

**Bright from the Start:
Georgia Department of Early Care and Learning**

Nutrition Services

POLICY	No.: SFSP/03-1	Effective Date: 4/1/2003
		Revised: 10/22/2004
		Revision Effective: 10/1/2004

SUBJECT: Unannounced Visits in the Summer Food Service Program

LEGAL AUTHORITY: O.C.G.A § 20-1A-5

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to define the policy for the use of unannounced visits or reviews by Bright from the Start: Georgia Department of Early Care and Learning (DECAL).

II. APPLIES TO

This policy applies to all sponsors participating in the Summer Food Service Program (SFSP).

III. DEFINITION(S)

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the National Youth Sports Program (NYSP), or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

"DECAL"- means Bright from the Start: Georgia Department of Early Care and Learning.

IV. POLICY

During the course of SFSP operation, DECAL will conduct an administrative review, operational review, and/or audit of all sponsors' program operations. The reviews are designed to ensure that a sponsor's overall program is operating according to the United States Department of Agriculture (USDA) and DECAL's requirements and to provide technical assistance and guidance to a sponsor if there are administrative or operational issues.

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During an administrative and operational review or audit, DECAL will observe meal service operations and review all records maintained by the sponsor. Sponsors must make their records available for review by USDA and/or DECAL and its agents' at all times (See SFSP/03-5 Recordkeeping Requirements). The results of a review or audit may result in withholding or reclaim of reimbursement funds, temporary suspension, or termination and exclusion from future participation in the SFSP and/or the Child and Adult Care Food Program (CACFP).

DECAL will provide technical assistance and guidance for any problems or violations found during a review or audit. DECAL may conduct reviews and/or follow-up visits at any time during SFSP operation or at any time during the year even when SFSP operation has ended.

Any review or audit conducted by DECAL may be unannounced.

V. PROCEDURE(S)

Unannounced reviews or audits will be made only during the sponsor's normal operating hours. Therefore, if the sponsor has planned a field trip they must notify DECAL in advance by completing and submitting the Field Trip Notification Form. If DECAL attempts to make an unannounced visit to a sponsored site and the sponsor failed to notify DECAL of the field trip, meals served may be considered "consumed off-site" and not be reimbursed. All sponsors should designate an authorized person who has access to and will make records available to DECAL and its agents at all times even if the sponsor is not available. Records should be maintained at the location and by the person(s) listed in the Recordkeeping section of the management plan.

VI. COMMENT(S)

Any questions regarding this policy should be directed to the Policy Coordinator at (404) 651-7181.