Reply to
Attn. of: SFSP-198

MAY 20, 1993

Subject: Summer Food Service Program Federal Review Forms

To: Officers-in-Charge
    All Field Offices

Attached is your supply of Federal Review Forms to be used in conducting reviews of private nonprofit sponsors and sites approved to participate in the Summer Food Service Program in Fiscal Year 1993. The number of forms provided is based on the latest participation data we have from each State Agency.

The National Office furnished an overview of the problems found in completion of the review forms in the past. This overview is enclosed for your information to assist you and your staff in utilizing the review forms.

Please contact Ersielene Ruffin at (303) 844-0359 if the amount of forms you receive is not adequate to meet your review needs.

MARY C. NIELSEN, Chief
Child/Adult Care and Summer Programs Section
Special Nutrition Programs

Attachments

cc: Brian Allison
Overview of Common Problems
Federal Review Forms

Sponsor Review Report (Form FNS-19-1 (03-92)):
Field: Initial year this sponsor entered SFSP: 19____
Problem: This was often left blank.

Fields: Q104: Number of Sites by Type
Q105: Type of food service - # sites each type
Problem: The numbers for these two questions did not correspond to each other and to the site type and type of food service indicated on the Site Review Report.

Fields: Q106: Estimated average daily attendance (all sites combined)
Problem: This question was missed, marked with an "X," or given a number equivalent to the total number of sites. (The value entered should be based on the number of children attending the program.)

Field: Q301: Were all required visits conducted....
Problem: The chart which accompanies Q301 was frequently not completed, even though the answer to Q301 was "yes".

Field: Q506: Do the daily meal counts match....
Problem: The NUMBER OF COUNTS VERIFIED and the NUMBER WHICH DO NOT MATCH SITE REPORTS were sometimes provided as days, not as actual numbers.

Field: Q901-906: Food Service Management Companies
Q1001-1003: Self Preparation Sponsors
Problem: These questions were answered when they should not be, or not answered when they should be answered. (Q901-906 applies to all sites that are vended; Q1001-1003 applies to all sites that are self preparation.)

Site Review Report (Form FNS-19-2 (03-92)):
Field: Dates of Operation
Problem: This was often left blank.

Field: Q207: Observed time of meal service
Problem: This was often left blank.

Field: Q213: Multiply the average number of....
Problem: This was often left blank, or the calculations were done incorrectly.

Field: Q501: Should a new maximum approved level....
Problem: When the question was answered "yes", often a recommended level would not be provided.

Claim Consolidation Worksheet (Form FNS-19-1A (03-92)):
- The claim period was often left blank.

- The reviewers would often substitute their own figures of leftovers in either column E or F. Columns are often left blank of the calculations are done improperly to result in a positive number appearing where a negative one should be, or vice versa.