Welcome to the Summer Food Service Program (SFSP) Training

CACFP/SFSP Division
601-576-5000
State Board of Education  STRATEGIC PLAN GOALS

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas

2. **EVERY** Student Graduates from High School and is Ready for College and Career

3. **EVERY** Child Has Access to a High-Quality Early Childhood Program

4. **EVERY** School Has Effective Teachers and Leaders

5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6. **EVERY** School and District is Rated “C” or Higher
VISION
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community
Introduction
Summer Food Service Program

2022 SFSP Training
Purpose of the Summer Food Service Program

• 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.

• SFSP Meals which meet the *Federal Meal Pattern Requirements* are provided to children at approved SFSP sites in areas with significant concentrations of low-income children.

• Meals are served at *No Cost* to participants.
Introduction

The U.S. Department of Agriculture’s USDA School Food Service Program (SFSP) relies on innovative and collaborative efforts to reach children in need. USDA encourages collaborations with valued partners at the National, State, and local level to take advantage of the funding to offer meals to children at risk of hunger. The eligibility of children is determined at each school in a district. This means that every School Nutrition Program is responsible to identify all students who are eligible to participate in the program. The SFSP operates primarily in the summer months from late May through early September.

During the summer of 2019, Mississippi served 2.2 million meals at 1,079 sites operated by 208 different sponsors.

Guide Contents

The one-page handouts listed below contain important information for sponsors, staff, and students when planning to operate the SFSP for summer. When more detailed information is needed on a program requirement, refer to the SFSP Compliance Field Manual for Complainants.

1. Introduction
2. Sponsor & Site Eligibility
3. Documenting Participant Eligibility
4. Application Process
5. Meal Service Requirements
6. Production Planning
7. Accident Meal Service
8. Procurement
9. Training
10. Monitoring
11. Financial Management
12. Civil Rights
13. Program Reimbursement

Additional Resources for Your Operation

USDA and SFSP provide numerous resources for sponsors to reference in the operation of a successful program.

The SFSP website is an excellent starting point for the SFSP-based program resources.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and other institutions participating in or administering USDA programs are prohibited from discriminating against any person on the basis of race, color, national origin, disability, age, or gender in its programs and activities. For further information about the U.S. Department of Agriculture’s civil rights program, contact USDA’s Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (202) 720-5964; (866) 632-9992 (between 8 a.m. and 8 p.m. eastern time weekdays); or email info@usda.gov.

This instruction is applicable nationwide. Updated January 2023.
SFSP Needs in Your Area

Per County, June 2019 Lunch Average Daily Participation (ADP) for the Summer Food Service Program (SFSP) and the number of children enrolled in school who are approved to receive free lunch

Note: Counties with Blank SFSP data had no data being served lunch for the month of June

Source: SFSP June 2019 Non-Lunch Claims, 2019 October 2019

FoodServiceLunchReport
Recordkeeping Requirements

- Number of Program Meals
- Allowability of all SFSP Costs
- Confirmation of Good Standing with all Program requirements
SFSP Records Packet

- Income Projections
- Cost Worksheet
- Production Book Request Form
- Delivery Receipt (NCR copies available)
- Donation Form
- Production Worksheet
- Records Checklist
- Sponsor/Site Agreement
- Household Application

- Media Release
- Meal Count Forms
- Procurement Plan
- Training Checklist for Administrative Staff
- Training Checklist for Monitors
- Training Checklist for Site Staff
- Pre-Operational Visit Form
- First Week Visit Form
- Site Review Form
- Racial and Ethnic Data Form
Provides an overview of statutory waiver authority, the waiver request and review process, and data reporting requirements
Waiver Request: Areas

- First Week Site Visits
- Offer versus Serve
- Meal Service Time Restrictions
- Area Eligibility for Closed Enrolled Sites
USDA’s Waiver Request Template

**Attachment A**

7. Description of any steps the State has taken to address regulatory barriers at the State level. (Section 12(0)(2)(A)(ii) of the NSLA)

8. Anticipated challenges State or eligible service providers may face with the waiver implementation:

9. Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. (Section 12(0)(2)(A)(iii) of the NSLA)

10. Anticipated waiver implementation date and time period:

11. Proposed monitoring and review procedures:

12. Proposed reporting requirements (include type of data and due date(s) to FNS):

13. Link to or a copy of the public notice informing the public about the proposed waiver (Section 12(0)(2)(A)(iii) of the NSLA):

14. Signature and title of requesting official:

Date request was received at Regional Office:

- Check this box to confirm that the State agency has provided public notice in accordance with Section 12(0)(2)(A)(iii) of the NSLA
- Regional Office Analysis and Recommendations:

SP 15-2018, CACFP 12-2018, SFSP 05-2018
SFSP One-Pagers

- Introduction
- Sponsor & Site Eligibility
- Documenting Participant Eligibility
- Application Process
- Meal Pattern Requirements
- Meal Service Requirements
- Production Planning
- Accurate Meal Counting

- Procurement
- Training
- Monitoring
- Financial Management
- Civil Rights
- Program Reimbursement
Sponsor & Site Eligibility
In The Summer Food Service Program

2022 SFSP Training
**Sponsor and Site Eligibility**

**Sponsor & Site Eligibility IN THE SUMMER FOOD SERVICE PROGRAM**

Sponsors can delegate responsibilities that ensure total responsibility for the administration of the SFSP. Sites are the locations where meals are served to children in a supervised setting. For sites to be established, sites must meet some criteria to be approved; sites can serve specific groups of two-income children.

**Who can sponsor the SFSP?**
- Public or private non-profit school food authorities
- Public or private non-profit residential summer camps
- Local public or private governmental organization or entity
- Any other type of nonprofit organization or entity

**Sponsor Responsibilities**
- At a minimum, sponsors will:
  - Attend the State Agency training
  - Locate and select eligible sites
  - Hire, train, and supervise staff/volunteers
  - Contract with food service company to prepare meals
  - Monitor all sites for compliance
  - Prepare claims for reimbursement
  - Maintain records for 3 years, plus the current year

**Specific Eligibility Requirements for Sponsors**
- To be considered eligible, sponsors must:
  - Demonstrate Financial and Administrative Capability: All sponsors must submit a budget with the SFSP application annually and accept full financial and administrative responsibility for all sites.
  - Not beSeriouslyDebted: Applicants must not be voluntarily or involuntarily declared insolvent or bankrupt from the SFSP or any other federal program.
  - Be a Non-Profit Food Service: The State Agency must ensure that the sponsor has taken concerted action to permanently correct the condition that led to its previous termination.

**Types of Sites & Eligibility**

**Open Sites**
- Meals are made available to all children in the area on a first-come, first-served basis. Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for food assistance programs.

**Restricted Open Sites**
- Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large.

**Closed Enrolled Sites**
- Meals are made available only to the enrolled group of children attending the site, as opposed to the community at large.

**Camp Sites**
- Camp sites can be residential or day camp. Camp sites are organized for children and are not open to the community at large. Camp sites can be open to all children.

**Migrant Sites**
- Camp sites can be residential or day camp. Camp sites are organized for children and are not open to the community at large.

**Eligibility**
- Sponsors must submit an application for each camp site. The application must be completed and returned to the State Agency.

**Participating Eligibility for School & Summer Camp Sites**
- Camp sites may be operated by an approved sponsor and may serve meals to children who are eligible for free or reduced-price meals under the National School Lunch Program (NSLP).

**Delineating Eligibility Using School and Census Data**
- Sponsors may use census data, school data, or a combination of school and census data to determine eligibility for summer camps and sites. School data may be used for children in grades K-12. Census data may be used for children under the age of 18 or grades K-12.

**This information is an equal opportunity provider. Updated January 2020.**
Sponsor and Site Eligibility

• Sponsors are eligible organizations that assume total responsibility for the administration of the SFSP.

• Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible, they must serve children in low-income areas or serve specific groups of low-income children.
Who can Sponsor the SFSP?

• Public or private non-profit school food authorities
• Public or private non-profit colleges or universities
• Public or private non-profit residential summer camps
• Units of local, county, municipal, state or federal government
• Any other type of private non-profit organization
Sponsor’s Responsibilities

At a minimum, Sponsors will:

- Attend the State Agency training
- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers
- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation
- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year
Non-Contractible Management Responsibilities

Sponsors may **NOT** contract management responsibilities of the Program:

- Meal Ordering
- Meal Count information
- Submitting claims
- Training and Monitoring administrative and site staff

Sponsors **must** maintain responsibility!
Specific Eligibility Requirements for Sponsors

To be deemed eligible to participate, Sponsors must:

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve Low-Income children
- Conduct a non-profit food service
- Provide year-round service
- Exercise management control over sites
- Conduct pre-operational visits
- Sign written agreements
Types of Sites & Eligibility

• Sponsors may operate the SFSP at **one or more sites**. The site and meal services have been approved by OCN prior to the start of the site operating.

• Sponsors may have different **site types** that serve different meals.

• When more than one sponsor operates in a community, the Sponsors should work together to ensure needs are met without duplicating services.
Open Sites

• Meals are made available to all children in the area on a first-come, first-serve basis.

• Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced-price meals.
• There is a need to restrict or limit meal participation for reasons of space, security, safety, or control determined after the site opens.

• Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons.
Closed Enrolled Sites

• Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large.

• Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.
Camp Sites

- **Camps** can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.

- Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that **at least 50% of the children are eligible**.
Migrant Sites

Migrant sites can operate like open or restricted open sites and are reimbursed for meals served to all attending children.
Questions?
Documenting Participant Eligibility
In The Summer Food Service Program

2022 SFSP Training
Documenting Participant Eligibility

FOR CAMP AND ENROLLED SITES
IN THE SUMMER FOOD SERVICE PROGRAM

Documenting Participant Eligibility
FOR CAMPS AND ENROLLED SITES
IN THE SUMMER FOOD SERVICE PROGRAM

Household Applications
The household application is used to determine the income eligibility of enrolled children for all programs and activities at the camp. It is to be completed by the parent/caregiver before the child is selected to participate. The form is available at the camp or at the nearest local education agency.

Closed Enrolled Sites
Closed enrolled sites can only enroll children who meet the income eligibility criteria. These sites serve up to 2 meals or 2 snacks per day. Household applications are required to document eligibility. Sponsor should maintain a current and accurate list of all enrolled children on file at each camp session.

Automatic Eligibility
Certain categories of children are automatically eligible for free meals and are not required to complete the application. This includes:
- Children who are enrolled in a Head Start program
- Children who are otherwise eligible for free meals or food
- Children who are part of a food stamp program
- Children who are part of a WIC program

Eligibility for Foster Children
Foster children can be certified eligible without an application if the sponsor identifies documentation from an appropriate state or local agency indicating the status of the child as a foster child. In instances where a child is temporarily residing with another household, that household will maintain the certification. The TSP program can determine eligibility for foster children through documentation provided by the placement agency.

Upward Bound
Upward Bound is a program funded by the U.S. Department of Education to provide academic support to teens in low-income families preparing for college. Students who are eligible for Upward Bound are not automatically eligible for free meals. Under the Upward Bound program, students must meet academic eligibility, not just income eligibility. Students are considered eligible for Upward Bound based on income eligibility and must be certified eligible for the program. The program requires students to maintain a certain academic record and participate in specific activities.

National Youth Sport Program (NYSP)
The NYSP is a national program intended to provide year-round, non-competitive youth sports opportunities. The program is designed to provide opportunities for children who are not currently participating in structured sports programs. NYSP eligibility is based on income eligibility and is determined by the local education agency. Participants are required to maintain a minimum academic record and participate in specific activities.

Household Application:
- Include eligibility determination (weekly/monthly)
- Include signature and date of determining official
- Include program which completing application and date
- Include number of social security number, or designation that they don’t have one, for applications completed based on income

Without the information noted above, applications are considered incomplete and must be determined as such.

This institution is an equal opportunity provider (Updated January 2023)
Who Can Participate?

➢ Children age 18 and under may receive meals through SFSP.

➢ A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.
Closed Enrolled

• Unlike Open/ Open-restricted sites, Closed Enrolled sites cannot use census or school data to establish eligibility.

• For a Closed Enrolled site to be eligible, at least 50% of the participants must meet the income eligibility criteria.

• Closed Enrolled sites must use household applications to determine income eligibility. This form is found on Page 168 in the Administration Guide.
Camp Sites

Reimbursed only for meals served to children who meet the income eligibility criteria.

• Serves up to 3 meals or 2 meals and 1 snack

Required income eligibility documentation:

• Household Meal application
• Maintain a Roster and original Household meal applications on file for each camp session
Upward Bound

- Closed Enrolled sites that serve only Upward Bound participants automatically qualify for SFSP participation because at least 2/3 of the Upward Bound participants must be low-income students.

- Upward Bound programs operating as a camp must follow the camp eligibility requirements.
National Youth Sports Program (NYSP)

• 50% of enrolled children reside in low-income areas.

• 50% of enrolled children are eligible for free or reduced-price meals.

• Must certify in writing that program meets the same income guidelines as the SFSP.
I am applying for Federal and State Assistance available to applicants based on household income and the number of persons in the household. I certify that the information provided is true and complete. I understand that any false or misleading information may result in the denial of this application or the cancellation of any award or assistance awarded to me. I agree to consent to an electronic signature of this application. It is my understanding that this application will be considered a public record.

Applicant’s Signature: ___________________________
Date: __________________

Verified Official’s Signature: ______________________
Date: __________________

AFinal award of benefits is subject to Federal and State law requirements. The Federal and State Government reserves the right to reject any application and to cancel any award on the basis of any violation of Federal and State laws and regulations. The Federal and State Government reserves the right to require any individual to repay any amount that has been overstated for Federal and/or State purposes.

The Federal and State Government reserves the right to make any changes to the Federal and State Program at any time, without notice, to reflect any changes in Federal and State law. The Federal and State Government reserves the right to deny any application for any reason, including but not limited to the following: failure to provide all required information, failure to meet eligibility requirements, or failure to follow the procedures established by the Federal and State Government.

I understand that this application is subject to Federal and State law requirements. The Federal and State Government reserves the right to reject any application and to cancel any award on the basis of any violation of Federal and State laws and regulations. The Federal and State Government reserves the right to require any individual to repay any amount that has been overstated for Federal and State purposes.

I understand that this application is subject to Federal and State law requirements. The Federal and State Government reserves the right to reject any application and to cancel any award on the basis of any violation of Federal and State laws and regulations. The Federal and State Government reserves the right to require any individual to repay any amount that has been overstated for Federal and State purposes.
Categorical Eligibility

- SNAP, FDPIR, and TANF
- Head Start Program
- Homeless, Runaway, Migrant, and Foster Children
Confidentiality

A SFSP sponsor must protect the confidentiality of any information that has been provided by a household for determining eligibility for free, reduced-price, or paid meals.

Sponsors may only use the information to determine eligibility and must not release any information that contains a SFSP participant’s name or other individual information.
### Scale for Free Meals

**Effective from July 1, 2021 to June 30, 2022**

<table>
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<tr>
<th>Household Size</th>
<th>Annual</th>
<th>Monthly</th>
<th>Twice per Month</th>
<th>Every 2 Weeks</th>
<th>Weekly</th>
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*For each additional Family member add*

- $5,902
- $492
- $246
- $227
- $114
### Scale for Reduced Price Meals

*Effective from July 1, 2021 to June 30, 2022*

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*For each additional Family member add*

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Questions?
Application Process
In The Summer Food Service Program

2022 SFSP Training
Application Process
FOR THE SUMMER FOOD SERVICE PROGRAM

All agencies that wish to participate in the SSP as a Sponsor must apply with the Mississippi Department of Education’s Office of Child Nutrition (MDE-OCN) annually.

Step One – Determine if your organization and potential sites are eligible.

Review the Sponsor & Site Eligibility handout that provides details regarding who can sponsor the Program and how sites are eligible.

Step Two – Register and Attend Training

Everyone Needs to Register!
An organization must register to obtain a Participant ID number. The organization must register to attend training. Contact MDE-OCN’s Director of Training and Program Outreach at 601-579-0783.

Inservice Training: New and Returning Program Sponsors.
The MDE-OCN provides a two-day group training for new sponsors. This training covers program regulations, policies, and procedures. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and drug-free school zone requirements. Training sessions that would include a full explanation of the Program may also be registered.

Returning sponsors attend a one-day group training. This training covers program regulations, policies, and procedures. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and drug-free school zone requirements.

Program Materials
All sponsors selecting the Inservice Training will receive a complete copy of the USDA Program Guidance manual along with the Guide to Developing the Summer Food Service Program. These materials will be issued to training participants during the Inservice Training. Participants should bring a notebook, writing utensils, highlighter, etc. The USDA Program Guidance manuals are posted to the website at reference or at download at the sponsor’s discretion. (https://www.fns.usda.gov/fsi-handbooks)

January-May:
1. Work with community partners to develop potential sites, obtain commitment from serving sites.
2. If planning to purchase prepared meals, start looking for possible vendors and reference the Procurement Handbook.
3. Attend training:
   a. Start list for hiring staff, volunteers, and site training.
4. Complete Online Application and submit ID to MDE-OCN.

Step Three – Apply

Online Application – Opens February 25th
- Access the application by going to: https://connect.mdexed.com/Gateway/Login
- Submit all required attachments to the application and upload prior to submitting.
- Submitting the application also indicates the organization has reached agreement with the MDE-OCN. The agreement is a legally binding document that specifies the responsibilities of both the sponsor and the MDE-OCN and should be read carefully before being signed.
- Once submitted for approval, the application is reviewed by MDE-OCN Program Specialist. Contact the OCN if there is a need to further revise the application prior to it being reviewed.
- The application MUST be approved by the MDE-OCN prior to program operation.
- Sponsors will receive notification when the application is approved by the State Agency.

Step Four – Complete Pre-operational Requirements

Notifies Health Department
Sponsors should complete the Project for Outdoor Incubation Guidance Food Services Program form and submit to the State Agency prior to operation.

Provide Training to Sponsor and Site Staff
All personnel working with the SSP are required to be trained annually prior to site operation. Review the Training Handbook for more information.

Complete Pre-operational Tasks
Now sites and sites that experienced problems in the prior summer need to be visited prior to operation. For more information, review the Site Monitoring Handbook.

Issue the Meal Release
All Sponsors are required to issue a meal release prior to operation, notifying the public that the sponsor is participating in the Program. A prototype meal release can be found in the SSP Administrative Guidance.

Conduct Outreach
Let the community know where meals will be served this summer. A SSP poster must be displayed at the entrance of all open sites.

New Sponsor
The State Agency will conduct a pre-application visit of all new sponsors. During this visit the Program Specialist will review the application, all program requirements, and conduct a walk-through of the meal preparation area.

Appeal Rights
A copy of the Appeal Rights can be found in the SSP Participant Packet.

Application Changes:
Changes in connection with approved Sponsors must be approved by the State Agency. Make the changes in the online application, receive from the State Agency and notify your approved Program Specialist by email, so they are aware of any changes in your application. Changes to an approved application are not effective until determined by the State Agency.
The following elements are part of the application process:

- Organization and Site Eligibility
- Sponsor Training
- Application Requirements
- Review of Applications
- State/Sponsor Agreement
- Appeal Rights
Each year, State Agencies are required to offer training for their Sponsors before the application process begins.
Application Requirements

The following actions are required in the approval process for new organizations:

• The State Agency will conduct a pre-operational visit after submission of the permanent agreement. No faxed copies!

• Sponsors must submit documentation of their tax-exempt status.

• Sponsors must submit a Certificate of Incorporation from Secretary of State’s office.

• Sponsors must submit a completed W-9 Form.

• Sponsors must submit copies of the DUNS, MAGIC, and Paymode verification emails.
What is a DUNS Number?

• DUNS is Dun & Bradstreet’s (D&B) “Data Universal Numbering System”.

• A DUNS number is a unique nine-character identification number for each physical location of your business.

• It is free of charge for all entities required to register with the federal government.
Step 1: How to Obtain a DUNS Number?

How to Request a DUNS Number:

• By Phone – Organizations may request a DUNS number by calling a toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant or prospective applicant.

• Over The Web – Business entities can also obtain a DUNS number through Dun & Bradstreet’s website,
Step 1: How to Obtain a DUNS Number?

Have the following information ready when requesting a DUNS number:

- Legal name of your organization/entity (as filed with the IRS)
- Organization’s address and phone number
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship, etc.)
- Year the organization started
- Primary function of business
- Total number of employees (full- and part-time)
• Go to the Vendor Registration website: http://www.dfa.ms.gov/dfa-offices/mmrs

• Click on Mississippi Suppliers(Vendors).

• Click on State of Mississippi Supplier Registration and complete the required online information.

• The MAGIC Call Center phone: (601) 359-1343
MAGIC Supplier Registration (continued)
MISSISSIPPI SUPPLIERS (VENDORS)

Welcome to Mississippi's eProcurement system. This system is designed to streamline interactions between vendors and State government entities that purchase goods and services, and provide vendors the ability to register, get information on upcoming bids, and respond to bids electronically, and receive purchase orders electronically.

To determine whether you are a registered supplier (converted vendor) in MAGIC, go to the MAGIC Vendor Information page and follow the steps below:

Enter the first five characters of your Vendor Name or your 11 digit SAAS Vendor Number.

Click Submit.

If you are a converted vendor, you will see your MAGIC Vendor Number, SAAS Vendor Number, Vendor Name, City, State, and Zip displayed. If your vendor information does not exist in MAGIC, you will see “The query you submitted returned no records.”

Converted vendors need to submit an email via mash@dfa.ms.gov to request a MAGIC User ID and Password. Enter “Vendor ID Request” as the email Subject, and include the following information in your email:

- MAGIC Vendor Number
- Vendor Name
- Contact Name
- Contact Email Address
- Contact Phone Number

If you are not a registered supplier and you wish to do business with the State of Mississippi, click here to register: State of Mississippi Supplier Registration. If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at 801-359-1343. Option 2 for assistance in locating your vendor information.

If you do not wish to use the State of Mississippi Supplier Self Registration process, you will need to complete the Supplier Registration Form and contact the State of Mississippi agency you desire to do business with to complete the registration process.

How to Request an Update to Your Supplier or Grantee Administrator Contact

A supplier or grantee administrator contact change can be requested by completing the Supplier/Grantee Self-Service Request for Change form, and submitting the form by clicking on the Submit button in the upper right hand corner of the form. You can also fax the form to: 601-359-6551.
Welcome to the State of Mississippi Supplier / Sub-Grantee Registration. Please complete all required fields to begin your registration process.
* Fields marked with an asterisk are mandatory.

**General Company Information**

On Behalf of (Internal Only):  
User ID (Internal Only):  
Supplier:  
Grantee:  
Name of Company:  
Doing Business As (DBA):  
Business Structure:  
Enter either FEIN or SSN:  
Federal Employer Identification No:  
Social Security No:  
D-U-N-S Number:  
Communication:  
Phone Number:  
Fax Number:  
E-Mail Address:  

**Additional Company Information**

Vendor Headquarters:  
Permanent Staffed Office in Mississippi:  
Vendor Type:  
Legislative/Congressional District:  
CCIR CAGE:  
Credit Card Acceptance:  
Send Medium:  
Company Address data:  
Street:  
Street 1:  
Street 2:  
City / Zip Code:  
State:  
Country:  
PO Box Address:  
PO Box:  
Without Number:  
City / Zip Code:  
PO Box State:  
Contact Person Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>E-Mail Address</th>
<th>Language</th>
<th>Country</th>
</tr>
</thead>
</table>

Product Categories Provided

Add Categories

<table>
<thead>
<tr>
<th>Category ID</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Self Certified Minority Indicators

- Are you a Minority Vendor?
- Self Certified Minority - Minority Code:
- Women-Owned
- Veteran-Owned
- Small Business

Important Notice Must Read

- Yes, I have read the data privacy statement and accept the terms.
- I understand that I am submitting a registration request to obtain access to the State of Mississippi's statewide procurement system, MAGIC. Submission of this request does not automatically mean I will be granted access to the MAGIC system. I further understand that if I am granted access, my registration may be revoked at any time. I understand that registering as a supplier/grantee in MAGIC does not mean that I will be awarded business or a grant by state government entities.
Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in MAGIC. Alternatively, suppliers may submit a valid W-9 to:

Department of Finance and Administration
P. O. Box 1060
Jackson, MS 39215-1060

OR

Department of Finance and Administration
501 North West Street - Suite 701-B
Jackson, MS 39201
Phone: 601-359-3538, Fax: 601-359-5525, or ofmmagic@dfa.ms.gov

Vendors should utilize the **LOG800 External Supplier Registration** eLearning course prior to registering.
In addition to your MAGIC registration, vendors will need to register with PayMode in order to receive electronic payments. Paymode is a separate product that is offered via Bank of America.

- Go to https://secure.paymode.com/px/login

- If a vendor requires personal assistance, the vendor can call Bank of America toll-free at 1-866-252-7366.
Welcome to the State of Mississippi's Chosen Payment Network

JOIN TODAY TO BE PART OF OUR E-PAYMENT SYSTEM

The State of Mississippi Department of Finance and Administration is streamlining and improving our Statewide Automated Accounting System (SAAS). The State of Mississippi has chosen Paymode-X® to replace the current method of paper check and remittance delivery as our preferred method of supplier payment.

You will find Paymode-X represents a clear and measurable improvement over all other SAAS payment methods as well as an important enhancement to our business relationship. We are confident that you will benefit by using Paymode-X. We anticipate and eagerly await your participation in this program.

State of Mississippi will begin making payments to you electronically once you have enrolled and been activated in Paymode-X.
Contact Information

Office of Grants Management:

Ursula Smith: 601-359-2931
usmith@mdek12.org

E. Danielle Stephens: 601-359-2346
estephens@mdek12.org
The following actions are required in the approval process for all organizations:

• Sponsors must demonstrate financial and administrative responsibility.

• Sponsors must provide site information.

• Sponsors must provide Board Minutes which states: “The Board accepts final financial and administrative responsibility for the SFSP.”
Application Requirements

- The State Agency will post a **media release** on the Capacity Builder website. Sponsors may conduct your own promotions and media releases.

- Sponsors may **apply** for advance payments, if needed.

- Sponsors must certify **training for all staff** with adequate documentation.

- Sponsors must meet the **deadline** for submission of the agreement and all required documents.

- Sponsors must file claims in manner **timely** for reimbursement.
Application Requirements

- Sponsors must sign an agreement with the State Agency. It is a legally binding document that specifies the rights and responsibilities of both parties.

- Changes to the application such as start dates, end dates, times of meal service, signature people, and site location can be amended in the online application.
Permanent Agreement

MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION

PERMANENT AGREEMENT
for participation
SUMMER FOOD SERVICE PROGRAM
FOR CHILDREN

1. Name and Address of Sponsor
(Type or Print, include zip code)

   Telephone Number: __________________________
   FAX Number: ________________________________
   E-mail Address: ______________________________

2. INDICATE OTHER USDA PROGRAMS IN WHICH THE SPONSOR PARTICIPATES:
   ____ NONE    ____ CHILD & ADULT CARE FOOD PROGRAM    ____ AFTER SCHOOL CARE PROGRAM
   ____ NATIONAL SCHOOL LUNCH PROGRAM    ____ SCHOOL BREAKFAST PROGRAM
   ____ FOOD DISTRIBUTION    ____ SPECIAL MILK PROGRAM    ____ OTHER SUMMER PROGRAM
Pre-Operational Requirements for Sites

- Sponsor/Site Agreement
- Health and Sanitation Documentation
- Training Documentation
- Pre-operational Site Visits
- Media Release
- Outreach
- Extreme Weather Plan
Pre-Operational Requirements for Sites

- Sponsor/Site Agreement
- Health and Sanitation Inspection
- Training Documentation
- Pre-Operational Site Visits
- Media Release
- Outreach
- Extreme Weather Plan
Required Elements of an Agreement

- Must have a Permanent Agreement signed by your *highest-ranking* official for your organization. Sponsors may have an Alternate Signature person. The Agreement may be terminated by either party.

- Valid 501(C)(3) Letter from the IRS

*Note*: Not required if organization is a church, municipality, or a public school.
Application Requirements

• Sponsors must enter the application in MARS before the deadline date of *May 16, 2022*.

• Incomplete applications will delay the approval of the sponsor.

• *Don’t wait!* The State Agency has 30 days to approve a *complete* application.
• The State Agency will notify Sponsors within 15 days if their application is incomplete and provide technical assistance to help complete the application process.

• Remember! If your application is not approved the meals served are not reimbursable.
The State Agency has **30 days** to approve a **complete** application.
Appeal Rights

Any instance in which the State Agency makes a decision impacting Program participation, the Sponsor may request an administrative review of the decision.
Appeal Rights

The following State Agency actions may be appealed:

- Denial of a sponsor's application for participation
- Denial of a sponsor's request for an advance payment
- Denial of a sponsor's application for a site.
- Termination of a sponsor
- Termination of a site
Appeal Rights

- Denial of a sponsor's timely claim submittal for reimbursement
- Claims against a sponsor for remittance of a payment
- Denial of a sponsor’s claim for reimbursement
- Refusal of the State Agency to forward to FNS and exception request by the sponsor (late claim payment or upward adjustment to a claim)
State Agency’s Denial of Program Participation

- The Sponsor will be notified in writing.
- The notice will be sent by a method with proof of delivery.
- The notice will identify denied actions.
- Appeal Procedures will be provided at this time.

The Sponsor must file a written request for an appeal no later than 7 days from the date of receipt of the notice of action.
Questions?
Meal Pattern Requirements
In The Summer Food Service Program

2022 SFSP Training
Meal Pattern Requirements

The Meal Pattern Requirements ensure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. Sponsors must make sure meals served at each site meet the Meal Pattern Requirements listed on the following page. This Meal Pattern guide will allow you to recognize complete and/or incomplete meals during your mealtime.

REIMBURSABLE MEALS
FOR A MEAL TO BE REIMBURSABLE, IT MUST CONTAIN:

**Breakfast**
- One serving of milk.
- One serving of fruit or a fruit juice.
- One serving of grain or bread.
- A meat or meat alternate is optional.

**Lunch or Supper**
- One serving of milk.
- One serving of vegetable or fruit.
- One serving of grain or bread.
- A meat or meat alternate is optional.

**Snack**
- Most contain two food items from different components.
- Juice cannot be served when milk is served as the only other component.

**SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS**

<table>
<thead>
<tr>
<th>FOOD COMPONENTS AND FOOD ITEMS</th>
<th>BREAKFAST (5 oz milk)</th>
<th>LUNCH OR SUPPER (4 oz milk)</th>
<th>DINNER (3 oz milk)</th>
<th>SNACK (milk or 1/2 cup skim)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuts or peanut butter</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Vegetables and fruits</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Yeast or yeast products</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Full-strength vegetable juice</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Chicken or fish</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
</tr>
<tr>
<td>Milk or milk equal</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Bread or grain products</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Grilled or baked</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
</tr>
<tr>
<td>Cooked dried beans</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
<td>1 oz</td>
</tr>
</tbody>
</table>

This institution is an equal opportunity provider. Revised January 2023.
SFSP Meals

• It is important for the success of the SFSP to serve *nutritious meals* that meet meal pattern requirements and that are appealing to children. Careful menu planning is necessary to meet this goal.
Purpose of Meal Pattern Requirements

The meal pattern requirements assure well-balanced meals that supply the *kinds and amounts* of foods that children require to help meet their nutrient and energy needs.

Meal pattern establishes the *minimum portions of the various food components* that must be served to each child in order for the participating sponsor to receive reimbursement for each meal.
## Meal Pattern Requirements: Breakfast

[View online](https://www.fns.usda.gov/sfsp/meal-patterns)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>3-Components Required</th>
<th>Minimum Amount</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fruit or Vegetable*</td>
<td>½ cup</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td><em>100% Juice</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bread or Bread Alternate</td>
<td>1 Serving</td>
<td>✓</td>
</tr>
<tr>
<td>1</td>
<td>Milk</td>
<td>8 ounces</td>
<td>✓</td>
</tr>
<tr>
<td>1</td>
<td>Meat/Meat Alternate</td>
<td>1 ounce</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Breakfast Ideas

- Corn Flakes
- Strawberries
- Milk

- English Muffin
- Sliced Apples
- Milk
- Jelly

- Waffle
- Turkey Sausage
- Blackberries
- Milk
# Meal Pattern Requirements: Lunch/Supper


<table>
<thead>
<tr>
<th>Quantity</th>
<th>5-Components Required</th>
<th>Minimum Amount</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fruit or Vegetable*</td>
<td>3/4 cup</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td><em>100% Juice</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bread or Bread Alternate</td>
<td>1 Serving</td>
<td>✔️</td>
</tr>
<tr>
<td>1</td>
<td>Milk</td>
<td>8 ounces</td>
<td>✔️</td>
</tr>
<tr>
<td>1</td>
<td>Meat/Meat Alternate</td>
<td>2 ounces</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Lunch/Supper Ideas

- Spaghetti with Meatballs
- Green Beans
- Apple
- Bread Stick
- Chocolate Milk

- Pizza with Sausage and Pepperoni
- Green Salad
- Mandarin Oranges
- Milk

- Grilled Chicken Strips
- Steamed Broccoli
- Glazed Carrots
- Macaroni and Cheese
- Milk
# Meal Pattern Requirements: Snack

https://www.fns.usda.gov/sfsp/meal-patterns

<table>
<thead>
<tr>
<th>Quantity</th>
<th>2-Components Required</th>
<th>Minimum Amount</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fruit or Vegetable*</td>
<td>3/4 cup</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td><em>100% Juice</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bread or Bread Alternate</td>
<td>1 Serving</td>
<td>✓</td>
</tr>
<tr>
<td>1</td>
<td>Milk</td>
<td>8 ounces</td>
<td>✓</td>
</tr>
<tr>
<td>1</td>
<td>Meat/Meat Alternate</td>
<td>1 ounces</td>
<td>✓</td>
</tr>
</tbody>
</table>
Snack Ideas

- Saltine Crackers
- Peanut Butter
- Sliced Bananas

- Graham Crackers
- Cubed Cheddar Cheese
- Chocolate Milk

- Raisins
- Sliced Carrots
- Ranch Dressing
Questions?
Meal Service Requirements
In The Summer Food Service Program

2022 SFSP Training
Meal Service Requirements
IN THE SUMMER FOOD SERVICE PROGRAM

Meal Pattern
The meal pattern requirements assure well-balanced meals that supply the limits and amounts of foods that children require to help meet their natural and healthy growth. The meal pattern establishes the minimum portions of the various food components that must be served to each child in order for the participating sponsor to receive reimbursement. Each meal pattern and the meal pattern chart can be found on USDA’s Nutrition Systems manual and referral: https://fn RiP.usda.gov/edfm/Meal%20Patterns

Meal Service Requirements
In addition to serving meals that meet meal pattern requirements, sponsors must comply with the following rules when serving meals at each of these times:

- Serve one meal to all children.
- Serve only foods that are safe to eat.
- Follow any local health or sanitation regulations.
- Ensure that children receive a meal before any adults are served.
- Provide arrangements for special needs children.
- Serve meals at a table.

Field Trips during Meal Service Times:
Sponsors must notify the USDA of all field trips that affect the time and location of meal service. All meals served on field trips must meet the same meal pattern requirements in order to be deemed reimbursable. Permission information must be maintained to document the meal pattern requirements have been met.

Dietary Substitutions and Exceptions:
Sponsors are required to provide reasonable meal and snack accommodations for children whose disability restricts their diet. The accommodation must be supported by a medical statement, signed by a licensed physician or a licensed health care professional who is authorized to write medical prescriptions under State law. The medical statement must identify the disability, the foods to be avoided, and the foods that can be substituted.

Menu and Food Component Substitutions:
- Sponsors may serve a healthy breakfast, lunch, or snack and offer any of the following components:
  - Breakfast: Cereal, Milk, and Fruit
  - Lunch: Meat, Vegetables, and Fruit
  - Snack: Cheese, Chips, and Juice

This information is an equal opportunity provider. Updated January 2023.
## Meal Service Requirements

<table>
<thead>
<tr>
<th>Serve</th>
<th>Serve the same meal to all children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure</td>
<td>Ensure that children eat all meals on site</td>
</tr>
<tr>
<td>Adhere</td>
<td>Adhere to local health and sanitation regulations</td>
</tr>
<tr>
<td>Ensure</td>
<td>Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served</td>
</tr>
<tr>
<td>Plan</td>
<td>Plan for inclement weather</td>
</tr>
<tr>
<td>Serve</td>
<td>Serve meals on-time</td>
</tr>
</tbody>
</table>
Number and Type of Meals

Allowable Meal Combinations

- Breakfast only
- Breakfast and snack
- Snack only
- Lunch and snack
- Lunch only
- Supper and snack
- Supper only
- Breakfast and supper
- Breakfast and lunch
- Two snacks
Field Trips during Meal Service Times

• Sponsors must notify the OCN of all field trips that affect the time or location of meal service.

• All meals taken on field trips must meet the same meal pattern requirements in order to be claimed for reimbursement.

• A meal count form must be completed at the point of service (POS), when the meals are distributed to the children.
Enter field trips during meal service times in MARS.

<table>
<thead>
<tr>
<th>Action</th>
<th>Form Name</th>
<th>Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Revise</td>
<td>Organization Application</td>
<td>Rev. 1</td>
</tr>
<tr>
<td>View</td>
<td>Budget Detail</td>
<td>Original</td>
<td>Approved</td>
</tr>
<tr>
<td>Details</td>
<td>Management Plan</td>
<td>Rev. 1</td>
<td>Approved</td>
</tr>
<tr>
<td>Details</td>
<td>Food Production Facility List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Checklist Summary (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Site Field Trip List (11)</td>
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<td></td>
</tr>
<tr>
<td>Details</td>
<td>Application Packet Notes (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Application Packet Notes for Organization (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Attachment List (9)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Taking Food Components Offsite

• Sponsors may allow a child to take *one fruit, vegetable or grain item* offsite for later consumption without prior State Agency approval.

• The fruit, vegetable or grain item taken offsite must be from the *child’s own meal.*
Serving Meals Family Style

• Serving meals family style can help children develop good eating habits through the personal example provided by supervising adults.

• Camp and closed enrolled sites offer the best setting for implementing family style meals. Family style meal service should not be used at other types of sites.
Dietary Substitutions and Exceptions

• Sponsors are required to provide *reasonable meal and snack accommodations* for children whose disability restricts their diet.

• The *accommodation* must be supported by a medical statement, signed by a licensed physician or a licensed health care professional.
Offer Versus Serve: Waiver Required

- **Offer versus serve** (OVS) is a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch or supper.

- All SFSP sites may use OVS, *if a waiver has been submitted and approved by USDA prior to operating.*
Meal Time Requirements

Three hours must elapse between the beginning of one meal service, including snacks, and the beginning of another meal service, except that four hours must elapse between lunch and supper if no snack is served.
Site Caps

- All SFSP sites are required to have an approved site cap.
- The purpose of a site cap is to ensure that a site does not purchase and/or produce meals outside the capability of the site and need of the community, thereby reducing waste and protecting the integrity of the Program.
Leftover Meals or Components

• All Sponsors must plan, prepare, or order meals with the goal of serving one meal per child at each meal service, and must ensure that entire meals and food components are not frequently left over and unusable.
Questions?
Morning Break

Take a break.
You deserve it!
Production Planning
In The Summer Food Service Program

2022 SFSP Training
Production Planning

For Meal Service in the Summer Food Service Program

Documenting

Keeping good records of the meals you prepare and serve each day is part of any successful food service operation. Records are a valuable written history of your business site operations and can be used for future reference when menu planning. They also help ensure spinners’ needs. Track what meals were served with the children, and decide what changes should be made.

Good record-keeping is essential because it is the only basis for reporting the number of meals you serve, and to state revenue. Record-keeping also demonstrates that the meals served at your site comply with the SFP requirements. Full and accurate records must be kept of all program activities, as well as the number of program meals served to support each claim for reimbursement.

Recipes—Standardized and Analyzed

Many standardized recipes are helpful to plan the menu and production. USDA offers many low-cost, kid-approved recipes online. (See the SFA website for instructions.)

What’s Cooking? USDA’s Menu Plan provides recipes and incentives to support building healthy and budget-friendly meals. The website includes both household and quantity recipes, many of which were developed specifically for the Food and Nutrition Service Assistance Program to build meals that align with the Dietary Guidelines for Americans. The Nutrition in School Lunch USDA helps schools and meal planners identify and develop meals that meet the Dietary Guidelines for Americans.

Child Nutrition Labels

USDA’s Child Nutrition Labeling Program gives food manufacturers the option to indicate a label on their packages. A label clearly identifies how the product contributes to the meal pattern requirements. (See attached page for instructions.)

Meal Patterns

The USDA’s Child Nutrition Labeling Program’s Meal Pattern Requirements label provides information about the meal’s nutritional content. It includes information about the nutrients, such as protein, calcium, and vitamin A, that the meal provides.

Crediting

One of the most important steps in ensuring all the meal pattern requirements are met is determining how a food’s credit toward each required meal component.

Child Nutrition Labeling Program

The Child Nutrition Labeling Program (CNLP) is a federal program that requires all food and beverage products sold in schools to meet certain nutritional standards. The CNLP was developed to ensure that students receive nutritious meals and snacks that are consistent with the Dietary Guidelines for Americans.

Product Labeling

Product labels must clearly indicate the nutritional content of the food product. This information is important for ensuring that meals meet the nutritional requirements of the National School Lunch Program and the School Breakfast Program.

Handbooks and Other Tools

Handbooks and other tools are available to help parents identify the nutritional content of the food products they purchase. The USDA’s Food Labeling Guide provides information about the nutritional content of various food products.

Food Buying Guide

The USDA’s Food Buying Guide provides information about the nutritional content of various food products and helps parents identify the best food options for their children.

Food Buying Guide Calculator

The Food Buying Guide Calculator can be used to identify the nutritional content of various food products. The calculator allows parents to input the nutritional content of the food products they purchase, and it provides information about the nutritional content of the food products they must purchase to meet the nutritional requirements of the National School Lunch Program and the School Breakfast Program.

This information is an annual update from the USDA. Updated January 2023.
Production Planning

• Keeping good records is vital to having a successful Summer Food Service Program. You must keep records to make accurate reports and file a successful claim to get reimbursement.
SIMPLIFIED SUMMER FOOD SERVICE PROGRAM
Record Production Correctly!

In this example, the site is serving breakfast and lunch, but they have not clearly indicated which fruit/vegetable was served at breakfast!
Monitor the Production Books!

In this example, the site was only serving lunch. But they have not served enough fruit/vegetable!
Production Planning-Recipes

• Having standardized recipes makes it easy to plan the menus and production. Two online recipe sites with kid tested and kid approved recipes are listed on the handout.

• The *What’s Cooking? USDA Mixing Bowl* site provides recipes and resources to support building healthy and budget friendly meals.
Child Nutrition (CN) Labels are available on certain food products that clearly identifies how the product contributes toward the meal pattern requirements.

Examples are beef patties, cheese or meat pizzas, meat or bean burritos, breaded fish, and chicken portions.
A CN Label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/ FNS authorization statement
- The month and year of approval
A Product Formulation Statement may be requested from a manufacturer which will provide specific information about the product.

Ultimately, it is the sponsor’s responsibility to keep records to document that meals served fulfill the meal pattern requirements.
1. Nutrition Guidance for Sponsors
2. Grains and Bread Chart
3. The Food Buying Guide
4. The Food Buying Guide Mobile App for Android and iPhone
5. The Food Buying Guide Calculator
Questions?
Accurate Meal Counting
In The Summer Food Service Program

2022 SFSP Training
Accurate Meal Counting

IN THE SUMMER FOOD SERVICE PROGRAM

Accurate meal counts are critical for ensuring that children receive the meals they are entitled to. Providing accurate meal totals is an essential component of running the program, as many of the federal reimbursements are based on the number of meals served.

To ensure accuracy, the following steps should be taken:

1. **Meal Counting at the Point of Service (POS):** POS systems track the meals served. This ensures that meals are counted accurately and in real-time.

2. **Verify Meal Patterns:** Ensure that the meal patterns being served are appropriate for the age group and related meal types. For example, lunches should be served for children, while snacks should be served for adults.

3. **Record Meals:** Use a meal counting sheet to record the number of meals served.

4. **Check Meal Counts:** Regularly check meal counts to ensure accuracy and to identify any discrepancies.

5. **Report Meal Counts:** Report meal counts to the appropriate authorities on a timely basis.

**What are the 3SF M Model Types?**

- **1st Meals:** Complete meal served to a child 6 and under or a situation meal participating in an educational program.
- **2nd Meals:** Complete 2nd meal served to a child 6 and under or a situation meal participating in an educational program. Second meals are served after the child receives a 1st meal.
- **Program Adult Meals:** Meals served to adults wishing to eat the same menu directly with the operational rules of the SSF. Adult meals are an additional SSF expense but cannot be remunerated.
- **New program Adult Meals:** Meals served to all adults. These are not an allowance of the SSF, so the adult or another party must pay for them.
- **Disallowed Meals:** Meals served to children that are not eligible for reimbursement (e.g., meals taken off-site).

**Choosing the best way to count meals**

There are different ways a POS count can be taken. Different methods can be chosen based on how the site operates.

1. **Check-off or Tally Sheets:** Newer sites at the end of the meal service line and check-off meals by type. It is a relies on the program site. Review program documentation for more information. Sites can be found in the SSF Administration Resources Manual.

2. **Tally Sheets:** Used with the POS system at the beginning of the month or at the end of the month. Tally sheets help ensure that meals are correctly counted.

3. **Clearing Counter Method:** Clearing a common meal. Last served in line verifies the meal requirements and maintains an accurate count placed in the container. Use the different color bands or possible re-use method to count 2nd meals and adult meals.

4. **A Site is just returning meal count forms?**

- **Wholesale method:** A common meal. Adult meals are paid and the meal counts are subject to validation.

- **Beverage method:** A common meal. Adult meals are paid and the meal counts are subject to validation.

- **Clearing counter:** A common meal. Adult meals are paid and the meal counts are subject to validation.

**Organization is Key**

Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services. Do not provide meal service. Copy meal count forms to the correct meal service group if different printed paper in color-coded colors or forms are needed. For example, blue for children, lunch for adults, snack for blue and meal for green. Request completed forms to be returned to a specific address.

*This instruction is an actual opportunity provider.

*Updated January 2020*
Accurate Meal Counting

Sponsors receive reimbursements based on the number of meals served to children. Therefore, keeping an accurate meal count is an essential component of making sure the claims are accurate.
Reimbursable Meals Are:

- Served to children **18 years and under**
- **Counted** at the Point of Service (POS)
- Meet **meal pattern** requirements
- Served during the approved meal service **time**
- Eaten **on-site**
What are the SFSP Meal Types?

• 1<sup>st</sup> Meals
• 2<sup>nd</sup> Meals
• Program Adult Meals
• Non-program Adult Meals
• Disallowed Meals
Second Meals

• A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period.

• If the State Agency determines that the sponsor has failed to plan ahead and incorrectly prepared or ordered meals, second meals may be disallowed.
Meals Served to Adults

- Program Adults work directly with the meal service at the site as either volunteers or paid employees.
- Meals may be served free to adults who meet this definition.
- These meals *may not* be claimed for reimbursement but may be counted as operating costs.
Meals Served to Adults

• Non-Program Adults do not work in any direct way with the meal service at the site, such as a parent or guardian.

• If a Sponsor chooses to serve meals to non-program adults, the sponsor may charge a fee for the meal.
Meals Served to Adults

• If the Sponsor chooses to serve the meal at no charge, then the sponsor must use non-Program funds to cover the cost of these meals.

• The Sponsor may include those funds as Program income and pay for these meal costs from its nonprofit food service account.
Recording Meals

Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form.
Acceptable Counting Methods

- P.O.S. by the Cashier
- Clicker Counter Method
- Check-off Tally Sheets
- Token or Popsicle Stick Method
Recording Meals

• Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form.
Unacceptable Meal Counting Methods

• Meal counts based on the number trays or plates available.

• Meal counts based on the number of children in attendance.

• Meal counts based on previous meal counts.
Organization is Key!

- Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services.

- Do not populate meals served!

- Copy meal count forms for the various meal services on different colored paper.

- Request completed forms to be returned by a specific day/time.
Questions?
Procurement
In The Summer Food Service Program

2022 SFSP Training
Procurement

**Procurement**

**IN THE SUMMER FOOD SERVICE PROGRAM**

All purchasing of food, supplies, goods, and services with Program funds by Sponsors must comply with procurement standards prescribed in 2 CFR Part 200 and 7 CFR 225, as well as any more restrictive State and local standards that may be in place.

**Procurement Methods**

- **Micro-Purchase (up to $10,000)**: A purchase method that may be used when the price of the aggregate purchase does not exceed $10,000. The purchase may be made without obtaining quotes from various vendors/suppliers providing that the price of the item being purchased is reasonable. Micro-purchases may also be distributed equally among qualified vendors to the extent possible. This means the next time a similar item is purchased it should be done through a different vendor.

- **Small Purchases (between $10,000 - $100,000)**: A simple and informal method of purchasing that allows for the sponsor to compare shop for the best price on goods and services. These are to be obtained from an adequate number of suppliers or vendors prior to purchasing from one of them. Documentation of the price quote is required and should include the date, the vendor contacted, and the quote received either verbally or written. Some advertisements may be considered as documentation. It is important when obtaining quotes that all vendors are provided with the same information (specifications for the products/service you wish to buy). The purchase is made from the most responsive and responsible vendor with the lowest price.

- **Large Purchases (over $100,000)**: The formal procurement method must be used when the dollar amount of the procurement has an estimated value equal to or greater than $100,000. Sponsors may choose to utilize formal procurement even when the purchase is below $100,000 if the formal procurement method will result in the organization receiving a more competitive price. The formal purchase method includes an Invitation for Bid (IFB) and Request for Proposal (RFP). Sponsors need to determine which procedure, IFB or RFP, is right for the situation. The formal procurement method results in a purchase that is cost-effective, cost-efficient, and defensible from a competitive procurement perspective. As with any procurement, it is important to allow for sufficient time and resources, this is particularly important when using a formal procurement method.

**Procurement Ethics**

Sponsors are required to serve a role of conduct to govern the performance of employees engaged in procurement. These written standards must prohibit employees from soliciting gifts and other incentives from prospective contractors, and also prohibit employees from participating in the selection, award, or administration of any contract to which they have a personal or financial connection. The code of conduct must also prohibit or disciplinary action to be applied in the event the standards are violated.

**Options for Buying Meals**

When a sponsor does not have the adequate facilities and/or staff to prepare their own meals for the Program, they can purchase meals from a vendor school, hospital, nursing home, caterer, or the Food Service Management Company (FSMC) to do the job. In doing so, the prescribed procurement method must be followed with the exception of purchasing from a school.

- **From a School**
  - When purchasing meals from a school, the sponsor does not need to use the competitive bid procedures but should verify that the school has a comparable price and quality to commercial vendors that could potentially provide the meals. A written agreement with the school is required. A sample is provided in the FSMC Resource Manual.

- **From a FSMC or Vendor**
  - In the FSMC, the sponsor can purchase meals from any commercial enterprise or nonprofit organization. If the expected contracted price is below $100,000, the sponsor may use the prototype agreement for awarded vendors. If another agreement is used, submit to the FSMC Program Specialties for review prior to use. If the expected contracted price is $250,000 or more, contact the FSMC Program Specialties for more information.

**Purchasing Locally**

Summer brings new opportunities to source local foods. Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunity for number allocation to Program participants and to contribute to the local economy. Because Program requirements are set to be open and domestic food products are not required that a product come from a local source, however, it can be helpful to specify as such.

**Use of Small, Minority, and Women’s Businesses**

All sponsors are encouraged to take affirmative steps to ensure that minority firms and women’s business enterprises and other small firms are used whenever possible. Affirmative steps may include placing such businesses on qualified lists and ensuring that they are considered whenever possible. The local procurement rules do not require that a product come from a local source; however, it can be helpful to specify as such.

**This institution is an equal opportunity provider.**

*Updated January 2023*
What is Procurement?

- Procurement is the process of obtaining goods and services from vendors.
- It means getting the best value for the lowest price.
- An organization should use the SFSP funds wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.
- It is important that SFSP organizations carefully procure goods and services to make the best use of their SFSP funds.
Procurement

• Before making a purchase, an organization should check their budget to make sure that an item or service has been approved and is an allowable cost.

• If there are ANY questions concerning purchasing specific goods or services, CONTACT THE STATE AGENCY!
Methods of procurement for purchasing goods and services:

- Micro-Purchase
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Sole Source
Micro Purchase under $10,000

Procurement by micro-purchase is:

- acquiring supplies or services whose one-time transaction or pre-determined total cost does not exceed the micro-purchase threshold of $10,000.
- Purchases must, to the extent practical, be equitably distributed among qualified suppliers.
• Small purchase procedures are relatively simple and informal for securing supplies, services, or other property whose one-time transaction or pre-determined total cost in similar food category, does not exceed the Simplified Acquisition Threshold of $250,000.

• Price or rate quotations must be obtained from an adequate number of qualified sources.
An Invitation for Bid (IFB) is:

• a competitive procurement method used when the best value is expected to result from a selection of the lowest evaluated prices and/or lowest offer based on representative sample of solicited items.
Request for Proposals (RFP) is:

- a procurement method used when the best value is expected to result from the selection of technically acceptable proposals, where the lowest evaluated price or lowest price is based on a representative sample of requested goods is not the most important factor of evaluation and when technical aspects are not clearly defined.
Sole Source

Sole source procurement involves:
- A lack of competition for goods or services
- Public emergency making competitive proposal not suitable
- Required approval from the State Agency
Procurement Ethics

• Sponsors are required to maintain a written **Code of Conduct** to govern the performance of persons engaged in procurement.

• The Code of Conduct must also provide for disciplinary action to be applied in the event the standards are violated.
Purchasing Local

Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunities for nutrition education to Program participants and to contribute to the local economy.
Use of Small, Minority, and Women’s Businesses

Sponsors are encouraged to take affirmative steps to ensure that small, minority firms and women’s business enterprises and labor surplus area firms are used when possible.

When economically feasible, Sponsors may wish to divide their total requirements into smaller tasks or quantities and adjust delivery schedules to permit maximum participation.
Options for Buying Meals

• From a School
• From a FSMC
When purchasing meals from a school, the sponsor is not required to use the competitive bid procedures but should verify that the school has a comparable price and meal quality to commercial vendors that could potentially provide the meals.

A written agreement with the school is required.
Training
In The Summer Food Service Program

2022 SFSP Training
Training

IN THE SUMMER FOOD SERVICE PROGRAM

Training is one of the major administrative responsibilities of a sponsor. An efficiently operated Program requires sponsors to provide training throughout the duration of the Program.

Training Requirements for Sponsors

Sponsors have a dual responsibility to both attend and provide annual training regarding the SFSP. Sponsors are not only required to attend annual training conducted by the State Agency (SA), but Sponsors are also required to provide training to all administrative and site level staff before any SFSP operations begins.

Provide Comprehensive Training — Because different staff groups (administrative, site manager, site level staff) have different program responsibilities, many sponsors prefer to offer different training sessions to focus on each group’s specific function. Sponsors must maintain documentation of each training session that includes dates, lists of attendees, and training topics covered. USDA has developed several checklists, templates, and documentation forms to assist sponsors with their training requirements. These resources are available in the Administrative Guidance Manual.

Check for Understanding — Training does not have to be limited to one or two sessions at the beginning of the summer. Many sponsors implement weekly or bi-weekly meetings to provide additional training and to ensure that all levels are adequately trained, recorded, and eligible for reimbursement. A comprehensive and continuous training program can lead to improved site quality and maximize the benefits realized by participating children.

Comprehensive — The foundation of a good training program is communication, both internally and externally. Sponsors should be diligent in sharing information with the SA, school-around partners, SFSP administrative staff members, volunteers that work at each site, and the site level staff. Any point of contact (via meetings or calls) with key personnel or external observers can provide additional feedback on current operations, identify problem areas, and provide training. Communication also enables every staff member, regardless of their position in the organizational chart, to understand their essential function in the SFSP.

Assess your Needs — The size and type of a sponsor’s SFSP will dictate many of the sponsor’s staffing and training needs. The sponsor must provide adequate personnel for overall program management and monitoring at each site. The larger the staff, the more rigorous the training program should be. Examples of specific duties and responsibilities for each staff position can be found in the Administrative Guidance Manual.

Sponsor Training of Administrative Staff

The training session offered for administrative staff will explain the responsibilities and duties of all personnel helping to administer the SFSP. Those personnel may include the director, assistant director, office staff, school principals, area supervisors, and managers.

The specific training needs of sponsor administrative staff will vary. Specific areas of the training may require greater depth with different employees. However, all training for administrative staff should cover the following:

- Purpose of the Program
- Site Eligibility
- Reimbursement requirements
- Organizational site activity
- Meal requirements
- Foodservice compliance

Provide a general explanation of the program, emphasizing the following topics:

Describe how the program will operate within the framework of the organization, including:

- How meals will be provided
- The delivery schedule of applicable
- Reimbursement requirements
- Meal requirements
- Foodservice compliance

Sponsor Training of Monitors

Monitors should be present at both the site and administrative training to ensure a comprehensive understanding of program operations at both levels.

The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide meaningful feedback to the sponsor. Since the monitoring function is so important to proper program operations and full reimbursement, sponsors should conduct regular training sessions for monitors that highlight their specific functions. These training sessions should outline the specific duties of monitors including:

- Day-to-day responsibilities
- Conducting site visits/monitoring
- Monitoring schedule
- Reporting/recordkeeping procedures
- Follow-up procedures
- Reporting of meal and food price data
- Reporting of site and facility data

Materials to use include the site visit and review forms, monitor training log, Monitor’s Guidance Manual and other site/form data.

Sponsor Training of Site Staff

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor’s training sessions. This is an annual requirement.

Sponsors must document the attendance at site training sessions and schedule additional sessions for those staff that are absent. Regulations also require that at least one person who has been trained by the sponsor be present at each of the sponsor’s sites during the time of the meal service. This means that if a site supervisor who has attended the sponsor’s training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receive all necessary training before taking charge of the site. At a minimum, sponsors should be certain that they cover the following topics in the training session for on-site personnel.

Provide a general explanation of the Program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Reimbursement requirements
- Organizational site activity
- Meal requirements
- Civil Rights requirements

Describe how the site will operate:

- Applicant meal service, meal times, and hours
- Meal participation
- Site operations
- Meal administration
- Meal adjustment
- Meal count requirements
- Meal count sheets
- Foodservice compliance

Explain Reimbursement Requirements:

- Site Reimbursement requirements
- Meal Count sheets
- DOD Labor Standards

This institution is an equal opportunity provider.
Updated January 2023
Why is Training Important?

Training is one of the major administrative responsibilities of a sponsor.

An efficiently operated Program requires Sponsors to provide training throughout the duration of the Program.
Dual Responsibilities

• Sponsors have a dual responsibility to both *attend* and *provide* annual training regarding the SFSP.

• Sponsors are also required to *provide* training to all administrative and site level staff before any SFSP operations begin.
Training Requirements for Sponsors

All site trainings should cover:

- Site type (open, closed etc.)
- Type of meal service
- The food safety rules and sanitation guidelines
- Types of meals served
- Serving a complete meal
- Trash removal service
- Method for meal count
- Meal pattern requirements
- Reporting issues
- Nondiscrimination Policy
- Congregate feeding policy & taking food off site
- Requirements for field trips
## Sponsor’s Training of Administrative Staff

### General Information
- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Necessity for accurate records
- Meal requirements
- Nondiscrimination compliance
- Completing the Menu book

### Monitor’s Training Responsibilities
- Conducting site visits/reviews
- Sites for which they are responsible
- Monitoring schedule
- Reporting procedure
- Follow-up procedure
- Office procedures

### Civil Rights
All operational and administrative staff must be trained on Civil Rights.

- It is the sponsor’s job to ensure all staff are trained on Civil Rights
Provide a general explanation of the program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Necessity for accurate records
- Meal requirements
- Nondiscrimination compliance

Describe how the Program will operate within the framework outlined in this guide.

Use the meal schedule, sample delivery receipts, and sample daily reporting forms for sites, including:

- How meals will be provided
- Mealtimes
- What records are kept and what forms are used
- Completing the Menu book

Training Site Supervisors:

- One person trained by the sponsor must be present at each of the sponsor’s sites during time of meal service
- The sponsor is responsible for ensuring new site supervisors receive necessary training before taking charge of the site
Training Checklist for Monitors

Provided in USDA’s Administration Guide
Training Checklist for Site Staff

Provided in USDA’s Administration Guide
Training Checklist for Administrative Staff

Use this checklist for training sponsored administrative staff, including office assistants, clerks, bookkeepers, supervisors, area supervisors, and monitors.

1. General explanation of the Program:
   - Purpose of the Program
   - Site activities
   - Receding requirements
   - Organized site activity
   - Mail requirements
   - Monitoring/evaluation compliance

2. How the Program operates:
   - How meals will be provided
   - Delivery schedule, if applicable
   - Who records are kept and how forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):
   - How to conduct site visits and reviews
   - Days for which each monitor is responsible
   - Monitoring schedule
   - Reporting procedure
   - Office procedures

Provided in USDA’s Administration Guide
Questions?
Monitoring
In The Summer Food Service Program

2022 SFSP Training
Monitoring Sites

IN THE SUMMER FOOD SERVICE PROGRAM

Monitoring report continues

Monitoring report continues

Monitoring is an important part of the sponsor’s responsibility to ensure the integrity of the Program. Site visits and reviews are designed to:

- Ensure that Program activities are being conducted in adequate and efficient manner.
- Provide feedback for Program improvement.
- Evaluate the effectiveness of the Program.
- Help ensure compliance with Program rules, regulations, and standards.

Site visits are conducted at a minimum of once per month. Site visits are usually unannounced and conducted during the program day. Site visits are designed to:

- Examine the Program’s operation for compliance with Program rules, regulations, and standards.
- Evaluate the quality of the food service provided.
- Evaluate the effectiveness of the Program.
- Provide feedback for Program improvement.

Site review is conducted at least once per year. Site reviews are usually unannounced and conducted during the program day. Site reviews are designed to:

- Examine the Program’s operation for compliance with Program rules, regulations, and standards.
- Evaluate the quality of the food service provided.
- Evaluate the effectiveness of the Program.
- Provide feedback for Program improvement.

Monitoring Sites

Site Visits

Sponsors must conduct each site visit at least once during the third week of operation to ensure the site is operating smoothly. However, if the site has a history of poor performance or if the site is new to the Program, the sponsor may conduct additional site visits to ensure that the Program is operating smoothly.

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- Evaluate the effectiveness of the Program.
- Provide feedback for Program improvement.

Monitoring Reports

All site visits and site reviews are recorded. Records of site visits and site reviews will help the sponsor assess the operation of the Program. Records of site visits and site reviews will also be used to evaluate the Program’s effectiveness and to identify areas for improvement.

Each sponsor should develop a tracking system for monitoring site visits and site reviews. Sponsors should maintain a record of all site visits and site reviews conducted.

Each sponsor should have a record of all site visits and site reviews conducted. This record should be maintained for at least one year after the site visit or site review.

This initiative is a useful tool for sponsors who want to monitor the Program’s effectiveness and to identify areas for improvement.

Monitoring Sites

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Why is Monitoring Important?

Monitoring is essential to making your Summer Food Service Program (SFSP) successful.

Having efficient, capable, trained monitors will ensure that Program operations comply with federal and state laws.
Monitoring Sites

Monitor’s Responsibilities are:

- To participate in annual training and understand Program requirements, including Civil requirements
- To ensure that sites operate according to Program guidelines
- To carry a supply of all necessary forms during site visits and reviews
- To provide training for all site personnel
- To spend enough time at each site to ensure proper Program operations
Visits and Reviews

• Monitors are required to perform site visits and site reviews at various times throughout program operations. These reviews are an important part of the sponsor’s responsibility to ensure the integrity of the Program.

• Refer to the SFSP Resource Packet for detailed information and sample forms.
Sponsor’s Monitor Guide

SPONSOR MONITOR’S GUIDE

SUMMER FOOD SERVICE PROGRAM

2017

USDA
Site Visits

- Ensure food service operation is operating smoothly
- Resolve problems immediately
Site Reviews

- Determine if the site is meeting Program requirements
- Observe a complete meal service from beginning to end
- Observe delivery or preparation of meals
Sponsor’s Monitoring Requirements

Sponsors must ensure that the following monitoring requirements are met:

- Pre-operational Visits
- Site Visits
- Site Reviews
- Follow up visits
Sample Pre-Operational Visit Form

Site name: ____________________________ Site number: ____________________________

Site address: ____________________________

Site telephone number: ____________________________

Person to contact for use of site: ____________________________

Type of site (check appropriate type):
- Recreation center
- School
- Church
- Park
- Residential camp
- Play street
- Playground
- Settlement house
- Healthcare
- Libraries
- Rural Development (RD)/Housing and Urban Development (HUD)

Estimated number of children the site could serve: ____________

Estimated number of needy children in area: ____________

Are the present facilities adequate for an organized meal service? Yes No

If answer is no, comments: ____________________________

For the estimated number of children, does the site have:

- Yes No
  - Shelter for inclement weather?
  - Adequate cooking facilities if applicable?
  - Adequate storage for prepared or delivered food?
  - Storage space for records at site?
  - Adequate refrigeration?
  - Access to a telephone?

Is this site for-profit? Yes No

What types of organized activities are possible or planned at this site?

Improve improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor's Signature ____________________________ Date ____________________________
Site Visits

• Sponsors must visit each site at least once during the **FIRST WEEK** of operation.

• These visits are required to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capacity.
## Sample First Week Visit Form

**Date of site visit:** __________  **Monitor’s arrival time:** __________  **Departure Time:** __________

**Site name:** __________  **Site address:** __________

**Discussion with site staff (list names):** __________

<table>
<thead>
<tr>
<th>Areas of Discussion</th>
<th>Notes and Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the site supervisor attended training session?</td>
<td></td>
</tr>
<tr>
<td>Are meals being counted and signed for?</td>
<td></td>
</tr>
<tr>
<td>Are all required records being completed?</td>
<td></td>
</tr>
<tr>
<td>Are meals served as second meals excessive?</td>
<td></td>
</tr>
<tr>
<td>Do meals meet meal pattern requirements?</td>
<td></td>
</tr>
<tr>
<td>Is there proper sanitation/storage?</td>
<td></td>
</tr>
<tr>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
<td></td>
</tr>
<tr>
<td>Are meals served at the time approved by the State agency?</td>
<td></td>
</tr>
<tr>
<td>Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off site).</td>
<td></td>
</tr>
<tr>
<td>Is each meal served as a unit?</td>
<td></td>
</tr>
<tr>
<td>Are there any problems with delivery?</td>
<td></td>
</tr>
<tr>
<td>Is there documentation of children’s income eligibility, if applicable?</td>
<td></td>
</tr>
<tr>
<td>Is there an “Aid Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
<td></td>
</tr>
</tbody>
</table>

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:

- __________
- __________
- __________

**Monitor’s Signature** __________  **Date** __________
Site Reviews

1. Sponsors must conduct a review of the food service at least once in the first *FOUR WEEKS* of Program operations.

2. If the site operates less than four weeks, the sponsor must still conduct a review.

3. After this initial period, Sponsors must conduct a “reasonable” level of monitoring.
Conducting the Site Review

- Before the Meal Service Begins
- Observe Meal Preparation
- Observe the Meal Service
- Civil Rights
- Meal Counts
- Before Leaving the Site
## Sample Site Review Form

**NOTE:** To be completed during first four weeks of operation.

**Sponsor:**

**Site Contact Name:**

**Title:**

**Site Address:**

**Telephone:**

**Date of site visit:**

**Monitor’s arrival time:**

**Departure Time:**

**Site Supervisor:**

☐ Open site  
☐ Camp site  
☐ Average daily participation (if applicable)  

**Today’s attendance:**

☐ Approved meal service time:

- **Types of meals reviewed:**
  - Breakfast  
  - AM Snack  
  - Lunch  
  - PM Snack  
  - Dinner

- **Approved level of service:**

<table>
<thead>
<tr>
<th>Day of visit</th>
<th>Breakfast</th>
<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals delivered (if applicable)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals milk from previous day</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time meals delivered (if applicable)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals served</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First meals served to children</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second meals served to children</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals served to Program adults</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals served to non-Program adults</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discarded meals (dropped, spoiled, incomplete meals, etc.)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals in stock</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Fast meals cannot be claimed for reimbursement but should be recorded.*

### Sample Site Review Form, Continued

#### Site Review Questions

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the staffing pattern correspond to that based on the approved site sheet?</td>
<td>☐</td>
</tr>
<tr>
<td>2. Has the site supervisor attended training session?</td>
<td>☐</td>
</tr>
<tr>
<td>3. Does site have sufficient food service supervision?</td>
<td>☐</td>
</tr>
<tr>
<td>4. Are meals counted checked before signing delivery receipt?</td>
<td>☐</td>
</tr>
<tr>
<td>5. Are correct meal counts taken of meals served?</td>
<td>☐</td>
</tr>
<tr>
<td>6. Are meals served as second meals excessive?</td>
<td>☐</td>
</tr>
<tr>
<td>7. Are records of adult meals being kept?</td>
<td>☐</td>
</tr>
<tr>
<td>8. Do meals meet approved menu?</td>
<td>☐</td>
</tr>
<tr>
<td>9. Do meals meet meal pattern requirements?</td>
<td>☐</td>
</tr>
<tr>
<td>10. Are meals checked for quality?</td>
<td>☐</td>
</tr>
<tr>
<td>11. Is there proper sanitation/storage?</td>
<td>☐</td>
</tr>
<tr>
<td>12. Is the site supervisor following procedures established to make meal order adjustments?</td>
<td>☐</td>
</tr>
<tr>
<td>13. Are meals served within approved time frames?</td>
<td>☐</td>
</tr>
<tr>
<td>14. Are all meals served and consumed on site? Note if (state agency and sponsor allow) meals/vegetables/grains to be taken off-site?</td>
<td>☐</td>
</tr>
<tr>
<td>15. Does site have a place to serve children meals in case of inclement weather?</td>
<td>☐</td>
</tr>
<tr>
<td>16. Is each meal served as a unit?</td>
<td>☐</td>
</tr>
<tr>
<td>17. Is the meal delivery schedule followed?</td>
<td>☐</td>
</tr>
<tr>
<td>18. Are there provisions for storing or returning excess meals?</td>
<td>☐</td>
</tr>
<tr>
<td>19. Is there documentation of children’s income eligibility, if applicable?</td>
<td>☐</td>
</tr>
<tr>
<td>20. Is there a “Meals for All” poster provided by the sponsor on display in a prominent place?</td>
<td>☐</td>
</tr>
<tr>
<td>21. Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?</td>
<td>☐</td>
</tr>
<tr>
<td>22. Do all children have equal access to services and facilities at site regardless of the child’s race, color, national origin, sex, age, or disability?</td>
<td>☐</td>
</tr>
<tr>
<td>23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate languages and translations?</td>
<td>☐</td>
</tr>
<tr>
<td>24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?</td>
<td>☐</td>
</tr>
<tr>
<td>25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered non-English languages of individuals eligible to be served or likely to be affected by the program?</td>
<td>☐</td>
</tr>
</tbody>
</table>

#### Program Violations

<table>
<thead>
<tr>
<th>Actual Count</th>
<th>Type of Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult meals included in count of meals served to children.</td>
<td>☐</td>
</tr>
<tr>
<td>2. Meals consumed (do not include fruits/vegetables/grains taken off-site)</td>
<td>☐</td>
</tr>
<tr>
<td>3. More than one meal served at one time to children</td>
<td>☐</td>
</tr>
<tr>
<td>4. Meal pattern not met (specify):</td>
<td>☐</td>
</tr>
<tr>
<td>5. Meals not served in a unit</td>
<td>☐</td>
</tr>
<tr>
<td>6. Meal serving times not met</td>
<td>☐</td>
</tr>
<tr>
<td>7. Other Program violations (specify):</td>
<td>☐</td>
</tr>
</tbody>
</table>

#### Check and explain if any of the following apply:

- ☐ No records  
- ☐ Incomplete records

#### Corrective action discussed with Site supervisor:

- ☐ Further action needed by later: 
- ☐ I certify that the above information is correct: 

**Sponsor Representative’s Signature:**

**Date:**

**Site Supervisor’s Signature:**

**Date:**

**Monitor’s Signature:**

**Date:**

**Program Violations:**

<table>
<thead>
<tr>
<th>Actual Count</th>
<th>Type of Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult meals included in count of meals served to children.</td>
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</tr>
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</tr>
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</tr>
<tr>
<td>6. Meal serving times not met</td>
<td>☐</td>
</tr>
<tr>
<td>7. Other Program violations (specify):</td>
<td>☐</td>
</tr>
</tbody>
</table>

#### Corrective action discussed with (Name and Title):

- ☐ Further action needed by later: 
- ☐ I certify that the above information is correct: 

**Sponsor Representative’s Signature:**

**Date:**

**Site Supervisor’s Signature:**

**Date:**

**Monitor’s Signature:**

**Date:**
Monitoring Reports

• All visits and reviews must be documented. Sponsors should carefully review this documentation to assess the operation of its sites.

• Sponsors must develop a tracking system for monitoring reports. This system should ensure that monitors submit reports frequently.

• Reports should be reviewed by a designated member of the Sponsor’s staff who is responsible for following up on any identified problems.
Monitoring Reports

The staff member should:

• Review any problems found by the monitor
• Call the Site Supervisor, if necessary
• Document corrective action taken at the site
• Schedule a follow-up review, if necessary
• Sign and date the report
Sponsors should pay close attention to the quality of the monitor’s reports. There are indicators that may suggest additional training is needed for a monitor.
Reviewing Monitoring Reports

**Additional training is appropriate if the monitor:**

- Did not answer all questions on the report, or if the responses are incomplete
- Rarely notes problems and does not include comments in the remarks section of the report
- Observes that the number of meals delivered/served and the number of children who are in attendance are always the same but does not follow-up on this suspicious pattern
Reviewing Monitoring Reports

- Recommends a corrective action and fails to note the action taken or fails to initiate correction of the problems

- Fails to recommend adjustments in orders when the number of meals exceeds attendance

- Arrives at site late or does not stay for the entire meal service
Follow-Up Visits

Sponsors must conduct *follow-up visits* of sites if serious deficiencies that were identified during a visit or review to ensure that permanent corrective action has been implemented.
Administrative Reviews of Sponsors

- The State Agency will complete an administrative review of each Sponsor’s Program operations.

- The review will consist of an inspection of the Sponsor’s records.
### Who will receive an Administrative Review?

| New Sponsors | Problematic Sponsors | Biennial Sponsors | Aggregate Reimbursement | Ten Percent (10%) or One |
SFSF Administrative Reviews

The following Sponsor level records will be reviewed by the Program Monitor:

- Program application, agreement, and supporting documentation
- Administrative and site training documentation
- Site monitoring records
- Financial Records
- Invoices and receipts
- Daily meal count records for each site
- Menus and other food service records
- Meal Delivery receipts
- Health, safety, and sanitation inspections
- Documentation of corrective action from prior review, if applicable
SFSP Administrative Reviews

The following Site level records will be reviewed by the Program Monitor:

- Meal Count Sheets
- Menus and Menu Books
- Delivery Slips
- Time and Attendance Records
- Health, Safety and Sanitation Records
Violations

- Findings of non-compliance with Program requirements may result in withholding or recovery of reimbursements, corrective action or termination, and exclusion from future Program participation.

- If the violations are severe, the organization may be declared seriously deficient.
Common Program Violations

Including but not limited to:

- Failure to maintain adequate Sponsor or site records
- Claiming meals that were not served to eligible children
- Submission of false information to the State Agency
- Failure to have a trained site supervisor at each site during the meal service
- Using Program funds for unallowable costs
Common Program Violations

Including but not limited to:

- Meal count consolidation errors
- Failure to meet training and monitoring requirements
- Failure to conduct point of service meal counts
- Serving meals that do not meet meal pattern requirements
- Children eating complete meals off-site
Corrective Action Plans

• Upon receipt of a Findings letter from the State Agency, each Sponsor must provide a written Corrective Action Plan (CAP).

• The CAP must address each finding and include the actions being implemented to *permanently* correct the identified deficiency.
Developing a CAP

A corrective action plan must include:

- **Who** will be responsible for correcting the issue
- **What** will be done to correct the problem
- **How** the organization will ensure continued compliance
- **When** these actions will take place
- **Where** the supporting documentation will be maintained
If the CAP is Accepted:

- When a corrective action plan is received from an organization, it is evaluated to ensure that it is complete and that each finding has been adequately addressed.

- If the CAP is satisfactory, the State Agency will issue a letter to the institution indicating that its response was acceptable, and the review is closed.
If the corrective action plan is *incomplete*, the organization will be informed of all outstanding items and allowed additional time to submit the remaining documentation.

If the corrective action plan is not submitted and/or the additional documentation is inadequate, the State Agency must proceed to declare the organization *seriously deficient*. 
The Serious Deficiency (SD) Process

Step 1
- Identify the Serious Deficiency

Step 2
- Prepare the Serious Deficiency Notice

Step 3
- Assess the Corrective Action

Step 4
- Prepare the Termination Notice

Step 5
- Hold the Appeal Hearing

Step 6
- Terminate the Agreement and place the Organization on the State Disqualified List (SDL)
Questions?
Financial Management
In The Summer Food Service Program

2022 SFSP Training
Financial Management
IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors participating in the Summer Food Service Programs are required to demonstrate financial viability, maintain a non-profit food service account, and manage funds according to federal and state requirements.

The Budget
The SFSP Application requires that sponsors submit an administrative plan that includes a budget. A budget assists the sponsor with planning the Program, helping to ensure enough funds are available to pay for food, supplies, transportation, food service staff, the administrative staff, and the overhead it takes to operate a summer Program.

Elements of the Budget
Revenue - income received to operate the program
Funds are generated through the sale of meals served to children, and the Program sponsor may also receive a certain percentage of the federal reimbursement received. If federal funds remain at the end of the Program year, these funds must either be returned to the Program or the following year OR transferred into another Child Nutrition Program account (i.e., school lunch, school breakfast, CACFP A-Risk, etc.) as determined by the State Agency.

Costs of Direct Services Provided - costs related directly to the program
The costs of providing services, including personnel, supplies, and transportation, that are directly associated with operating the Program. These costs are determined by the program sponsor and are documented on the SFSP Application.

Other Costs - costs related indirectly to the program
Other costs include administrative expenses, such as rent, insurance, utilities, and supplies, that are not directly related to the operation of the Program. These costs are also documented on the SFSP Application.

Unallowable Costs - costs that cannot be claimed
Unallowable costs include items such as long-term leases, equipment, and other assets that are not considered part of the Program's direct costs of operation.

Excess Funds
Excess funds are any funds remaining at the end of the Program year. These funds may be used to support other eligible activities, such as providing additional meals or snacks, or to fund future programs.

Support documentation for all program expenses must be maintained on file for 3 years, plus the current year.

Receiving Direct Meals Components?
Documentation of the donation must be recorded using the State Agency’s Donation Form template, along with a copy of proof of purchase. If either form the documentation should specify the date of the donation, item, description, quantity, and the source.
Sponsors participating in the Summer Food Service Program are required to demonstrate **financial viability**, maintain a **non-profit food service** account, and **manage funds** according to federal and state requirements.
The Budget

SFSP participation requires Sponsors to submit an application, including a budget.
Elements of the Budget

- **Revenue** is income received to operate the program.
- **Operational Expenditures** are costs related directly to the day-to-day operation of the program.
- **Administrative Expenses** are costs related to managing the program.
OPERATIONAL & ADMINISTRATIVE INCOME PROJECTIONS

1. Add last year’s ADP or the anticipated ADP for each meal type.
   
   Breakfast 50  
   Lunch 50  
   Supper ___  
   Snack ___

2. Total Days of Operation  20

3. To obtain total meals, multiply number in #1 times the number in #2.
   
   Breakfast 1000  
   Lunch 1000  
   Supper _____  
   Snack ___

To obtain the total projected income, write the total meals in the charts below, then multiply them by the reimbursement rates.

ADP (Average Daily Participation)
Budgets in the MARS SFSP Application

How is the budget derived in MARS?

• Question “8” on the Site Application

• The budget should be the LAST thing you done when completing the MARS application, because it is pulling numbers from other places. If Sponsors, do it first, the budget won’t make sense!
Your ADP is going to pull into your budget in the form of a projected reimbursement.
# Example of a Budget in MARS

## 2020 - 2021 SFSP Budget Detail

**Status:** Active  
**Type of Agency:** Educational Institution  
**Type of SFSP Organization:** School Food Authority

### Operating Reimbursement

<table>
<thead>
<tr>
<th>Meal</th>
<th>Sites</th>
<th>Total Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>4</td>
<td>121,248</td>
<td>$261,895.68</td>
</tr>
<tr>
<td>Lunch</td>
<td>4</td>
<td>121,248</td>
<td>$455,892.48</td>
</tr>
<tr>
<td>Snack</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supper</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Sub Total:** $717,788.16

### Administrative Reimbursement

<table>
<thead>
<tr>
<th>Meal</th>
<th>Sites</th>
<th>Total Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>4</td>
<td>121,248</td>
<td>$26,068.32</td>
</tr>
<tr>
<td>Lunch</td>
<td>4</td>
<td>121,248</td>
<td>$47,589.84</td>
</tr>
<tr>
<td>Snack</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supper</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Sub Total:** $73,658.16
Example of a Budget in MARS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total SFSP Costs</td>
<td>$1,097,480.00</td>
</tr>
<tr>
<td>Total SFSP Reimbursement</td>
<td>$791,446.32</td>
</tr>
<tr>
<td>Excess SFSP revenue amount from the prior program year or previous participation in SFSP</td>
<td>$19.61</td>
</tr>
<tr>
<td>Amount from other funding resources (e.g. grant, donations)</td>
<td>$311,510.22</td>
</tr>
<tr>
<td>Other funding resources Extra Federal Funding District Maintenance Fund</td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td>$5,496.15</td>
</tr>
</tbody>
</table>
SFSP Costs

• Necessary
• Reasonable
• Properly Allocated
• Approved in the Budget
• Documented
Allowable Operating Costs

- Food Costs
- Non-food supplies used in the Food Service
- Space for the Food Service
Allowable Administrative Costs

- Planning
- Organizing
- Administering
Unallowable Costs

• Spending SFSP funds appropriately requires consideration - is the cost necessary, reasonable and allocable.

• If unallowable costs are identified, the costs must be returned to the SFSP account.

• Be proactive and have a system in place to review invoices and allocate costs appropriately.
Types of Unallowable Costs

- Cost for excess meals
- Meals not meeting program requirements
- Cost to purchase food used outside of SFSP
- Repayment of over-claims or other Federal debts
- Costs of meals served to adults not in the operation of the food service
- Entertainment and fundraising costs
Documenting Costs in SFSP

• Supporting documentation for all program expenses must be *maintained* on file for three years, plus the current year.

• No supporting documentation? Then, *do not use* SFSP funds to pay for it.
Donated Meal Components

• Documentation of donated meal components must be recorded using the State Agency’s *Donation Form template*, along with a copy of *proof of purchase*.

• In either case the documentation should specify the *date* of the donation, *item description*, *quantity*, and the *source*. 
Questions?
Afternoon Break

Take a break.
You deserve it!
Civil Rights
In The Summer Food Service Program

2022 SFSP Training
Civil Rights Requirements

IN THE SUMMER FOOD SERVICE PROGRAM

All participating sponsors must inform potential participants of the availability of the SFSP. In addition, all sponsors and their sites are required to:

Display the “Civil Justice for All” poster developed by USDA in a prominent place at the site and in the sponsor’s office. Contact the State agency for the poster.

Make Program information available to the public upon request.

Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the following languages:

- English
- Spanish
- French
- Arabic

Ensure that translations are accurate concerning the information and availability of the Program.

RACE AND ETHNICITY DATA

Each year, every sponsor must determine the number of potentially eligible participants by race and ethnicity for each race and ethnicity category. This information may be obtained from census data or public school enrollment data.

The sponsor also must collect race and ethnicity data for each of the sponsor’s sites. Sponsors of residential camps must collect and maintain this information separately for each session of camp. For other sites, the sponsor must count the participating children at least during the site operation. The sponsor may use visual identifiers to determine a participant’s race/ethnicity categories.

To provide flexibility and ensure data accuracy, separate categories must be used when collecting and reporting race and ethnicity. Ethnicity must be collected. For Participants may be counted to one race or more racial designations. A single Race and Ethnicity Data form can be found in the Administration Guide.

NEWS MEDIA RELEASE

As part of the public notification requirement, each sponsor must submit a media release to its local newspaper prior to operation each year. It is recommended that sponsors use the prototype media release found online at the Administration Guide. The purpose of the media release is to announce the availability of the meal to the nondiscrimination policy and complaint filing procedures.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, or disability.

To file a Complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found at http://www.ascr.usda.gov/complaint_filing_cust.html, and mail to USDA, Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 1-866-632-9992 (Toll free) or 1-800-877-5291 (for hearing impaired) or write in a letter to USDA. USDA is an equal opportunity provider. Updated January 2023.
Civil Rights Requirements

All participating Sponsors must inform potential participants of the availability of the SFSP. In addition, all Sponsors and their sites are required to:

- Display the “And Justice for All” Poster
- Make information available to the public upon request
- Ensure meaningful access to services for limited English proficient persons
- Accurate translations concerning availability and nutritional benefits of the Program
- Reasonable modifications for person with disabilities
- Non-Discrimination Statement (short or long versions)
- Equal access to meals to all attending children
- Equal access to services and facilities
Race and Ethnicity Data

- Determine the number of potentially eligible participants by racial and ethnicity category.
- For each site, record racial and ethnic data at least once during the site’s operation.
- Use the Race and Ethnicity Data Form.
News Media Release

Annual Media Release

Use prototype media releases

Announces availability of free meals, the nondiscrimination policy, and complaint filing procedures
Civil Rights Training

All staff who work Child Nutrition Programs must receive training on all aspects of Civil Rights compliance annually. Topics to be included are:

- What is discrimination?
- Collecting/recording racial/ethnic data
- Displaying AJFA posters
- Civil Rights complaints
Questions?
Program Reimbursements
In The Summer Food Service Program

2022 SFSP Training
Program Reimbursements

IN THE SUMMER FOOD SERVICE PROGRAM

Payments made to sponsors are based on the number of meals served to children, USDA determines the rates of reimbursement on an annual basis. All money received through the SFSP is federal funds, passed through the State Agency to the sponsor.

Non-camp programs
Base eligibility on area using food/reduced or senior risk.
Can receive reimbursement for up to 2 meals per day if any combination other than lunch and supper on the same day.
Receive reimbursement for ALL eligible 1 meals served.
Can receive reimbursement for 2 meals that do not exceed 2% of the total 1st meals served.

Records needed to file a claim
Daily meal count documentation for all meals served at approved sites.
Number of site that operated during the claim period.
Maximum number of days of operations during claim period.
Production documentation verifying reimbursable meals served.

Camp programs
Base eligibility on the income level of the specific children that are served.
Can receive reimbursement for up to 2 meals per day, in any combination.
Receive reimbursement for eligible 1 meals by type (breakfast, lunch, supper) served to children determined to be low income or needy.

Records needed to file a claim
Daily meal count documentation for all meals served at approved sites.
Number of children served by session.
Number of meals served by session.
Production documentation verifying reimbursable meals served.

Determining the Claim Period and Deadline for Filing Claims
The number of days of operation by month will determine how many claims should be filed and ultimately, when they are due. Once it is decided how many claims the program will operate, determine what claims will need to be filed and put the due dates on the spreadsheet.

Guidelines for determining claim periods
If there are 16 days or less during the initial month of operation, the claim data for the initial month can be
combined with the following month(s)...
If there are 16 days or less during the final month, the claim data from the final month can be combined with the prior month(s).
If there are 16 days or less in both the initial and final months, all counts can be combined onto one claim.
If there are 120 days or more during a claim period, the final month must be submitted as a separate claim.

The Reimbursement Process
1. Log into the Mississippi Application & Reimbursement System (MARS) using the assigned username and password: https://www.mississippi教育部/onlineapp.
2. Enter the claim following the step-by-step instructions provided in the NDS-Overview of SFSP Claim Handbook.
3. After submitting a claim, a message will appear on the screen that it has been successfully submitted.
4. Processed claims will appear within 90 days. To view a claim, log back into MARS, go to the SFSP claim area as instructed in the NDS-Overview of SFSP Claim Handbook.

How are sponsors reimbursed?
A sponsor submits monthly claims in order to receive reimbursement. The SFSP reimburses sponsors by the number of eligible meals served multiplied by the current reimbursement rate, regardless of the sponsor’s administrative and/or operating expenses.

Figuring the ADP
The ADP is calculated at the site level. Identify the primary meal service for each site: calculate the ADP (meals served divided by days of service for the meal, always round up) and sum the ADP for each site to get the total ADP to enter on the claim.

Tips for an accurate claim
Collect and record meal count forms for each site on a weekly basis. Total all data in reporting and include meals served into ADP meal counts only if meals were served at the actual meal count.

Sponsors may request Advance Payments when applying for the Program. Any funds advanced to a sponsor are deducted from the amount earned when the reimbursement claim is filed.

This institution is an equal opportunity provider. Updated January 2020
Advance Payments 7 CFR 225.9 (c)

- Sponsors may request *advanced payments* for program costs.
- Organizations may request advanced payments thirty (30) days before federally prescribed payment dates.
Advanced Payments

- Sponsor’s must be *financially sound*.
- Advanced payments are based on a percentage of *projected* meals served during the requested month.
Advance Payment Calculation (Self-Prep)

Example: The amount calculated by MARS is $28,746 for Operational and $1,496.88 for Administrative.

Operational - $28,746 x 65% = $18,684.90, divide by 2 = $9,342.45

Administrative - $1,496.88 x 33% = $493.97, divide by 2 = $246.98
Key Advance Information

- Advanced payment requests will be considered upon the approval of the SFSP application in MARS.

- Recovery of all or part of an advance will be received by MDE/OCN through submitted claims for reimbursement.

- If advance funds are still owed after the final claim, the State Agency will initiate collection efforts to recover the remaining balance.
Advanced Payment Scenarios

The following scenarios are actual examples of Sponsors receiving and returning advance payments to the State Agency.
Advance Scenario #1

Organization: ABC School District
Advance request: $1,200 for the month of June 2020
Claim for June 2020: $1,250

Amount Paid to Sponsor: $50
Advance Scenario #2

Organization: Eat! Eat! Eat!

Advance request: $12,000 for the month of July 2020

Claim for July 2020: $14,000

Amount Paid to Sponsor: $2,000
Advance Scenario #3

Organization: Yummy Tummy, LLC

Advance request: $33,000 for the month of July 2020

Claim for July 2020: $25,000

Amount Sponsor must *Return* to the State Agency:

$8,000
How May Sponsors Use Advanced Payments?

Advanced payments may be used by Sponsors for:

- Operating Costs (food, non-food supplies, labor, etc.)
- Administrative Costs (labor, office supplies, etc.)

*These costs must be approved in the Budget and allowable SFSP expenses!*
Limits

7 CFR 225.9 (c) (4) Limit. The sum of the advance operating and administrative costs payments to a sponsor for any one month shall not exceed $40,000 unless the State Agency determines that a larger payment is necessary for the effective operation of the Program and the sponsor demonstrates adequate administrative and managerial capability to justify a larger payment.
Submitting Requests for SFSP Advanced Payments in MARS

Step 1

Complete Question 43 in the SFSP Organization Application.

Will the Organization be requesting Advance Payments?

<table>
<thead>
<tr>
<th>General Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>41. Does your agency provide year round public services to the community(ies) other than operating the SFSP?</td>
</tr>
<tr>
<td>• Yes • No</td>
</tr>
<tr>
<td>If No, which of the following circumstance applies?</td>
</tr>
<tr>
<td>If Other, please describe.</td>
</tr>
<tr>
<td>42. Describe the on-going year round service your organization provides to the community that would be served by SFSP.</td>
</tr>
<tr>
<td>Counseling Services, Food Pantry and Religious Services</td>
</tr>
<tr>
<td>43. Will the Organization be requesting Advance Payments?</td>
</tr>
<tr>
<td>• Yes • No</td>
</tr>
<tr>
<td>44. Was your organization ever terminated or determined to have been seriously deficient in its operation of the SFSP or any other Child Nutrition Program?</td>
</tr>
<tr>
<td>• Yes • No</td>
</tr>
</tbody>
</table>
### Step 2

Select Applications, then click on Advance Requests

#### Summer Food Service Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Manager</td>
<td>SFSP Organization’s Profile, Site and Hold Information</td>
</tr>
<tr>
<td>Potential Sponsor</td>
<td>Potential Sponsor</td>
</tr>
<tr>
<td>Application Packet</td>
<td>SFSP Applications Forms (Organization and Site)</td>
</tr>
<tr>
<td>Advance Requests</td>
<td>Request Organization’s SFSP Advance(s) for the current year</td>
</tr>
<tr>
<td>Advance Requests Manager</td>
<td>Manage requested Organization’s SFSP Advance(s) for the current year</td>
</tr>
<tr>
<td>Annual Audit</td>
<td>Annual Audit</td>
</tr>
<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Single Audit Status Summary</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
Step 3

To add an Advance Request, select Add next to the selected month.

<table>
<thead>
<tr>
<th>Action</th>
<th>Advance Month</th>
<th>Advance Type</th>
<th>Advance Amount</th>
<th>Outstanding Balance</th>
<th>Status</th>
<th>Date Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Oct 2019</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Nov 2019</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Dec 2019</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Jan 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Feb 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Mar 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Apr 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>May 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Jun 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Jul 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Aug 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Sep 2020</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
Step 4

Select the type of advance being requested by the Sponsor.

<table>
<thead>
<tr>
<th>Advance Date: Apr 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Advance Request</strong></td>
</tr>
</tbody>
</table>

- [ ] Operating
- [ ] Administrative
Step 5

After reading the Acknowledgement Statement, click the box.

☐ I understand that any advance payment received will be deducted from future reimbursement payments. Further, I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.
Submitting Requests for SFSP Advanced Payments in MARS

**Step 6**
Click Save.

**Step 7**
Select Finish.
Key Reminders

- To be eligible for an advance, the Sponsor must operate at least **ten (10) days** in the month.

- Advanced payments will be **recovered** from the claim for reimbursement for the applicable month.

- If advanced funds are still owed after the final claim, the State Agency will initiate collection efforts to **recover the remaining** balance.
Warning!

• Be **conservative** when projecting the number of meals your organization plans to serve.

• *Daily Participation* and the *Number of Operating Days* may be lower than anticipated for sites.

*Please keep this in mind when requesting an Advance Payment!*
Claim for Reimbursement

• Sponsors assume responsibility for all the information submitted on the claims.

• The claim must reflect only meals that meet SFSP requirements and are served to eligible children.

• Based on number of meals multiplied by administrative and operating rates.
Records Needed to File a Claim

- Daily Meal Count Forms
- Weekly Consolidated Forms
- Consolidated Forms of First and Second Meals Served
- Production documentation verifying the service reimbursable meals
- Number of operating days for each site
- Number of sites operating
Non-Reimbursable Meals

Sponsors may claim reimbursement only for those meals that meet SFSP requirement.

Reimbursement *may not be claimed for*:

- Meal patterns and types not approved by the State Agency
- Meals served outside approved timeframes or approved dates of operation
- Meals not served as a complete unit, except offer versus serve
- Meals consumed off-site, except approved field trips
Questions?
Civil Rights Compliance and Enforcement
The purpose of FNS Instruction 113-1 is to:

• Establish and convey policy;

• Provide guidance and direction; and

• Ensure compliance with and enforcement of the prohibition against discrimination.
Civil Rights Training

- Training is required so that people involved at all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives.

- State agencies are responsible for training local child nutrition administrators on an **annual basis**.

- Local agencies are responsible for training their managers and staff who interact with applicants or participants on an **annual basis**.
Required Topics

The annual training *must* include, but not be limited to, the following training topics in the FNS Instruction 113-1:

- Collection and Use of Data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable modifications for persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service
What is a Protected Base?

Defined as:

- Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

- What are the protected bases?
Protected Bases

Child Nutrition protected bases are:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex
“And Justice for All” Poster

• **MUST** be displayed where benefits are issued/received.

• Reproductions must be at equal size (11x17)

• If copied as black & white, use Form AD-475-A Revised September 2019
Full Non-Discrimination Statement

This institution is an equal opportunity provider.
State and Local agencies are required to obtain data by race and ethnicity. Self identification or self-reporting is the preferred method of obtaining characteristic data. Applicants/participants may not be required to furnish information on their race or ethnicity. Where an applicant/participant does not provide this information, the collector shall through visual observation secure and record the data.
Effective Public Notification System

The purpose of the public notification system is to inform applicants, participants, and potentially eligible persons of:

- Program Availability
- Complaint Information
- Non-discrimination statement
- Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for Limited English Proficiency (LEP) persons.
Complaint Procedures

**Right to File** – anyone alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. The Secretary of Agriculture or his designee may waive the 180-filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.

**Acceptance** – complaints, written or verbal, must be forwarded to the appropriate FNS Regional Civil Rights Director within 5 working days. Anonymous complaints will be handled as any other to the extent feasible based on available information.

**Forms** – any Office of Civil Rights (OCR) may develop complaint forms, but the use of such forms must not be a prerequisite for acceptance of a complaint.
Complaint Procedures

**Verbal Complaints** – the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Complainant Name, address & phone (email or other contacting means)
- Specific location and name of Agency delivering the service or benefit
- Nature of the incident or action that led the complainant to feel discriminated
- The protected base (prohibited basis or protected class) the complainant feels discriminated against
- Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action
- The date which the alleged discriminatory actions occurred or the duration of such actions
Complaint Procedures

https://www.usda.gov/oascr/complaint-resolution
Compliance Reviews

Must advise the reviewed entity in writing of findings and recommendations

Federal or State reviewer must secure information as necessary to make the determination of compliance

Routine reviews conducted as required by program regulations.

Indicators of possible Civil Rights concerns may include:

- unusual fluctuations of racial / ethnic groups in service area
- number of discrimination complaints filed against the Agency
- unresolved findings from previous reviews
- information from grassroots orgs, advocacy State officials, etc.
Resolution of Noncompliance

**Noncompliance** - factual finding that a Civil Rights requirement is not being adhered to

**Achieving Voluntary Compliance** – if found noncompliant, immediate steps to become compliant must be taken

**Termination / Suspension of Assistance** – any action must be limited to the Agency found noncompliant and limited to the particular program which noncompliance was found
The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment, State and local government services (Title II), public accommodations, commercial facilities, and transportation (Title III).

Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.
Requirements for Language Assistance

Title VI of the Civil Rights Act of 1964 and its regulations require recipients of federal financial assistance, i.e., SAs, local agencies, or other sub-recipients, to take reasonable steps to ensure “meaningful access” to information and services they provide for individuals with limited English proficiency (LEP).
Reasonable Steps: Factors

• The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee

• The frequency with which LEP individuals encounter the program

• The nature and importance of the program, activity, or service provided by the program to people’s lives

• The resources available to the grantee/recipient and costs
Meaningful Access

Meaningful access is accomplished by providing reasonable, timely, appropriate, competent/qualified, accurate and effective language services to individuals with LEP when accessing recipient programs and activities.
Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).

USDA LEP Policy Guidance can be found at:

https://www.fns.usda.gov/cr/limited-English-proficiency-lep
Conflict Resolution

**Conflict** - when one or both parties are not able to secure what they need or want and are actively seeking their own goals.
Conflict Resolution

Causes of Conflict:

- Misunderstanding
- Personality clashes
- Competition for resources
- Authority Issues
- Lack of cooperation
- Differences over methods of style
- Low performance
- Value or goal differences
Conflict Resolution

Destructive conflict...

- Diverts energy from more important issues and tasks
- Deepens differences in values
- Polarizes groups so that cooperation is reduced
- Destroys the morale of people or reinforces poor self-concepts
Conflict Resolution

Constructive conflict . . .

Reveals issues of importance, resulting in issue clarification

Builds cohesiveness as people learn more about each other

Causes reassessment by allowing for examination of procedures or actions

Increases individual involvement
Conflict Resolution

Conflict resolution refers to resolving the dispute to the approval of one or both parties. If both parties:

- Remain calm and approachable
- Enter the process with an open mind
- Don’t prejudge others
- Don’t overreact!
- Attack the problem, not the person and listen to understand their concerns.
Alternate Dispute Resolution (ADR)

Use of a neutral 3rd party to resolve informally a complaint of discrimination using various techniques (e.g., fact finding, mediation, facilitation, etc.)
Customer Service

• Be professional.
• Be courteous.
• Listen intently and take notes if needed.
• Repeat back what you have been told to ensure correctness.
• Follow up with corrective action if required.
• Remember . . You are providing a service!
Questions?
Regulation, Guidance, and Handbooks
SFSP Resource Packet

• Requirements and Deadlines One-Pager
• Lunch ADP and F/R Meal Data (2019)
• Application for Participation Memorandum
• Permanent Agreement (New)
• Signature Amendment (Returning)
• Site and Central Kitchen Inspection Request Form
• Agreement to Furnish Food for the SFSP
• Organization Staffing Pattern
• Procedures for Appeals
• SFSP Rate Notice Memorandum
• Advance Requests Handout
• Assessing Cost in the SFSP
• Food Allergy & Anaphylaxis Emergency Care Plan

• HACCP-Based SOPS
  • Washing Hands
  • Hot and Cold Holding Time/Temperature Control
  • Serving Safe Food to Children with Allergies
  • Transporting Food to Satellite Sites
  • Using Suitable Utensils
What Should I Do Next?

Stage 1:
- Review the SFSP Application Memorandum
- Gather all required documents
- Submit the documents to the State Agency

Stage 2:
- One-on-One Pre-Operational Visit

Stage 3:
- Completion of the Electronic Application in MS Application Reimbursement System (MARS) beginning March 1, 2022.
Non-Discrimination Statement

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Susie Q. Evans-Gater
Director, CACFP/SFSP
susie.evans@mdek12.org