

SFSP Review Module

The Dept of Public Instruction (DPI) utilizes an online review module for the Summer Food Service Program (SFSP). The DPI consultant conducting the review will reach out to the sponsor to schedule the review via a phone call or email, however, after that, correspondence regarding the review will take place mainly through the online review module, located within [FNS Online Services](#). This is the same location where sponsors update their SFSP contract and file claims.

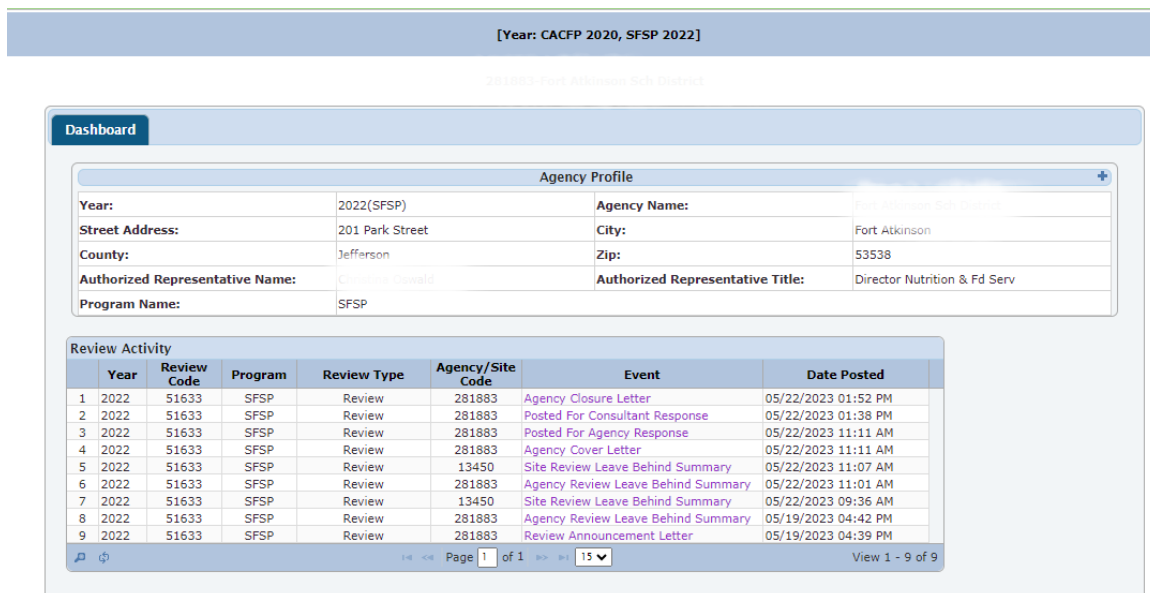
Logging In

- ❑ To view review information, log into [FNS Online Services](#) with your agency code and password. Select the Review tab.
- ❑ A new row of tabs will display along with the sponsor's review dashboard. The Post-Review and Documents tabs will be used to correspond with DPI following the onsite review.



The Dashboard

- ❑ Once a SFSP review has been scheduled, sponsors will see information displaying on the review dashboard.
- ❑ This is where the Review Announcement Letter, Review Summary Forms, Cover Letters (to announce findings and requested corrective action), and Closure Letters will appear.
- ❑ The letters will also be sent via the system to the Authorized Representative and whomever may be cc'd on the letters by the consultant.



Pre-Review

- ❑ The Review Announcement Letter can be found under the Pre-review tab.

The screenshot shows the navigation menu with the 'Review' tab highlighted in a red box. Below it, the 'Pre-Review' sub-tab is also highlighted in a red box. The main content area displays a 'Letter' section with a table of review announcements.

Select	Review Code	Program	Review Type	Agency Code	Year	Agency Name	City	County	Zip	Last Sent Letter	
1	<input type="radio"/>	51633	SFSP	Review	281883	2022	Fort Atkinson Sch District	Fort Atkinson	Jefferson	53538	

Review

- ❑ Immediately following the onsite review, the signed Agency and Site Leave Behind Summaries will be posted under the white Review tab.
- ❑ The full list of Findings, Requested Corrective Action, Technical Assistance and any further comments regarding the review are found on the Findings-Technical Assistance tab.

The screenshot shows the navigation menu with the 'Review' tab highlighted in a red box. Below it, the 'Review' sub-tab is also highlighted in a red box. The main content area displays an 'Agency Review Form' section with a table of review details.

Select	Review Code	Program	Review Type	Agency Code	Year	Agency Name	City	County	Zip	Initial Form Post Date	
1	<input checked="" type="radio"/>	59475	SFSP	Review	244606	2023	Princeton School District	Princeton	Green Lake	54968	05-09-2024
2	<input type="radio"/>	52994	SFSP	Review	244606	2023	Princeton School District	Princeton	Green Lake	54968	06-22-2023

Below the table, there is a 'Leave Behind Summary' button highlighted in a red box. Below that, a summary bar shows: Review Code: 59475, Year: 2023, Agency Name: Princeton School District, and a link to 'Open Leave Behind Summary Report'.

Post Review

- ❑ When the consultant has finished the review, the review moves to the Post Review stage.
- ❑ This is where the sponsor will respond to findings identified during the review process.
- ❑ Select the Agency Response and the review from the post review list to see the findings.

The screenshot shows the navigation menu with the 'Post-Review' sub-tab highlighted in a red box. The main content area displays a 'Post-Review' section with a table of review details.

Select	Review Code	Program	Review Type	Agency Code	Year	Agency Name	City	County	Zip	Initial Form Post Date	
1	<input checked="" type="radio"/>	59475	SFSP	Review	244606	2023	Princeton School District	Princeton	Green Lake	54968	05-09-2024
2	<input type="radio"/>	52994	SFSP	Review	244606	2023	Princeton School District	Princeton	Green Lake	54968	06-22-2023

Post Review Continued

- ❑ Click on 'Read' to open the Finding Details. The Finding Details box will provide the Finding Description and the Corrective Action Description (what the sponsor needs to do to correct the finding).
- ❑ After responding to the findings listed under the Agency and Site Forms, go back to the Agency Form and click on the Post Response button. This will send the response to the consultant to review.
- ❑ If the corrective action response is not complete, the consultant will respond back and request more information. Sponsors will be notified via email when a response is posted.
- ❑ When all findings have been fully addressed, the consultant will close the review. A closure letter will be sent and posted in the Post Review section.

The screenshot shows the 'Agency Response Form' interface. At the top, there are navigation tabs: 'Agency Review Cover Letter', 'Agency Response Form' (selected), 'Site Response Form', 'Agency Review Closure Letter', and 'Reports (C)'. Below this is a 'Post Review List - Select Review Code to Review, Fill Agency Review Form Details' table with columns: Select, Review Code, Program, Review Type, Agency Code, Year, Agency Name, City, County. A row is highlighted for Agency Code 215992, Year 2023, Agency Name Wabeno School District, City Wabeno, County Forest.

Below the list is a 'Form Category/Findings' table with columns: Form Category/Findings, Current Total/Response, Total Response. A row is shown for 'Sponsor Application -Agreement' with a 'Read' button circled in red.

An 'Agency Finding Response Details' pop-up window is open, showing:

- Form Category: Training
- Finding Description: The Sponsor has not conducted training sessions for all Sponsor and Site personnel prior to the start of operation, as required.
- Corrective Action Description: Provide training to all Sponsor and/or Site personnel working with the SFSP at the sites indicated that are still operating, immediately. Submit documentation of the training. Respond indicating the steps that will be taken to ensure all Sponsors and Site personnel are trained prior to the start of operation in the future. Include the person(s) responsible and the oversight to be provided to ensure compliance with this Program requirement.
- Agency Response: A text area for 'Finding Response' is visible, with 'Close' and 'Save' buttons at the bottom.

Below the pop-up is another 'Post-Review' screen for '142576-Horicon School District'. It has navigation tabs: 'Agency Review Cover Letter', 'Agency Response Form' (selected and circled in red), 'Site Response Form', 'Agency Review Closure Letter', and a '[Reset]' button. It shows a 'Post Review List' for Agency Code 59256, Year 2023, Agency Name Horicon School District, City Horicon, County Dodge, Zip 53032.

Below the list is a 'Form Category/Findings' table with columns: Form Category/Findings, Current Total/Response, Total Response, Response Accepted/Rejected, Seriously Deficient. A row is shown for 'Site Eligibility' with a 'Post Response' button circled in red.

Documents

- ❑ The consultant may request documents to be uploaded to complete the review process.
- ❑ Select the documents tab, the review from review list, and click on Add Document.
- ❑ Select the Document Category (area of review). If not applicable, select Misc.
- ❑ Type in the document name and brief description and upload the file.

The screenshot shows the 'Documents' interface. At the top, there are navigation tabs: 'Review >' and 'Documents' (selected and circled in red). Below this is a header for '281883-Fort Atkinson Sch District' with the year '2022'.

The main area is titled 'Manage Documents' and contains a 'Review List - Select a Review' table with columns: Select, Review Code, Program, Review Type, Agency Code, Year, Agency Name, Address, City, County, Zip, Review Status. A row is shown for Review Code S1633, Program SFSP, Review Type Review, Agency Code 281883, Year 2022, Agency Name Fort Atkinson Sch District, Address 201 Park Street, City Fort Atkinson, County Jefferson, Zip 53538, Review Status Closed.

Below the list is a 'Documents List' table with columns: Document Category, Document Name, Document Description, File Name, File Type, Uploaded By, Date Uploaded. An 'Add Document' button is circled in red.

At the bottom, there is a note: 'Note: * Indicates that the Reviewer has been assigned as Secondary Reviewer' and another note: 'Note: Click on the file name to download'.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2.fax:
(833) 256-1665 or (202) 690-7442; or

3.email:
program.intake@usda.gov

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