SFSP program administrator Dorben Hassan, After specialist, SFSP program administrator</i>	

**I. PROGRAM INTRODUCTION (check applicable items that have been reviewed with sponsor)**

<input checked="" type="checkbox"/> Program Purpose. <input checked="" type="checkbox"/> Program Structure – Funded by USDA and administered by California Department of Education - Field and Program Staff – Unit structure and responsibilities - Fiscal Administrative Services Division – Claims submission /payment procedure <input checked="" type="checkbox"/> Site Change Requests – Explain that sponsor must obtain prior approval from the NSD using the "Site Change Request" form for any changes of site activities and "Notification of Field Trip" if meals are to be taken off-site for organized field trip. <input checked="" type="checkbox"/> Explain "Seriously Deficient" and consequences.				
	Yes	No	N/A	Comments
A. Does sponsor understand the purpose of the SFSP?	✓			
B. Does sponsor know how to submit changes and obtain information about the SFSP?	✓			
C. Does sponsor know where to submit claims for reimbursement?	✓			

**II. SPONSOR AND SITE ELIGIBILITY (check applicable items that have been reviewed with sponsor)**

<input checked="" type="checkbox"/> Sponsor Financial Viability <input checked="" type="checkbox"/> Annual Application – explain the Federal Fiscal/Program year. <input checked="" type="checkbox"/> Adding Sites – Explain the required pre-approval visit using the site selection/pre-operational visit documentation. <input checked="" type="checkbox"/> Open Sites – Explain that open sites must have eligibility established every five years and must be truly open to the community at large. If the sponsor is a school sponsor, explain that in order for a summer school to be a SFSP site, the site must be open to the community. <input checked="" type="checkbox"/> Closed Enrolled and Camp Sites – Explain the eligibility requirements of closed enrolled and camp sites (rosters and eligibility forms). <input type="checkbox"/> Site Rules – Explain site rules.				
	Yes	No	N/A	Comments
A. Did sponsor conduct and document pre-operational visits for all sites?	✓			
B. Are all sites suitable and ready to operate SFSP?	✓			
C. Does sponsor understand the site rules?	✓			
D. For open sites: Does sponsor have a plan in place to make the sites truly open to the community?			✓	
E. For camps and enrolled sites: Does sponsor have a system established to maintain rosters of all enrolled children and collect eligibility applications? Does sponsor have the current Income Eligibility Guidelines?	✓			
F. For Private Non-profit agencies, does the Profit and Loss Statement demonstrate that the agency is financially viable?	✓			

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III. MEAL REQUIREMENTS (check applicable items that have been reviewed with sponsor)

- Meal Pattern Requirements – Review meal pattern requirements for each meal type that sponsor plans to serve. Explain that all meal elements for that type of meal must be served to each child for the meal to be reimbursable.
  - Meal Pattern exceptions
    - Menu Planning Options for School Agency sponsors or sponsors vended by School Agency.
    - Special Needs/Food Allergies – Explain MB 97-367 - Special Dietary Needs of Program Participants.
    - Infant/Younger Children Meal Pattern.
  - Meal Service Style
    - Offer vs. Serve by School Agency sponsored sites.
    - Unitized Meals – Required for vended programs unless waived.
    - Cafeteria Style, Pre-plated Meals, Family Style – Each meal must be examined for the meal elements at the point of service. Proper serving utensils must be used to ensure meal pattern requirements are met.
- Self-Prep Sponsors – Explain requirements for:
  - Health Department Permit. 7,
  - Certified food handlers.
  - Menu Production Records using Food Buying Guide.
  - Transport Records.
- Vended Meal Sponsors – Explain requirements for Contract/Agreements, Delivery Receipts.
- Leftover Meals – Explain Distribution of Leftover Food Items or Meals.
- Meal Count Requirements
  - Review sponsor's procedures for meal counting. Explain Point of Service counts. Explain Daily Meal Count Form, if sponsor will be using this form. For camps, suggest using Camp Meal Service Report, if sponsor does not have one established.
  - Explain approved meal service times, approved meal type(s), ADP, CAP, meal ordering, second meals, program adult meals.
  - Review unacceptable meal counting practices.
- Safety and Sanitation
  - Notification of participation to local health department.
  - Food Safety Rules (Hand Washing, Temperature Logs, etc.).
- Commodities – Explain ordering, use and disposal of commodities.

	Yes	No	N/A	Comments
A. Does sponsor's menu meet the meal pattern requirements for each type of meal served?				
B. For self-prep sponsors:				serving snack only - pre packaged - not handling food - staff will wear gloves white serving
▪ Does sponsor have a health department permit?			<input checked="" type="checkbox"/>	
▪ Does sponsor have production facilities that meet the health and sanitation standards?			<input checked="" type="checkbox"/>	
▪ Refrigerator holding temps at 41° or below?			<input checked="" type="checkbox"/>	
▪ Does the sponsor have a certified food handler?			<input checked="" type="checkbox"/>	
▪ Does sponsor have adequate equipment, facilities and staff to provide meal services?	<input checked="" type="checkbox"/>			
▪ Does sponsor have a system established to record food prepared and served?	<input checked="" type="checkbox"/>			
▪ Does sponsor have a system established to record amounts of food transported to the sites?	<input checked="" type="checkbox"/>			
▪ Are dry foods stored off the floor and temps held between 50° - 70°	<input checked="" type="checkbox"/>			
C. For vended sponsors:				N/A
▪ Is sponsor permitted to contract with the vendor?				
▪ Does sponsor have a written contract or agreement?				
▪ If the total contract with the commercial vendor exceeds \$100,000, did sponsor follow the bid procedures as required by the SFSP?				
▪ Does sponsor have a system established to determine if meals delivered to the sites are sufficient?				
▪ Does sponsor have a system established to monitor that the meals meet the SFSP meal requirements?				
▪ If meals are not served unitized at the sites, was a waiver requested and approved?				

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III. MEAL REQUIREMENTS - continued (check applicable items that have been reviewed with sponsor)

	Yes	No	N/A	Comments
D. Does sponsor have a policy for leftover meals?	✓			Provide dry storage - good drop box
E. Does sponsor have a system to record meal counts accurately at each site?	✓			
Does sponsor have a system to consolidate meal counts?	✓			
F. Does sponsor have a plan for ensuring safe handling of food.	✓			
G. If sponsor is eligible for commodities and wishes to receive them, has sponsor returned the offering list?			✓	

IV. STAFFING LEVEL AND DUTIES (check applicable items that have been reviewed with sponsor)

<input checked="" type="checkbox"/> Training Requirements – Administrative Review Guidance Book – Training, with sponsor. <input checked="" type="checkbox"/> Monitoring Requirements - Pre-approval visit, Site Visit Form - First Week Visits, Site Visit Form - First Four-Week Reviews, Site Review Form - Follow-up documentation				
	Yes	No	N/A	Comments
A. Does sponsor have adequate staff to operate sites and administer the program?	✓			Saturday 5/30 - 6/1
B. Did sponsor provide training to administrative and site staff (at least one person per site)? If not, does sponsor have a date planned for the training?	✓			
C. Does sponsor have a system established to monitor sites as required (at least one monitor per 10-15 sites)?	✓			
D. Does sponsor have a system established to review monitoring reports and address corrective action, if needed?	✓			
E. Does sponsor have a sponsor/site agreement established to ensure compliance with program regulations at sites that are not under their administrative jurisdiction?			✓	

V. CIVIL RIGHTS (check applicable items that have been reviewed with sponsor)

<input type="checkbox"/> Meal Services – Explain "Equal Access" and "Reasonable Accommodations". <input type="checkbox"/> Media Release/Program Materials – To include the nondiscrimination statement. <input type="checkbox"/> "And Justice For All" poster – Explain the poster must be displayed at each site and in the administrative office. (Provide sponsor with enough posters). <input type="checkbox"/> Beneficiary Data – Explain the requirements to collect Beneficiary Data at each site using Site Beneficiary Data Form.				
	Yes	No	N/A	Comments
A. Did sponsor send a public release to a local media or all participants, as appropriate, announcing the program?	✓			noticed when children sign up
B. Does sponsor have a system established to provide reasonable accommodations, if needed?	✓			
C. Does sponsor have a system established to handle complaints of discrimination? (MB 99-801 Civil Rights and Complaint)	✓			- To HR office & Program director

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**VI/ FISCAL ACCOUNTABILITY (check applicable items that have been reviewed with sponsor)**

<input checked="" type="checkbox"/> Financial Report System/Allowable Costs – Discuss financial report system and allowable costs using Financial Management Handbook. <input checked="" type="checkbox"/> Budget – Explain that budget submitted with the application is a planning tool, <u>not</u> a guarantee of administrative expenses. <input checked="" type="checkbox"/> Program Income – Explain program income. Sponsor must report program income. <input checked="" type="checkbox"/> Record Keeping Requirements. - Discuss types of records sponsor must have to document program costs. Review the forms in Guidance Book that sponsor can use (such as Inventory Control Form, Food Cost Worksheet, Personnel Time Report and Administrative Mileage Record, etc). - Emphasize that all records are to be kept for 3 years, or until all audit findings are/or investigations have been resolved.				
	Yes	No	N/A	Comments
A. Does sponsor have a system established to document receipt and disbursement of all program income and to maintain required records?	✓			
B. Does sponsor plan to contract for any services (meals, equipment, services, etc.). Management of the program may not be contracted out. List types of services. Will there be a written agreement? If no, may not be an allowable expense.	✓			

**VII/ CLAIM PREPARATION (check applicable items that have been reviewed with sponsor)**

<input checked="" type="checkbox"/> Reimbursement System - Sponsor is reimbursed meals x rate regardless of their actual costs. - Operating and administrative costs are to be documented and kept for review. <input checked="" type="checkbox"/> Meal Count Consolidation – Review Consolidation Form in the Guidance Book if sponsor does not have a system established to consolidate meal counts. <input checked="" type="checkbox"/> Program Cost Consolidation – Review example and Program Cost Consolidation, if sponsor does not have a system established to consolidate program costs. <input checked="" type="checkbox"/> For camp sponsors discuss Camp Worksheet, if sponsor does not have a system to calculate reimbursable meals and program costs. <input checked="" type="checkbox"/> Current Reimbursement Rates. <input checked="" type="checkbox"/> Claim for Reimbursement - Review the claim form line by line. - Explain the total number of second meals claimed cannot exceed 2% of the number of first meals, for each type of meal served during the claiming period. - Discuss the claim period and when to submit a combined claim. - Explain the 50-day claim submission deadline and one time exemption:				
	Yes	No	N/A	Comments
A. Does sponsor have a system established to consolidate meal counts correctly for claims?	✓			
B. Does sponsor have a system established to consolidate program costs correctly for claims?	✓			

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VIII. CONCLUSION

A. Should the sponsor be recommended to operate a SFSP?  
If no, what does the sponsor need to do?

Yes  No

Program currently participating in CACFP  
It has knowledge of USDA requirements. Currently  
acting as self prep purchasing food items from  
US Foods and distributing to their sites.

B. With sponsor's staffing allocation and capacity, should the sponsor be recommended to operate additional sites?  
If yes, is there any recommendation? If no, what does the sponsor need to do?

Familiar w/ USDA programs and sponsor  
well established in community and has good  
financial background

Authorized Sponsor Representative Signature: <i>Mary Kootoko</i>	Date: 5/22/09
Reviewer's Signature: <i>D. Hassan</i>	Date: 5/12/09

*Doreen Hassan*, AUTHORIZED SPONSOR REPRESENTATIVE 6/4/09

# SUMMER FOOD SERVICE PROGRAM 2008-09 MANAGEMENT PLAN

VENDOR #: 249300

AGREEMENT #: 43-9431-2W

## 7. HIGHEST AGENCY OFFICIAL CERTIFICATION

I **Kathy Riggins, President and CEO**

First and Last Name, Title

Certify that the YMCA of Silicon Valley has authority to

Name of Agency

implement the Summer Food Service Program (SFSP). I authorize Doreen Hassan, After School to

Name and Title of Authorized Representative

and enrichment programs specialist

have full oversight of the SFSP. This person will assign the administrative staff necessary to implement and operate the SFSP according to the program's requirements.

HIGHEST AGENCY OFFICIAL SIGNATURE

*Kathy Riggins*

DATE

*8/1/09*