

Summer Food Service Program (SFSP)

Summer Food
Rocks!



Julie McCord Child & Adult Nutrition Services



Experienced Sponsors Administrative Training

Prior Successful Sponsors, new NSLP or CACFP Sponsors
March 13, 2014

Materials referenced



- 2014 SFSP Handbooks
Attachments with # back of Administrative Guidance for Sponsors
- South Dakota Renew SFSP Application
Attachments with letters are Part 8 of application
- USDA SFSP Policy Memos
- South Dakota DOE-Child & Adult Nutrition Services summer website



South Dakota SFSP

- Sponsors: 36
- Feeding sites: 77
- Summer of 2013: 418,012 meals served, 42,307 more meals than last year!
 - ▶ 69% were lunch
 - ▶ 26% were breakfast
 - ▶ 3% were snacks
 - ▶ 2% were supper/
evening meal





Experienced Sponsors

- Administrative Guidance Page 12-13
- Prior Successful SFSP Sponsors
- School Food Authorities SFAs currently in good standing in National School Lunch Program NSLP, School Breakfast Program SBP, or Child and Adult Care Food Program CACFP

Define Good Standing



- Already demonstrated financial and administrative capability necessary if reviewed in the previous 12 months and had no significant deficiencies.
- State Agencies has the discretion and is encouraged to deny the application, or at minimum require additional evidence of financial and administrative capabilities of SFAs and CACFP sponsors that had significant problems in NSLP, SBP or CACFP.



Background

- Provides free, nutritious meals to low-income children
- Children must be 18 years and under
- Operates when school is not in session.
- Federally funded program that is administered through State agencies - SD DOE-CANS



Main Players

States

- Sign agreements with sponsors
- Provide training and technical assistance to sites
- Monitor and distribute reimbursements

Sponsors

- Handle administration and training for sites
- Report to State

Sites

- Feed and supervise kids
- Provide activities



State Agencies

States

- Sign agreements with sponsors
- Provide training and technical assistance to sponsors
- Monitor and distribute reimbursements

Sponsors

Sites



SFSP Operations - State Agency also



- Prioritize Sponsor Selection
- Program Reviews - Done by Department of Public Safety on behalf of CANS
- Health Inspections - varies (DPS, I H S, or Sioux Falls)
- Approves off-site meal requests
- Approve extreme weather plan
- Disaster Response-K
- Excessive Heat Demo Project-J⁹





Sponsors

States

Sponsors

- Handle administration and training for sites
- Report to State

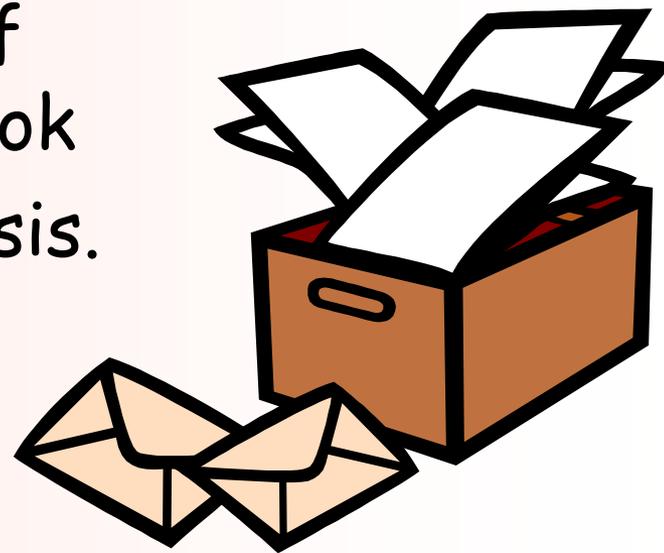
Sites

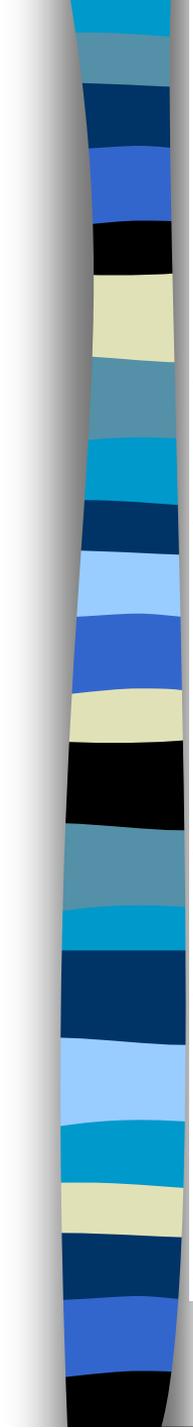




Record Keeping

- Use the checklist in application and in ADM of records-back of ADM book
- Operate in non-profit basis.
- Comply with IRS requirements. PNP must have 501c3
- Retain records for 3 years past the current year.





For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

_____ **All completed/new or updated Part 1 Combined Agreement was returned to CANS.**

_____ **All completed Renewal Part 2R – Sponsor information was returned to CANS.**

_____ **All completed Renewal Part 3R for **each site** was returned to CANS.**

_____ **New site-Part 3 SFSP New Site was completed and returned to CANS**

_____ **If changing Free Meal Policy Statement a signed copy of Part 4 SFSP New Sponsor and all related (Attachment E) forms was returned to CANS.**

_____ **All must do a Public Release on your letterhead (Attachment A1, A2, A3, or A4).**

_____ **All must complete a Health Inspection Letter written to appropriate agency on your letterhead. (Attachment B).**

_____ **Camps and enrolled sites only: Parent Letter and Eligibility Application on your letterhead. (Attachment E).**



_____ Camps and enrolled sites only: Notification of Eligibility on your letterhead (Attachment F).

_____ Optional – Request for Demonstration Project for Non-Congregate Feeding at Outdoor Site due to Excessive Heat (Attachment J)

_____ **All** must complete the Disaster Feeding plan (Attachment K)

_____ Optional – Request for Offer versus Serve (Attachment O)

_____ Register site with National Hunger Hotline - WhyHunger 1.866.348.6479 or <http://www.whyhunger.org/findfood>

Sponsors with Financial Changes

_____ Substitute W-9 / Taxpayer Identification Number (TIN) Verification.
Please fax this form to CANS at (605) 773-6139 and not the number on the form.

_____ Tax-exemption status with IRS is current.
The State Agency is required to review the latest IRS Automatic Revocation of Exemption List and will not approve applicant or find renewing sponsor seriously deficient and will terminate sponsor if not resolved within policy requirements.



Sites

States

Sponsors

Sites



- Feed and supervise kids
- Provide activities



Sites

Site Responsibilities:

- Attend training
- Order and receive meals
- Count and serve meals to eligible children
- Supervise children while they eat
- Prevent discrimination
- Keep accurate paperwork



Groups to Partner With



- Mayor's/Government office
- County extension/4H Clubs
- Boys and Girls Clubs/Y's
- Salvation Army
- Police and Fire Departments
- Rotary Clubs, and the like
- Libraries
- Sports groups/Swimming Pools/locally famous people
- Start planning checklist - Attachment 11





Participant Eligibility

- The child must be 18 or under to receive meals through the SFSP.
 - ▶ A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
 - ▶ The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals.

Maximize Participation



Sponsors should determine the meals offered to match community needs



- ▶ Encourage sites to operate from first day school is out until school resumes in fall.
- ▶ Flexibility at a site can lead to more participation. A location may offer breakfast when summer school is in session but, later discontinue breakfast and add afternoon snack through amendment to agreement. Attachment H Amendment form





Sponsoring Organizations

- Schools
- Private non-profit organizations
- Local governments
- Colleges or universities offering National Youth Sports Program
- Migrant centers
- Indian Tribal Organizations
- Community and faith-based organizations





Sponsor Responsibilities

- Demonstrate financial and administrative responsibility
- Conduct a nonprofit food service
 - ▶ Train and monitor sites
 - ▶ Arrange for meals
 - ▶ Oversee site operations
 - ▶ Complete paperwork
 - Conduct pre-operational visits, application, claims, etc.



Sponsors train:



Sites

Training:

- Serving meals properly
- Taking accurate meal counts
- Keeping food and children safe
- Keeping accurate paperwork



Increase number of sites

- We have sponsors that are contacted each year to add sites.
- Sites located within walking distance of housing leads to better participation.
- **All locations must have alternate weather plans** - for severe weather, extreme heat, etc. - please state how information on changes will be communicated in your community on Part 3 of application.



- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat Page 33 ADM and on application Attachment J (Policy Memo SP 16-2014, SFSP 14-2014 has revised Q & A)



Site Types



- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible*. Publish first come, first serve basis.
- **Restricted Open** - Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- **NOTE** Page 14-17 Admin Guidance



Site Types

- **Closed Enrolled site - Closed Enrolled site** - At least 50% of enrolled children must meet the income requirements. All children *enrolled* in an eligible program eat free if 50% of the children dining meet eligibility requirements or the site may be area eligible.
- **Camp site** - Only meals served to children with an approved household application on file can be counted free.

Summer School Sites

- Summer school sites may participate in the SFSP only as open sites
- Summer schools that serve only enrolled students may continue their participation in the NSLP and/or SBP



Site Eligibility



● Area Eligibility

- 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on *school or census data*



School Data



- Proposed feeding site must be located within school attendance area
- State agencies, at their discretion, are permitted to use data from any month in the school year to establish area eligibility. (Policy Memo SFSP 5-2014)
- Generally speaking, October data survey is used for site eligibility determination.





Census Data



- New Schedule for release of census data used for area eligibility determinations announced (Policy Memo November 8, 2013, SP 03-2014, CACFP 01-2014, and SFSP 03-2014)
- Next release is October 2014
- This year will use data set released February 2013

Site Eligibility



● Household Applications

- Each child's family is provided with an application and asked to submit.
- Can use information from the school.
- 50% of enrollment must be eligible for Free or Reduced-Price meals

● Automatic Eligibility

- ▶ Foster Children
- ▶ Homeless Children

● Public Housing Authority

● Disclosure Requirements Page 25



Two Exceptions

- **Camps** - Residential and non-residential camps collect household applications for F&RP meals. Only meals served to children eligible for free or reduced-priced are reimbursed.
- **Migrant Sites** - Obtain certification from a migrant organization that meals are served primarily to children of migrant workers.



ADMINISTERING THE PROGRAM

What does a sponsor need to be responsible for?

Training, Monitoring, Civil Rights, Program Payments, Record Keeping, and Review Procedures



Agreement/Application

- Permanent agreement must be renewed by state agency before claiming meals.
- Renewal Applications available at South Dakota CANS summer website:
<http://doe.sd.gov/cans/sfsp.aspx>

The screenshot shows the South Dakota Department of Education website. At the top left is the logo for the South Dakota Department of Education with the tagline "Learning. Leadership. Service." Below the logo is a red curved line. A navigation bar contains several menu items: Accreditation and Certification, Assessment and Technology, Curriculum and CTE, Finance, Grants and Data Management, Health, Nutrition After School, and Title Programs SPED, Head Start. The main content area is divided into three columns. The left column has a "Calendar of Events" section and a "QUICK LINKS" section with links to the 2013 Legislature, A-Z Index, About the Department Accountability/ AYP, Board of Education, Common Core, and Content Standards. The middle column features the "Summer Food Service Program" with a sub-link for "NUMBERED MEMOS | CONTACT" and a paragraph stating that the program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). The right column has a "DOCUMENTS" section with links to "Free Summer Feeding Sites" and "2013 Seamless Summer Option".

Renewal Agreements Cont.



Follow Cover letter instructions and checklist.

- Submit new application for new sites with renewal information by April 8
- Can be accessed electronically to fill out or complete on paper/mail in signature pages.
- Serious Deficiencies are grounds for disapproval of applications and for termination - impacts all Child Nutrition Programs

Example: Tax-exempt status revoked by IRS



Training: Administrative Personnel



- Teach others what needs to be done is detailed p 68 ADM
 - ▶ Regular duties
 - ▶ back-up
 - ▶ Attachment 15 Training requirements checklist
- Document personnel attending



Training Topics: Administrative Personnel



- Purpose
- Site Eligibility
- Application
- Media Release
- Record keeping / Claims
- Meal Requirements
- Procurement
- Production Records
- Organized site activity / Monitoring
- Nondiscrimination Compliance / Monitoring

Training of Site Personnel



- Sponsor must document that personnel have attended.
 - ▶ Mobile Feeding is new site type and all regulations still apply. (Policy Memo SFSP 02-2014)
 - ▶ No site may operate until personnel have attended training.
 - ▶ Each site must have at least one individual present at meal time that has attended training.
 - ▶ CANS offering Operational Trainings in April - sign up by April 8.
 - April 15 - Rapid City
 - April 24 - Pierre

Training of Site Personnel



Must keep accurate documentation
- inspectors will be checking for to
ensure reimbursable meals.

- ▶ Daily meal count worksheet for all meals served
- ▶ ONLY CHILDREN MEALS are reimbursable
- ▶ Fill production record with actual number served to children + adults
- ▶ Send to administration to complete an accurate claim

Meal Count Form



- Required to be attached to Part 2 Renewal form

****Attach a copy of the daily meal count sheets that are used.****

- Commonly used form:
Attachment 18 at back of the Administrative Guidance for Sponsors Handbook
Complete all blanks on form and must be signed by meal count attendant. Legal document - very important.

DAILY MEAL COUNT FORM

Site Name: _____ Meal Type (circle): B L SN SU

Address: _____ Telephone: _____

Supervisor's Name: _____ Delivery Time: _____ Date: _____

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120

121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140

141 142 143 144 145 146 147 148 149 150 **Total First Meals +** [2]

Second meals served to children:

1 2 3 4 5 6 7 8 9 10

Total Second Meals + [3]

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10

Total Program Adult Meals + [4]

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10

Total non-Program Adult Meals + [5]**TOTAL MEALS SERVED =** [6]**Total damaged/incomplete/other non-reimbursable meals +** [7]

Training Should include cont....



- Meal schedules and information
 - ▶ Serving times
 - ▶ Delivery schedules
 - ▶ Approved number for site meal service
 - ▶ Meal pattern requirements SFSP or NSLP
 - ▶ Offer versus Serve - optional
 - ▶ How to recognize a reimbursable meal on the chosen meal pattern

Training of site personnel



- Completion of Daily records
 - ▶ Menu adjustments
 - ▶ Meal counts on production records
- Record retention-3 years on-site
 - ▶ Keep all records on site or with sponsor
 - ▶ CN labels for Production Records
 - ▶ SFSP/NSLP commodities manifests
- Food Safety Rules pages 51-52
- Nutrition Guidance
 - ▶ Storage Log - p 130
 - ▶ Internal food temp Log - p 129
 - ▶ Food Safety Checklist - 85-88



Training of site personnel *documentation*

- Renewal Part 3 - Training of your site staff (Date on application)
- Have workers sign roster (Attachment G)
- Make a copy for your files
- Send G to CANS after training
- No claims paid until certification of training is submitted to CANS

Monitor



- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.
- SFSP Operational Training registration ends April 8

Monitoring

- Use Monitor Guidance Handbook or Admin Sponsor pages 74-76
- Pre-operational Visit (Required)
 - ▶ Conduct before a site operates the summer program.
- Site Visits - **SFSP 12-2011 Waives**
 - ▶ Sponsor visit sites during the first week of operation.
- Site Reviews (Required)
 - ▶ Sponsors must review sites during the first 4 weeks of program operation.



Pre-operational Visit



- REQUIRED VISIT-All sites must be visited BEFORE they begin operation for summer program.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- Documentation of this visit
 - ▶ Copy kept at site
 - ▶ Original sent to Sponsor

Renewal Part 3 - Waiver



Site Monitoring Requirements

Memorandum SFSP 12-2011 (April 5, 2011):

- Waives the requirement that sponsors must visit a summer site within the first week, if that site operated successfully the previous year
- Still requires sponsors to review every site within the first four weeks of operation





First Week Visit -
Waived for Successful
Prior Sponsors

- Visit all sites within the first week of operation
 - ▶ Ensure food service is operating smoothly
 - ▶ Make needed adjustments
 - ▶ Training needs, answer questions
 - ▶ Document

Monitor Site Review



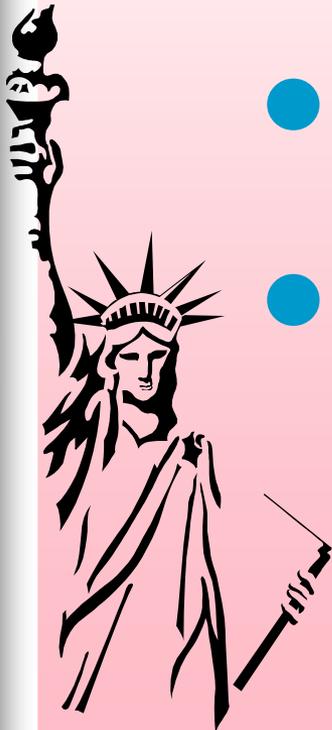
Review all sites within the first four weeks of operation.

- ▶ Thoroughly examine the meal service from start to finish
- ▶ Look at meal counts - reconcile discrepancies in meal counts and records with the site supervisor.
- ▶ Correct problems and provide additional training as necessary
- ▶ Monitor Guidance pages 6-20; pages 23-27 Documentation required!

Civil Rights



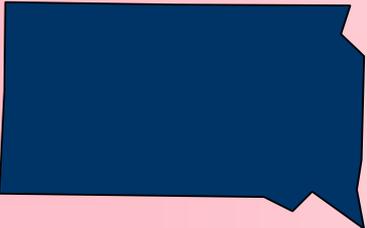
- Requirements listed Page 77-78 Administrative Guidance and Page 8 Monitor's Guide.
- Each participant must receive same treatment free from discrimination.
- Must serve each child the same meal regardless of reimbursement status.
- Annual staff training can be found at <http://doe.sd.gov/cans/index.aspx>



Required Civil Rights - Justice for All Poster



- Poster required at each feeding site.
- Download from:
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>



Beneficiary Data

- Sponsor must determine the number of potential eligible beneficiaries in by race/ethnic category-in application
- Sponsor must count the number of children at least once **during program operation** by visual determination
- Plan to do during at Monitor Site Review - documentation Monitor Guidance p 26 or Attachment 21 from ADM, completed form kept on site and a copy to sponsor.

Non-discrimination Statement



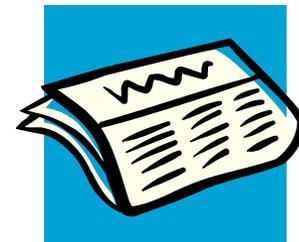
- *The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identify, or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*
- *If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 , by fax (202) 690-7442 or email at program.intake@usda.gov.*
- *Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800)845-6136 (Spanish).*
- *USDA is an equal opportunity provider and employer.*

Non-Discrimination Statement



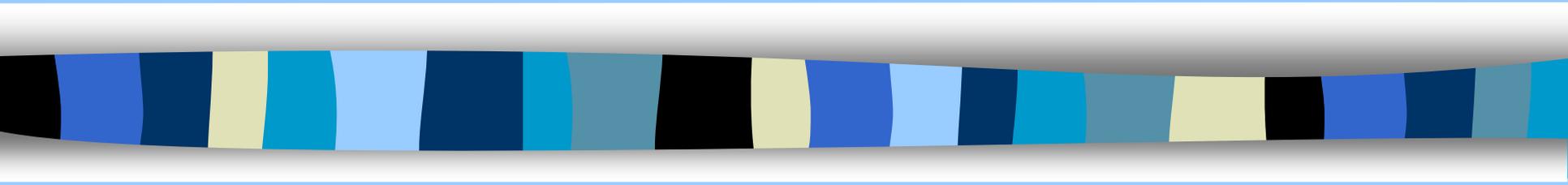
The following must include the
Non-Discrimination Statement

ADM handbook Attachment 10 page 3



- ▶ Press Release
- ▶ Poster giving hours meals are served
- ▶ Brochures advertising program
- ▶ Websites
- ▶ Short version: *This is an equal opportunity provider.*

Reimbursement and Costs



Program Payments



- Chapter 4 Administrative Guidance p 79-86
- Advances
- Program reimbursement
 - ▶ Meals x rates
- Allowable /unallowable costs
- Non-Reimbursable meals
- Payments must cover costs or have alternative funding source



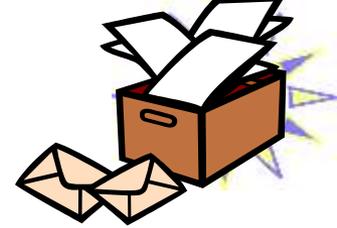
Reimbursement Rates



- Breakfast - \$2.0225
Rural or self-prep
- \$1.9850 all others
- Lunch/Supper - \$3.5450
Rural or self-prep
- \$3.4875 all others
- Snack/Supplement -
\$0.8400 Rural or self-
prep and \$0.8225 others



Record Keeping



- Meal Counts
- Costs
 - ▶ Operating
 - Food Costs On-site prep/Vended
 - Labor
 - Other
 - ▶ Administration
 - Tracking funds
 - Hiring/training
 - Site visits/reviews
- ADM p 87-94
- Use the checklist of records Attachment 22
- Allowable Cost FNS Instruction 796-4, Rev 4 on website
- Retain records for 3 years after fiscal year - or longer if unresolved audit



Estimate Reimbursement

- Renewal Part2, Page 3 of Application
- Estimate based on anticipated realistic ADP
- By meal type
 - ▶ Breakfast
 - ▶ Lunch/Supper
 - ▶ Snack/Supplement





Budget

Estimate Reimbursement

Step 1

Meals Served- Breakfast, Lunch

Determine estimated ADP

Planned ADP Level - 45 for breakfast

Planned ADP Level - 90 for lunch

Days Operating - 20

▶ ADP x DAYS

- Breakfast $45 \times 20 = 900$

- Lunch $90 \times 20 = 1800$



Budget Estimate Reimbursement Step 2

● MULTIPLY MEALS X RATE

- BREAKFAST	900 X \$2.0225 =	\$1,820.25
- LUNCH	1800 X \$3.5450 =	\$6,381.00
- TOTAL		\$8,201.25

Excess Funds Reporting



- New section in reimbursement estimate

Did you have excess funds, revenue received less expenditures at the end of the 2013 program? If yes, indicate the amount.

Yes No \$

Available Flexibilities for CACFP



At-risk Sponsor or Centers

- CACFP institutions in good standing (no serious deficiencies declared in its most recent review cycle) are not required to submit further evidence of financial and administrative capability when applying for SFSP.
- Allowed to follow application requirements of experienced SFSP sponsors. Must provide meal count form.
- Waiving financial questions on Part 2 Renewal application numbers 9 - 14 if CACFP is an at-risk only sponsor and not requesting an advance.
- SFSP Training is required, using SFSP claim and must have field trip off-site meals pre-approved.
- Allowed to waive only the first week visit.

Operating Budget - Renewal Part 2, Page 4



- Food
- Site labor - Renewal part 3, #24, page 10
- Non-food supplies
- Utilities
- Kitchen or truck rental (contract required)
- Equip rental (contract required)
- Other

Site Labor - Part 3, #24



Page 10 of Renewal Application

- Title
- Number of personnel
- Number of hours per day
- Wages per hour
- Number of days employed
- Total wages - hrs. x rate x # of days
(includes benefits)
- Specific duties - see list



Income



● Part 3 Renewal question 10 - Income

10. Payments and Fees

Mark if you collect payments from:

Adults – Explain your process, which meal(s) and price

● Must report income Part 2 Renewal #11

11. Show projected income from all sources other than USDA that will be used to help finance the SFSP. Indicate whether the money is specifically food service income or if it is other income.

INCOME SOURCE	INCOME AMOUNT	INCOME TYPE (FS or other)	DESCRIBE THE COSTS FOR WHICH THIS INCOME WILL BE USED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Administrative Budget Renewal Application Part 2-

Page 5



- Admin salaries
- Workshops
- Utilities
- Office supplies
- Audit fees
- Transportation
- Telephone
- Postage
- Legal fees
- Office building maintenance
- Other

Administrative Costs



- Admin labor
 - ▶ Preparing application
 - ▶ Establishing eligibility of non camp sites
 - ▶ For camps, determining number of children eligible
 - ▶ Attending training
 - ▶ Hiring and training personnel



Admin Costs (Cont.)

- Admin labor (cont.)
 - ▶ Visiting sites
 - ▶ Contracting w/food service management co/procurement
 - ▶ Preparing claims for reimbursement
 - ▶ Other activities -
 - Planning, organization, management



Admin costs (cont.)

- Other allowable admin costs
 - ▶ Rental costs
 - Office, office equip., Vehicles
 - ▶ Vehicle allowance
 - ▶ Office supplies
 - ▶ Communications
 - ▶ Insurance
 - ▶ Audits
 - ▶ Travel

Administrative Labor



- Title
- Number of personnel
- Number of hours per week
- Wages per hour
- Number of weeks employed
- Total wages - hrs. x rate x # of weeks (includes benefits)
- Specific duties - see list



Startup Payments /Advances



- Start up payments - Phyllis 773-3456
- Advance request
- Request on agreement Part 2 Renewal
- Application/agreement must be approved by CANS before start-ups or advances will be paid
- If using an interest bearing account for advances, you may retain interest according to Allowable Costs for SFSP FNS Instruction 796-4 Rev. 4



Startup Payment

- Up to 20% of approved administrative budget.
- Written justification **REQUIRED** - attach to application.
- State can't provide any earlier than 2 months before scheduled food operations begin.
- Deducted from first admin cost advance or reimbursable claim payment.

Operating/Admin Expenses Advance



- Requested 30 days prior to date of payment of June 1 and July 15
- Must operate at least 10 days during month
- Advances deducted from next claim
- Amounts determined by state
- Formula in regulation or visit with Phyllis 773-3456



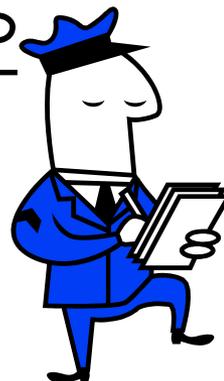
Records - Operating Costs

- Records to support the cost of food used should include:
 - ▶ Itemized receiving reports from supplier/including donated foods
 - ▶ Food inventories/manifests
 - ▶ Records of returns, discounts or other credits
 - ▶ Canceled checks or receipt of payment.



Unallowable Costs

- Meals to any adults
- Bad debts
- Over claims
- Contributions
- Fines
- Capital expenditures
 - ▶ Land
 - ▶ Buildings
 - ▶ Equipment
- Entertainment
- Food not used for SFSP meal pattern or not-creditable
- Cost of damaged or spoiled meals
- Fund raising
- Interest
- Under recovery from other grants
- Rents beyond program period
- Cost for excess meals
- Costs in violation of applicable laws



Food Expenses not Allowed



- Not creditable or not part of a meal pattern:
 - ▶ Jell-O/Pudding
 - ▶ 2% chocolate milk
 - ▶ Ice cream/popsicles
 - ▶ Coffee
 - ▶ Soda pop
- Require corrective action if funds were used for unallowable costs
 - ▶ State requires sponsor to replenish funds
 - ▶ USDA funds may not be used to restore funds, but must come from another source.

Food Expenses not Allowed



- Cost of Excess Meals not allowed
 - ▶ Off-site meals not approved in advance
 - ▶ Seconds meals served in excess of the 2 percent tolerance.
- Vended meals beyond approved meal cap
 - ▶ Delivery slip requirements p 90 as documentation
- Meals not delivered in designated time from vendor
- Meals not served in meal service period on agreement

Food Service Management Companies



- Administrative Guidance on Food Service Management Companies is covered in Pages 100-120
Procurement - Page 103-117
- Q & A on FSCM pages 118-120
- Sandra Kangas handles all FSMC contracts



SFSP Claim Form



- Use form provided by State Agency on website

<http://doe.sd.gov/cans/sfsp.aspx>

- Under DOCUMENTS

SFSP Reimbursement
Claim

SFSP Claim All Others

- SFSP Reimbursement rural/self-prep
- For assistance call Laurie 773-3349



SFSP Claim Form

- One form per month
- Report number of meals
- Keep cost information on site
- Keep meal count sheets (same as approved in application) for record keeping verification.





Claim For Reimbursement

- Combine claims if operating 10 days or less
- Claims due by 10th of the next month
 - ▶ May meals served are due June 10 unless less than 10 days then combine with June
 - ▶ June meals are due on claim submitted July 10
 - ▶ July is due Aug 10
- If you miss the 10th deadline, the final deadline is 60 days from the end of the month of operation.
- Adjustments have a 90-day deadline



Meals can be claimed...

- For all first reimbursable meals served to children
- For second meals up to 2% of the month's total
 - ▶ Plan and prepare for one meal per child daily
 - ▶ Keep track of second meals daily
 - ▶ Count up first meals at month's end
 - ▶ Multiply by 2%
 - ▶ Up to that number of second meals can be claimed. Do not claim meals that were not served!
 - ▶ Tracking of seconds will be monitored, encourage planning for 1 meal per student

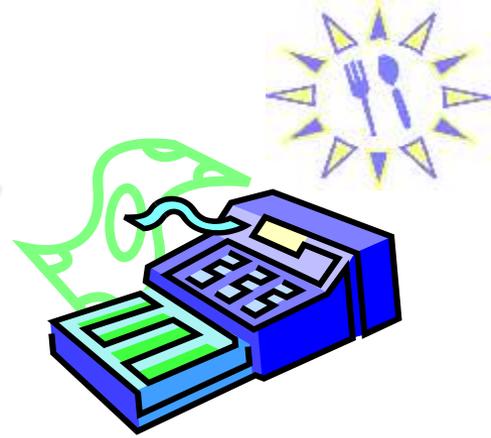
Maintain Accurate Records



For Meal Service

- A complete count of all first and second meals served at each site
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared). Adult meals offered is optional.
- Part 2 Meal Count form included with application required tracking of all these meal types - suggest Attachment 18

Scope of Review



Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

That is, only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service.

Finance & Management Contacts



● GRANTS MANAGEMENT

- ▶ Phyllis Tomkiewicz- budgets, agreements

Phyllis.Tomkiewicz@state.sd.us

- ▶ Laurie Schumacher - claims

Laurie.Schumacher@state.sd.us

● PHONE/FAX

- ▶ Office (Shar) 773-3413

- ▶ Fax (Finance) 773-6139

- ▶ Phyllis T. 773-3456

- ▶ Laurie S. 773-3349

After Renewal is Approved

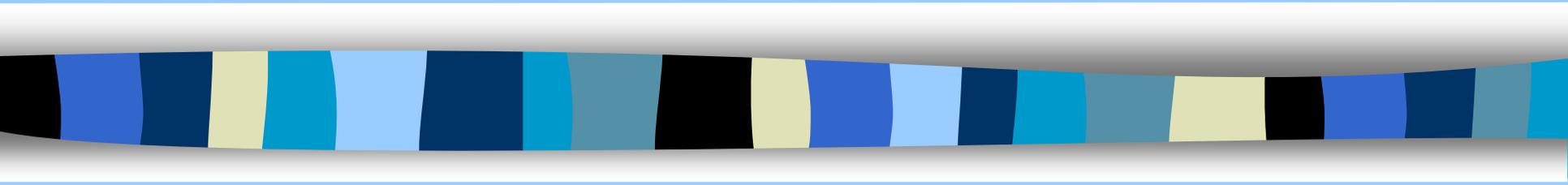


CHANGES – approved by CANS

- Meal service changes can be amended
 - Submit in writing
 - New public release will be required
 - Must be approved by Julie McCord
- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.



Meal Service Requirements



Meal Service Requirements



- Use Nutrition Guidance Handbook
- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meals before any child receives a second meal. ***PLAN Only for First meals.*** (Policy Memo SFSP 08-2014)
- State is monitoring sponsors with leftovers to be sure adjusting meal plans to minimize food waste.
- Off-site meal requests Attachment I due - two weeks prior event

Meal Service Requirements



- Serve meals at the times submitted on the site information sheet of application Part 3
- No off-site meal consumption unless:
 - ▶ Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
 - ▶ The meals service must be approved for the place the children will be that day.
 - ▶ Notify CANS if a change occurs - changes do happen due to weather.

Traveling Apple/Grain Component

NEW

- Maintain the meal service to ensure no off-site consumption unless it is:
 - ▶ Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table or taken from own meal for later consumption.
 - ▶ Allowed only if the sponsor has adequate staffing to properly administer and monitor.
 - ▶ Policy Memo SFSP 08-2014, SP 08-2014
 - ▶ See CANS Nutrition Bulletin August 2013- article "Reusing food in school lunch program"
http://doe.sd.gov/cans/nbulletin/2013/Aug/index.asp#art_21

Delivery of Meals



- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Admin Sponsor page 50
- Food Safety rules 51-52



Mobile Feeding Model



- Sponsor delivers meals to an area using a route with a series of stops at approved sites in a community.
- Site/stop requirements on meal dates, meal times, site supervisor, meal consumption on-site monitoring same as other sites.
- Policy Memo SFSP 2-2014 provides more information

Non-reimbursable meals



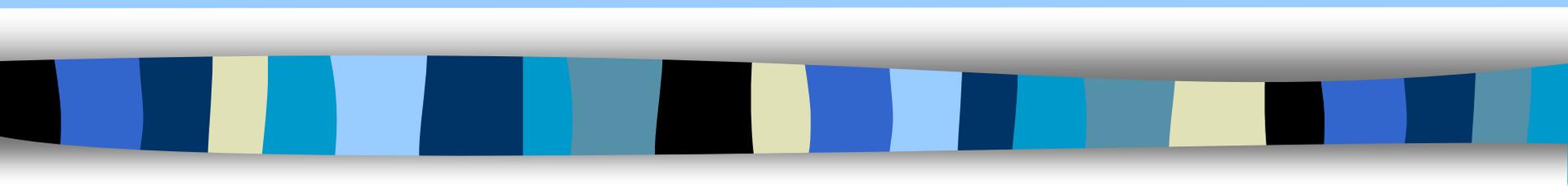
- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed.
- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.



Non-reimbursable Meals Cont.

- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service.
- Meals served to anyone other than children.

Meal Component Requirements

A decorative horizontal band with a white, torn-paper-like border at the top and bottom. The central band contains a series of vertical stripes in various colors including black, blue, teal, yellow, and light blue.



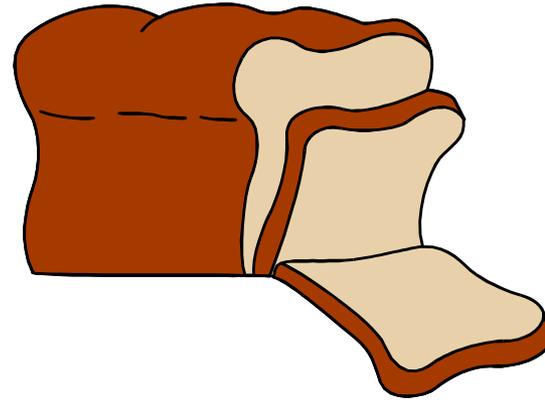
MILK



Must be pasteurized fluid milk.
Only fat-free or low-fat milk to
children ages 2 or above.

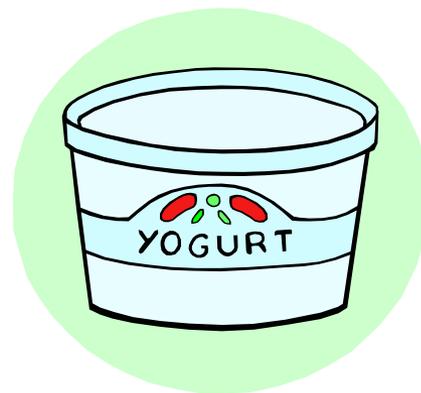
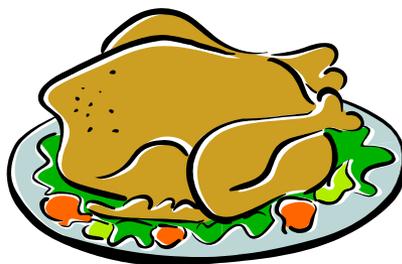
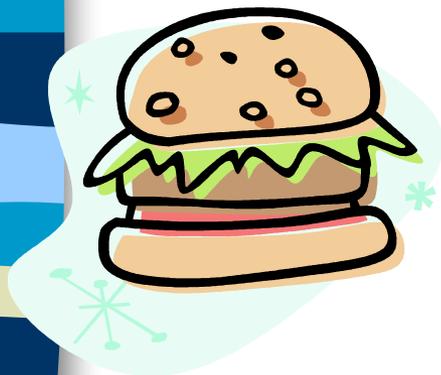
BREADS AND GRAINS

emphasis Whole-grains





MEATS AND ALTERNATES



SFSP FRUITS & VEGETABLES



NSLP - these are 2 unique groups





Monthly Menu's

Each day's menu
should show
components of
meal pattern you
are using



Sample MENU



THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE

SUMMER LUNCH MENU - 2013

TENTATIVE

Monday May 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
No Meals Memorial Day	Double Stuff Pizza Fresh Broccoli Fresh Apples Milk	Chicken Strips French Fries Oranges Slice of Bread/ jelly pc Milk	Hamburger on a Bun Tator Tots Fresh Apples Milk	BBQ Rib Patty on a Bun Green Beans & Carrots Oranges Milk
Monday June 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Turkey Sandwich on a Bun Carrots/Celery Sticks Strawberries Whole Wheat Sugar Cookie Milk	Super Nachos Lettuce/Tomato/Shredded Cheese Canned Fruit Milk	Popcorn Chicken French Fries Fresh Fruit Slice of Bread/jelly pc Milk	Grilled Cheese Fresh Veggie Sticks Canned Fruit Milk
Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
Turkey Sandwich on a Bun Carrots/Celery Sticks Fresh Fruit Whole Wheat Sugar Cookie Milk	Double Stuff Pizza Corn Fresh Fruit Milk	Chicken Strips French Fries Fresh Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun Tator Tots Canned Fruit Milk	Raviofi Peas & Corn Fruit Milk Breadsticks (2)
Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21
Turkey Sandwich on a Bun Juice Box Apple/Orange Scooby Snak Milk	French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Super Nachos/Central,VV,SP,KN Lettuce/Tomato/Shredded Cheese Canned Fruit Milk Soft Shell Taco/Beardle	Popcorn Chicken French Fries 10 oz. OJ Slice of Bread/jelly pc Milk	Grilled Cheese/SP,VV Fresh Veggie Sticks/Green bean Canned Fruit Milk Turkey Sloppy Joe on a Bun/KN,B
Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28
Dbf.Stuff Pizza Celery Meatball Sub (H.S.) Use P&B sub dough Fruit Milk	Chicken Patty on a Bun Baked Beans Glazed Carrots Fruit Milk	Teriyaki Chicken and Rice Cheesy California Blend Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun French Fries Green Beans Fruit Milk	Popcorn Chicken Tater tots Fruit Muffin Milk

We are an equal opportunity employer.

Basic Food Components

Breakfast



● SFSP Meal Pattern

- ▶ Milk,
- ▶ Vegetable or fruit,
- ▶ Bread and/or bread alternate
- ▶ (Meat or meat alternate is optional)



- ### ● OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.
- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate.

NEW

Attachment O

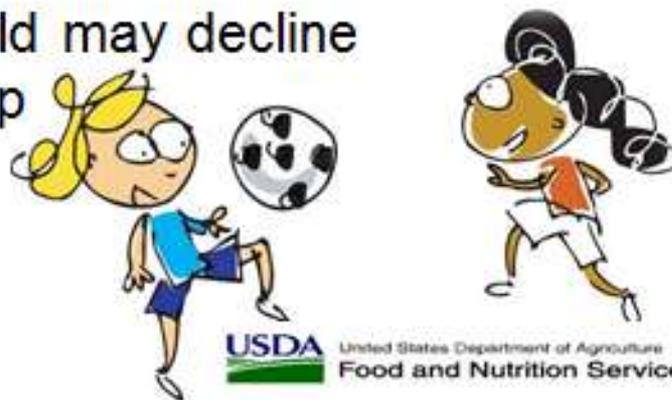


- Please complete Attachment O if using SFSP meal pattern and apply to do Offer versus Serve

Offer Versus Serve

Memorandum SFSP 11-2011 (April 5, 2011):

- Expands the use of offer versus serve (OVS) to all sponsors
- Schools may use OVS method used for school meals
- For other sponsors, a child may decline 1 item at breakfast and up to 2 at lunch or supper
- OVS is not available for snacks



Basic Food Components

Breakfast



- SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP
- Use approved production record for meal pattern.



Basic Food Components

Lunch/Supper



- SFSP Meal Pattern -
 - ▶ Fluid Milk (1% or Skim white and only flavored skim or fat free milk)
 - ▶ 2 - Vegetable(s) and/or fruit(s),
 - ▶ Bread and bread alternates,
 - ▶ Meat and meat alternates
- Use approved production record

OVS for SFSP Lunch/Supper



- Offer Versus Served available (if desire OVS complete Attachment O in application)
- Five food items must be offered:
 - ▶ One serving of meat/meat alternate
 - ▶ Two different servings of fruit/vegetables
 - ▶ One serving of bread/bread alternate
 - ▶ One serving of fluid milk
- Child must take 3 or more of the 5 items offered

Basic Food Components

Lunch/Supper



- If school - you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the application Part 3 site information.
- Remember the students must take $\frac{1}{2}$ c fruit or vegetable when following NSLP OvS



Basic Food Components

● Snack -

Serve 2 food items from any of 4 components:

- ▶ Vegetable/Fruit
- ▶ Milk
- ▶ Bread or grains
- ▶ Meat/meat alternate



Inventory Records

- SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please keep manifest for records.
- Nutrition Guide Page 124 - 125
- Inventory - Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.



Reimbursable Meals

- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.





Production Records (1 of 2)

- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate records can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.





Production Records (2 of 2)

- Production records are used to:
 - ▶ document that meals meet pattern, include CN labels, recipes, etc.
 - ▶ document that adequate food quantities are used
 - ▶ justify food purchases
 - ▶ back up numbers of meals claimed for reimbursement



State & Federal Reviews(Audits) /Inspections



- State Agency - Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections - City of Sioux Falls, DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- ADM Guidance p 95-99
 - ▶ Review Procedures
 - ▶ Violations
 - ▶ Corrective Action

State & Federal Reviews(Audits) /Inspections



- No expense documentation leads to being declared Seriously Deficient
- Application outlines violations and South Dakota has same seriously deficient checklist as federal
- Sponsor receives more reimbursement that it spends - state requires corrective action of
 - ▶ Improve food quality
 - ▶ Enhance monitoring and oversight



Visibility is Key



- South Dakota has banners for each site.
- Contact Julie or Shar to order a vinyl banner.

SFSP Resources



How To Apply

- > Application for Sponsors
- > Income Eligibility
- > Reimbursement Rates
- > Contact State Agency
- > State Agency Deadlines
- > How to Become a Site

Browse by Subject

- > Federal Register Notices
- > Legislation
- > Policy
- > Press Releases
- > Regulations
- > Resources for Sponsors
- > Resources for States
- > Seamless Summer Option
- > CN Labeling
- > Food Safety
- > School Meals
- > Grants
- > Disaster Assistance
- > eUpdates

Other Resources

- > 2014 Webinars
- > Frequently Asked Questions
- > Raising Awareness
- > SFSP Innovative Strategies
- > SFSP Meal Patterns
- > Summer Handbooks
- > Training Videos

Summer Food Service Program (SFSP)

Print



Find Summer Sites Serving Meals

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE to find summer meals near you.
Or visit www.whyhunger.org/findfood to locate sites using an online map.



1 of 2

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children 18 years old and under at approved SFSP sites in areas with significant concentrations of low-income children.

How to Get Involved



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.



Summer Meals Toolkit

The Summer Meals Toolkit is designed for individuals and organizations interested in serving as Summer Meal champions in their communities at any level of program administration. The toolkit is web-based, and includes seven 'mini-toolkits' targeting specific audiences and topics.

Outreach

- Sponsors are encouraged to make use of resources ADM p 36
- SFSP Toolkit Online link
<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>
- School Outreach requirements
Expanding Awareness and Access to the Summer Food Service Program
(Policy Memo SFSP 7-2014 released November 12, 2013)



Branding and Promotion



- School Districts advertise Child Nutrition Programs in each community.
- Sponsor can advertise these ways:
 - ▶ Local TV stations
 - ▶ PSA on radio stations
 - ▶ Public transportation - on sides of vehicles
 - ▶ Text messages
 - ▶ Grocery stores/post office public bulletin boards
 - ▶ Social Service agencies (WIC, SNAP, TANF)
 - ▶ Food pantries and soup kitchens



Raise Awareness in Your Community

Learn how you can spread the word about free summer meals in your community. Our resources include customizable fliers and handouts, an innovative strategies library, training videos, and radio PSAs. You don't need to be a site or sponsor to use these resources; anybody can help raise awareness of summer meals!



Promote by including:

- Ministerial associations and local church summer programs
- Community recreation organizations
- Multi-language flyers and door hangers
- Banners identifying feeding sites
- Local Youth organizations: Boys & Girls Clubs, Y's, 4H, etc.
- Community leaders (Tribal, County, City, Civic, etc.)
- Websites for community, city, states, etc.
- Various Nutrition organizations
 - ▶ Elderly nutrition, CSFP, TEFAP, or FDPIR

Nutrition Resource



USDA United States Department of Agriculture
Food and Nutrition Service

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How To Apply

- > [Join the Team](#)

Browse By Subject

- > [HealthierUS Schools](#)
- > [Local Wellness Policy](#)
- > [Training Grants](#)
- > [Resource Library](#)
- > [Graphics Library](#)
- > [MyPlate](#)

Other Useful Links

- > [Resource Order Form](#)
- > [Healthy Meals Resource System](#)
- > [Healthy Access Locator](#)
- > [Best Practices Sharing Center](#)
- > [School Day Just Got Healthier](#)

Team Nutrition

[Print](#)



Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Midwest Dairy Council



Students

Community

Educators

ShareThis New

Welcome

Midwest Dairy Council

Start the Day Ready to Learn – It Starts with School Breakfast

March 4th, 2014



Breakfast is the most important meal of the day because it helps keep kids full and focused throughout the school day. But for many students, eating before they get to school is not an option. That's why **Fuel Up to Play 60** is partnering with **Share our Strength** and **Dean's Foods** to make sure all students have the chance to fuel up before class.

The "It Starts with School Breakfast" campaign aims to empower students and families to lead change in their schools and communities and increase school breakfast awareness and participation.

And what better time to highlight school breakfast than in March – National Nutrition Month. Fuel Up to Play 60 enrolled schools are encouraged to host events focusing

on school breakfast, then upload information about the events to the Fuel Up to Play 60 dashboard for a chance to win great NFL prizes! Your school could even win the grand prize – a visit from an NFL player! Just enter by March 31! (For official rules, click [here](#).)

Jumpstart
Fuel Up to
Play 60!

LET'S GO! ▶



- Fuel Up to Play 60 summer materials available at <http://midwestdairy.fueluptoplay60.com/> and from Whitney Jerman, 605 224-9788

Participation Incentives



- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Kick-off event
- Getting local support to sponsor prizes
 - ▶ Distribute calendar of events for site to help maintain attendance.
 - ▶ Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)

South Dakota SFSP Lists Sites



Accreditation
and Certification

Assessment
and Accountability

Curriculum
and CTE

Finance, Grants
Data Management

Health, Nutrition
After School

Title Programs
SPED, Head Start

Calendar of Events

QUICK LINKS

[2014 Legislature](#)
[A-Z Index](#)
[About the Department](#)
[Board of Education](#)
[Common Core](#)
[Indian Education](#)
[Report Card](#)
[School Directory](#)
[Statistical Digest](#)
[Stimulus](#)

PRESS ROOM

[News Releases](#)
[Publications](#)

CONTACT INFORMATION

[Contact Us](#)

Summer Food Service Program

[NUMBERED MEMOS](#) | [CONTACT](#)

Summer Food Service Program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). In South Dakota the Department of Education administers the program for local sponsors throughout the state.

The Summer Food Service Program provides meals to children in low-income areas when school is not in session. Throughout South Dakota, sponsors such as schools, private non-profit organization, and government entities participate in providing meals during school vacations.



[Click here for SFSP Sponsors Overview](#)

DOCUMENTS

[Free Summer Feeding Sites](#)

[2014 Seamless Summer Option](#)

[Seamless Monitoring Form](#)

Help families find us



- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at www.summerfood.usda.gov



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

Resources



- USDA Food and Nutrition Service Summer Food Service Program 2014 Handbooks

<http://www.fns.usda.gov/cnd/summer/library/handbooks.html>

- South Dakota Department of Education - Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294

<http://doe.sd.gov/cans/sfsp.aspx>

- US Department of Agriculture Summer Food Service Program

<http://www.fns.usda.gov/sfsp>

- US 2010 Census- South Dakota

<http://quickfacts.census.gov/qfd/states/46000.html>

QUESTIONS?



- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.



Thank you for your participation!

Contact your SFSP State Agency!



Certificate of Training for the Summer Food Service Program



I certify that I have taken the on-line Summer Food Service Program training provided by the South Dakota Department of Education. I have a full understanding of the training topics covered and will implement all Summer Food Service Program regulations.

Organization: _____ Date: _____

Name: _____ Title: _____

Signature: _____

Please E-mail, fax or mail this form back to Julie McCord. This form is due prior your application approval for Summer Food Service Program.

julie.mccord@state.sd.us

Fax: (605) 733-6846

Attn: Julie McCord

South Dakota Department of Education

Child & Adult Nutrition Services

800 Governors Drive

Pierre, SD 57501

