



Management and Administrative Plan

Fiscal Year 2016

Summer Food Service Program



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INTRODUCTION

The Summer Food Service Program (SFSP) is designed to provide nutritious meals during school vacations to children in areas in which poor economic conditions exist. Sponsors must provide the program to all eligible participants regardless of race, color, national origin, sex, age, or disability. The term "children" is defined in the program regulations as persons 18 years of age and under and persons older than 18 who are mentally or physically disabled and participating in a public or nonprofit private school program established for individuals with disabilities.

The State of Indiana will administer the Summer Food Service Program through the Indiana Department of Education, Office of School and Community Nutrition. The Summer Food Service Program is an integral part of the Indiana Department of Education and the program is funded by the United States Department of Agriculture.

This document is the Management and Administrative Plan (MAP) for the 2016 and defines the activities which are to be performed by the SFSP personnel and the criteria by which program sponsors will be selected and monitored. These activities and criteria are directed toward achieving the goal of effective program implementation that results in nutritious meals for children in low income areas during the summer months and during the extended school breaks and for children attending year-round schools.

State Administrative Budget for the Fiscal Year 2016

The budget below represents the use of available SFSP State Administrative Expense Funds. However, it does not represent the total cost of administering the program.
225.4(d)(1)

TABLE I

STATE ADMINISTRATIVE EXPENSE FUNDS FOR 2016

BUDGET CATEGORY		BUDGETED FUNDS
A. Salary Expense*		245,114
B. In-State Travel		28,000
C. Out-of-State Travel		3,500
D. General Administration:		
1. Services by Contract (Office Space)	7,000	
2. Supplies	3,000	
3. Telephone	1,200	
General Administration Subtotal		11,200
E. Indirect Cost		4,500
F. Health Inspection Funds		0
TOTAL		292,314

TABLE II

ADMINISTRATIVE STRUCTURE

POSITION TITLE/NUMBER	TIME SPENT ON SFSP	STAFF YEARS
Program Specialist (01)	100%	1.00
CNP Coordinator (01)	30%	.30
Field Specialist (07)	30%	2.10
SFSP Field Consultant (01)	50%	.50
Accountant (01)	10%	.10
Data Analyst (01)	10%	.10
TOTAL:		4.10

- Program Specialist: Responsible for the program operations, annual sponsor trainings, application approvals, and daily paperwork.
- SFSP Coordinator: In charge of direct administration of the program and federal compliance oversight
- Field Specialist: Responsible for providing technical assistance, monitoring the program sites, assisting with sponsor trainings and conducting Administrative Reviews as assigned.
- SFSP Field Consultant: Responsible for annual sponsor trainings, application approvals, assists with special projects, program monitoring and Administrative Reviews of assigned sponsors.
- Accountant: Responsible for the financial management of the program.
- Data Analyst: Assist in obtaining information from databases and prepare reports.

225.4 (d)(2) Needs Assessment and Outreach

Objective: To use program funds efficiently while reaching a maximum number of low income children and to inform potential institutions of the availability of the program within the timeframe of the summer season and during the year-round and balanced calendar school year breaks. Continue to implement sponsor strategies that yield higher daily attendance and program retention throughout the summer. This includes maximizing the SFSP benefits to children by offering more than one meal at as many sites as possible and extending the number of operating days throughout the summer.

1. The promotion of the SFSP was publicized via statewide media release on January 29, 2016. A press release was published by the Indiana Department of Education Communications Office and forwarded to state legislators, various Indiana publications and IDOE News email listserv.
2. All program sponsors that participated in program in 2015 have been contacted via email about the 2016 SFSP application season. Also, this communication included the *Summer Times Special Edition* newsletter along with the information about the 2016 sponsor challenge. This campaign, called *One More Serve More* is aimed at increasing SFSP daily participation and the number of meals served across the state.
3. A special informational email was sent to the current At-Risk Afterschool program operators to make them aware of the opportunity to continue serving children during the summer.
4. The State Agency has informed private and public school food authorities of the availability of the SFSP by posting announcement on the SFSP and the Office of School and Community Nutrition Programs public website.
5. The State Agency has continued a partnership with Indiana Library Leadership Academy and Indiana Library Federation with a goal to raise program awareness and increase the number of feeding sites at libraries.
6. A new partnership has been established with the Indiana Women, Infants and Children (WIC) program in order to operate SFSP sites at or near WIC offices.
7. The Indiana Office of Rural Development has shared SFSP availability information with its more than 750 partner contacts and the SFSP info is included in their partner newsletter.
8. In January, our office hosted a third annual SFSP Summit for the Marion County sponsors, the largest SFSP market in the state. The Summit was well-attended by both, public and private non-profit sponsors and covered topics ranging from creative menu planning to maintaining regulatory compliance at challenging situations. In addition, the

Summit fostered an open round-table session where sponsors brainstormed for solutions for problems and shared best practices.

9. The Food Service Directors of all public and private schools and school administrators have been instructed to support the program even if they are not program sponsors in 2016. This includes assistance in promoting SFSP sites operated by other sponsors, and vending meals to outside agencies in the local area. Additionally, the State Agency will reach out to Food Service Directors and school administrators that have 50 percent or more of their enrolled students eligible for free or reduced price meals. As in the past, a follow-up will be conducted via phone calls or emails by our staff. Our staff is trained to be actively engaged in assisting all qualified agencies in becoming either SFSP sites or sponsors.
10. In accordance with the Healthy, Hunger-Free Kids Act of 2010 (the Act) and the requirements for conducting outreach to households, the State Agency mandates that school sponsors cooperate with other SFSP service institutions to inform eligible families of the availability and locations of free program meals. Among other highly encouraged outreach activities is the early dissemination of printed and/or electronic materials to the families of eligible children. In order to increase public awareness, SFSP year-round and balanced school calendar sponsors must meet the same outreach requirements as “summer only” sponsors and submit their program availability information to the local media before the start of each off-season feeding.
11. This year, the Office of School and Community Nutrition will produce high quality promotional materials for statewide distribution. As a result, program branding will be uniform across the state. The materials being produced include double sided yard signs printed on weather-resistant corrugated plastic and large vinyl banners. These products will be available at no cost to all sponsors operating open sites. The new design incorporates the colors and theme of the Indiana State flag. See attachment A. In addition, during the spring of 2016, State Agency will provide laminated SFSP Site Rule posters and a set of updated USDA manuals to all returning and potential new sponsors.
12. Sponsors will be reminded via email and during the sponsor training workshops of the requirement to actively publicize the program availability to the surrounding community.
13. SFSP outreach information is disseminated via email to various community organizations, food banks, private nonprofit agencies, faith based organizations, and minority agencies in February and March. Anti-hunger agencies and other interested organizations are provided news blurbs about the SFSP to include in their newsletters and for posting on social networking sites.
14. Special program outreach correspondence will be emailed to all Indiana housing authorities. See Attachment B for a list of organizations that will be contacted in the winter/spring 2016. This is not an inclusive list as additional outreach opportunities become available throughout the spring season.

15. During the annual SFSP trainings, sponsors will be directed to work hard on promoting their SFSP operations creatively. This may include hosting a special kick-off event that correlates with the National SFSP Awareness week. Additional SFSP outreach activities such as Back-to-School rallies and community-wide events like health fairs will be encouraged at open feeding sites. In cooperation with our partners like the Indiana Dairy Association and Share Our Strength, the state agency will provide support to our sponsors during these events. As in the past, the USDA Power Panther outfit will be marketed to sponsors and made available for SFSP promotions throughout the summer.
16. In 2016, the State Agency will have several outreach goals:
 - A. The first objective is to develop a strong partnership with Indiana State Fair Commission and at a minimum, host a SFSP feeding site for children at the Indiana State Fairgrounds, located in the underserved northeast corner of Marion County. In addition to the meal service, the site would offer fun activities that promote healthy eating and demonstrate firsthand how the locally grown food ends up on our kitchen table.
 - B. Secondly, our outreach will focus on some underserved counties along the most Southern part of the state along the Ohio River. This includes Ohio, Switzerland, Jefferson, Harrison, Perry, Spencer and Posey counties. Some of these counties have currently no SFSP sponsor or sites. These small border communities present a special challenge due to a widely dispersed population and a lack of sponsoring organizations.
 - C. Finally, we will continue to cultivate the existing partnerships that we have in these three Indiana towns where more SFSP sites are still needed: Muncie, Anderson and Richmond.
17. Information about the SFSP will be distributed throughout the state in multiple ways, including the network of local foodbanks and the grassroots level anti-hunger group called Feeding Indiana's Hungry. The State Agency staff will be ready to present sponsorship opportunities at any stakeholder meetings that our staff is invited to attend.
18. The State Agency will continue to publish SFSP sponsor newsletter throughout the spring/summer season. This electronic info bulletin will be disseminated to the returning and new sponsors on a monthly bases and include reminders about critical program deadlines, various USDA information and other pointers related to the regulatory compliance.
19. Our office will work with IDOE Communications Office to promote the SFSP via IDOE social network sites like Facebook and Twitter. The State Agency will continue to use and promote the SFSP Searchable Site Map located on the IDOE/SFSP webpage. The link is updated regularly throughout the summer and includes coordinates and operating times for all the approved *open* sites across the state.

20. In 2016, the State Agency will expand our relationship with Indiana Dairy Association as several SFSP promotional events are planned for this spring/summer season.
21. The State agency will continue to use the 2-1-1 Helpline and other free public resources like the National Hunger Clearinghouse to announce program availability.
22. Finally, a new focus is placed on the USDA “Farm to Summer” initiative as using local foods and providing information related to educational activities will be incorporated into our sponsor training sessions this spring. The State Agency will be sharing resources about purchasing local products and integrating the best practices concerning “Farm to Summer” into our sponsor trainings.

TABLE III

PARTICIPATION DATA

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Number of Sponsors	257	259	278
Number of Sites	1,375	1,448	1557
Average Daily Participation (July)	66,157	63,953	70,348
Sponsor Types			
Camp Sponsors	17	16	17
School Sponsors	151	154	166
Government Sponsors	4	4	4
Private Nonprofit Sponsors	85	85	91
TOTAL	257	259	278

*The estimated growth in the number of sites and sponsors for the 2016 is based on the USDA guidance for a 7.5% increase. However, Indiana will aim at having a minimum of 10% increase in the average daily participation in July and in the total number of meals served throughout the summer. Also, we will pursue the 7.5% percent increase in each sponsor type operating the program.

225.4 (d)(3) Technical Assistance and Training

Objective: To ensure regulatory requirements are met (7 CFR Part 225) by providing technical assistance and training to eligible sponsors, food service management company representatives, auditors and health inspectors.

1. The State Agency will offer a total of 11 sponsor training sessions throughout the state. The training format will vary depending if the session is for new or returning sponsors. The format for returning sponsors will include a time of discussion to share best practices and answer questions. Content, format and length will vary depending on the session but will cover all aspects of successful program administration. In addition to attendees from private nonprofit organizations, school food authorities and residential camps, food service management company staff, vendor representatives, auditors and health inspectors are welcome to participate. The training sessions will also include information about the SFSP policy changes, financial management and recordkeeping, overview of reimbursement process, audit requirements, civil rights compliance, and the meal service requirements.
2. Field Specialists will be available to host additional informational meetings and in-person training workshops in their respective areas of the state as needed. These trainings will be held in addition to the workshops conducted by the State Agency as listed in Table IV.
3. As in the past, besides the sponsor training workshops, additional technical support is available to all sponsors. A special priority is given to the new sponsors, agencies with new program staff and sponsors that had significant findings last year. During the months of April and May, these sponsors will be offered personal assistance that may range from making a program budget to planning compliant yet child-friendly menus. A special attention is given to sponsors that are new at implementing the Offer versus Serve option or the family style meal service.

SFSP Trainings in 2016

Staff Members and Presenters
at all workshop locations:

Gretchen Pentzer, Field Consultant
Tina Skinner, Program Specialist
Marcia Yurczyk, SFSP Coordinator

The Following Field Specialists will assist with trainings in their respective area and other locations as their schedule allows:

Barb Wine, Melissa Corum, Jennifer Ress-
Henry, Sharmela Snell, Margie Fisher,
Claudia Garner, Beth Flesher

Agenda Topics for New Sponsors: Sponsor and Site Eligibility Requirements
 Site Classifications
 Community Partnerships
 Application Process

Agenda Topics for All Sponsors: USDA Regulations and New Policies
 Training & Technical Assistance
 Offer versus Serve & Family Style Feeding
 Monitoring Requirements
 Record Keeping and Claims
 Meal Service Requirements
 Menu planning and Improvements
 Marketing to Increase SFSP Participation
 Farm to Summer - Using Local Foods
 SFSP Procurement
 Changes in Civil Rights
 Claims & Reimbursement Process
 State Agency Monitoring and Administrative Review

TABLE IV

2016 SFSP Sponsor Training Dates and Locations:

Central Indiana

Location	Date	Training Venue	Address
Indianapolis	April 5, 2016	Indiana Gov Center South	302 W Washington St, Indianapolis, IN, 46204
Indianapolis	April 6, 2016	Indiana Gov Center South	302 W Washington St, Indianapolis, IN, 46204
Indianapolis	April 14, 2016	Indiana Gov Center South	302 W Washington St, Indianapolis, IN, 46204
Indianapolis	April 28, 2016	Indiana Gov Center South	302 W Washington St, Indianapolis, IN, 46204

Southern Indiana

Evansville	March 16, 2016	Evansville-Vanderburgh Schools	951 W Walnut St Evansville, IN 47713
Bloomington	March 30, 2016	Monroe Co Community Schools	560 E Miller Drive Bloomington, IN 47401
Jeffersonville	April 26, 2016	Greater Clark Co School District	2112 Utica Sellersburg Rd Jeffersonville, IN 47130

Northern Indiana

Merrillville	March 29, 2016 AM Session	Merrillville High School	267 E. 68 th Place Merrillville, IN 46410
Merrillville	March 29, 2016 PM Session	Merrillville High School	267 E. 68 th Place Merrillville, IN 46410
Fort Wayne	April 19, 2016 AM Session	Allen Co Public Library	900 Library Plaza Ft Wayne, IN 46802
Warsaw	March 19, 2016 PM Session	Warsaw Community Schools	850 E. Smith St. Warsaw, IN 46580

225.4 (d)(4) Monitoring and Inspections

Objective: To ensure that sponsors, sites, and Food Service Management Companies (FSMC) meet program requirements. The State Agency will provide monitoring activities that will stress accountability and provide for timely and effective corrective action of program violations. The State Agency will continue to use a Serious Findings Report that was implemented in 2011, in order to provide immediate feedback to the site and sponsor regarding findings that require immediate corrective action. It calls for a timely response from the sponsor and also allows for the State Agency to follow up with another review to determine if adequate compliance has been achieved. This form will continue to be used in addition to the Site Review form when necessary.

1. The State Agency will conduct pre-approval reviews of sponsors before the beginning of program operation according to the following:
 - a. Applicant sponsors that did not participate in the program the previous year;
 - b. Sponsors that had operating or administrative problems in the previous year; and/or
 - c. Pre-award and post-award Civil Rights Compliance Reviews for all new sponsors as outlined in FNS Instruction 113-1.
2. The State Agency employs the following criteria for the review of sponsors and sites:
 - a. Conduct a review of every new sponsor at least once during the first year of operation;

- b. Annually review a number of sponsors whose program reimbursements, in the aggregate, accounted for at least one-half of the total program meal reimbursements in the State in the prior year;
 - c. Annually review every sponsor which experienced significant operational problems in the prior year;
 - d. Review each sponsor at least once every three years;
 - e. As part of each sponsor review, conduct reviews of at least 10 percent of each sponsor's sites, or one site, whichever number is greater.
3. Number of reviews conducted in 2015:
- a. Preapproval visit: 27
 - b. Site reviews: 196
 - c. Administrative reviews: 114
4. Minimum number of reviews planned for 2016 season:
- a. Preapproval visits: 29 -based on 7.5 increase in sponsors
 - b. Site reviews: 225 -estimated on total number of sponsors
 - c. Administrative reviews: 125 -estimated on criteria as shown in (d) below
 - d. Reviews will be assigned to:
 - 1. Review each sponsor a minimum of every three years
 - 2. Meet the total of at least 50% of reimbursements paid for the previous year
 - 3. Frequency of visits to a particular sponsor and site will be based on need.
5. Field Specialists will be instructed to monitor the site caps of all sites and may raise or lower caps consideration of attendance on the day of review. Verification of the site cap will be a part of the review form.
6. The State Agency will monitor Food Service Management Company (FSMC) contracts to prohibit over-contracting and conduct production kitchen visits.
7. The State Agency will conduct inspections of Food Service Management Companies to monitor for compliance with meal pattern requirements and food safety.
8. For all SFSP Sponsors, including those not up for review for the current program year, site claims are monitored for accuracy with internal business rules, based on the approved anticipated participation numbers and the number of operating days in the month as documented in the site information sheet. Any claim that triggers a potential error related to overclaims requires State Agency staff manual override. Should the claim not pass all of the internal checks, a sponsor explanation via phone call as well as a possible visit from the field specialist will take place prior to claim approval.

225.4 (d)(5) Corrective Action

Objective: To ensure timely and effective action is taken against program violations.

1. Site reviews will be conducted according to program regulations. Should findings requiring immediate action or of a serious nature be observed, State Agency representatives will complete the Serious Findings Report entirely and leave a copy with the Site Supervisor. In addition, a copy will be scanned or faxed to the Site Sponsor. The Sponsor is required to respond back to the State Agency within 72 hours that the issue has been resolved and the State Agency may choose to conduct a follow up review of the site to ensure compliance is maintained.
2. Administrative reviews conducted by the State Agency consultants will include, at a minimum, an evaluation of the following items:
 - Record-keeping procedures for meals served to adults/children;
 - Accountability for program cost and income;
 - Sponsor procurement practices;
 - Supporting documentation for validating the sponsor claim for the review period
 - Accuracy/nature of methods used to ensure eligibility for the SFSP;
 - FSMC agreements and sponsor oversight;
 - Sanitation;
 - Civil rights compliance;
 - Site level monitoring;
 - Menu compliance;
 - Financial accountability for program expenses and revenue;

A Findings and Recommendation Report will be prepared at the conclusion of the review. The State Agency will specify deficiencies and the required corrective action. Copies of the report will be given to the site representative. Discussion of the report will also take place at the site. In addition, a written report will be sent to the Sponsor Executive and Food Service Contact, as well as the Food Service Management Company contact, where applicable. The Sponsor will be required to respond to the report in writing.

3. Field Specialists will conduct follow-up reviews, when necessary, to ensure compliance with program regulations. These reviews will be completed within two to ten working days of initial review. Generally, the same consultant will conduct the original review and any required follow-up reviews. When feasible, a second field consultant will be brought in to help with a follow-up review. If an over claim is found during the review, a corrected Claim will be entered into the CNP web system using procedures established by the State Agency. The State Agency has the right to waive any SFA overclaim of \$100 or less as in accordance with 7 CFR 225.10 (c).
4. If the sponsor does not respond to the request for a corrective action plan within 30 days, they will not be eligible to sponsor a program until such time as a corrective action plan is submitted and accepted by the State Agency. A delayed or non response will result in a Seriously Deficient (SD) determination of the Sponsor and notification of the SD status will be made in writing to the Sponsor, including a notice that the Sponsor will be unable to participate in future SFSP sessions without the submission of acceptable corrective action.
5. The State Agency will comply with the regulations stated in 7 CFR Part 225.11.

225.4 (d)(6) Procedures for Auditing Sponsors

Objective: To ensure fiscal integrity by auditing service institutions not subject to auditing requirements prescribed by the Secretary.

1. Audits of sponsors shall be conducted in accordance with the Department's Uniform Federal Assistance Regulations found in 2 CFR Part 200 and 7 CFR 225.
2. Audits shall also comply with guidelines established by the Indiana State Board of Accounts (SBOA).
3. If SBOA or private audits identify findings related to the operation of the SFSP, State Agency office or field staff will conduct follow up with the SFSP sponsor to ensure that corrective action has been taken to resolve the issues identified.

225.4 (d)(7) Food Service Management Companies

1. In accordance with the SFSP Policy SP 13-2014 and 2 CFR Part 200, the State Agency will require all bids:
(1) exceeding the lowest bid or (2) totaling more than \$150,000, be submitted to the State for approval before acceptance.
2. A State Agency representative will be present at a bid opening when sponsors are expected to receive more than \$150,000 in Program payments.

225.4 (d)(8) Health Inspection Fund

1. Indiana is not seeking funds to conduct health inspections and meal quality tests.