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March 1, 2011

MEMORANDUM

SFSP-2011-08

TO: Summer Food Service Program (SFSP) Sponsors

FROM: Karen L. Vogel, RD, SNS
Nutrition Programs Consultant

A handwritten signature in blue ink that reads "Karen L. Vogel".

SUBJECT: Production Records

All SFSP self-prep sponsors must complete daily production records to document that one complete SFSP meal is being served to each child participating at each site. Grocery receipts will no longer be accepted as documentation to verify that adequate amounts of food were prepared and served. Production records will be the only acceptable documents in Nevada for proof that SFSP meals included all required meal components and/or correct quantities.

Vended sponsors will be responsible for maintaining signed daily delivery receipts. Vended sponsors are also responsible for ensuring that the vendor from whom they are purchasing meals maintains production records. Vendor production records will be evaluated as part of a sponsor's administrative review.

All sponsors must continue to retain receipts for purchases to document that SFSP reimbursement funds are being used for the SFSP.

If you have any questions, please contact Karen Vogel, Nutrition Programs Consultant at 702-486-7902.

KV/tk