

FoodCorps Risk Assessment

Host Site:		Program Year:	2011-2012	
Host Site Supervisor:		Date of Most Recent Site Visit:		
Service Sites:		Number of Years in Program (Including Current):		Date Completed:
Prior Year Risk Assessment Level:		Current Year Risk Assessment Level (High Risk, Moderate Risk, Low Risk):		

Risk status is based on the following score ranges: Low Risk = 0-6; Moderate Risk = 7-14; High Risk = 15+

AREA	RATIONALE	ASSESSMENT	YES/NO	ALLOWE D POINTS	HOST SITE SCORE	COMMENTS
STAFFING AND ORGANIZATIONAL CAPACITY						
<i>Staffing</i>	Turnover of Host Site or Service Site Supervisor indicates vulnerability to the program at a state-level.	Host Site Supervisor turnover.	YES	1	0	
		One or more changes in Service Site Supervisors since last risk assessment.	YES	1	0	
<i>Responsiveness</i>	This criterion is designed to recognize when a Host or Service Site, based on the factors described below, has been unsuccessful in maintaining clear communication channels with FoodCorps. A "yes" response in either failing to meet deadlines or failure to participate in mandatory trainings or check-ins means that the program has demonstrated a pattern of this. A "pattern" is defined as a total of four or more	Failure to meet deadlines in reporting (including, but not limited to, Position Descriptions, Service Plans, progress reports, evaluation reporting, financial reports, and site visit and file review responses).	YES	1	0	
		Failure to participate in mandatory	YES	1	0	

	occurrences of non-responsiveness within the program year. A combined total of 4 or more missed deadlines and mandatory trainings or check-ins will result in a "yes" response in one of these 2 categories.	trainings and check-ins (including, but not limited to, FoodCorps Host Site Gathering and Monthly Host Site Conference Calls) as required by FoodCorps.				
	Disregarding instructions given by FoodCorps 1 or more times will result in a "yes" response in that category.	Disregarded instructions or guidance by FoodCorps and did not correct the oversight.	YES	2	0	
<i>New Subgrantee</i>	Previous experience as a FoodCorps Host or Service Site is a potentially useful indicator of lower vulnerability, as it may evidence some familiarity with program operation, oversight, and reporting practices. A new program is defined as less than 2 program years operating as a FoodCorps Host or Service Site.	Site has operated as a Host Site for less than 2 years.	YES	2	0	
		The majority of Service Sites the Host Site oversees have operated for less than 2 years as a FoodCorps Service Site.	YES	1	0	
<i>Multi-Site Program</i>	Vulnerability is associated with a high number of Service Sites to monitor.	Program sponsor places members at 6 or more placement sites.	YES	1	0	
SUBTOTAL				10	0	
PROGRAM MANAGEMENT						
<i>Host Site Progress</i>	FoodCorps' expectations of Host Site Progress Report submissions are: Sufficient details are included to	The progress report does not contain all required information	YES	1	0	

<i>Reporting</i>	enable the report to serve as a record of progress toward meeting the objectives of the program; all required fields are completed and are completed accurately; a Host Site and its' Service Sites are on track to meet the end target of the primary performance measure. Assessment of progress towards meeting the end target of the primary performance measure is based on the most recent submitted progress report. Progress reports are submitted at the middle and end of the service term.	Collectively, the Host Site achieves less than 75% success in meeting the end target of the primary performance measure as determined by the progress report.	YES	2	0	
<i>Site Visit Findings</i>	Findings reported by staff members during or after a site visit are the primary mechanism through which FoodCorps evaluates the success of the Host and Service Sites in managing the FoodCorps Program.	Staff member reports 3-5 "Non-Compliant" areas on the Host Site Monitoring Tool.	YES	1	0	
		Staff member reports 6-8 "Non-Compliant" areas on the Host Site Monitoring Tool.	YES	2	0	
		Staff member reports 8 or more "Non-Compliant" areas on the Host Site Monitoring Tool.	YES	3	0	

<i>Risk of Audit Findings</i>	Findings that lead to a "yes" determination under this criterion are those of such significance that the integrity of FoodCorps' CNCS-funded activities are at risk.	File research identifies one or more compliance findings that may result in member(s) ineligibility for the Education Award. Examples include: Timesheet errors, missing or unsigned timesheets, missing or incomplete performance evaluations, unallowable activities.	YES	2	0	
<i>Member Activities</i>	Per federal regulations	Member or staff interview raises concern of member(s) engaging in prohibited activities.	YES	2	0	
		Member or staff interview raises concern of member(s) duplicating staff duties.	YES	2	0	
		Member or staff interview raises concern of member(s) displacing staff.	YES	2	0	
		Member or staff interview raises concern of unallowable activities.	YES	2	0	
<i>Member Training</i>	Per Federal regulations and FoodCorps requirements	Members are maintaining a more than 20% ratio of training hours to direct service hours.	YES	1	0	
		Members have not received any on-going training or professional development support from the Host Site.	YES	1	0	
<i>Complaints from Stakeholders</i>	Complaints to FoodCorps staff, and/or federal or state officials are an indication of potential issues related to program management. Stakeholders may include the Host Site or any Service Site, Service Member, or program partner.	A corrective action was required as a result of a complaint/concern from a stakeholder.	YES	1	0	
<i>Retention</i>	CNCS requires 100% of allocated slots to be retained.	Program retention rate is less than 100%. Service Members have left or been terminated for reasons other than compelling personal circumstances.	YES	1	0	
SUBTOTAL				23	0	

RISK ASSESSMENT						
<i>Cash-Match</i>	Cash-match is the primary vehicle through which Host and/or Service Sites exhibit financial stability and buy-in to the FoodCorps program.	Less than 100% of the cash-matches were paid on time by Service Sites.	YES	1	0	
SUBTOTAL				1	0	
RISK ASSESSMENT TOTAL						
				34	0	