Reply to
Attn. of: SFSP-350

Subject: Fiscal Year (FY) 1999 Management Evaluations (MEs) and Federal Reviews - Summer Food Service Program (SFSP)

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri DH, Montana DPI, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming DHSS

The purpose of this memo is to outline our plans for MEs and Federal reviews for the FY 1999 SFSP.

For FY 1999, MEs will be conducted in the following states:

Missouri
Montana
North Dakota
Utah
Wyoming

This year we expect that Section staff from the Regional Office will participate in each of these MEs along with Field Office staff. MEs in most of our states have been done in two phases and will continue that way, since many of you prefer this procedure. In most cases, Section staff participation in the review will occur only in one of the phases.

We will continue to do Federal reviews the same way we have for the last several years. Our SFSP-277 dated October 25, 1995 outlines our process and the priorities we have for these reviews. That process will remain the same for FY 1999. We anticipate that our Field Office staff will be conducting these reviews solely. (Note: we inadvertently deleted SFSP-277 when we updated the list of current SFSP policy memos in July 1998. Please reinstate that memo. For your convenience, we are attaching a copy to this memo).
If there are any questions, do not hesitate to contact our office at (303) 844-0359.

Darlene Sanchez

ANN C. DEGROAT
Regional Director
Child Nutrition Programs

Attachment
Subject: Fiscal Year (FY) 1996 Management Evaluations (MEs) and Federal Reviews - Summer Food Service Program (SFSP)

To: STATE AGENCY DIRECTORS (Child Nutrition Programs)
    - Colorado ED, Iowa, Kansas, Missouri DH, Montana OPI, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming DHSS

The purpose of this memo is to outline our plans for MEs and Federal reviews in the 1996 SFSP.

Per your requests in 1993, we began the process of conducting MEs on a biennial basis. We believe this has worked well for you, as well as for our Regional/Field Offices. For FY 1996, MEs will be conducted in:

- Colorado
- Kansas
- Nebraska
- North Dakota

Our Field Offices will be conducting the reviews fully in Kansas and Nebraska. For Colorado and North Dakota, we plan to have both Regional and Field Office staff conduct the ME.

As you are aware, the Federal review process in the SFSP began in 1990. We believe that adjustments are in order in how we conduct reviews, especially in the frequency. We have a number of private non-profit organizations that have continually participated over the years, with little or minor deficiencies being detected through our reviews. Our procedures have been to review all sponsors and sites and, as a rule of thumb, the sponsor and site(s) reviews are each done at different times. With little exception, states have chosen to accompany our reviewers for all the reviews, which we have and continue to support. Several states have raised the question if reviews of all sponsors and sites is necessary, as well as the need for separate reviews due to staffing and travel constraints. We too, believe these are valid concerns and are adjusting our procedures as follows:

1. We continue to believe that all new sponsors and sites, any 1995 problem sponsors and sites, and other problem sponsors and sites that previously participated with a break in service need to have separate reviews. Our process will be as it has been in the past: site reviews within the first two weeks of operation with the sponsor review being conducted after a claim has been submitted. If there are compelling reasons, our Field Offices will work with you on scheduling and performing a combined review (site and sponsor at the same time).
State Agency Directors

2. For repeat sponsors and sites that had minor, if any deficiencies, we are asking our Field Offices to discuss with you the need to do reviews for these organizations and, if so, the practicality of doing the sponsor/site reviews at the same time. We believe factors that should play into these decisions are the number of private non-profit organizations participating in the state, the organization's performance in previous Program years, travel distances, and staffing considerations at both the state and Field Office levels.

Another change we are making involves the requirement for states to notify USDA of potential and approved private non-profit sponsors. Section 226.8 of the Regulations requires states to advise us by May 1 each year of the potential sponsors and sites. In addition, within five working days of approving each private non-profit organization, the state is required to notify us of this fact along with further updated information. Our experience has been that both our office and the respective Field Office are often asking you for the same information - our office to fulfill the regulatory requirement and the Field Office to get the information for scheduling and performing the reviews. Beginning with the 1996 Program, we are asking that you supply this information directly to the Field Office. For information our Regional Office may need, we will elicit it from the Field Office. We hope this will cut down on the overlapping that has occurred in the past.

We believe the above changes will accommodate everyone's needs and simplify the process. If you have any questions on the above, do not hesitate to contact us.

Ann C. Degroat
ANN C. DEGROAT
Regional Director
Child Nutrition Programs