



# SFSP Roundup 2015

Welcome Returning  
Sponsors!



# Welcome

- Please silence your cell phones
- Do not hesitate to ask questions
  - If they are specific to your particular sponsorship or site, we will be happy to answer those during break.
- Introductions



# Training 2015

Goal: To advance your understanding of program regulations and new policies. Provide tools to adequately train SFSP staff and volunteers in all aspects of successful program operations.



# New This Year

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



## How To Apply

- > [Application for Sponsors](#)
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## Summer Food Service Program (SFSP)



### Policy

The following list contains only policy memos for the Summer Food Service Program. For a listing of all school meals policy memos issued by FNS, please use [this page](#).

To perform a full-text search on policy memos, click "View All" at the bottom of this page, then use your browser menu Edit/Find or Control-F5 to initiate the search.

Date

-Year

[Apply](#)

Date	Document #	Title
01/13/2015	SFSP 04-2015 (v.2)	<a href="#">Rural Designations in the Summer Food Service Program - Revised</a>
01/12/2015	SP13 SFSP05-2015 (v2)	<a href="#">Summer Meal Programs Meal Service Requirements Q&amp;As - Revised</a>
12/12/2014	SFSP09-2015	<a href="#">Summer Food Service Program Waiver Request Guidance and Protocol</a>
12/12/2014	SFSP10-2015	<a href="#">Summer Food Service Program Questions and Answers 2014</a>



# New Policy Highlights

- Expansion of Family Style Meal Service to any closed enrolled sites
- Family Style is prohibited at open and open restricted sites

Being able to ensure continued program integrity is a critical aspect in deciding if to use this option!





# New Policy Highlights

- **A compliant Family Style Meal Service must include the following:**
- Enough food must be placed on each table to provide minimum portions of all required components
- Some amount of each required component must be placed on each child's plate, and at least the minimum regulatory portion offered to each child
- When the full portion required by the regulations is not initially served, supervising adults must actively assume the responsibility of encouraging participants to accept full portion of serving during the course of the meal



# New Policy Highlights

## The USDA defines adult meals:

- *Program Adults* - work directly with the meal service at the site as either volunteers or paid employees
- *Non-Program Adults* - do not work in any direct way with the meal service at the site. For example, a parent with no assigned food program task

Adult meals can be handled two ways:

- A meal price for non-program adults is set and all non-program adults pay for their meal
- Contact the local food bank for donations or local businesses for monetary contributions to feed adults free of charge

If donations are used for adult meals, detailed records showing the exact products, amounts, etc., must be kept on file!

# Serving Adults

- Income from the sale of adult meals and non-Program funds used to pay for adult meals must be documented as income to the Program to offset documented costs; and
- Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form
- All children must be fed prior to adults

# Change in Audit Compliance

- The previously established annual threshold of \$500,000.00 in receipt of federal funds has been raised to \$750,000.00
- If sponsor's federal funds total more than \$650,000.00, the CNPweb will trigger additional application documentation

## Audit Compliance

(97)  Yes  No Does the Indiana State Board of Accounts audit your organization?

If **No** to the above, please answer the following questions:

(98) Select the month your Fiscal Year Begins:

(99) Ends:

(100)  Total amount of Federal dollars (from all Federal Programs) that your organization expended during your last complete Fiscal Year:

(If the amount is over \$650,000.00, submit the Packet form "Listing of Federal Grants Received.")

(101)  Total amount of Federal dollars (from all Federal Programs) that your organization expects to expend during your organization's current Fiscal Year:

(If the amount is over \$650,000.00, mail in a listing of federal grants and amounts received on the downloaded form.)

YOU ARE REQUIRED TO SUBMIT A SINGLE AUDIT OR A PROGRAM-SPECIFIC AUDIT WITHIN 9 MONTHS OF THE CLOSE OF YOUR FISCAL YEAR FOR ANY YEAR DURING WHICH YOU EXPEND \$750,000.00 OR MORE IN FEDERAL FUNDS. IF YOU HAVE EXPENDED \$750,000.00 OR MORE DURING YOUR LAST COMPLETE FISCAL YEAR, SUBMIT THE PACKET FORM "AUDIT CERTIFICATION FORM". FAILURE TO COMPLY WILL RESULT IN A DECLARATION OF SERIOUSLY DEFICIENT BY THE STATE AND POSSIBLE PROGRAM TERMINATION.

# Challenges from Last Year

- Food being consumed off site
- Parents eating off of child's plate
  - What are some solutions for this?
- Racial/Ethnic Data Form incomplete
- Changes in meal times not updated in CNPweb
- Field Trips
- Excess Funds
- Signage for Open sites





# Program Requirements

## Critical areas for program compliance:

- Meals are to be counted at time of service
- Parents may not eat off of a child's plate
  - This includes excess food from a child's plate after he is finished eating
- Only complete meals in compliance with the SFSP meal pattern can be claimed for reimbursement
- Meals must be eaten on site
  - A Child may take a fruit OR vegetable OR grain off site. You no longer need a State Agency waiver for this. No other foods may be carried off site.

# Ethnic/Racial Data Form

Attachment 21

ETHNIC AND RACIAL DATA FORM**	
Sponsor: _____	
Site: _____	
Address: _____	
Site supervisor: _____	
Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
<b>Non-Hispanic or Latino</b>	
Racial Categories	
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
_____	_____
Monitor's Signature	Date

\*\* Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005. See Back for Instructions



# Additional Site Supervisors

Sponsors now have the ability to record multiple Site Supervisors on the Site Info Sheet

Site Supervisor			
	First	MI	Last
(22) Name:	Ms. <input type="text"/>	Megan <input type="text"/>	<input type="text"/>
(23) Title:	Kitchen Manager <input type="text"/>		
(24) E-mail:	fcalunch@fallcreekacademy.org <input type="text"/>		
(25) Phone:	(317) 340-6533 <input type="text"/>	(26) Ext:	<input type="text"/>
(27) Mobile:	<input type="text"/>		
(28) Additional Site Supervisor(s):	<input type="text"/>		



# Academic Summer School

- SFSP Regulations mandate that all sites that operate Academic Summer School must be open to a wide community participation
- This includes advertising the site and easy access to the building

(38)  Yes  No Is academic summer school offered at this site?

If Yes,

(39)  Yes  No In addition to the academic summer school offered at this site, this site will be advertised, operated and made accessible to all children in the community as required by 7 CFR 225.14(d)(2).

(40)  Yes  No Is there regularly scheduled organized activity at the site?

(41) If Yes, please list the type of activities or mail a schedule of daily activities to DOE

# Field Trips

Please list ALL field trips and days when children will not be eating on site in the appropriate section of the site info sheet

- If this section is not complete, meals consumed off site for the day may be disallowed

(81) If applicable, list the date(s) of field trips and the meal(s) that will be consumed off site.

	Date (A)	Meal Type (B)	Destination (C)
(81-1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
(81-2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
(81-3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Trips

Click on "Add Trips" for additional Field Trips

# Field Trip Meal Counting

- Meals must be counted at point of service, even for field trips.
  - Meals should not be counted as children get on the bus to leave for the trip
  - Meals should be kept at food safe temperatures
  - A separate meal count sheet should be kept if only part of the children at your site are on the field trip
    - Please ensure the person taking the meal count is trained on the proper procedure for counting the meals- especially if this person is not normally in charge of counting meals

**If a site is classified as an open site, the site must still be open even if all of the regular children are away on the field trip**

# Establishing Proper Procedures

SFSP Eating Zones – help children and caregivers understand where meals must be consumed

- Traffic Cones
  - Custom Barricade Tape
  - Landmarks on site (ie- the length of the sidewalk over to the tree)
  - Other temporary signage with directions
- Site rules should used, clearly defined and posted in a visible location for all participants
    - Site staff must be willing and diligent to enforce the rules!





# SFSP Excess Funds

- Reimbursement is designed to help cover expenses related to purchasing, preparing and serving meals to eligible children
- Total reimbursements should not exceed SFSP expenses for the summer. Any difference must be reinvested into the SFSP the following year or returned to the State Agency.
  - **Schools** may reinvest funds into the non-profit food service account and use the funds for other child nutrition programs. These funds can only be used for allowable expenditures.
  - **Non-Profit Agencies** must return unused monies or reinvest the excess funds into the SFSP the following year. These funds can only be use for allowable expenditures.

The State Agency highly recommends improving SFSP meal quality as the primary use of excess SFSP funds.

# Advertising Open Sites



- Open sites should be advertised not
- just in the media release, but daily at the site

Signage should be:

- visible to passers-by
- include meal information
- clearly state which door to enter and where to go for the meals

If applicable - Information related to the SFSP operations during the inclement weather should be posted in a visible location

# Record Keeping

## Chapter 5 in Sponsor Handbook:

Sponsors must keep full and accurate records in order to:

- Substantiate the number of program meals submitted for reimbursement
- Demonstrate that SFSP funds are used only for allowable SFSP costs

All sponsors must maintain a non-profit food service account for their SFSP operations and charges made to this account must be accessible for state agency review

# SFSP Records Must Include:

- Meal counts
- Operating costs
- Administrative costs
- Funds accruing to the program
- Training records
- Sponsor monitoring visits and reviews

For a full list of SFSP records see the program handout:  
Checklist of Records for SFSP Administrative Review

# Meal Counts

## Daily Meal Count Sheet (attachment 18)

### Must include:

- Number of meals prepared or delivered
- First meals served to children
- Complete second meals served to children
- Excess meals left over
- Non-reimbursable meals
- Adult meals (program and non-program adult meals)
- Signature of the person that recorded the meal count

DAILY MEAL COUNT FORM																			
Site Name: <u>The Park</u>							Meal Type (circle): B <input checked="" type="radio"/> SN SU												
Address: <u>123 Park Road</u>							Telephone: <u>317-232-0850</u>												
Supervisor's Name: <u>Joe Adams</u>							Delivery Time: <u>10:50</u> Date: <u>6/15/14</u>												
Meals received/prepared <u>10</u> + Meals available from previous day <u>5</u> = <u>15</u> (Total meals available) [1]																			
First Meals Served to Children (cross off number as each child receives a meal):																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	Total First Meals +					<u>7</u>	[2]			
Second meals served to children:																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	4	5	6	7	8	9	10	Total Second Meals +					<u>2</u>	[3]			
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +					<u>0</u>	[4]			
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +					<u>0</u>	[5]			
TOTAL MEALS SERVED =													<u>9</u>	[6]					
Total damaged/incomplete/other non-reimbursable meals +													<u>0</u>	[7]					
Total leftover meals +													<u>0</u>	[8]					
Total of items:													[6]	<input type="checkbox"/>	[7]	+ [8]	<input type="checkbox"/>		
[9] (Item [9] should be equal to item [1])																			
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate:																			
Signature: <u>[Signature]</u>													Date: <u>6/15/14</u>						

# Operating Costs

Allowable costs incurred by the sponsor for preparing and serving meals to eligible children and program adults.

Including, but not limited to:

- Cost of food used
- Labor
- Non-food supplies
- Space for food service



# On-Site Preparation

The data necessary for computing the cost of food used is more extensive when sponsors prepare their own meals on-site or at a central kitchen.

At a minimum, these records should include:

- Receiving reports that record the amount of food received from the supplier
- Purchase invoices
- Records of any returns, discounts or other credits not reflected on purchase invoices
- Inventory records (Attachment 17)



# Inventory Record

- You may develop your own Inventory Record form, however, it must include at a minimum what is included on attachment 17.
- The Inventory Record should be completed on a monthly basis, it is not a continual record
- Include the monetary value of the items in your SFSP inventory

# Inventory Record

- The inventory sponsor has at-hand at the beginning of the summer is added to the SFSP expenses
- The inventory you have remaining at the end of the summer is subtracted from your expenses

School Food Authorities must have a beginning and ending summer inventory log, if products are used from the leftover NSLP inventory

# Production Record

If you would like to continue using a daily production record in place of a daily menu, that is allowable. You must still maintain receipts and invoices of food purchased throughout the summer



# Satellite and Mobile Sites

- Sponsors should develop a way to maintain record of how many meals were delivered to each satellite site from a central kitchen
  - Delivery Slip
  - or Daily production record at site level
- At mobile routes, the amount of meals available should be maintained on the daily meal count sheet for each site





# Food Costs for Vended Programs

Sponsors must maintain delivery slips. The delivery slips must provide sufficient detail to document compliance with SFSP requirements

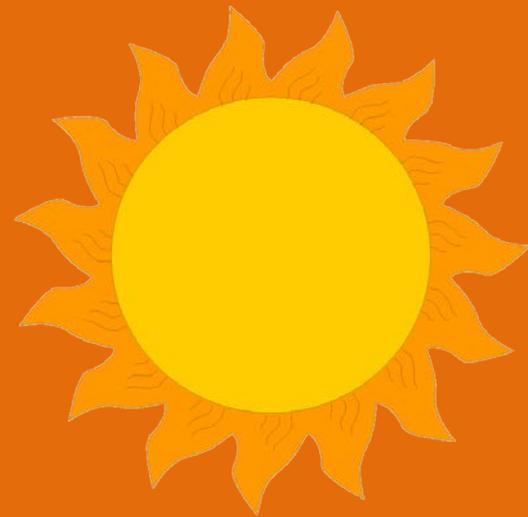
- For the purpose of *Best Practices*, the delivery slip should include at minimum:
  - What meals are being delivered (ie- turkey wrap meal or cinnamon roll meal)
  - Quantity delivered
  - Delivery date and time

# Other Operating Costs

- Labor
  - Must maintain accurate time and attendance records
- Non-Food Supplies
  - Including plates, cutlery, chafing fuel, etc.
- Rental Costs for buildings or vehicles
- Mileage allowances

# Administrative Costs

- Costs incurred by the sponsor for activities related to planning, organizing, and administering the program.
  - Labor
  - Rental costs
  - Vehicle allowance
  - Office supplies
  - Advertising
  - Travel/mileage
  - Audits



# Tracking Funds

- Sponsors must be able to account for the receipt, obligation and expenditure of all SFSP funds
- Sponsors must ensure that all SFSP reimbursements are being used solely for the non-profit food service operations.





# Unallowable Costs

- Non-program adult meals
- Meals served in violation of program requirements
- Food purchased for non-SFSP use
- Delivery costs associated with vended meals
- Bad debt, loans or legal fees
- Building materials, entertainment and fundraising costs
- Purchase or rent of land, buildings or renovations to existing structures
- The purchase of gift cards where the items purchased with those gift cards are not tracked for proof of program compliance

# Training Records

- Records of training must document:
  - Dates of training
  - Attendance at each training session including signatures of attendees
  - Topics covered at each training session



# Training

- Attachment 15 for training checklists
- All site staff must be trained in program requirements
  - Site staff includes volunteers and janitorial staff
- Monitors should be trained in additional monitoring requirements



# Training Resources

- Jeopardy Game
- Attachment 15
- PowerPoint for site staff
- SFSP Moodle Trainings
- Monitor's Guide and Site Supervisor's Guide  
<http://www.fns.usda.gov/sfsp/handbooks>
- Nutritional Guidance for Sponsors  
<http://www.fns.usda.gov/sites/default/files/NutritionGuide.pdf>



# Visits and Reviews

- Reviews should be conducted by someone not involved in the day-to-day operations of the site
- The reviews should be conducted in a way that identifies issues and forms a plan for correcting the problem areas



# Visits and Reviews

- Pre-Operational visits for all new sites
- First week visit conducted for all new sites (attachment 29)
- Four week visit for all sites (attachment 30)
  - The 1<sup>st</sup> and 4 week visits cannot be conducted simultaneously
  - Sponsors are encouraged to visit sites frequently to ensure operational excellence



# Civil Rights Overview

## **Civil Rights Pre-award Compliance Review Info.**

- Sponsor Information Page (CNPweb)
- Handout for information on county data

## **News Release**

- Must be completed prior to program operation

## **Non Discrimination Statement**

- Must be included on all program materials

## **Ethnic/Racial Data Form**

- Must be collected and completed at each site (attachment 21 in handbook)

## **And Justice for All Poster**

- Must be posted and visible at each site

## **Civil Rights Quiz**

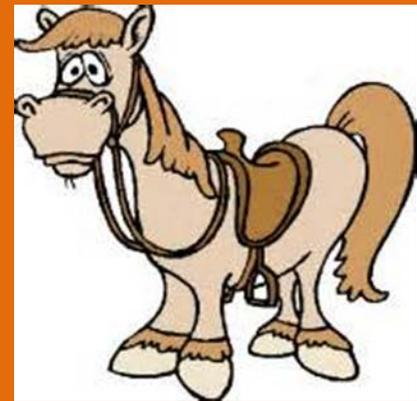
# Civil Rights Statements

## Non-Discrimination Statements

- Short statement - include on all printed materials such as menus and newspaper ads
- Long statement - include on websites and any printed materials two pages or longer

# Retention of Records

- For a complete list of the records that must be maintained, please see attachment 22
- Records must be maintained for 3 years plus the current year



# Meal Service Options

- You may serve up to 2 meal types (unless it is a residential or day camp with full day programming where individual program eligibility is established)
- Both lunch and dinner cannot be served at the same site OR with the same children in attendance at two different sites



# Meal Pattern Requirements

- Make sure all meal pattern requirements are followed to ensure compliant meal service - Attachment 4
  - Keep in mind that the fruit/vegetable serving for snack is  $\frac{3}{4}$  cup.
    - This includes fruit juice. Juice must be a 6oz serving
- School Food Authorities can use either NSLP or SFSP meal pattern

# Meal Pattern (Attachment 4)

## Attachment 4

### SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN

#### SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
<b>Milk</b>	<b>Required</b>	<b>Required</b>	
Fluid milk	1 cup <sup>1</sup> (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>3</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>
<b>Vegetables and Fruits - Equivalent quantity of any combination of...</b>	<b>Required</b>	<b>Required</b>	
Vegetable or fruit or	¼ cup	¼ cup total <sup>4</sup>	¼ cup
Full-strength vegetable or fruit juice <sup>5</sup>	¼ cup (4 fluid ounces)=50% <sup>3</sup>		¼ cup (6 fluid ounces) <sup>6</sup>
<b>Grains/Breads<sup>7</sup> - Equivalent quantity of any combination of...</b>	<b>Required</b>	<b>Required</b>	
Bread or	1 slice	1 slice	1 slice
Combread, biscuits, rolls, muffins, etc or	1 serving <sup>8</sup>	1 serving <sup>8</sup>	1 serving <sup>8</sup>
Cold dry cereal or	¾ cup or 1 ounce <sup>9</sup>		¾ cup or 1 ounce <sup>9</sup>
Cooked cereal or cereal grains or	¼ cup	¼ cup	¼ cup
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
<b>Meat and Meat Alternates - Equivalent quantity of any combination of...</b>	<b>Optional</b>	<b>Required</b>	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products <sup>10</sup> or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	¼ cup <sup>2</sup>	¼ cup <sup>2</sup>
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds <sup>11</sup> or		1 ounce=50% <sup>12</sup>	1 ounce
Yogurt <sup>13</sup>	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

Indicated endnotes can be found on the next page.

# Summer Menu

- All SFSP meals claimed for reimbursement must be supported by accurate SFSP menu or Production Record
- Menu must be detailed enough to include the serving sizes and any substitutions that were made
- Menus are critical in validating and supporting the accuracy of program costs



# Meal Pattern

- All components must be available or an equivalent substitution for that meal component
  - Example: You have run out of apples, you can substitute fruit or vegetable and serve, for instance, a banana instead
  - You can use 2oz of ham for 2oz of turkey
- However, if you run out of equivalent components and some meals served are missing all of the requirements, you may not claim those meals for reimbursement

- Bread/Grain Chart





# Meal Quality

In order to grow the program and keep the children coming throughout the summer prepare the

## **SFSP Meals to Appeal!**

*Nutrition Guide for Sponsors* – this free resource should not be overlooked!

<http://www.fns.usda.gov/sites/default/files/NutritionGuide.pdf>

# Meal Quality

There are many ways to improve the quality and appearance of your meals:

- Building a Healthier Plate
- Sample Cycle Menus
- Sample Recipes
- Summer Meal Ideas

Provide great customer service: Even little things like making water available during a hot summer day can improve your overall meal service

Make sure eating environment is positive and clean!



# Menu Planning

- CN Labels, Food Specifications and/or Standardized Recipes
- Items such as chicken nuggets, corndogs, pizza, ravioli, pancake wrap, etc. should come with a child nutrition label which tells you how an item credits
- CN labels and/or food specifications for commercially prepared foods show proof that you are meeting the meal pattern requirements



# Food Allergy Substitutions

- Not required to accommodate preferences
- Required to accommodate those with disabilities who are unable to consume regular program meals
  - Disabilities must be supported by a statement from a licensed medical authority



# Standardized Recipes

- If you are serving items that are made on site and not pre packaged, standardized recipes must be used so that crediting information can be determined (ie- spaghetti or casseroles)
- Do not deviate from the recipe or measurements and serving sizes will be incorrect
  - A standardized recipe will have:
    - All ingredients listed and amounts of each ingredient
    - Serving Size
    - Total number of servings per recipe



# Food Safety

- Small children are especially susceptible to food born illnesses because their immune systems are not yet fully developed
- Proper food sanitation should be maintained
  - Hairnets/hats
  - Gloves to be worn for the handling of foods not pre-packaged
  - Regularly sanitizing food preparation surfaces and surfaces where the children eat



# Food Safety

- Meals must be kept at food safe temperatures and temperature logs are the best way to ensure food temperatures have not reached the Danger Zone
  - Cold foods should be held at 40 degrees Fahrenheit or below
  - Hot foods should be held above 135 degrees Fahrenheit
  - Know your limitations and abilities. Acceptable temperatures must be maintained throughout service time.
- Temperature logs are kept daily
- Temperatures will not and should not be the same every day.
- Depending on length of meal service, you may need to take temperatures multiple times throughout service.



# Second Meals

- Meals planned should allow for one meal per child. You are allowed to serve 2<sup>nd</sup> meals, however, the maximum claimable amount is 2% of the total meals served.
  - Keep track of the total number of 2<sup>nd</sup> meals served and the CNPweb claims system will calculate the 2% reimbursement for those meals. You do not have to do any math!
  - More than 2 meals served to one child is highly discouraged often times resulting in excessive plate waste.



# Accepting Food Donations

- **Reimbursement funds should cover the cost of providing nutritious meals to all the program participants**
- Consider using donated foods in other areas of your program such as other meals or meals for adults
- If food donations are accepted, the sponsor must document this with a receipt just like invoices for other groceries
- Use the State Agency template form if the donor lacks adequate documentation  
For example: the local farmer donates some fresh produce
- Only accept donations that have been held at food safe temperatures and have not been tampered with in any way.
- Do not accept donations paid for using other federal program dollars (Food Stamps)

**If in doubt, do not accept!**



# Food Waste Reduction

- Offer vs Serve: optional serving method for self-prep sponsors only, which allows kids to reject up to two components of the meal
  - Additional training is required through the state agency and you must be approved to operate OVS
- Sharing Table: A table where kids can put wrapped, unwanted items for others to consume.
  - These items cannot be “recycled” into other reimbursable meals- would result in a double claim
  - Good for sponsors where each kid must take everything that is offered

# Procurement

Regardless of the size of your sponsorship and whether you self prepare, vend meals, or use a FSMC...you must use proper procurement procedures!

All purchases must be made using OPEN and FREE competition and documented appropriately

Please contact Tina Herzog, [cherzog@doe.in.gov](mailto:cherzog@doe.in.gov) or 317-232-0872 if you have questions related to procurement

# Procurement: Local Stores

<b>Small Purchase Documentation Form</b>				SAMPLE
Date:				
Quote Award:	Vendor:	Vendor:	Vendor:	
Products Surveyed:	Price Quote:	Price Quote:	Price Quote:	

Even if you purchase all of your food from a local grocery store, you should compare prices at several nearby stores to ensure you are getting the best prices on your food items

# Required Handbook Documents

- Pre-Op Visit Sheet- Attach. 13
- Daily Meal Count Form- Attach. 18
- Racial Ethnic Form- Attach. 21
- First Week Monitor's Report- Attach. 29
- 4 week Monitor's Report (3 pages)- Attach. 30
- Food Inventory Log- Attach. 17

# Non-Compliance

- USDA requires all regulations to be enforced by State Agencies
- Recordkeeping at site and sponsor level must be maintained, accurate, and available at all times
- All sponsors are subject to unannounced and announced reviews.
  - Sponsors should notify site staff that the state agency may visit at any point throughout the summer.

# SFSP Appeal Rights

- Sponsors may submit appeal requests to the State Agency according to the guidance set forth in the SFSP Regulations, Section 225.13
- Appeal Procedures are listed on the SFSP website and disbursed with the electronic sponsor approval notification

# Application Process

- Each sponsor is approved annually
  - Waiting until the last minute to complete the required application process is not going to mean you float to the top of the pile regardless of your start date
- Pay extra attention to the correctness of these annual SFSP documents:
  - Review closely the media release and health department letter
  - Check that all sites have been listed on each of these documents
  - Compare operating dates, meal times and meal types listed in the CNPweb to each site listed on the hardcopy forms
  - Double check that all sites qualify for program (50% F/R rate)

**With more than 250 sponsors, this takes quite some time. Completing and submitting your information early, will make the process less stressful.**

**Please do not wait until the last minute to submit your information.**

# Application Deadline

- SFSP Application Deadline – April 30, 2015
- USDA Commodity Deadline – April 20, 2015  
FYI... Commodity info will be forwarded to eligible returning self-preparing sponsors via email in mid-March



# Sponsor Administrative Reviews

- Sponsors are reviewed in accordance with USDA required Federal Review regulations
  - Having all the requested documentation ready and organized will help your field consultant complete the review with greater ease
  - If you aren't sure how to organize documentation, don't hesitate to ask your field consultant how she would like for it to be compiled
- Occasionally, USDA conducts federal reviews of Indiana SFSP sponsors

# Assisting Others

- School Sponsors, please be aware that camps seeking eligibility status for campers may contact you. You are allowed to share eligibility information with these approved SFSP sponsors

If you have any doubt about legitimacy of these organizations, please contact our office first!



# Advertising

- Newspapers
- Radio
- Billboard
- Work with community organizations to help publicize your program- local food banks, homeless shelters, WIC offices, etc.



# Have Fun This Summer!

- SFSP is not rigid and you have plenty of space to be creative!
- Since SFSP funds can't be used for other than food – think of other free options!

There is no need for funding using any of these ideas:

- Use High School Sports teams
- Call local Boy and Girl Scout Troops
- Check if the local Lions or Rotary Clubs are up for sponsoring a special day of activities
- Local businesses can be a source of money for supplies used in programming, or for adult meals or for give away prizes a free McDonald's ice cream cone would be a hit!



# Special Events

- Plan a special SFSP Kick-off Event
  - Get teachers and administrators to attend a kick-off event (Pie a teacher or a principal!)
- National SFSP Awareness Week – June 1-5, 2015
- Plan a week of celebration for the Indiana SFSP Kick-off week June 15-19, 2015!
- Think of a theme week that suits your participants
  - Consider themed weeks all summer long! Work with local community and private sector groups, high school clubs and sports teams to create a fun environment for the kids all summer long. See the workshop handout for additional ideas

Thank you!

It was mighty kind of you to come  
to this training today!

Now we must pull up our boot  
straps, saddle our horses and hit  
the road!

See y'all soon, Partner!

