1400 Site Visits, Desk Reviews, and Audits

The *Network* will conduct programmatic and fiscal reviews of *CalFresh* contracts every 1-2 years to ensure compliance with USDA Guidance and to ensure the continued funding from USDA based on both solid program and fiscal compliance. These reviews may be conducted using any of the following three methods:

- Site Visit
- Desk Review
- Audit

1401. Site Visits

The purpose of a Site Visit is to:

1. Monitor and evaluate progress in completing contract deliverables
2. Ensure compliance with USDA guidelines (cost allocation, State and Federal Share documentation, identify changes in budgets and scopes of work)
3. Provide programmatic and administrative technical assistance
4. Observe and collect information on innovative strategies
5. Observe programmatic activities
6. Build partnerships

Site Visits are conducted by assigned Contract Manager (CM) and Program Manager (PM) staff. It is the responsibility of the Contractor to maintain accurate and verifiable records in order to support all expenses and document activities claimed under the *Network* program.

Site Visit Procedure:

1. Site Visits will be scheduled based on the priorities listed below and upon the request of Contractors
2. Site Visits will be scheduled in writing with at least two weeks advance notice
3. A Site Visit Report will be issued summarizing findings and recommendations

Priority List for Scheduling Site Visit:

1. 1st year contractors, contractors who have never been site visited, or contractors requiring specific technical assistance as identified by *Network* staff
2. Contractors who have not received a site visit in two to three years
3. Contractors recommended for follow-up site visits in previous years
4. Contracts with budgets exceeding $500,000 per fiscal year
5. Contractors requesting general technical assistance

Documentation of Site Visits:

For each site visit the CM and PM are required to complete the following:

1. *Site Visit Confirmation Letter*: A Site Visit Confirmation Letter will be sent to the Contractor at least two weeks in advance, confirming the date, time and location of the site visit. The letter will include the primary areas to be discussed, an agenda and will indicate what type of documentation and records should be available for review by *Network* staff.
2. *Site Visit Report*: *Network* staff will generate a Site Visit Report summarizing site visit issues, key findings and recommendations. The report will summarize findings and

recommendations. If necessary, the report will include a follow-up plan addressing concerns or issues identified during the site visit or desk review.

1402. Desk Review

Desk Reviews require that contractors mail expenditure documentation for a specified billing period to the *Network* for review. The purpose of the Desk Review is to ascertain your agency's adherence to the fiscal documentation requirements outlined in your contract and the *CalFresh* Fiscal Guidelines Manual. Desk Review procedures, including how to organize documentation for a review, is sent by the *Network* to the contractor with the Desk Review notification letter. Desk Reviews may be conducted every 1-2 years in lieu of, or in addition to, a site visit.

1403. Program Audit

At any time during the term of a *Network*-funded contract, and at any time within three years after termination of that contract, the Contractor's or any Subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contractor. In the event of an audit, an agency or organization's *CalFresh* records must be sufficient and clear enough to support all claims.

Procedures:

1. The Auditing Agency will send out a notification letter to the selected Contractor at least one month prior to the scheduled review. The review may look at financial activity for all financial periods not previously audited to the most current financial period.
2. The Auditor will also send out a brief questionnaire to be completed by the Contractor prior to the financial review. Completion of the questionnaire will expedite the actual review process.
3. The Contractor will have available during the audit all proper fiscal and program staff, as well as all records necessary to respond to questions.
4. The Auditor will give an exit interview to make suggestions and comments regarding the preliminary findings of the financial review. A formal report will be sent within three months of the visit.