

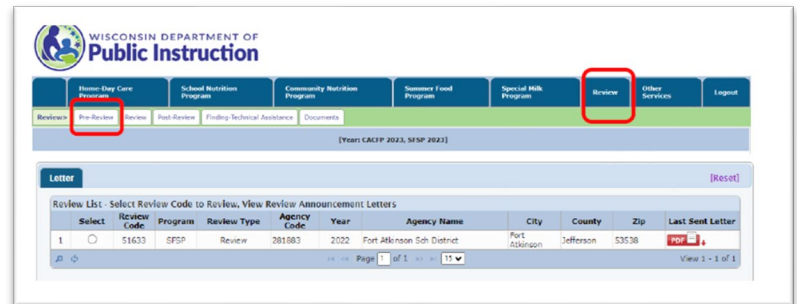
What to Expect During a SFSP Review



This document is provided to assist you in preparing for your DPI On-Site Review. Below are the basic steps of what to expect during the review process.

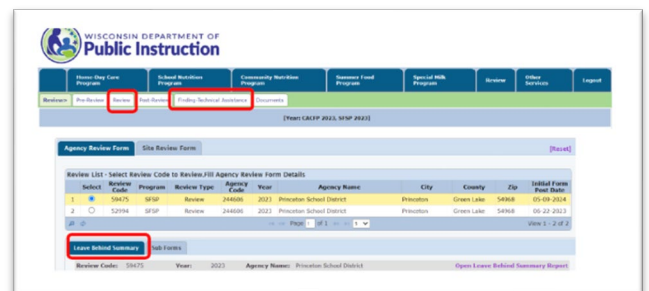
Pre-Review

- ❑ If your program is due for a review, your SFSP consultant will contact you and schedule a date during your SFSP operations to come on-site to review program documentation and observe a meal service.
 - DPI reviews are required every three years.
 - If findings were identified during a previous review, a follow-up review may be conducted the next year.
- ❑ Once a date is determined, an email will be sent with the attached review announcement letter and the [Gearing Up for a Great Review Checklist](#).
 - Use this checklist to ensure that you have all documentation ready for review on the scheduled review date.
 - Your consultant may request you to submit documentation, (menus, production records), prior to them arriving.
 - The Review Announcement Letter and eventually, the rest of the review information, can be found within Online Service, under the Review tab.



On-Site Review

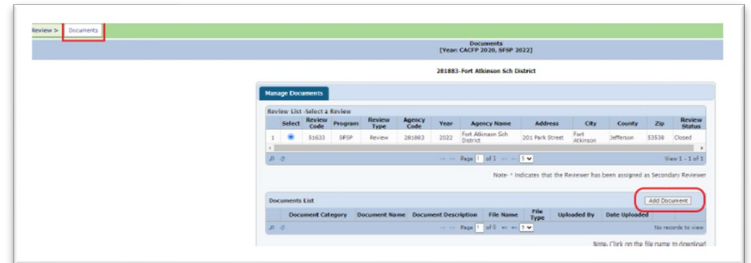
- ❑ On the day of the review, you can expect the consultant to be reviewing documentation and conducting site reviews for up to six hours, depending on the size of your program.
 - Have all required documentation organized and ready for review.
 - Make arrangements to have ample space for the consultant to work.
 - Have all SFSP staff on-site to answer questions during the review and be available during the exit conference to take note of comments, technical assistance and if applicable, identified areas of non-compliance (findings).
- ❑ Meal Service Observation
 - The consultant will complete a walk-through of the kitchen and serving area and observe staff preparing the meal.
 - The consultant will observe the meal service from start to finish.
- ❑ Exit Conference
 - Your consultant will record the review results in the Review Module within Online Services and will be discussed with appropriate Agency staff at the end of the on-site review. All recorded comments, technical assistance and findings can be found under the Findings-Technical Assistance tab.
 - Signatures will be obtained on the Leave Behind Summaries online after discussing the review results.
 - Additional documentation may be requested to be submitted following the review. Make note of the timeline in which these are due.



Post Review

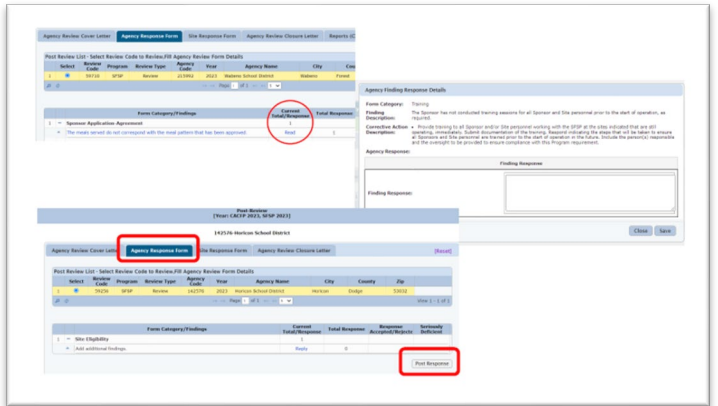
❑ Working in the Review Module

- If requested, upload documents within the Review Module in Online Services, under the Documents tab.
- The Review Module is also where you will be asked to submit your corrective action plan(s), if the review resulted in areas of non-compliance (findings).
- Instructions for working in the Review Module are attached to both the Review Announcement Letter and Cover Letter sent via the system. They can also be found on the [Review Process](#) webpage.



❑ Corrective Action Plan

- If you are required to submit a corrective action plan, refer to the [How to Write an Acceptable Corrective Action Plan](#) one pager for assistance.



❑ Review Closure

- If applicable, once all requested documentation has been received and your corrective action plans have been approved, you will receive a Review Closure Letter via email from the Review Module.
- All reviews in which there are comments, technical assistance, and/or findings and corrective plans, will have a Review Report posted for review. It is highly recommended that this document be reviewed prior to operation the following summer.

