

Sponsors, Monitors & Sites Supervisors Responsibilities

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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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



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

EVERY School Has Effective Teachers and Leaders

4



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

5



EVERY School and District is Rated "C" or Higher

6



Summer Training 2021

Training is based on the Extended waivers until September 30, 2021

SFSP regulation - 7 CFR 225 and Guidance Manuals.

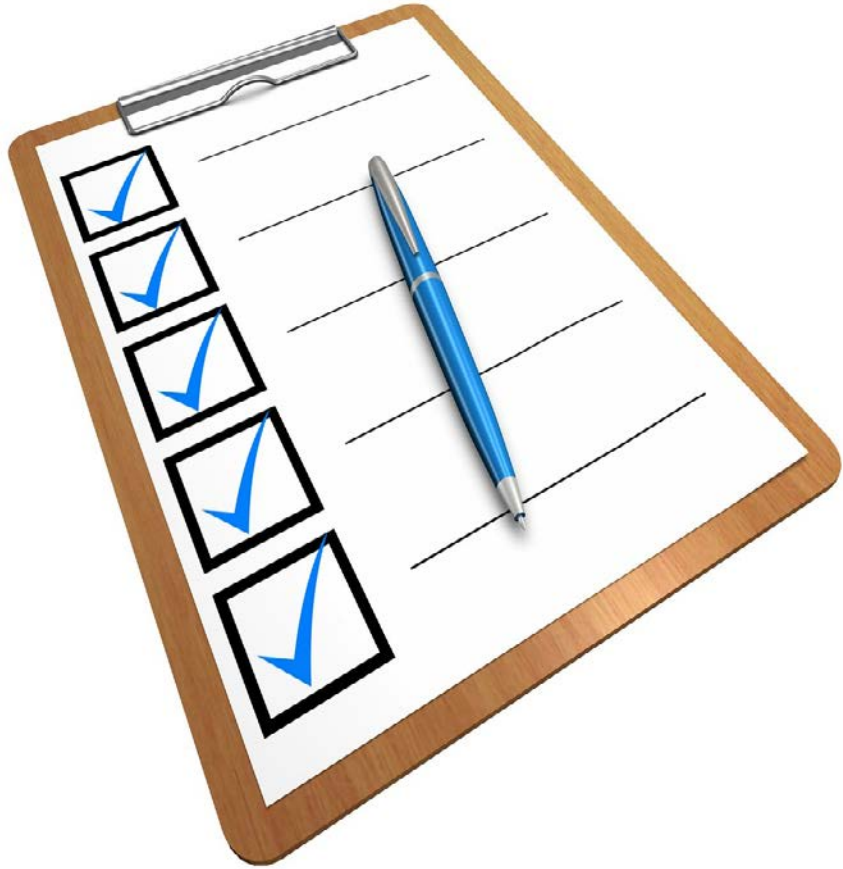


- Pre-Approval Visits
- Number and type of meals
- Time restrictions for meal service
- Mealtime requirements
- Duration of the meal service
- Staffing Duties



Pre-approval visits by SA

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- New Sponsors
- All applicant sponsors which, as a result of operational problems noted in the prior year, the State agency has determined need a pre-approval visit: and
- All sites which the State agency has determined need a pre-approval visit

Number and Type of Meals

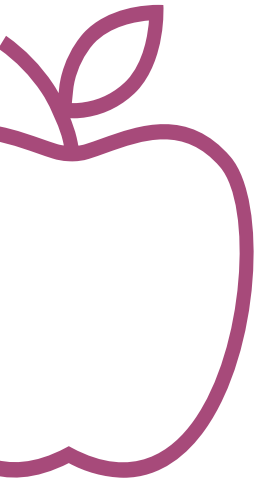
- Sponsor may serve one or two meals a day at open, restricted open, and enrolled sites.
- With State agency approval, camps may serve up to three meals including snacks each day.





Sites Types

- **Open Site**
- **Restricted Open Sites**
- **Closed Enrolled Sites**
 - Residential or Nonresidential Camp
 - NYSP Sites
 - Migrant or Homeless Sites
 - Upward Bound Sites





- **Open Site** - means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (a) of the definition of Areas in which poor economic conditions exist



- **Restricted open** site means a site which is **initially open to broad community** participation, but at which the sponsor restricts or limits attendance for reasons of security, safety or control. Site eligibility for a restricted open site shall be documented in accordance with paragraph (a) of the definition of Areas in which poor economic conditions exist.



Restricted Open

- Initially open to community as an open site
- Must restrict or limit the meal site's attendance for reasons of space, security, safety, or control
- Sponsors must publicize that the site is open on a first-come, first serve to all children
- 50 percent free and reduced area



- **Closed enrolled** site means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with 225.15(f).



- Area Eligibility
- School data is the most commonly used data to establish free meals.
- In order for a site to be determined area eligible, school data must indicate that the proposed meal site is located in a school attendance area where at least **50** percent of the children are eligible for free or reduced-price school meals.

COVID 19: # 80 Allow Area Eligibility for Closed Enrolled sites for Summer 2021 – Extension 3

- SFSP/SSO program operators of closed enrolled sites during the COVID-19 public health emergency may determine site eligibility through area eligibility, without collecting income eligibility applications.
- Program operators must contact State Agency for approval

- Sites approved already for the Area Eligibility Waiver will automatic be extended per USDA waiver extension until September 30, 2021

- **Closed Enrolled Sites**
- **Effective Summer 2021**



District requesting closed enrolled do not meet the 50% requirement, and not approved already:

Submit application to participate in Area Eligibility

Under the regulations [7 CFR 225.16(b)] - two meals for open, restricted open, and enrolled sites.

- Sponsors may serve one or two meals a day at open, restricted open, and enrolled sites
- **Lunch and supper on the same day is not allowed.**

- Breakfast only
- Lunch only
- Lunch and Snack
- Breakfast and Lunch
- Breakfast and Supper



Nationwide Waiver of Meal Service Time Restrictions for Summer 2021 Operations - EXTENSION 3

- SFSP/SSO operators may serve meals outside of the standard mealtimes. (extended to 9/30/21)





Organization requirement for approving Application

- New sponsors
- New sites
- Experienced significant operational problems in the prior year

SFSP Sponsors' Responsibilities 21



- Demonstrate Financial and Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a Nonprofit Food Service

- Take part in the State Agency's (SA) training
- Hire, train, and supervise all SFSP staff and volunteers
- Provide overall management and supervision of the SFSP
- Select sites
- Submit application/agreement to the State Agency
- Monitor all sites each summer in accordance with the USDA Federal requirements

Sponsor's Responsibilities

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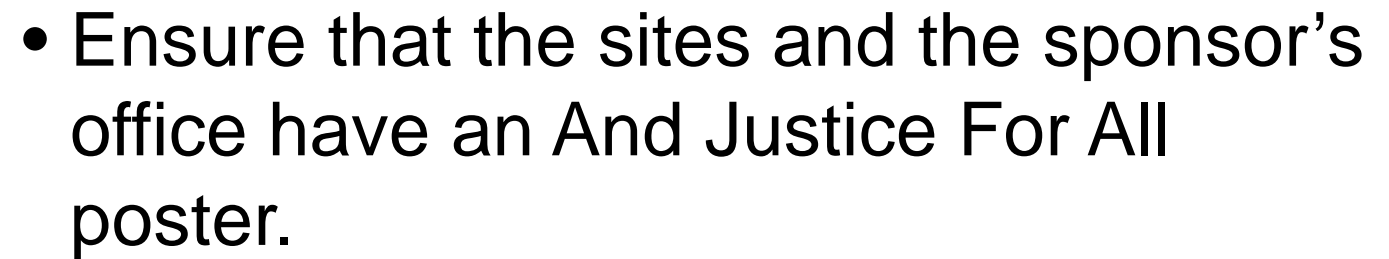
- Prepare (verify accuracy of supporting records) claims for reimbursement
- Ensure that the sites are sustainable
- Maintain all program documents for 3 years, plus the current year



- Coordinate and conduct outreach efforts
- Arrange for food preparation or delivery
- Ensure that monitoring requirements are met
- Notify SA of changes in operations

- Adjust meal orders
- Submit reimbursement vouchers
- Ensure civil rights compliance
- Handle all negotiations with vendors (if any/all sites are vended)

- Delegate outreach responsibilities
- Maintain all program documents for 3 years plus current
- Ensure site information is current and correct
- Ensure that site supervisors know if meals are self-prep or vended and that they know the menu



Monitors' Responsibilities

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Monitors are the eyes and ears of the SFSP. They provide valuable feedback regarding site operations by visiting the sites regularly and observing meal service. They are critical to the successful operations of the SFSP sites.

USDA recommends no less than 1 monitor for every 15 to 20 sites to meet Program monitoring requirements for urban areas. More may be needed for rural areas depending on the geographical area to be covered.

Monitors should:

- Ensure that site personnel maintain records
- Ensure the Program operates in accordance with requirements
- Visit all sites within the 1st week of food service operations

- Review all sites food service operations within the 1st 4 weeks of the program
- Prepare reports of visits and reviews
- Report unresolved or critical issues to the director
- Revisit sites as necessary



- For any problems encountered, suggest corrective action
- Ensure corrective action is implemented
- Conduct on-site training as necessary



Site Supervisor Responsibilities

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- Attend sponsor training
- Properly implement civil rights
- Remain at the site for the whole meal service
- Inform Director/Assistant Director of field trips
- Inform Director/Assistant Director of any changes to meal service



- Serve meals
- Clean up after meal service
- Keep site safe and sanitized
- Comply with local health and safety standards to ensure the safety of the food



Site Supervisor Responsibilities

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- Receive and account for delivered meals (if vended site)
- Plan and organize daily activities including nutrition education
- During inclement weather, arrange alternate food service sites



- Take accurate point of service meal counts (unless the State Agency has approved an alternate system that provides accurate meal counts)





USDA United States Department of Agriculture

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.assc.usda.gov/sites/default/files/USDA-CASCRSAD-Complaint-Form-0909-0902-0906-11-28-17-Final.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1095 or (202) 690-7442;
email:
program.intake@usda.gov.
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correo electrónico:
program.intake@usda.gov.
Esta institución ofrece igualdad de oportunidades.

Form AD-3027, Revised 09/09/17, Revised 09/09/17

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Full Non-Discrimination Statement link:

<https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement-2016.pdf>



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