



Division of Child Care & Early Childhood Education  
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437  
P: 501.682.8869 TDD: 501.682.1550

---

## MEMORANDUM

TO: ALL 2023 SFSP PROVIDERS  
FROM: DCCECE / HNU  
DATE: JULY 24, 2023  
SUBJECT: SFSP REQUIRED COMPLIANCE & SITE REVIEW FORMS



This is an important notification regarding the Summer Food Service Program (SFSP) compliance and site review forms.

The following required documents will need to be maintained and be readily available upon the State Agency's request for review.

The SFSP program is a valuable benefit to feed the children in the community. We value your hard work and dedication to make the SFSP a success! 😊

- Daily Meal Count Forms
- Menus
- Child Nutrition Labels
- Meal Delivery records with temperature logs
- Transportation records, if applicable
- Health Department and safety inspections
- Food Service Management Contract, if applicable
- Staff training agenda and attendance records
- Sponsor site monitoring forms
- Racial and Ethnic Data Form
- Accounting records (bank statements, check ledgers, credit card statements)
- Invoices and receipts
- Employee time sheets and payroll records
- Administrative expense records

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available on the resource library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact the Review Team Program Manager, Sharon Parker at 501-320-8935.