



SUMMER TIMES

A Newsletter for SFSP Sponsors in Indiana

June 2016

This email is to provide sponsors with updated and helpful information on the Summer Food Service Program in the State of Indiana.

PLEASE DOUBLE CHECK THAT ALL OPERATING DATES AND TIMES ARE CORRECT IN THE CNPWEB!

Ready for Summer!!

By Sharmela Snell

Pack up your sweaters, pull out your summer clothes, and throw on your favorite sunglasses!

While you're at it, turn on your summer jam to get you in the groove for the 2016 Summer Food Service Program!

Our exciting theme this year is: One More, Serve More! As the school year is winding down, think about how you can enhance your program this summer. Will you serve an additional meal? Will you add an extra hour to your serving time? Will you operate an additional site? Whatever the case may be, we want to encourage you to go the extra mile this year!



ONE
SERVE MORE

Before you get into the full swing of things, let's discuss some important reminders & helpful tips:

Remember it's all for the kids-The program is designed to feed children 18 years of age and younger. Reiterate to your site staff (and attendees) that the FREE meals are for the kids. You are more than welcome to serve adults for a nominal fee or from another funding source. As a reminder, adults must be served after all of the eligible participants have received their meal.

Know the difference - Program Adults vs. Non-Program Adults-*Program Adults* have an assigned duty/role within SFSP. Their meals are an allowable expense; however, they should not be claimed for reimbursement, unless they are age 18 or younger. *Non-Program Adults* may be a parent (or other adult) who **does not** have a specific role or duty within SFSP. They will have to be charged a nominal fee to cover the food and labor cost of their meal; or their meals can be covered under another funding source.

Remember: These meals must be tracked on the daily meal count sheet in the appropriate boxes.

Count your meals-Be sure that you are tracking each meal on your meal count sheet (or golden ticket). Without it, you may not receive reimbursement for meals served.

- Only count meals served to children 18yrs old and younger.
- Accurately check off each child as they receive their meal.
- Keep track of meals served to adults, damaged meals, leftover meals, and the number of children you had to turn away (if applicable).

Remember: Meals counted incorrectly on the daily meal count sheet will be disallowed.

Spread the knowledge-Make sure that all of your staff has been trained on civil rights and in their respective roles. Support your staff and don't assume that they know all of the requirements.

Remember: Training records are required to be kept annually and will be looked at during your administrative review.

Monitor your sites-Remember to monitor all of your sites and provide sufficient corrective action if applicable. Develop a monitoring plan to ensure that your bases are covered.

- Pre-Operation (required for new sites)
- First Week (required for new sites)
- Site Review (conducted during 1st 4 weeks of operation-required for all sites)

Remember: If sponsor monitors find issues with site operation, they should be tracking the issues on their visit forms. The issues found during self-monitoring procedures will not be counted as findings by your field consultant unless the issues have not been corrected!

Serve within the approved time-Don't be hasty! Make sure that your sites are serving within the approved meal service times. Update the CNPweb & notify our office if you need to adjust your meal service operation.

Remember: Meal served outside of the approved time, may be disallowed.

Keep meals on-site-Provide an activity, or designate an eating area, to ensure that meals are not being taken off-site. Post site rules so that everyone is aware of the requirements. Reiterate this requirement as you hand each child a meal.

Remember: Meals consumed off site cannot be claimed for reimbursement.

Think outside of the bun! - Get creative with your meals to entice and retain participation at your sites this summer. Consider fresh fruits & vegetables, hot meals, and a variety of options.

Remember: Either correctly completed production records OR a detailed menu with serving sizes listed must be maintained in your records for every meal claimed to show you are following the required meal pattern.

Expect a friendly unannounced site visit-Your field consultant may pay a visit to one or more of your sites this summer. Our staff will have on a state badge and will leave a summary of the results of the visit with your site staff.

Keep track of your records-All records must be retained for a minimum of 3 years. This includes meal count sheets, receipts, invoices, and all other SFSP documents.

Prepare for an Administrative Review-Your assigned field consultant will contact you if you are up for an administrative review this year. More details will be provided at the time of scheduling.

Keep reading.....

Open Site Advertising

Don't forget to post your SFSP signs at open sites. Signs for all open sites should be visible from the road. In addition, all open sites are widely publicized in State and Federal websites and information caller lines. Please make sure that if an emergency causes a site meal service time to be delayed or cancelled, there should be some kind of notification at the site posted to inform participants to seek out other meal sites.



United States Department of Agriculture

USDA Resources

The USDA has some available handouts for sponsors through Team Nutrition. Ordering information is listed below.



New Print Materials for Summer Meal Programs!

Summer Food, Summer Moves

This new kit from Team Nutrition includes over 30 games and educational activities to do at your summer meal site. Each kit includes:

- An Operator Guide with games, activities, and recipes
- Educational posters for your meal site (7 per kit)
- 6 types of Family Handouts (150 per kit)
- Activity Placemats (25 per kit)
- 6 types of Promotional Flyers (150 per kit)

Available in English and Spanish
Order Limit: 1 kit per order.



To order, please visit <http://pueblo.gpo.gov/TN/TNPubs.php> and select "Afterschool and Summer" to find these materials. All others are welcome to download our materials from our Website at <http://www.fns.usda.gov/tn/summer-food-summer-moves>. To inquire about bulk orders, please send an email to teamnutrition@fns.usda.gov.

Check out this great Farm to Summer initiative that includes summer gardening with children! This SFSP program is sponsored by SON Ministries, a faith-based group working with children in Greene County. <http://www.gcdailyworld.com/story/2311730.html?rand=1967>



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