
Summer Food Service Program (SFSP) Policies and Procedures for Independent Audit

Criteria for Sponsor Eligibility

Federal regulations ([2 CFR Part 200](#)) and SFSP regulations ([7 CFR 225.6 \(d\)](#)) require all current and potential new sponsors that are recipients of Federal funds expending \$750,000 or more during the fiscal year in Federal awards must have a single or program-specific audit conducted that year or in the prior year.

Procedure for Determination

When a sponsor indicates that they receive \$750,000 or more during the fiscal year in Federal awards, prior to approval of the sponsor's application to participate in the SFSP, the West Virginia Department of Education (WVDE) will follow the procedures below:

1. Sponsors will be required to submit a single audit report for the current year or the previous year.
2. The WVDE will review the audit report to ensure that there are no significant material findings prior to approving sponsor to participate in the SFSP.
3. If the audit report indicates that there are significant material findings, or the sponsor is unable to provide the most recent audit report (current fiscal year or the previous fiscal year), the sponsor will be denied participation in the SFSP. The sponsor will be notified of the decision by the WVDE.
4. Termination of SFSP participation based on the single audit results is subject to appeal under the procedures described in Section 13(q) of the NSLA and [7 CFR 225.13](#). If a sponsor appeals their denial to participate in the SFSP, the sponsor may be allowed to operate the SFSP during the pendency of the appeal process. If the WVDE's termination is overturned or otherwise rescinded; a sponsor will be eligible for reimbursement for valid claims for meals served during the appeal process [[7 CFR 225.13\(b\)\(11\)](#)].

Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

This institution is an equal opportunity provider.