Welcome to the Summer Food Service Program (SFSP) Training

Office of Child Nutrition

February 27, 2020

Division of Schools Support
601-576-4955
House Keeping Details

- Staff Introductions
- Training Material
- Silence all Cell Phones
- Keep talking to a minimum during lecture time
- Ask Questions for clarity (“I have a Question Card”)
- Beverage Breaks
- Restrooms
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
MISSISSIPPI 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
SFSP Application and Agreement Process

SFSP Training 2019

February 27, 2020

Chequetta Harper
Policy Analyst
Charper@mde.k12.ms.us
Let’s look at the SFSP application module in MARS module
Accessing the System

1. Enter the URL in your web browser

2. Log on using your User ID and Password
   - User ID: [enter]
   - Password: [enter]

3. You should click on the SFSP Module

   - Summer Food Service Program
Enter your assigned User ID and password
Enter the SFSP Module

Select "Applications" Menu item

Select "Application Packet" Menu item

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
Select the link for the 2019-2020 Application Packet to begin the annual enrollment process.
This dashboard contains a series of forms necessary for SFSP enrollment. The “Submit for Approval” button is enabled only when all required forms have been completed correctly.
Application Packet Components

SFSP Application Requirements

- Sponsor Application
- Management Plan
- Food Production Facility List
- Site Application(s)
- Budget Detail
- Checklist Item (i.e., supporting documents)

REMEMBER: Site Field Trip submissions can only occur after approval of the SFSP Application Packet!
Order of Completing Forms

Why does the order even matter?

- Data from preceding forms populate to the succeeding form. For example:
  
  A Central Kitchen or Vendor contracted with the Sponsor is defined on the Food Production Facility (FPF) form; it is then available for selection on the Site Application so Sponsor can select which FPF they are using at each site.
Why does the order even matter?

• The Budget determines anticipated reimbursement based on Meal Types, Number of Operating Days and ADP from the Site Application(s)
• Checklist items are attachments to be submitted with the application and are determined based on answers provided in the application packet
Step 1: Complete Org. Application

Contains basic information regarding the Sponsor

<table>
<thead>
<tr>
<th>Action</th>
<th>Form Name</th>
<th>Latest Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
<td>✓ Organization Application</td>
<td>Rev. 1</td>
</tr>
<tr>
<td>View</td>
<td>Revise</td>
<td>✓ Budget Detail</td>
<td>Original</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 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>✓ Checklist Summary (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>➡ Site Field Trip List (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Application Packet Notes for Organization (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Attachment List</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Applications</th>
<th>Approved</th>
<th>Pending</th>
<th>Return for Correction</th>
<th>Denied</th>
<th>Withdrawn/Closed</th>
<th>Error</th>
<th>Total Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Food Service Program</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

Addresses

Contacts

Racial/Ethnic Makeup

Training Attendance

Outreach

General Questions
Some of the information may have pre-populated from last year’s application

- Review and correct this data
- Enter all other fields
When you have completed the application,
- read and check the Certification
- click the Save button

If errors exist, the system will display an error message. You can correct the errors now (by clicking < Edit ) or return later by clicking Finish.
## Sample Error Messages

<table>
<thead>
<tr>
<th>Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>201110</td>
<td>Physical Address - Address must be completed. Address line 2 may be blank.</td>
</tr>
<tr>
<td>201111</td>
<td>Mailing Address - Address must be completed. Address line 2 may be blank.</td>
</tr>
<tr>
<td>201120</td>
<td>Summer Food Service Program Contact - Contact must be completed. Ext and Fax may be blank.</td>
</tr>
<tr>
<td>201136</td>
<td>Authorized Representative contact information must be completed.</td>
</tr>
<tr>
<td>201150</td>
<td>Claims Contact - Contact must be completed.</td>
</tr>
<tr>
<td>201173</td>
<td>Food Service Contact - Contact must be completed.</td>
</tr>
<tr>
<td>201170</td>
<td>Monitoring Contact - Contact must be completed.</td>
</tr>
</tbody>
</table>

Errors in red must be fixed to submit the application.

<table>
<thead>
<tr>
<th>Code</th>
<th>Warning Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>201225</td>
<td>General Questions - Please add supporting documentation to the Free and Reduced Price Policy Statement checklist item. Attach to the checklist item a listing of the publicly funded programs in which the Sponsor, and its principals, have participated in the past seven years and currently participate in.</td>
</tr>
</tbody>
</table>

Errors in blue ("warnings") are informational.
Step 2: Complete Management Plan

Collects information regarding personnel, area of responsibility, and training

<table>
<thead>
<tr>
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<td>Rev. 1</td>
</tr>
<tr>
<td>View</td>
<td>Revise</td>
<td>✓ Budget Detail</td>
<td>Original</td>
</tr>
<tr>
<td>Details</td>
<td>Management Plan</td>
<td>Rev. 2</td>
<td>Pending Validation</td>
</tr>
<tr>
<td>Details</td>
<td>Food Production Facility List (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Checklist Summary (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Site Field Trip List (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Application Packet Notes for Organization (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Attachment List</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Site Applications**

<table>
<thead>
<tr>
<th>Summer Food Service Program</th>
<th>Approved</th>
<th>Pending</th>
<th>Return for Correction</th>
<th>Denied</th>
<th>Withdrawn/Closed</th>
<th>Error</th>
<th>Total Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

Show Packet History

Click the Details link to start
To complete a Management Plan, click the **Add Management Plan** button.

When completed, click the **Save** button to Correct errors if any exist.
Step 3: Complete Food Production Facility

Identifies whether sponsor has food prepared at a central kitchen and/or is vended.

- Must identify all food preparation facilities that will be used by any of your sites
- Click the Details link to start
Food Production Facilities must be entered prior to completing the Site Applications

Food Production Facility Information

1. Food Preparation Type: Central Kitchen
2. Facility Name: Mary’s Kitchen

Facility Address

3. Address Line 1: 820 Hillside Street
4. City: Midnight
5. State: MS Zip: 39115-0123

Facility Contact

6. Name: mawilliams@yahoo.com
7. Phone: (662) 987-6543 Ext: 234 Fax: (664) 235-6789

Vended Facility Information

10. If vended by a School Food Authority (SFA) or another SFSP Organization, enter SFA/Organization name. If vended by an entity other than an SFA or another SFSP Organization, enter the entity’s name.

11. If meals will be vended, indicate whether the Organization is using MDE-provided contract (Two-page agreement), approved alternate form or is exempt from competitive bidding and will use a simple written agreement.

- I will be using the State’s Contract Template (2-page agreement)
- I am exempt from competitive bidding and will use a simple written agreement
- I have received state approval to use an alternate form

12. Is the Organization extending the Food Service Management Company (FSMC) contract for which it went out for bid?

A Food Production Facility is the location where the meals served to children are produced. Meals are usually either:
- Prepared on-site (i.e., “Central Kitchen”)
- Received from a Vendor (i.e., “Vended”)

- Multiple facilities may be added
- Once facilities are entered, they will display as selection options on the Site Application
To complete a Food Production Facility form, click the **Add Facility** button.

When completed, click the **Save** button.

Correct errors if any exist.
Step 4: Complete Site Application(s)

Contains specific information regarding each SFSP site

- Addresses
- Contacts
- Eligibility Method
- Site Type
- Meals Served
- Food Production

Click Summer Food Service Program to see a list of last year’s approved sites
The system lists the approved sites from last year. Click “Modify” link next to a site to start their application. Address information will pre-populate from last year’s application. Review and correct this data, and enter all other fields.
Offer versus Serve (OVS) is allowable \textit{only if} you utilize the NSLP/SBP Meal Pattern.

\textbf{Do NOT check \textit{yes}} for OVS if you are utilizing the Summer Meal Pattern. Because there is NO SUCH THING as OVS with the Summer Meal Pattern.

If you want to implement OVS, you MUST either:

1. Submit a waiver to USDA, or
2. Implement the NSLP/SBP meal pattern
**Memo: SFSP 01-2019- Rescission**

### Lunch

<table>
<thead>
<tr>
<th>L1. Meal Serving Dates (non-camp only):</th>
<th>Start: 06/18/2018</th>
<th>End: 07/12/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>L2. Enter the number of days the meal will be served each month:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>L3. Days served:</td>
<td>Mon-Fri</td>
<td>Sun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L4. Meal Times:</td>
<td>Start: 11:00 AM</td>
<td>End: 12:30 PM</td>
</tr>
<tr>
<td>L5. Meal Service Method:</td>
<td>Self-Prep - Prepares on site</td>
<td></td>
</tr>
<tr>
<td>L6. Menu Planning Option:</td>
<td>SFSP Menu Pattern</td>
<td></td>
</tr>
<tr>
<td>L7. Will this meal utilize offer vs. serve?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>L8. Average Daily Participation (non-camp only):</td>
<td>350</td>
<td></td>
</tr>
</tbody>
</table>

At the site Application at L7 (Lunch) and B-7 (Breakfast) the answer is **NO** OVS.
Site-level claiming that uses the Site Application data to validate the data entered by the Sponsor on the budget and the claim.

Number of days entered affect anticipated Budget reimbursement amounts and when a claim can be submitted.

Average Daily Participation (ADP) affects anticipated Budget reimbursement amounts and claim edits.

Maximum number of meals approved by the State is used as an edit on the claim.
27. Indicate your system for serving meals to attending children:
   - Cafeteria Style
   - Unitized meal
   - Family Style (for Closed Enrolled and Camp sites only)
   - Other (provide explanation)

28. Describe the method used for making adjustments in the daily number of meals delivered in accordance with the number of children attending:
   STUDENTS WILL BE BASED UPON THE ENROLLMENT OF THE SITE

29. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:
   Site Staff will contact the Organization to order meals

30. Is this a mobile/outdoor site?  
   - Yes  
   - No

31. Are you requesting a waiver for the First Week Site Visit?  
   - Yes  
   - No

32. List the types of scheduled activities at this site, or write "NA" if no activities.  
   N/A
Step 5: Complete Budget

TIPS will identify anticipated reimbursement based on Site Application information; Sponsor identifies expenses

Click the “Add” link to begin
### SFSP Budget Detail

**Budgets must be completed after all Site Applications are completed**

<table>
<thead>
<tr>
<th>Operating Reimbursement</th>
<th>Sites</th>
<th>Total Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>1</td>
<td>1,800</td>
<td>$3,312.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>2,000</td>
<td>$6,420.00</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>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td>$9,732.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Reimbursement</th>
<th>Sites</th>
<th>Total Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>1</td>
<td>1,800</td>
<td>$328.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>2,000</td>
<td>$670.00</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>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td>$998.50</td>
</tr>
</tbody>
</table>

By meal type, the system calculates anticipated reimbursement based on:
- **Sites** = Total # of sites based on site applications completed
- **Total Meals** = Total # of operating days * Average Daily Participation entered on site application

\[ \text{Total} = \text{Operating Reimbursement Rate} \times \text{Total Meals} \]

\[ \text{Administrative Reimbursement Rate} \times \text{Total Meals} \]
### SFSP Budget Detail (cont.)

<table>
<thead>
<tr>
<th>Projected Operating Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor Costs (Salaries, Wages, Taxes and Benefits)</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>Total Food Expenses</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Facilities and Space (Educational Facilities only)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Media Costs</td>
<td>$35.00</td>
</tr>
<tr>
<td>Contracting Organization Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>10.00%</td>
</tr>
<tr>
<td>Total Operating Costs</td>
<td>$29,538.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected Administrative Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor Costs (Salaries, Wages, Taxes and Benefits)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Facilities and Space</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Financial Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Media Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contracting Organization Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Administrative Costs</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

- Enter projected budget values for each Operating Costs line item
- Enter projected budget values for each Administrative Costs line item
Entering expense information

Cost Reimbursement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total SFSP Costs</td>
<td>$32,535.00</td>
</tr>
<tr>
<td>Total SFSP Reimbursement</td>
<td>$33,015.75</td>
</tr>
<tr>
<td>Excess SFSP revenue amount from the prior program year or previous participation in SFSP</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Amount from other funding resources (e.g. grant, donations)</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Other funding resources</td>
<td></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>$480.75</td>
</tr>
</tbody>
</table>

Misc.

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year’s SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?☐ Yes ☐ No

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information, and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Correct errors if any exist

When completed, click the button

• Enter SFSP revenue from the prior program year
• Enter any amounts from other funding resources
• Answer questions on miscellaneous funding

Save | Cancel
Step 6: Upload Checklist Docs

Based on answers within the application, the system will identify if supplemental information that must be submitted with the packet.

Called “Checklist Summary”

Click the “Details” link to view your list of required documents to attach to the application.
• Sponsor may be required to submit additional documentation as a part of the Application Packet

• Checklist items are generated by the system based on pre-defined criteria (rules) based on answers on Sponsor and Site Application

• Sponsor can attach documents
Visual Check!

Forms requiring completion and/or contain errors display a red arrow. Forms that are completed and error-free display a green checkmark. Submit for approval button is enabled only when all required forms have been properly completed.
Packet Status displays “Submitted for Approval”

Forms are now view-only to the Sponsor

MDE-OCN will review the packet
Final Steps in the Actual “Live” Process

• The State Agency will review the Sponsor’s submission; during this time, the Application Packet is view-only to the organization.

• The State Agency will either approve the entire packet or return some/all packet components to the Organization for additional work.
Final Steps in the Actual “Live” Process

• An email is sent by the system to the Organization’s SFSP Program Contact when the packet is Returned, Approved, or Denied by the State

• The State Agency will enter comments viewable at the top of the application packet item screen requesting data correction or additional information
SFSP Field Trips

Completed by Organization approved sites… **after** the SFSP Application Packet is approved

To complete a site field trip form, click the “details” link and then click the **Create New Field Trip** button.

When completed, click the “Save” button. Correct errors if any exist.
Sponsors, Monitors & Site Supervisors Responsibilities

SFSP Training 2020

February 27, 2020

Mary Burks
Director, School Support
MDE/CNP (601) 576-4955
Discussion Points

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

• 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

- Sponsors may serve one or two (2) meals a day at
  - open,
  - restricted open, and
  - enrolled sites.
- With State Agency approval, camps may serve up to three (3) meals including snacks each day.
Who participates free of charge?

Children 18 and Under
Do all site types use “area” eligibility to establish free meals?

NO!
### SFSP Site Types

<table>
<thead>
<tr>
<th>Site Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Site</strong></td>
</tr>
<tr>
<td><strong>Restricted Open Site</strong></td>
</tr>
<tr>
<td><strong>Closed Enrolled Site</strong></td>
</tr>
<tr>
<td>Residential or Nonresidential Camp</td>
</tr>
<tr>
<td><strong>NYSP Site</strong></td>
</tr>
<tr>
<td><strong>Migrant or Homeless Site</strong></td>
</tr>
<tr>
<td><strong>Upward Bound Site</strong></td>
</tr>
</tbody>
</table>

See Memo SFS 19-09 for more information on site type changes.
Open Site

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% of the children are from households that would be eligible for free or reduced-price school meals under the NSLP and the SBP, as determined in accordance with the definition of areas in which poor economic conditions exist.
Definitions of Program Site Types

Restricted Open Site

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 the definition of areas in which poor economic conditions exist.
Closed Enrolled Site

a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50% of the enrolled children at the site are eligible for free or reduced-price school meals under the NSLP and the SBP, 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% of the children are eligible for free or reduced-price school meals.

Site Types that can utilize area eligibility include:
- Open Sites
- Open Restricted Sites
Restricted Open—Eligibility Details

- Initially open to community
- 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% free and reduced area
Effective Summer 2019

Closed Enrolled sites may no longer utilize “area eligibility” to provide free meals. The Following options may be used.

- Free/Reduced Meal Apps – minimum 50% of enrolled children qualify for F/R meals
- Community Eligibility Provision (CEP) data (site level) for the school site participating in the SFSP (if available).
- Listing of F/R eligible children from the local school system, if this data can be shared.

* Please note that academic summer school sites are not automatically closed sites. Meal services must be open to children in the community, unless the site applies as closed enrolled.
• Ask the parent/guardian of each enrolled child to complete a household application

• Obtain lists by name and eligibility status of enrolled children for free or reduced-price meals from schools operating the NSLP or SBP.

* Please note that academic summer school sites are not automatically closed sites. Meal services must be open to children in the community, unless the site applies as closed enrolled.
Allowable Meal Combinations

According to regulation [7 CFR 225.16(b)] - Sponsors may serve one or two meals a day at all open, restricted open, and enrolled sites.

- Breakfast only
- Lunch only
- Snack only
- Supper only
- Lunch & Snack
- Breakfast & Lunch
- Breakfast & Supper
- Breakfast and Snack
- Supper and Snack
- Two Snacks
Lunch and supper combination on the same day is not allowed!
Meal Time Restrictions

Length of Meal Service
the max duration of meal services are as follows:

• Breakfast – 1 hour
• Snack / Supplement – 1 hour
• Lunch / Supper – 2 hours

Time Between Meals
• a minimum of three (3) hours must elapse between the start of one food service (including snack) and the start of the next.
• In the case of sites where both lunch and supper are served (with no snack in between), a minimum of four (4) hours must elapse between the start of each.

Meals served outside of the period of approved meal service shall not be eligible for Program payments!
Quiz Time

1. Given what we know about meal time restrictions, is this schedule allowable?
   
   Breakfast  8:00 am – 9:30 am
   Lunch      10:30 am – 12:30 pm

2. If Breakfast starts at 7:30, what time can lunch start?

3. If lunch starts at 10:30, what time can afternoon snack start?
1. Given what we know about meal time restrictions, is this schedule allowable?

   Breakfast: 8:00 am – 9:30 am
   Lunch: 10:30 am – 12:30 pm

**NO! breakfast can only run for 1 hour, and lunch cannot begin until 11:00 if breakfast starts at 8:00**

2. If Breakfast starts at 7:30, what time can lunch start? **10:30 am**

3. If lunch starts at 10:30, what time can afternoon snack start? **1:30 pm**
Organization requirement for approving Application

- New sponsors
- New sites
- Mobile sites
- Experienced significant operational problems in the prior year
## Application Requirements for New and Experienced Sponsors/Sites

Once a sponsor’s initial program application has been approved by the State agency, the sponsor enters into a permanent agreement with the State agency and is required to submit more limited annual updates to the application. This chart indicates the elements of the application that are not required beyond the initial application. However, State agencies may require more information annually from sponsors that have demonstrated past operational problems.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>New Sponsors/Sites and Sponsors/Sites with Past Operational Problems</th>
<th>Experienced Sponsors/Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Information Sheet: 7 CFR 225.4(c)(2)(i) and (3)(i)</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Organized and supervised system for serving meals to children</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Estimated number and types of meals to be served and times of service</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Arrangements for delivery and holding of meals and storing leftovers for next day meal service</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Arrangements for food service during periods of inclement weather</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Access to means of communication for making necessary adjustments for number of meals to be served at each site</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Whether the site is rural or non-rural and whether the site’s food service will be self-prepared or vended</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Open sites and restricted open sites: documentation supporting area eligibility determination</td>
<td>Required</td>
<td>Required Documentation must be submitted every five years when school or census data is used, or earlier if requested by the State agency.</td>
</tr>
<tr>
<td>Closed enrolled sites: the projected number of children enrolled and projected number of children eligible for free meals for each site</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>NYSP sites: certification from sponsor that all children who will receive SFSP meals are enrolled participants in NYSP</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Camps: number of children enrolled in each session who meet Program income standards</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
### Application Requirements for New and Experienced Sponsors/Sites, Continued

<table>
<thead>
<tr>
<th>Requirement</th>
<th>New Sponsors/Sites and Sponsors/Sites with Past Operational Problems</th>
<th>Experienced Sponsors/Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migrant worker certification from migrant organization that site serves children of migrant worker families. If site also serves non-migrant children, sponsor must certify that the site primarily serves migrant children.</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Homeless area: information that demonstrates that site is not a residential child care institution; description of method used to ensure that no cash payments or other in-kind services are used for meal service; certification that site only serves meals served to children</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Other Application Requirements: 7 CFR 223.4(c)(2)(i) and (2)(v)</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Information that demonstrates that applicant meets requirements in § 223.14: extent of program payments needed, including advance and start-up payments (if applicable); staffing and monitoring plan</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Complete administrative and operating budget which includes projected administrative expenses and information of how sponsor will operate the program within estimated reimbursement</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Summary of how meals will be obtained; if innovation for bid is required, sponsors must submit a schedule for bid dates and a copy of their IFB</td>
<td>Required</td>
<td>Required if IFB is required; sponsors must submit schedule for bid dates and copy of IFB if a change has occurred since previous year. If method for processing meals has changed from previous year, sponsors must submit a summary of how meals will be obtained</td>
</tr>
<tr>
<td>For sponsors seeking approval as use of local, municipal, county or state government, certification that it will directly operate the program in accordance with §223.14(c)(3).</td>
<td>Required</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
SFSP Sponsor Responsibilities

- Demonstrate Financial & Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a Nonprofit Food Service
- Provide Year-Round Service
- Exercice Management Control Over Sites
- Conduct Pre-Operational Visits
- Sign Written Agreements
- Take part in State Agency (SA) training
SFSP Sponsor Responsibilities (cont.)

- Hire, train, and supervise all SFSP staff and volunteers
- Provide overall management and supervision of the SFSP
- Select sites
- Submit application/agreement to the SA
- Monitor all sites each summer in accordance with the USDA Federal requirements
- 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
SFSP Sponsor Responsibilities (cont.)

- Correspond with State Agency (SA)
- Coordinate and conduct outreach efforts
- Hire, train, and supervise staff
- Arrange for food preparation or delivery
- Ensure that monitoring requirements are met
- Adjust meal orders
- Submit reimbursement claims
- 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
Ensure that all sites have an “And Justice for All Poster”
IMPORTANT NOTICE!

We have a NEW “And Justice for All” Poster!
Monitor Responsibilities

Monitors are the eyes and ears of the SFSP

• provide valuable feedback regarding site operations
• visit the sites regularly
• observe meal service
• 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.
Monitor Responsibilities (cont.)

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 four weeks of the program
- Prepare reports of visits and reviews
Monitor Responsibilities (cont.)

- 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

Site Supervisors should:

- Attend sponsor training
- Properly implement civil rights
- Remain at the site for the entire meal service
- Inform Director/Assistant Director of field trips
- Inform Director/Assistant Director of any changes to meal service
Site Supervisor Responsibilities (Cont.)

- 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
- Receive and account for delivered meals (if vended site)
Ensure that meals are consumed on 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)
Any Questions
Non-Discrimination Statement

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Mary Burks
Director, School Support
Mississippi Department of Education
Office of Child Nutrition
P.O. Box 771
Jackson, MS  39205-0771
(601) 576-4955  (601) 354-7595 (Fax)
mburks@mdek12.org
SITE VISITS AND REVIEWS/ FOOD SAFETY INSPECTIONS

February 27, 2020

RODNEY MILLER
NSLP Program Specialist
rmiller@mdek12.org
### Different Types of Site Visits/Inspections

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Where</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Operational Visit</td>
<td>Prior to Operations</td>
<td>New sites; sites with prior issues</td>
<td>Sponsor</td>
</tr>
<tr>
<td>First Week Visit</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of operation</td>
<td>All sites</td>
<td>Sponsor</td>
</tr>
<tr>
<td>Site Review</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; four weeks of operation</td>
<td>All sites</td>
<td>Sponsor</td>
</tr>
<tr>
<td>Health Inspection</td>
<td>Sponsor must Request inspection prior to operation</td>
<td>First year, non-school sites</td>
<td>MS State Dept. of Health</td>
</tr>
</tbody>
</table>
Visits & Reviews: Pre-Op Visits

Pre-operational Visits, 7 CFR 225.15(d)

• Sponsors should record the date of the Pre-Operational Site Visit for each site with the name and title of the staff member that conducted the site visit

• School sponsors are strongly encouraged to conduct Pre-operational Site Visits of all new non-school sites and sites that had Operational issues in the previous year
Pre-Operational Visit Form

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)
- Other

Estimated number of children the site could serve: __________

Estimated number of needy children in area: __________

Estimated number of personnel needed to adequately control the food service: __________

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

Is this site for-profit?  Yes  No

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

Improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor’s Signature: __________ Date: __________
Site Visits, 7 CFR 225.15 (d) (2) and (3)

Sponsors must visit each site at least once during the first week of operation.

Example: Should the organization stop counting if the site is closed and re-start once the site re-opens?

Operation, by definition, is the state of being functional. At the time sponsors are approved to administer the SFSP, they are considered to be in operation from that date until the last day of meal service per their Program agreement.
**Sample First Week Visit Form**

<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 “And 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: ____________
Visits And Reviews: Site Reviews

Site Reviews, 7 CFR 225.15(d)(3)

• Requires monitor to determine if the site is in compliance with all program requirements

• The Monitor Staff must observe a complete meal service from beginning to end
Sponsors must conduct a review of the Summer Feeding Program a minimum of once in the first four (4) weeks of Program Operations.

If the site operates less than four (4) weeks, the sponsor must still complete a site review.
Sample Site Review Form

NOTE: To be completed during first four weeks of operation

Sponsor: ____________________________ Site: ____________________________
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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Meals delivered (if applicable)
# Meals/milk from previous day
Time meals delivered (if applicable)
Time meals served
# First meals served to children
# Second meals served to children
# Meals served to Program adults
# Meals served to non-Program adults
Deserted meals (dropped, spoiled, incomplete meals, lost meals*, etc.)
# Meals leftover

* Test meal cannot be claimed for reimbursement but should be recorded.
Health And Sanitation

• When sponsors have chosen their prospective sites:

  Sponsors must notify the health department in writing of all prospective site locations

• Sponsors are required to enter into an agreement with the State Agency that their sites will maintain proper sanitation and health standards

  In conformance with all applicable State and local laws and regulations
Health And Sanitation Inspection

1. School Sites (food prepped in School Cafeteria)
   a. May utilize current cafeteria site health permit.

2. Non-School Sites sponsored by the School District
   b. **Must obtain** a pre-operational and operational health inspection
• Meal counts must be taken for *each* meal service at *each* site *at the time* of the meal service.

• Meal counting systems at each site must capture separately:
  - all reimbursable 1<sup>st</sup> meals served to eligible children
  - any/all 2<sup>nd</sup> meals served to eligible children
  - all adults meals.

• Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.
During a Monitoring Visit, the POS / meal counting process is closely reviewed.
Acceptable Counting Methods

• Manual Meal Count Sheets (pencil and paper)
• Electronic POS (all children coded free)
• Clicker

NOTE: If a clicker is utilized, the final count must still be transferred to a record that accounts for all complete 1st and 2nd (if applicable) meals served to children (with any adult meals accounted for separately by type*).
POS Systems that are NOT allowed

• POS clerk has been assigned multiple duties requiring him/her to leave POS during meal service.
• Head or Plate counts utilized in place of a POS.
• Attendance records used in place of a POS.
• Allowing number of meals “prepared” (or delivered) to be used as the reimbursable meal count or POS count.

Reimbursement must always be based upon the # of reimbursable meals that were SERVED to eligible children.
Important Meal Service Reminder

- Only those complete (first) meals served to eligible children may be claimed for reimbursement (along with a select number of ‘complete’ second meals, as applicable).

- OVS is not permitted when using the SFSP Meal Pattern without a waiver from USDA.

- The number of prepared meals often does not equal the number of meals to be claimed.
Remember!

Staff members working at the POS should not only be capturing accurate meal counts, but should also be trained on how to identify reimbursable meals!

Unless there is a waiver for OVS, each child must have all components.
Critical Daily Documentation

- Production Records
- Daily Meal Count Records
- Satellite Delivery Receipts - when meals are delivered to SFSP sites from another location (or site)
SFSP Delivery Receipt

• If you are delivering meals to any sites, you should maintain delivery receipts!

• Daily adjusted delivery receipts are changed to reflect adjusted meal order

• Meals must be correctly packaged and loaded for delivery

• Site must follow food safety requirements
Summer Food Service Program  
Delivery Receipt –Satellite Sites Only

Central Kitchen Name: _______________ Date of Delivery: _______________  
Site name: _______________ Meal Type (please circle one): B / L / S / Snack

To be completed by the Central Kitchen Representative:

<table>
<thead>
<tr>
<th>Item</th>
<th>Milk</th>
<th>Meat</th>
<th>Vegetable/Fruit</th>
<th>Vegetable/Fruit</th>
<th>Grain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Serving Size</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Sent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature at Central Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time the Food left the Central Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Central Kitchen Representative: _______________ Date: _______________

By signing you are verifying that all information in the chart above is true.

To be completed by the Site representative:

<table>
<thead>
<tr>
<th>Item</th>
<th>Milk</th>
<th>Meat</th>
<th>Vegetable/Fruit</th>
<th>Vegetable/Fruit</th>
<th>Grain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity received at site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature at Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Received at site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Site Supervisor: _______________ Date: _______________

By signing you are verifying that all information in the chart above is true.

Note Temp record columns
SFSP Delivery to Satellite Sites

The following restrictions apply when meals are delivered to SFSP satellite sites:

- Meals must be delivered no more than one hour prior to the beginning of meal service
- Facilities must exist on-site for storing food at proper temperatures
The Daily Meal Count Form

Can be found in the “Reference Materials” section in the latest USDA Administrative Guidance for Sponsor book.
The Daily Meal Count Form

Please Note The Following:

1) Site Level Details

(2) “1st meal” reimbursable meal counts

(3) “2nd meal” count, as applicable

(4) Program adult meals, as applicable

(5) Non-program adult meals, as applicable

(6) Total Meals

(7) Non-reimbursable meals (i.e. damaged, incomplete)

(8) Total Leftover Meals

Signature & Date
The Daily Meal Count Form

Question
Which section(s) of the meal count form contain the number of meals that may be claimed for reimbursement?

1) Site Level Details
2) “1st meal” reimbursable meal counts
3) “2nd meal” count, as applicable
4) Program adult meals, as applicable
5) Non-program adult meals, as applicable
6) Total Meals
7) Non-reimbursable meals (i.e. damaged, incomplete)
8) Total Leftover Meals
Question
Which section(s) of the meal count form contain the number of meals that may be claimed for reimbursement?

(2) “1st meal” reimbursable meal counts

(3) “2nd meal” count, as applicable

NOTE: the total number of second meals claimed cannot exceed 2% of the number of first meals
When a site serves more than 150 children per day at a given meal service, the supplemental (Page 2) form may be used along with the first page.

Be sure to staple or attacked the sheets and keep them together.

See the Reference Materials available in the USDA SFSP Administrative Guide for Sponsor.
### Sample Meal Count
(Weekly Consolidated)

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Address And Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Supervisor:</td>
<td>Week of: / /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meal Type:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Total Car</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circle) B</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Number of meals delivered/prepared
2. Number of meals available from previous day
3. Number of first meals served to children
4. Number of second meals served to children
5. Number of meals served to Program adults
6. Number of meals served to non-Program adults
7. Number of incomplete/damaged meals
8. Number of labtor meals
9. Number of additional children requesting a meal after all available meals were served
10. Money collected to be collected for adult meals

Remarks: | Signature of Site Supervisor:
### Meal Count Consolidation Form

**Sample Meal Count - Consolidation Form of First (1st) and Second (2nd) Meals Served**

Claim Period: __/__/____ to __/__/____

<table>
<thead>
<tr>
<th>Site</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Meal</td>
<td>2nd Meal</td>
<td>1st Meal</td>
<td>2nd Meal</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>19.</td>
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<td>20.</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>C1</th>
<th>C2</th>
<th>C3</th>
<th>C4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where: 
- C1 = Total # Meals/Snacks Served
- C2 = 2nd Meal/Meal Limitations
- C3 = Allowable 2nd Meal/Meal (Lowest of C2 or C4)
- C4 = Allowable Total Meals/Snacks
Requirements for Claims

- Daily meal counts, by site, verified as accurate by each site supervisor (for each approved meal service), are ultimately placed in the OCN website (MARS) in the “Claims” feature by the sponsor in order to request reimbursement for meals served.
- Claims for reimbursement must reflect only meals that meet SFSP requirements and are actually served to eligible children during the claiming period.
- Since the NSLP rates change on July 1, the June and July claims cannot be combined.
Questions
Budgets/Advances/Reimbursement Rates/Summer Codes

SFSP Training 2020

February 27, 2020

Rodney Miller
NSLP Program Specialist
rmiller@mdekk12.org
Advance Payments (7CFR 225.9(c))

- Operating costs
- Administrative costs
- Both Operating and Administrative costs
Advance Payments-Operating Costs

7 CFR 225.9 (c)(1)

- Request 30 days before payment dates (June 1, July 15, August 15) except for SFA (Exception: If an organization submits an advance request after the deadline, it will be processed within 30 days.)

- Certification of staff training on program requirements for sponsor and site personnel for a second advance.

- Operating at least 10 days for the month of the advance
Advance Payments for Administrative Costs

7 CFR 225.9 (c)(2)

- Request 30 days before payment dates (June 1, July 15, except for SFA).
- Advance is not available if operating less than 10 days.
Advance Payments Calculation

- 7 CFR 225.9(c)(ii)
- **Vended Sponsor**: 50% of the amount determined by the State agency to be needed that month for meals
- **Self-Prep**: 65% of the amount determined by the State agency to be needed that month for meals
- Each payment will not exceed 1/3 of the total amount in which the State agency determines the sponsor will need to administer the Program
Advance Payments Calculation

Previous Year Sponsors

- Estimated total number of meal sites compared to prior year
- Estimated total number of meals for current year compared to prior year
- Available prior year SFSP excess reimbursement
Advance Payment Calculation

- Outstanding debt to the State agency
- Payment Plan
- Denied request offered opportunity to appeal
Advance

- 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 sufficient administrative and managerial capability to justify a larger payment.
Advance Request Procedures

1. Locate the “Advance Requests” link on the Application dashboard in MARS.

2. Click on the Advance Request link, then click ‘Add” next to the requested advance month.

3. Check the type of advance, Operating and/or Administrative and enter the requested amount of each type.

4. Ensure the certification statement box is selected and click ”Save” to submit the request.
Advance

• Advance payments requests will be considered upon the approval of the annual SFSP application.

• Recovery of all or part of an advance will be made through an adjustment from SFSP 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.
SFSP Budget Detail
SFSP Costs

- Necessary
- Reasonable
- Properly allocated
- Approved in the budget
- Documented
Completing the budget
## SFSP Budget Detail

### 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>1</td>
<td>3,300</td>
<td>$6,567.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>4,400</td>
<td>$15,268.00</td>
</tr>
<tr>
<td>Snack</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supper</td>
<td>5</td>
<td>1,625</td>
<td>$5,638.75</td>
</tr>
</tbody>
</table>

**Sub Total** $27,473.75

### 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>1</td>
<td>3,300</td>
<td>$651.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>4,400</td>
<td>$1,595.00</td>
</tr>
<tr>
<td>Snack</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supper</td>
<td>5</td>
<td>1,625</td>
<td>$589.06</td>
</tr>
</tbody>
</table>

**Sub Total** $2,835.81
# SFSP Budget Detail

## Projected Operating Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor Costs (Salaries, Wages, Taxes and Benefits)</td>
<td>$3,471.30</td>
</tr>
<tr>
<td>Total Food Expenses</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>Facilities and Space (Educational Facilities only)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$800.00</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Media Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contracting Organization Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Operating Costs**  
$18,271.30
## Projected Administrative Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor Costs (Salaries, Wages, Taxes and Benefits)</td>
<td>$6,018.00</td>
</tr>
<tr>
<td>Facilities and Space</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$150.00</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Financial Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Media Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contracting Organization Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Administrative Costs**: $6,168.00
## SFSP Budget Detail

### Cost Reimbursement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total SFSP Costs</td>
<td>$24,439.30</td>
</tr>
<tr>
<td>Total SFSP Reimbursement</td>
<td>$30,309.56</td>
</tr>
<tr>
<td>Excess SFSP revenue amount from the prior program year or previous participation in SFSP</td>
<td>$24,186.83</td>
</tr>
<tr>
<td>Amount from other funding resources (e.g. grant, donations)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other funding resources</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td><strong>$30,057.09</strong></td>
</tr>
</tbody>
</table>

### Misc.

Identify how excess funds will be used:

- [ ] Used to improve the meal service or other aspects of the SFSP
- [ ] Kept for next year’s SFSP operations
- [x] Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?  
- [ ] Yes  
- [x] No

### Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.
SFSP Budget Detail

- Analyze the budget line by line
- Ensure allowable and shared costs have been reported accurately
- Upload supporting documents
Session Topics

1. Identify reimbursement rates for 2020
2. Budget calculation
3. Claim preparation
4. Allowable and unallowable expenses
5. Identify operational and administrative expenses
Reimbursement Rates

• OPERATIONAL RATES
  BREAKFAST: $2.09
  LUNCH/SUPER: $3.65
  SNACK: $.085
Reimbursement Rates

ADMINISTATIVE RATES: RURAL OR SELF PREP SITES

BREAKFAST: $.2075
LUNCH/SUPPER: $.3825
SNACK: $.1025
Reimbursement Rates

ADMINISTRATIVE RATES: OTHER TYPES SITES

BREAKFAST: $.1650

LUNCH/SUPPER: $.3175

SNACK: $.0825
Allowable Costs

1. Food
2. Labor
3. Nonfood Supplies
4. Travel
QUESTIONS
Recordkeeping
Meal Count Records

• Sponsors must use daily site records to document the number of program meals served to children

• Sponsor should collect site records at least every week

• Site supervisors are responsible for keeping records each day
Meal Count Records

Daily site records should include the number of:

- Meals delivered or prepared by type
- First meals served to children by type
- Second meals served to children by type
- Excess meals or meals leftover
- Non-reimbursable meals
- Meals served to program adults
- Meals served to non-program adults

Attachment alert!!!! 18, 19, & 20
Remember, if you have satellite sites, you will need daily meal count sheets, AND delivery receipts!
Comparison of Meal Count Sheets and Delivery Receipts
Training Records

- Date(s) of training for site and administrative personnel
- Attendees’ signature
- Topics covered at each training session
### Training Records

#### Training Checklist for Site Staff

1. **General explanation of the Program**
   - Purpose of the Program
   - Site eligibility
   - Importance of accurate records especially meal counts
   - Importance of organized activities at sites

2. **How sites operate**
   - **For contracted sites**:
     - Types of meals to be served and the meal pattern requirements (provide planned menus)
     - Delivery schedules (give exact times)
     - Adjustments in the number of meals delivered
     - Facilities for storing meals
     - Who to contact about problems (name and phone number)
     - Appointment level of meal service
   - **For self-preparation sites**:
     - Meal pattern requirements
     - Inventory (use inventory forms)
     - Meal adjustments (use production records)
     - Meal preparation adjustments

3. **Recording requirements**
   - Daily record-keeping requirements
   - Delivery receipts (provide sample forms)
   - Records, leftovers, and spoiled meals
   - Daily labor—actual time spent on food service and time and attendance records
   - Collection of daily record forms
   - Maintain copies of meal service forms

4. **Monitors’ responsibilities (use site visit and review forms)**
   - Duties and authority
   - Introduce monitors and discuss areas of assignment

5. **Civil Rights requirements (see Site Supervisor’s Guide)**

6. **Other policies/issues**
   - What to do in inclement weather and alternate service areas
   - How to handle unauthorized adults trying to eat meals
   - How to handle discipline
   - Review equipment, facilities, and materials available for recreational activities
   - Review trash removal requirements
   - Discuss corrective action
   - Nutrition education
Racial and Ethnic Data Form

- Sponsor should complete this form for each site each year
- Sponsor may use visual identification to determine a participant’s racial and ethnic category
- Sponsor must retain data for 3 years after the end of the fiscal year of operation
Food Cost

- Receiving reports that record amount of food received from supplier
- Purchase invoices
- Cancelled checks or other forms of payment
- Delivery slips for vended meals
Labor Cost

- Compensation for labor to prepare and serve meal
- Compensation for labor to supervise children during the meal service
- Compensation for labor to clean up after meal service
- Must keep accurate time and attendance records
Staff Time Sheet

---

**SUMMER FOOD SERVICE PROGRAM**

**Time Report - Site and Food Service Staff**

**RECORDKEEPING AND COST ACCOUNTING**

<table>
<thead>
<tr>
<th>Site/Sponsor name:</th>
<th>Site/Sponsor Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site/Sponsor address:</td>
<td></td>
</tr>
</tbody>
</table>

Week of: ________ Date: ______

**Hours Worked in Food Service**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours Per Day</th>
<th>Total Hours Weekly</th>
<th>Hourly Wage</th>
<th>Total Earnable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S M T W T F S</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

--- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. ---

Site supervisor’s signature: ___________________________ Date: __________

--- Use this form for all site level and food service staff performing operating costs tasks, that is, tasks directly related to the food service (e.g. meal servers, cooks, supervising children at the site). ---

**ATTACHMENT 26**
Other Operating Cost

- Non-food supplies
- Rental cost for building, food service equipment, and utility cost
- Mileage allowance
<table>
<thead>
<tr>
<th>Date</th>
<th>Distance Reading Start</th>
<th>Distance Reading Stop</th>
<th>Number of Miles</th>
<th>Itinerary</th>
</tr>
</thead>
</table>

**Signature of Employee:**

**Date:**

*Use this form for any staff performing an operating task, specifically related to the food service, e.g., site staff, cooks, etc. Transporting meals. Note: Mileage costs must be in the administrative budget approved by the State Agency.*

**ATTACHMENT 24**

**193**
SFSP Administrative Cost

Administrative Cost
Related to planning, organizing, and administering the program

Labor cost
Payroll and daily time and attendance records for administrative personnel
Admin Staff Time Sheet
SFSP Administrative Cost

Rental cost
• Rental agreements for office equipment or space

Office supplies
• Purchase invoices

Travel
• Mileage records
### Mileage Record – Administrative Staff

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Date</th>
<th>Distance Round Trip</th>
<th>Distance Round Trip</th>
<th>Number of Miles</th>
<th>Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Employee**

**Date**

---

*Use this form for any staff performing an administrative task (e.g., monitors, sponsor administrative staff holding the summer school). Mileage costs need to be the administrative design approved by the state eligibility.*
Recordkeeping

- Full and accurate records
- Records of meal counts taken daily
- Records of program operating costs, including food and other cost
- Records of program admin. cost, including labor and supplies
- Records of funds accruing to the program
- Training records Reviews
- Ethnic and Racial including Civil Rights Training
- Visits and Data
- Must be maintained for 3 years after the end of the fiscal year of operation
Checklist of Records

1. Records that document eligibility for the Summer Food Service Program:
   - Approved agreement
   - Application
   - Site Information Sheet for each site
   - Evidence to show eligibility for each site based on serving needy children (or in the case of camps and
     over sites, evidence to show that children are individually documented as being eligible for free or
     reduced-price school meals)
   - Public release
     - Letter from IRS showing tax-exempt status (for private non-profit organizations)
     - Pre-operational site visit forms
     - Sponsor site agreements
     - Documentation of training
     - Letter of engagement of CPA firm or independent accountant, or State or local government accountant and
       management letter of application
     - Letter to health department

2. Records that support the number of meals served to children:
   - Daily count of milk delivered
   - Daily count of milk brought in
   - Daily count of meals prepared or received at sites
   - Daily count of complete first meals served to children
   - Daily count of complete second meals served to children
   - Daily count of meals served to Program and non-Program adults
   - Daily count of disabled meals
   - Daily count of access meals

3. Records that support food service costs:
   - Food inventories
   - Delivery receipts for vendors
   - Payroll and time-and-attendance records for site personnel
   - Purchase invoices

4. Records that support administrative costs:
   - Payroll and daily time-and-attendance records for administrative personnel
   - Rent and utility bills
   - Rental agreements for office equipment or space
   - Mileage records

5. Records to support funds accruing to the Program:
   - Site records of cash collected
   - Copies of receipts given for cash donations
   - Records of any other funds received for the Summer Food Service Program

6. Other records:
   - Agreement with schools to furnish meals
   - Contract with a food service management company
   - Bid procedures used
   - Records and inventories of USDA-donated foods
   - Records of training conducted
   - Menus records
   - Receipts, invoices, and bills for all rentals or purchased items and services
   - Bank statements and deposit slips
   - Accounting ledgers
   - Sanitation and health reports
   - Certification of Independent Price Determination (IFAC contracts)
   - Beneficiary Data Form
   - Food Donations
   - Procurement Procedures
   - Written Standards of Conduct
   - All sponsor procedures which reflect the SFSP operations
Questions
Summer Lunch
Summer Meal Patterns Requirement

Pages 58-60 - Administrative Guidance ~ 2016

Pages 8 – 15 - Nutrition Guidance ~ 2018
### Summer Meal Patterns Chart

#### Meal Pattern For Children

Select the appropriate components for a reimbursable meal

<table>
<thead>
<tr>
<th>Food Components and Food Items</th>
<th>Breakfast Serve all three</th>
<th>Lunch/Supper Serve all four</th>
<th>Snack Serve two of the four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Required</td>
<td>Required</td>
<td>1 cup (1/2 pint, 8 fluid ounces)³</td>
</tr>
<tr>
<td>Fluid milk (whole, low-fat, or fat-free)</td>
<td>1 cup (1/2 pint, 8 fluid ounces)²</td>
<td>1 cup (1/2 pint, 8 fluid ounces)²</td>
<td>1 cup (1/2 pint, 8 fluid ounces)¹</td>
</tr>
<tr>
<td>Vegetables and Fruits</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Equivalent quantity of any combination of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable or fruit or</td>
<td>1/2 cup</td>
<td>1/2 cup total²</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Full-strength vegetable or fruit juice</td>
<td>1/2 cup (6 fluid ounces)²</td>
<td>1/2 cup²</td>
<td>1/2 cup (6 fluid ounces)²</td>
</tr>
<tr>
<td>Grains/Breads*</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Equivalent quantity of any combination of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread or</td>
<td>1 slice</td>
<td>1 slice</td>
<td>1 slice W</td>
</tr>
<tr>
<td>Cornbread, biscuits, rolls, muffins, etc. or</td>
<td>1 serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Cold dry cereal or</td>
<td>1/2 cup or 1 ounce⁹</td>
<td>1/2 cup or 1 ounce⁹</td>
<td>1/2 cup or 1 ounce⁹</td>
</tr>
<tr>
<td>Cooked cereal or cereal grains or</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Cooked pasta or noodle products</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Meat and Meat Alternates</td>
<td>Optional</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Equivalent quantity of any combination of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat or poultry or fish or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Alternate protein products or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Cheese or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Egg (large) or</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>Cooked dry beans or peas or</td>
<td>1 ounce</td>
<td>2 teaspoons</td>
<td>2 tablespoons</td>
</tr>
<tr>
<td>Peanut or other nut or seed butters or</td>
<td>4 tablespoons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuts or seeds*or</td>
<td>1 ounce 50%</td>
<td>1 ounce</td>
<td></td>
</tr>
<tr>
<td>Yogurt*</td>
<td>4 ounces or 1/2 cup</td>
<td>8 ounces or 1 cup</td>
<td>4 ounce or 1/2 cup</td>
</tr>
</tbody>
</table>

*For the purposes of the requirements outlined in this table, a cup means a standard measuring cup.

*Soaked at a breakfast or on cereal, or used in a product for which it is an ingredient.

*Assume 2 a timely age.

*Serve one or more kinds of vegetables or fruits in a combination of both. Full-strength vegetables or fruit juices may be counted as no more than one meal or one side item.

*May also be served on milk as a side item for children, etc., string beans, corn, rice, or other vegetables, etc., shall be included as an additional serving of vegetables.

*Vegetables, fish, or poultry products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole grain or enriched. Called for the enriched variety, white bread, enriched bread, or enriched flour, etc., shall be included as an additional serving of vegetables.

*Cereal shall be at least whole grain, enriched or fortified.
<table>
<thead>
<tr>
<th>One Serving of Milk (LF or FF)</th>
<th>Two Fruits/Veg to equal ¾ cup</th>
<th>One Serving of Grain</th>
<th>1 Meat/Meat Alt (2 oz)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Milk" /></td>
<td><img src="image2.png" alt="Fruits/Veg" /></td>
<td><img src="image3.png" alt="Grain" /></td>
<td><img src="image4.png" alt="Meat" /></td>
</tr>
</tbody>
</table>
Meal Pattern Requirements

Summer Lunch & Supper

- Five food items must be offered:
- One servings of meat/meat alternate
- Two servings of fruit and/or vegetables (two different food items)
- One serving of bread/bread alternate
Meal Pattern Requirements

Summer Lunch & Supper

• One serving of fluid milk (low-fat or fat-free) Milk served may be flavored or unflavored

Select All Four Components for a Reimbursable Meal!

No OVS in the Summer meal Patterns unless you apply for and are approved for a waiver by USDA!
SFSP Meal Patterns

<table>
<thead>
<tr>
<th>Lunch or Supper</th>
<th>Component</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Meat/Meat Alternate</td>
<td>2- ounces</td>
</tr>
<tr>
<td>Required</td>
<td>Vegetable and Fruit</td>
<td>2 different servings totaling ¾ cup</td>
</tr>
<tr>
<td>Required</td>
<td>Grains/Breads</td>
<td>1 (slice bread, serving), hot cooked cereal or pasta or noodles or grain - ½ cup</td>
</tr>
<tr>
<td>Required</td>
<td>Milk</td>
<td>8 fluid ounces</td>
</tr>
</tbody>
</table>

Select All Four Components for a Reimbursable Meal
Fruit or vegetable juice must be full-strength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
Summer Meal Pattern Requirements

IMPORTANT NOTICE!

• Effective Summer 2019, there is no longer an option to utilize Offer Verses Serve (OVS) under the SFSP meal pattern.

• This applies to **ALL** sponsor types.

• OVS will only be allowed for SFAs that elect to utilize the traditional School Food Service (SFS) meal pattern followed during the school year (for the NSLP and SBP).
What does this OVS change mean?

• If you are a sponsor following the SFSP meal pattern you must offer and the children must select all of the required meal components in the minimum-required portions.
Meal Requirements (Snack)

- Two food items from different components.
- Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.
Select Two of the Four Components for a Reimbursable Snack

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Select 2)</td>
<td></td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Vegetables and Fruits</td>
<td>¾ cup (6 oz)</td>
</tr>
<tr>
<td>Grain/bread</td>
<td>1 serving</td>
</tr>
<tr>
<td>Milk</td>
<td>8 ounces (1 cup)</td>
</tr>
</tbody>
</table>
Required: SFSP Snack

Sponsors may not serve two beverages as a reimbursable snack.

If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).
Required: SFSP Snack

- 2 Food Items from 2 different food components
- Juice cannot be served when milk is the other item.
- Example:
  - Juice and crackers **OK**!
  - Juice and milk- **NOT OK**!
  - Apple and mixed fruit juice- **NOT OK**!
This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Summer Meal Patterns 2020

Summer: Breakfast & Field Trips

SFSP Training 2020

February 27, 2019

Marianna Chauvin
Division Director II
mchauvin@mdek12.org
Summer Breakfast
Summer Meal Patterns Requirement

Pages 58- 60 - Administrative Guidance

Pages 7 – 11 - Nutrition Guidance
### SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

<table>
<thead>
<tr>
<th>FOOD COMPONENTS AND FOOD ITEMS</th>
<th>BREAKFAST</th>
<th>LUNCH OR SUPPER</th>
<th>SNACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Fluid milk (whole, low-fat, or fat-free)</td>
<td>1 cup [liquid, 8 fluid ounces]</td>
<td>1 cup [liquid, 8 fluid ounces]</td>
<td>1 cup [liquid, 8 fluid ounces]</td>
</tr>
<tr>
<td>Vegetables and Fruits – Equivalent quantity of any combination of…</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Vegetable or fruit or</td>
<td>1/3 cup</td>
<td>1/3 cup total</td>
<td>1/3 cup</td>
</tr>
<tr>
<td>Full-strength vegetable or fruit juice</td>
<td>1/3 cup [9 fluid ounces]</td>
<td>1/3 cup [9 fluid ounces]</td>
<td>1/3 cup [9 fluid ounces]</td>
</tr>
<tr>
<td>Grains/Breads – Equivalent quantity of any combination of…</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Bread or</td>
<td>1 slice</td>
<td>1 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>Cornbread, biscuits, rolls, muffins, etc. or</td>
<td>1 serving</td>
<td>1 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>Cold dry cereal or</td>
<td>1/2 cup or 1 ounce</td>
<td>1/2 cup or 1 ounce</td>
<td>1/2 cup or 1 ounce</td>
</tr>
<tr>
<td>Cooked cereal or cereal grains or</td>
<td>1/3 cup</td>
<td>1/3 cup</td>
<td>1/3 cup</td>
</tr>
<tr>
<td>Cooked pasta or noodle products</td>
<td>1/3 cup</td>
<td>1/3 cup</td>
<td>1/3 cup</td>
</tr>
<tr>
<td>Meat/Meat Alternates</td>
<td>OPTIONAL</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Lean meat or poultry or fish or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Alternate protein products or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Cheese or</td>
<td>1 ounce</td>
<td>2 ounces</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Egg (large) or</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
</tr>
<tr>
<td>Cooked dry beans or peas or</td>
<td>3 tablespoons</td>
<td>4 tablespoons</td>
<td>3 tablespoons</td>
</tr>
<tr>
<td>Peanut or other nut or seed butters or</td>
<td>1 ounce [50%]</td>
<td>1 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Nuts or seeds or</td>
<td>4 ounces or 1/2 cup</td>
<td>8 ounces or 1 cup</td>
<td>4 ounces or 1/2 cup</td>
</tr>
</tbody>
</table>

---

1. For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.
2. Served as a beverage or in cereal or used as part for each purpose.
3. Stated as a beverage.
4. Measured in equivalent amounts of vegetables or fruits or a combination of both.
5. May not be served with another grain as the only component.
6. May not be served with another grain as the only component.
7. Serving sizes and equivalents will be guidelines established by USDA.
For a breakfast to be a reimbursable meal, it must contain:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Serving of Milk (LF or FF)</td>
<td><img src="image1" alt="Milk" /></td>
</tr>
<tr>
<td>One Serving of Veg, Fruit, or 100% Juice</td>
<td><img src="image2" alt="Fruit" /></td>
</tr>
<tr>
<td>One Serving of Grain</td>
<td><img src="image3" alt="Grain" /></td>
</tr>
<tr>
<td><strong>OPTIONAL</strong> serving of Meat/Meat Alt</td>
<td><img src="image4" alt="Meat" /> may be served</td>
</tr>
</tbody>
</table>

Meal Pattern Requirements (Breakfast)
### SFSP Meal Patterns

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Components</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Vegetable, Fruit or Juice</td>
<td>½ cup</td>
</tr>
<tr>
<td>Required</td>
<td>Bread or Bread Alternate</td>
<td>1 serving</td>
</tr>
<tr>
<td>Required</td>
<td>Milk</td>
<td>8 ounces</td>
</tr>
<tr>
<td>Optional</td>
<td>Meat/Meat Alternate</td>
<td>1 ounce</td>
</tr>
</tbody>
</table>
The Summer Meal Pattern is much simpler than the National School Lunch Program (NSLP) or the School Breakfast Program (SBP) meal patterns.

- No requirement for nutrient analyses in the SFSP
- However, in the Summer Meal Pattern, you must serve every component of the meal pattern to each child.
- There is **NO SUCH THING** as OVS within the Summer Meal Pattern **WITHOUT** a waiver in place!
- If you want to practice OVS in the SFSP, you must either
  - Apply for a Waiver, or
  - Implement the NSLP/SBP meal pattern
### Meal Pattern Comparisons: Milk Requirement

<table>
<thead>
<tr>
<th>Summer Meal Pattern (Breakfast)</th>
<th>School Breakfast Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cup Milk</td>
<td>1 Cup Milk</td>
</tr>
</tbody>
</table>

Milk is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.

If OVS is implemented, a student can create a reimbursable meal without selecting milk.
<table>
<thead>
<tr>
<th>Summer Meal Pattern (Breakfast)</th>
<th>School Breakfast Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ Cup Fruit</td>
<td>K-8: ½ Cup</td>
</tr>
<tr>
<td></td>
<td>9-12: 1 Cup*</td>
</tr>
</tbody>
</table>

Fruit is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.

*OVS allows exception to pick up ½ cup
## Meal Pattern Comparisons: Grain Requirement

<table>
<thead>
<tr>
<th>Summer Meal Pattern (Breakfast)</th>
<th>School Breakfast Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 slice bread or 1 serving cornbread/biscuit/roll/muffin or ¾ cup cold dry cereal</td>
<td>1 oz eq. Grain</td>
</tr>
<tr>
<td>½ cup hot cooked cereal</td>
<td></td>
</tr>
<tr>
<td>½ cup pasta/noodles/grain</td>
<td></td>
</tr>
<tr>
<td><em>Must be made from WG or enriched meal/flour</em></td>
<td></td>
</tr>
<tr>
<td>Grain is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.</td>
<td>If OVS is implemented, a student can create a reimbursable meal without selecting grain</td>
</tr>
</tbody>
</table>
Meal Service Requirements

- Serve the same meal to all children
- Ensure that children eat all meals on site
- Ensure all children receive a meal
- Adhere to local health and sanitation regulations
- Plan for inclement weather
- Serve meals on-time
Field Trips
Key Points regarding Field Trips

1. Notification

2. Approval
Field Trips

- Must **notify SA** prior to meal service for a field trip
- Field trip **must be approved** before the Field trip takes place
- Failure to meet requirement results in the disallowance of meals
- Field trips are submitted in MARS for approval
- SA should receive the notification 24 hours before the Field trips and approved
Meal Service Options

- Taking Food Components Offsite
- Field Trips during Meal Service Times
Meal Services Options - Field Trips

Trip Details

1. Trip Date:
   - Specific Date  06/14/2017
   - Multiple Dates

2. Status of Site:
   - Site will remain open

3. Affected Meal Type(s):
   - Breakfast
   - AM Snack
   - Lunch
   - PM Snack
   - Supper

4. Number of Children Attending Field Trip: 100

5. Name of Field Trip Destination:
   - Children Museum in Jackson, MS

6. Will meals be properly stored or delivered no earlier than one hour prior to the beginning of meal service?
   - Yes  
   - No

7. Cancel Request:
Questions
Why Mobile Feeding?

• Mobile Feeding solves the problem of reaching children in remote areas with limited capacity to travel long distances.

• In many cases, Mobile Feeding increases participation in areas with the most need.
How does this work?

• A truck or bus delivers food to locations on a set delivery route targeting areas where children will be **congregated**

• May include allowing children to board the bus/vehicle to consume meals

• With this model, **congregate feeding is still required** and there must be a site supervisor present during the entire meal service
Mobile Feeding: entering application in MARS

• OCN will need to know the exact route [i.e. all stops (addresses) where children will be fed] that the mobile feeding truck/bus will take.

• Please be sure to add each mobile feeding site to your Contract in MARS
Critical Control Points

• Time / temperature control becomes even more essential as food is transported to designated locations

• Site Supervisors must be trained and equipped to take and record temperature readings of prepared food items

• **Hint:** utilize your delivery receipts!
A designated Point of Service (POS) is still required and the same types of documents are needed to support meals served.
• ADP must still be reported to the SA through the online system (MARS), with revisions made to ADP as the need arises
Delivery Receipts and Meal Counts

• All Satellite sites **must** utilize and retain delivery receipts **in addition** to the meal count forms.

• Even if food is picked up rather than delivered, the delivery receipt still required.

• You can use the SA template or produce your own.
Comparison of Meal Count Sheets and Delivery Receipts
Mobile sites are NOT EXEMPT from health inspection requirement
Handwashing

Do you have a plan for proper sanitation?

Health Department Requires a hand washing station.
Must be present at EACH mobile feeding site!
On-Site Consumption

Meals must be consumed on site.

Children cannot walk up to the van/distribution site, grab a meal, and walk off.
Marianna Chauvin
Division Director II
mchauvin@mdek12.org
CIVIL RIGHTS COMPLIANCE AND ENFORCEMENT

SFSP 2020

February 27, 2020

Marianna Chauvin
mchauvin@mdek12.org
The purpose of FNS Instruction 113-1 is to:

• Establish and convey policy;

• Provide guidance and direction

• 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.
The annual training \textit{must} include, but not be limited to, the following training topics in the FNS Instruction 113 – 1:

1. Collection and Use of Data
2. Effective public notification systems
3. Complaint procedures
4. Compliance review techniques
5. Resolution of noncompliance

6. Requirements for reasonable modifications for persons with disabilities

7. Requirements for language assistance

8. Conflict resolution

9. Customer service
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?
Child Nutrition protected bases are:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex
7. Reprisal or Retaliation
Child Nutrition protected bases are:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex
• Display where benefits are issued/received.

• Reproductions must be at equal size (11x17)

• If copied as black & white, use Form AD-475

-A Rev Dec 2015
Short Non-Discrimination Statement

This institution is an equal opportunity provider.
DO NOT CHANGE THE STATEMENT!

CORRECT VERSION:

This institution is an equal opportunity provider.

INCORRECT VERSIONS!

- This institution is an equal opportunity employer.
- Yoknapatawpha County Schools is an equal opportunity provider.
- USDA is an equal opportunity provider.
Collection and Use of Data

1. State and Local agencies are required to obtain data by race and ethnicity.

2. Self identification or self-reporting is preferred method of obtaining data.

3. Applicants/participants may not be required to furnish information on their race or ethnicity.

4. 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 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 OCR may develop complaint forms, but the use of such forms must not be a prerequisite for acceptance of a complaint.
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
Complaint Procedures cont’d…

- What 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(s) which the alleged discriminatory actions occurred or duration of such actions
SEE ATTACHMENT (FLOW CHART)
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. Selection criteria; 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., 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.
This is a requirement!

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). What factors should be considered to determine what constitutes reasonable steps?

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

2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people’s lives; and

4. The resources available to the grantee/recipient and costs.

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.
USDA LEP Policy Guidance can be found at:

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

Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).
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 cont’d…

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
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.
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 refers to resolving the dispute to the approval of one or both parties.

- Remain calm and approachable.
- Enter the process with an open mind.
- Don’t prejudge others.
- Don’t over-react.
- 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 through the use of various techniques (e.g. fact finding, mediation, facilitating etc.)
Customer Service

- Be professional
- Be courteous
- Listen intently and take notes if needed
- Repeat back what you have been told to insure correctness
- Follow up with corrective action if required
- Remember . . You are providing a service!
Presenter Name
Summer Food Service Program
Vending and Procurement

SFSP Training 2020

February 27, 2020

Charles Crawford
Accountant/Auditor III
ccrawford@mdek12.org
Sponsor meal options

Self Prep

Purchase Meals from a School

Purchase Meals from a FSMC
Self-Prep

- Sponsors receive higher administrative reimbursement rates.
- Can deliver to different/multiple sites.
- Must keep production records and delivery receipt logs.
Purchasing Meals from Schools

- 7 CFR 225.15(b), 16 (f)
- Contact the local superintendent of the school or the principal of local non-profit schools
- Organization may enter into a non-competitive agreement to purchase meals
- Schools participating in NSLP/SBP are accustomed to preparing meals that meet federal requirements.
Purchasing Meals From Schools

- 7 CFR 225.15(b), 16 (f)

- Sponsors that use local SFA facilities must enter into a written agreement with the school but are not required to utilize the competitive bid procedures.

- Generally, sponsors may not contract with a school using a FSMC unless the contract included the provision of SFSP meals.
Purchasing Meals from a FSMC

- 7 CFR 225.15 (m)
- Food Service Management Company (FSMC)

*Any* commercial enterprise or non-profit organization with which a sponsor may contract for the preparation of unitized meals, with or without milk, for use in the Program, or for managing a sponsor’s food service operation in accordance with limitations set forth in the Program regulations on management responsibilities of sponsors.
Purchasing meals from a FSMC

- FSMC may be
  - (a) public agencies or entities
  - (b) private non-profit organizations
  - (c) private for-profit companies

- Meals **must be unitized**: meal components (except milk or juice) must be packaged, delivered, and served as a unit.
Purchasing meals from a FSMC

Specific management responsibilities that sponsors may not contract out:

- monitoring,
- staff training,
- enforcing corrective action, and
- preparing program applications and claims for reimbursement

Sponsors remain legally responsible for these items
Waiver for Unitized Meals
“For Outside School Hours Care Centers Only”

Food Service Management Company (FSMC) or school sponsor that contracts to prepare CACFP meals must provide unitized meals for the CACFP site(s) unless the Mississippi Department of Education (MDE) has approved a waiver of the unitized meal requirement. The unitized meal requirement specifies that the meal components (except the milk) must be portioned, packaged, delivered, and served as a unit. Milk, which may be purchased and provided separately, must be served with the meal unit and only such complete meals are reimbursable (CAR 228.30).

(Name of Institution) requests a waiver to the unitized meals requirement.

Reason waiver is necessary [how does the unitized meal requirement impair food service operations?]

(Name of Institution) has entered into a Food Service Agreement with (Name of FSMC/School).

Address of FSMC/School:
City, State, Zip Code:
Area Code/Phone:

This FSMC/School will provide food for the following site(s). If more than one site, attach a separate sheet if more space is needed.
Agreement to Furnish Foods for the SFSP

Regulation 225.6 (h) 2

Each State Agency shall develop a standard form of contract for use by sponsor in contracting with food service management companies.

Please refer to the Agreement to Furnish Foods for the SFSP
Agreement to Furnish Foods for the SFSP

This agreement is made and entered into between ___________________________ Name of FSMC Providing Meals

and ___________________________ WHEREAS the ___________________________ Name of SFSP Organization

agrees to provide daily unitized meals/snacks (inclusive/exclusive) of milk/ juice to circle one option

Name of SFSP Organization

<table>
<thead>
<tr>
<th>Price per Meal</th>
<th>Meal Type</th>
<th>X</th>
<th># Meals Needed Per Day</th>
<th>X</th>
<th># of Operating Days for Contract Period</th>
<th>Estimated Total Cost of Food Service Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>AM Snack</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>Lunch</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>PM Snack</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>Supper</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>$</td>
</tr>
</tbody>
</table>

*The contract period should not extend beyond one year. Therefore, the number of operation days should equal the total number of days the site(s) will be open for food service during the summer.

It is further agreed that ___________________________ pursuant to the

provisions of the SFSP Federal regulation, 7 CFR Part 225 and Food Crediting Guide, attached copies of which are part of this agreement, will ensure the meals/snacks meet the minimum meal pattern requirements, including creditable components and accurate portion sizes, and will maintain complete and accurate records that, at a minimum, include details regarding the preparation and delivery of meal/snacks ordered. Said records will be provided to ___________________________ promptly by the last calendar...
What is Procurement?

The act of acquiring goods, services, or works from an external source. It is favorable that the goods, services or works are appropriate and that they are obtained at the best possible price to meet the needs of the purchaser in terms of quality, quantity, time, and location.
Applicable SFSP Regulations

- 7 CFR 225.17: Procurement Standards

(a) State Agencies and sponsors shall comply with requirements of 2 CFR Part 200, subpart D concerning the procurement of supplies, food, equipment and other services with Program Funds

(b) The State Agency shall make available to sponsor information on 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415, as applicable
Applicable SFSP Regulations: Procurement Standards

• 7 CFR 225.17: Procurement Standards

  (c) Sponsors may use their own procurement procedures which reflect applicable State and local laws and regulations, provided that procurements made with Program funds conform with this provision.
(d) The SA shall ensure that each sponsor is aware of the minority business enterprises

(1) Minority Business Enterprises on solicitation list

(2) Soliciting Monitoring Business enterprises whenever they are potential sources

(3) Dividing Total Requirements, when economically feasible into smaller tasks or quantities

(4) Establish delivery schedule

5) Using the services and assistance of the Small Business Adm. and the Office of Minority Business Enterprise
Applicable SFSP Regulations: Geographic Preference

7 CFR 225.17: Procurement Standards

(e) Geographic preference

(1) Sponsor may apply a geographic preference when procuring unprocessed locally grown or locally raised agriculture products.

(2) “Unprocessed locally grown or locally raised agricultural products”, means only those agricultural products that retain their inherent character.
Other Applicable SFSP Regulations

7 CFR 200.317 -200.321

• 200.317 : Procurement by States

• 200.318 : General procurement standards

• 200.319 : Competition

• 200.320 : Methods of procurement to be followed

• 200.321 Contracting with small & minority business, women's business enterprises, & labor surplus area firms
Other Applicable SFSP Regulations

7 CFR 200.323-200.326

• 200.323 : Contract cost and price
• 200.324 : Federal awarding agency or pass-through entity review
• 200.325 : Bonding requirement
• 200.326 : Contract provision
Minority Business

Mississippi Development Authority
Minority and Small Business Development Division
Bob Covington

• (601) 359 3448

• https://mississippi.org/services/minority/
Small Business Association (SBA)

- **Mississippi District Office**
  
  210 E. Capitol Street Suite 900  Jackson, MS
  
  [https://www.sba.gov/offices/district/ms/jackson](https://www.sba.gov/offices/district/ms/jackson)

- Phone: 601-965-4378

- Fax: 601-965-4378 or 601-965-4294
Type of Procurement Methods

Micro Purchase
- <$5k (goods)
- <$10k (services/food)
- No quotes

Small Purchase
- Informal
- $10k-$250k
- Price/rate quotes

Large Purchase
- Formal
- $250k +
- IFB
- RFP
- Reverse Auction

Non-Competitive Proposals
Micro Purchase

- <$5k (goods)
- <$10k (services/food)
- No quotes
Micro-Purchase

• Any purchase below $5,000 (goods) or 10,000 (services/food) is considered a micro purchase.

• Micro-purchase may be awarded without soliciting any quotes if the price is considered reasonable.

• Defined by CFR 200.320 and 200.67.

• Federal Guidelines for a Micro-Purchase is $10,000 and under.
Micro-Purchase

• Aggagate amount, per transaction, does not exceed micro threshold

• Must distribute micro purchased equitable among qualified suppliers (share your wealth!)

• No quotes are required.
Small Purchase

- Informal
- $10k-$250k
- Price/rate quotes
Small Purchase

- Used when using Federal Funds for a contract or single item/service costing less than the establish threshold
- Between $10,000 and $250,000, or most restrictive threshold
- Comparison Shopping
- Use simple and informal, such as price/rate quotes
Small Purchase

- Must ensure free and open competition. Price/rate quotes obtained from adequate number of vendors
- Use the same specs for all price/rate quotes
- Document the date, vendors consulted, and quotes received
- Store ads may be considered documentation
- Utilize the Small Purchase Documentation Form (see handout)
Large Purchase

- Formal
- $250k +
- IFB
- RFP
- Reverse Auction
Large Purchase

• Formal Procurement

• For contracts or single items/services costing more than the established threshold.

• Typically more than $250,000 or most restrictive threshold: when purchases are estimated to exceed the most restrictive small purchase threshold
• Contact State Agency!

• **Know the solicitation procedures:** Refer to pages 87 of the Administrative Guidance Manual- “Competitive Sealed Bid Procedures for FSMC exceeding $250,000.

• **Sponsors must conduct a cost or price analysis** (2 CFR Part 200.323)
Formal Procurement - IFB (Invitation for Bid)

- Procurement by Sealed Bids “Bids”
- Fixed price contract only
- Lowest priced responsive, responsible bidder
- Price is the ONLY factor
- Bids public opened and awarded
- Must have more than one qualified source willing and able to compete.
Formal Procurement- RFP (Request for Proposal)

- Procurement by Competitive Proposals

  - Fixed-price or Cost Reimbursement Contract
  - Must have an evaluation criteria (Score Card)
  - Contract is awarded to the proposal that is most advantageous to the program
  - Cost must still be the primary factor (highest weighted)
  - Proposal received, evaluated, then awarded
Allowable cost

- Expenditures for foods that may not be served as part of the reimbursable meal based on the SFSP meal patterns are not allowable costs.

  - Condiments served w/ a creditable food are exempt from restriction.

- Non-Program funds must be used for additional foods that do not meet SFSP meal pattern standards
Allowable Cost cont.

Sites with additional funds available are encouraged to use the funds to **improve the reimbursable meals served** by using fresher, healthier, more nutritious products, such as fresh fruits and vegetables, lean meats, and unprocessed cheeses.
Suspension and debarment actions prevent companies and individuals from participating in government contracts, subcontracts, loans, grants and other assistance programs.

- Part 417-Nonprocurement Department and Suspension
- CFR 180.700 (G) Suspension
- CFR 180.800 (H) Debarment

SUSPENDED
**Debarment**

- **Debarment** is the state of being excluded from enjoying certain possessions, rights, privileges, or practices and the act of prevention by legal means. For example, companies can be debarred from contracts due to allegations of fraud, mismanagement, and similar improprieties. Firms, individuals, and non-governmental organizations can be debarred.
Debarment

Prior to entering into an agreement with a contractor, the organization must ensure that the contractor has not been debarred or suspended.

The organization may do the following:

- Request that the contractor signs a certification statement indicating that they have not been debarred or suspended.
- Search Registry at https://uscontractorregistration.com/
Participating organizations are required to have a written Code of Conduct to direct the performance of all employees engaging in procurement. The standards must prohibit employees from soliciting gifts and other incentives from potential contractors. The standards must prohibit employees from participating in the selection, award, or administration of any contract if they have a personal or financial connection. The Code of Conduct must contain methods of disciplinary action if the standards are violated.
The Compliance Review Process

How to Survive a SA Monitoring Visit

February 27, 2019

Marianna Chauvin
Division Director II
mchauvin@mdek12.org
Our Goal

We are invested in your success, not your failure!
Who will receive a Compliance Review?

- New Sponsors
- Problematic Sponsors
- Biennial Reviews
- Aggregate Reimbursement (Large Reimbursements)

If Sponsoring Org is Reviewed, SA will visit Ten Percent (10%) of Sponsor’s sites or One Site (whichever is greater)
What is a Compliance Review?

There are two parts to a Compliance Review:

1. Unannounced Site Visits (typically occurs June/July)
2. Announced Sponsor Review (typically occurs Aug/Sept)
The SA may conduct a site visit at any time during your operation period!

An unscheduled, on-site visit conducted by a Summer Food Service Program (SFSP) Program Monitor will assess:

- Program operations,
- Use of Program funds, and
- Compliance with SFSP regulations.
## Compliance Review – Site Visit

<table>
<thead>
<tr>
<th>Action</th>
<th>Form</th>
<th>Reviewer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrative Review (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site - Level (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>100 - Meal Ordering</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>200 - Delivery and Meal Service Observation</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>300 - Site Recordkeeping</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>400 - Civil Rights</td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>
If an organization is receiving vended meals, the SA will inspect the food service management company’s facilities as part of the review as required by 7 CFR Part 225.7 (d) (6).
A scheduled, on-site visit conducted by a Summer Food Service Program (SFSP) Program Monitor will assess:

- Use of Program funds
- Compliance with SFSP regulations

The review period = most recent month for which a claim for reimbursement has been filed by your organization.
<table>
<thead>
<tr>
<th>Action</th>
<th>Form</th>
<th>Reviewer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>100 - Training</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>200 - Monitoring</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>300 - Foodservice</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>400 - Meal Count Records</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>500 - Financial Management</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>600 - Claim Validation</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>700 - Eligibility</td>
<td></td>
<td>Not Applicable</td>
</tr>
<tr>
<td>View</td>
<td>800 - Procurement</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>900 - Civil Rights</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>View</td>
<td>1000 - Administrative Responsibilities</td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>
The following records will be reviewed by the Program Monitor:

- Program application, agreement, and supporting documentation
- Administrative and site training documentation
- Site monitoring records: pre-approval, first week visits, fourth week visits, and follow-up reviews as applicable
- Accounting records, bank statements, and check ledgers
- Invoices and receipts
- Daily meal count records for each site
- Menus and other food service records
- Milk Analysis
- Meal Delivery receipts
- Health and safety inspections
- Documentation of corrective action from prior review, if applicable
Did we mention we are doing a milk analysis?
Common Program Violations

Failure to Advertise your Program

• Didn’t save any of your newspaper articles
• Advertised some sites, but not others
• Didn’t include the non-disc statement
SUMMER FOOD SERVICE PROGRAM
Sample News Release:
Open Sites

(Name of sponsor) is participating in the Summer Food Service Program. Meals will be provided to all children without charge and are the same for all children regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided, at first come, first serve basis, at the sites and times as follows:

List all sites along with the starting and ending times of meal service for each site:


To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ers.usda.gov/complaint_filing_and_intake/ and at any USDA office, or write a letter addressed to USDA at the address below. Provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your complaint form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442, or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.
Common Program Violations

Failure to Adjust ADP

• Contract in MARS says I serve 100 kids every day, but my meal count sheets show an average of 10
Common Program Violations

Meals claimed for unapproved sites

- Different buildings on the same campus
- Taking a “field trip” every day to another site
- Claiming two sites under one profile in MARS because it is “easier”
- “But they are so close, I could walk there!”
Common Program Violations

Meals Served Outside the Approved Meal Service Times

- Contract in MARS says you serve at 11:00, but on the day the monitor shows up unannounced, the food doesn’t even arrive until Noon.
- You advertise breakfast at 7:00 in the newspaper, but you are really serving at 8:30.
- You are supposed to stop serving at 1:00, but you’ve packed and left by the time little Johnny walks up at 12:45 looking for his only meal that day.
Incomplete Meal Count Records

- You serve exactly the same number of meals that you prepare each day
- You can show us how many meals were delivered, but not how many were served
- The site supervisor just circles the number of kids served at the end of the day based on a guess rather than counting each child as they go through the line.
Common Program Violations

Meals Served did not meet Pattern Requirements

- Implementing OVS without a waiver
- Milk invoices indicate you purchased only 500 units of milk, but claimed 1,000 meals.
- You didn’t realize the fruit/vegetable component had to be \( \frac{3}{4} \) cup at lunch. Today, you’re only offering an apple with no veggies
No documentation of staff training, site monitoring, racial/ethnic participation

- Did not conduct any first week visits
- Didn’t request a health inspection for your new site
- Didn’t complete the Racial/Ethnic form
- SA cannot tell if you covered all the required topics at your civil rights training.
Good Idea! – Take this form with you on your first week visit. You only have to record this information once for each site. It does not have to be recorded daily.
Common Program Violations

Poor Financial Management

- Can’t separate SFSP from NSLP account
- Not using the correct funding code
- No documentation of costs
What happens after the Review?

1. Compliance Review Report detailing the areas covered during the review. copies left with the Site/Sponsor before the monitor leaves the District.

2. A Findings Letter – outlining specific deficiencies, sent by USPS (certified mail if Fiscal Action assessed)

3. Sponsor’s Submission of Corrective Action Plan (CAD) and Check if Fiscal Action is assessed.

Findings are areas of noncompliance with Federal regulations, FNS Instructions, and SFSP policy memoranda. They require immediate attention and must adequately addressed by the organization.

1. CAP Approval and Closure
Fiscal Action

- Fiscal Action is a result of improper meal counts and missing meal components (milk analysis)
- If Fiscal Action is assessed, you CANNOT use Child Nutrition Program funds to settle the difference. It MUST come from non-federal sources, typically the school district’s general fund.
Corrective Action Plans

Upon receiving a Findings letter from the State Agency, each organization 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.
A corrective action plan must include:

**who** will be responsible for correcting each area of non-compliance;

**what** will be done to correct the issue;

**how** the organization will ensure continued compliance;

**when** these actions will take place; and

**where** your organization will maintain the supporting documentation.
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 SA will issue a letter to the institution indicating that its response was acceptable, and the review is closed.
If the CAP is NOT Accepted:

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 SA must proceed to declare the organization **seriously deficient**.
## The Serious Deficiency (SD) Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Identify the Serious Deficiency</td>
</tr>
<tr>
<td>Step 2</td>
<td>Prepare the Serious Deficiency Notice</td>
</tr>
<tr>
<td>Step 3</td>
<td>Assess the Corrective Action</td>
</tr>
<tr>
<td>Step 4</td>
<td>Prepare the Termination Notice</td>
</tr>
<tr>
<td>Step 5</td>
<td>Hold the Appeal Hearing</td>
</tr>
<tr>
<td>Step 6</td>
<td>Terminate the Agreement and place the Organization on the State Disqualified List (SDL)</td>
</tr>
</tbody>
</table>
Questions?
WHAT IS IT?

• An Award by the U.S. Department of Agriculture’s (USDA)/Food and Nutrition Service (FNS).

• Recognizes OUTSTANDING summer meals sponsors across the NATION who works hard to offer high quality, appealing and nutritious meals during summer months.
Why is it Important?

- Sponsors offer High Quality & Nutritious Meals.
- Impact children’s physical & mental development.
- Teach children to develop healthy eating habits.
Who is Eligible to Apply?

• **ALL** summer meal program Sponsors:
  * NSLP School Districts
  * Private/Non-Profit Sponsors

Nominated sponsors:

• **MUST** be in compliance & in good standing with all SFSP/NSLP regulations (no major findings or program violations).
• **MUST** have completed and implemented all corrective actions *(if any)*.
• **NOT** found Seriously Deficient in the past two (2) years.
• **NEVER** terminated from the SFSP.
How are Sponsors Nominated?

- Self-Nomination or Nominated by another party
- Complete the Turnip the Beet Nomination Form
- Answer five (5) short answer questions.
- Submit one (1) month Summer Meals Menu (MUST meet criteria’s)
  * Are Fruits & Veggies fresh, frozen, canned, dried.
  * Type of milk (fat free, low-fat, flavored or unflavored etc.).
  * Identify Whole Grain-Rich (WGR) and use of LOCAL FOODS.
- Submit packet to April Catchings in the Office of Child Nutrition.
Local Foods

Who benefits from LOCAL FOODS:

* Farmers
* Children
* Sponsors
* Everyone

How often should local foods be USED and PROMOTED:

*at least one (1) time per week, per meal type.

*example: if a summer site serves breakfast & lunch, local foods must be served at a minimum of 1 breakfast and 1 lunch per week.
What are the Prizes?

- **Bronze, Silver and Gold winners**: featured in USDA’s/FNS Summer Newsletter and receive a certificate.

- **Silver and Gold winners**: featured on USDA’s blog.

- **Gold Award winners**: identified as a “TURNIP the BEET” winner on FNS Capacity Builder (https://www.fns.usda.gov/capacitybuilder).
Resources available to help SPONSORS improve meal quality?

- Nutrition Guide for Sponsors
- Team Nutrition Resource Library
  https://www.fns.usda.gov/tn/about-team-nutrition
- Farm to School Website (http://www.farmtoschool.org/)
- Summer Meals Tool Kit
  (https://www.fns.usda.gov/sfsp/summer-meals-toolkit)
What is the Evaluation Criteria?

• Nominations must clearly illustrate how meals are:
  * appetizing
  * appealing
  * nutritious
This institution is an equal opportunity provider.
Seamless Summer Option (SSO) ~ Rural Designations ~ Media Release

Summer Training 2020

February 27, 2020

Mary Burks
Seamless Summer Option (SSO)

- Schools participating in the National School Lunch or School Breakfast Program are eligible to apply for SSO.
- SFAs participating in the SSO are required to serve meals meeting the NSLP meal pattern.
- Only School Food Authorities (SFAs) administering the NSLP or SBP may participate.
- Standard NSLP/SBP reimbursement rates apply for SSO.
- Currently used NSLP/SBP meal patterns must be followed in the SSO.
• Meals are reimbursed at the free rates for school lunches, school breakfasts, and afterschool snacks, which are slightly lower than the Summer Food Service Program rates.

• Located in eligible areas (50%) may serve free meals to children, age 18 years and under.

• Meals served under the SSO are reimbursed at the “free” rates.
Rural Designations

Memo: SFSP 04 – 2015 (v.3)

• Rural means NOT in a Metropolitan Statistical Area or any ‘pocket’ within one that, at the option of the State with FNS concurrence, is geographically isolated from urban areas.

• Rural Designation Map, a tool designating which sites are rurales or urbans.

• Rural areas receive a higher reimbursement rate.
Media Releases

• Sponsors are required to inform families of the availability and location of free meals when school is not in session [7 CFR 210.12(d)].

• The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy, and complaint procedures if an individual wishes to file a complaint for violation of non-discrimination policy.
Enrolled sites and camps must include the reduced-price income eligibility guidelines in the media release.
• Provide a copy of a proposed media release with the application. **The application may not be approved without it.**
Attachment 13 provides sample news releases for open and closed enrolled sites that sponsors can use as templates to craft their outreach message.
Sample News Release:
Enrolled Sites and Camps

[Paragraph about eligibility and requirements for the Summer Food Service Program]

Acceptance and participation requirements for the Program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows:

[Table showing sites, dates, and times]

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 the entities participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, or disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audio tape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA, and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.
NOTE:
Always have children’s parents sign a Media Release Form (Attachment 13) before using their photo or recorded image to promote your Program.
Documents to upload in MARS

- Amend Signature
- Request for Satellite or Self Prep Sites Inspection
- Vended meals ~ a copy of the agreement
- Media Releases
Questions Licensure

Memo – Handout

- MSDH’s Bureau of Child Care Licensure
Application Deadline

• Due in MARS May 1, 2020
Non Discrimination Statement

This institution is an equal opportunity provider.

Full Non Discrimination Statement link: