



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2011 Summer Food Service Program (SFSP) Sponsors

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: June 23, 2011

SUBJECT: **Operational Memorandum #04-11 – SFSP
Waiver of Site Monitoring Requirements in SFSP**

This memorandum establishes a waiver to the Summer Food Service Program (SFSP) regulation governing sponsor requirements for conducting SFSP site visits during the first week of site operations for sites that operated successfully in the previous year. This memorandum supersedes previous guidance, *Summer Food Service Program (SFSP) Exception to the Requirement First-Week Visits in the SFSP for Non-school Sponsors*, (April 22, 2003), authorizing State agencies to waive this requirement on an annual basis. Relieving sponsors of the requirement to visit successful returning sites within the first week will help sponsors target their monitoring resources to sites that need additional oversight and simplify administration of the SFSP.

Currently, federal regulations require sponsors to conduct site visits during the first week and a site review within the first four weeks of site operation. This memorandum waives the first week site visit requirement for returning sites that operated successfully during the previous summer (or other most recent period of operation) and had no serious deficiency findings. Sponsors are still required to review the site within the first four weeks of operation.

Site visits are required in the first week of operation and site reviews within the first four weeks of Program operation for all new sites and any sites that experienced operational deficiencies during the previous summer. In cases where a site, whether new or returning, will operate for only one week, the site visit must be conducted in that week.

For all sites, once the initial site visits and reviews have been conducted, sponsors are required to maintain a reasonable level of site monitoring. If any serious deficiency is identified during a site visit or review, a follow up visit must be conducted to ensure that permanent corrective action has been implemented.

Questions pertaining to this memorandum may be directed to Susan Bohuslaw at 860-807-2073 or susan.bohuslaw@ct.gov or Jackie Schipke at 860-807-2123 or jackie.schipke@ct.gov.

CR:sbb

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at the following link: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>