



State of Arizona  
Department of Education

**SFSP CN# 13-11**  
**USDA: SFSP 12-2011**

MEMORANDUM

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**To:** Summer Food Service Program (SFSP) Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

**Date:** April 25, 2011

**RE:** Waiver of Site Monitoring Requirements in the Summer Food Service Program

*Original Signed*

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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, 7 CFR §225.15(d) requires 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 found during a site visit or review, a follow up visit must be conducted to ensure that permanent corrective action has been implemented.

For additional questions regarding this memo please contact your School Nutrition Programs Specialist at (602) 542-8700.