

# Fall 2020 SFSP Training

Tina Skinner  
SFSP Specialist

Gretchen Huntzer  
SFSP and NSLP Field Specialist



*Indiana*  
DEPARTMENT OF  
EDUCATION



@EducateIN

*Working Together for Student Success*

# Notice

**Please note: The information presented in this training pertains only to the meal serving period beginning in fall 2020 and currently set to expire December 2020.**

**Some rules and regulations typical of SFSP have been waived due to the COVID-19 pandemic, so sponsorship of SFSP in future program years will require additional training.**



# Welcome

## Covered in today's training:

- SFSP overview
- Meal pattern
- Operational options
- Documentation Requirements



# Determining Number of Sites

## What to consider:

- **Staff availability-** Ensure you have enough staff or volunteers to serve the anticipated number of participants
- **Anticipated Number of Participants-** Be realistic! If sites are open to the community, do you have the ability to serve all the extra participants?
- **Meal Preparation Space-** Is there enough space to prepare and store the number of meals needed for your anticipated participation?



# Meal Options

## Meal Types - Pick no more than 2

- Breakfast
  - Lunch
  - Dinner
  - AM/PM Snack
- 
- Meals can be served in any combination except for lunch and dinner at open, restricted open, or closed enrolled sites.



# Site Type

## **Sites must operate as designated and approved in CNPweb**

- **Open Sites** must be open to the general public during the published open serving time....no exceptions! Doors must be unlocked; signage should be used to show the entrance. If you run out of meals one day, the next you should prepare more to ensure you have enough.
- **Closed Enrolled Sites** can only serve the children at the site who are actually enrolled in the program. Maintain documentation of enrollment in SFSP records. If requiring households of virtual students to sign up for meals, your site is closed enrolled.

## **Meal Times**

- **Meal times must be accurate!!**



# Site Types

## Site Type: Open

- Site is open to all children including the general public. The general public must be provided with clear instructions for how to access meals.
- You may serve an enrolled group of children at an open site as long as the site is open to the general public
- Open sites serve up to two meals per day

*Lunch and dinner is the only combination not allowed*



# Site Types

## Site Type: Closed Enrolled

- Site serves only enrolled children and is not advertised on public information sites.
  - Utilize this site type if you plan to serve only the students enrolled at the school.
- May serve up to two meals

*Lunch and dinner cannot be served together*



# Menu Planning

**SFA sponsors can elect to utilize the NSLP meal pattern for SFSP meals. All NSLP meal pattern requirements must be followed.**

- **When utilizing the SFSP meal pattern, menus must be planned to meet the USDA SFSP meal pattern requirements.**
  - **All meals served must be backed up by meal pattern compliance documentation!**
  - **If changes are made to menus, substitutions must be documented and from the same component to ensure meal pattern compliance.**
  - **Train all site personnel in meal pattern compliance so that they can make informed decisions when needing to make substitutions to the planned menus.**



# Menu Planning- Breakfast

Component	Breakfast
Meat/Meat Alternate	Optional
Bread/Grain	1 Serving* *Read package nutritional label for exact serving size.
Fruit or Vegetable	½ cup total If offering 100% juice, a 4 ounce serving is required
Milk	8 fluid ounces



# Menu Planning- Lunch and Supper

Component	Lunch and Supper
Meat/Meat Alternate	<b>2 ounces by weight</b> (This is more than the minimum daily requirement for grades K-8 on NSLP!!)
Bread/Grain	<b>1 Serving*</b> * Read package nutritional label for exact serving size.
Fruit and Vegetable	<b>¾ cup total of at least two different items</b> <ul style="list-style-type: none"><li>• Serve two vegetables, two fruits or one of each.</li><li>• When serving 100% juice, 4 fluid ounces credits as ½ cup</li></ul>
Milk	<b>8 fluid ounces</b>



# Menu Planning- Snack

Component	Snack- Choose two components
Meat/Meat Alternate	1 ounce by weight
Bread/Grain	1 Serving* * Read package nutritional label for serving size.
Fruit and Vegetable	$\frac{3}{4}$ cup * When serving 100% juice, 6 fluid ounces credits as $\frac{3}{4}$ cup
Milk	8 fluid ounces

- Both juice and milk cannot be served together to make a snack, there must be at least one non-fluid item.
- Keep in mind that fruit and vegetable are one component, so serving a fruit and a vegetable for snack without anything else is not following the meal pattern.



# Menu Planning

- **Participants must take all planned menu items unless utilizing OVS.**
  - **Please consult your Field Specialist if wishing to utilize OVS on the SFSP meal pattern.**
- **Milk is a required component of breakfast, lunch/supper and no substitution of water or juice is acceptable unless accompanied by a statement from a medical professional.**
- **Menu substitutions should be approved by the menu planner prior to service to ensure the meal meets the meal pattern. requirements.**



# Meal Pattern Compliance Documentation

- All sites must record the menu offered during each meal service. If meals come from a central kitchen, the central kitchen can maintain the paperwork.
- Documentation must include either a detailed menu with serving sizes or fully completed production record.
- Items made from scratch or items put together in house such as a sandwich or salad must have corresponding recipes that are used by staff when preparing each item.



# Meal Pattern Documentation

## Production Record

### Food Production Record

Building/Site: Leadership Academy
Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:
K - 5 <input checked="" type="checkbox"/>
6 - 8 <input type="checkbox"/>
K - 8 <input type="checkbox"/>
9 - 12 <input type="checkbox"/>

Total Student Reimbursable Meals: 220
Total Adult Meals: 20

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions								# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover	
			M/NA (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)	Other Veg (cup)				Student	A la Carte	Adult		
Entrée																		
Hamburger (CN label) on Bun	167	1 each	2	2								160	160	1 case + 70	130	0	10	20
Chicken and Noodles USDA D-17	172	1 cup	2	1								100	100	12 lb 12 oz chick/5 lbs noodles	90	0	10	0
Vegetable																		
Corn, Frozen - USDA Food 100348	142	1/2 cup							1/2			121	121	22lb	85	0	10	26
Potato Wedges, Frozen - USDA Food 100355	153	1/2 cup								1/2		238	238	40lb	218	0	10	10
Fruit																		
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2							119	119	5 #10 cans	109	0	0	10
Orange Sections, Fresh, 138 ct	37	1/2 cup			1/2							30	30	30 ea	25	0	5	0
Grain																		
Roll		1 each	1									100	100	2 bags	90	0	10	0
Milk																		
1% White Milk	37	1 cup										70	70	70	50	0	10	10
Fat Free Chocolate Milk	37	1 cup										170	170	170	140	0	0	30
Condiments																		
Ketchup		2 tbsp										240	240	2 1/2 cans	220	0	20	0
Other																		



# Meal Pattern Documentation

## Detailed Menu Sample - list every item & the serving size.

Monday		Tuesday		Wednesday		Thursday		Friday	
Turkey and Chz Sandwich	recipe	Chef Salad*	recipe	Pizza "Lunchable"	recipe	Taco Salad*	recipe	Ham Roll-up	recipe
Orange Slices*	1/2 cup	Fruit Cocktail	1/2 cup	Broccoli*	1/4 cup	Tortilla Chips	1oz svg	Watermelon*	1/2 cup
Carrots*	1/2 cup	Milk	8 oz	Juice	4 oz	Applesauce	1/2 cup	Red Pepper Strips*	1/4 cup
Milk	8 oz			Milk	8 oz	Milk	8 oz	Milk	8oz
Turkey and Chz Sandwich		Chef Salad		Pizza "Lunchable"		Taco Salad		Ham Roll-up	
Turkey Lunch Meat	2oz	Lettuce	1 cup	WG Sandwich Slims	1 each	Shredded Lettuce	1 cup	Ham	2oz
American Cheese	1 slice	Shredded Carrots	1 T	Marinara Sauce	1/4 cup	Taco Beef	1/4 cup	Cream Cheese	1.5 T
WG Bread	2 slices	Shredded Cheese	1/8 cup	Mozzarella Cheese	1/2 cup	Shredded Cheese	1/4 Cup	WG Tortilla	1 each
or WG Bun	1 each	Turkey	2 slices	pepperoni	4 each	Salsa	1/4 cup		
		Ham	2 slices			Ranch Dressing	1 pkg		
		Goldfish Crackers	1oz pkg						
		Ranch Dressing	1 pkg						



# Meal Pattern Documentation

- **Vendors must supply sponsors with meal pattern compliance documentation in the form of a detailed menu with service sizes listed for each item or a completed production record.**
- **If serving vended meals, vendor must provide some sort of written documentation of how many meals have been delivered.**
  - **Meal delivery slips may be maintained at the sponsor level. However, a daily sign off or delivery confirmation for how many meals were delivered by site should be standard practice.**



# Meal Service

## Meal Counting

- **Each meal served must be documented at the point of service.**
  - **The daily meal count form is to be completed as the children go through the line at the point where the child receives the complete meal.**
- **The form cannot be completed before or after meal service.**
- **One person must stand at the end of the meal service line to complete the meal count form.**
- **To avoid miscounting, the person assigned to document the meal count should not be distracted or also serving food.**



# Meal Service

## Meal Count Form

Sites must use the USDA daily meal count form or an approved alternate.

<https://www.doe.in.gov/nutrition/daily-meal-counting>

### MANAGING THE MEAL SERVICE

#### SUMMER FOOD SERVICE PROGRAM

#### Sample Daily Meal Count Form

Site Name: _____ Meal Type (circle): B L SN SU																			
Address: _____										Telephone: _____									
Supervisor's Name: _____										Delivery Time: _____			Date: ____/____/____						
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]																			
First Meals Served to Children (cross off number as each child receives a meal):																			
1	2	3	4	5	6	7	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 +	[2]			
Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10						Total Second Meals +	[3]			
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10						Total Program Adult Meals +	[4]			
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10						Total non-Program Adult Meals +	[5]			



# Meal Service

## Meal Count Documentation is not complete until:

- Every section of meal count form is completed fully in all areas.
- Form is signed by the person counting the meals.

## Reminders:

- By signing the form, the meal recorder is certifying the information is true and correct!
- Ensure each site has at least one person dedicated to counting meals.
- Meal recorder should not also try to serve meals - this is unacceptable and will not provide a reliable count.
- All meals claimed for reimbursement must be recorded at the point of service.



# Meal Count forms

Meals received/prepared <u>23</u> + Meals available from previous day <u>0</u> = (Total meals available) (1)																								
First Meals Served to Children (cross off number as each child receives a meal):																								
1	2	3	4	5	6	7	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
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275
276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total First Meals Served+ <u>23</u> (2)																								
Second meals served to children:																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15										
Total Second Meals Served+ <u>0</u> (3)																								
Meals served to program adults:																								
1	2	3	4	5	6	7	8	9	10									Total Program Adult Meals Served+ (4)						
Meals served to non-program adults:																								
1	2	3	4	5	6	7	8	9	10									Total non-Program Adult Meals Served+ (5)						
TOTAL MEALS SERVED= <u>23</u> (6)																								
Total damaged/incomplete/other non-reimbursable meals+ <u>0</u> (7)																								
Total leftover meals+ <u>0</u> (8)																								
Total of items: (6) <u>23</u> + (7) <u>0</u> + (8) <u>0</u> = (9) <u>23</u> (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 16 17 18																								

Meals received/prepared + Meals available from previous day = (Total meals available) (1)																								
First Meals Served to Children (cross off number as each child receives a meal):																								
1	2	3	4	5	6	7	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
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275
276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
Total First Meals Served+ (2)																								
Second meals served to children:																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15										
Total Second Meals Served+ (3)																								
Meals served to program adults:																								
1	2	3	4	5	6	7	8	9	10									Total Program Adult Meals Served+ (4)						
Meals served to non-program adults:																								
1	2	3	4	5	6	7	8	9	10									Total non-Program Adult Meals Served+ (5)						
TOTAL MEALS SERVED= (6)																								
Total damaged/incomplete/other non-reimbursable meals+ (7)																								
Total leftover meals+ (8)																								
Total of items: (6) + (7) + (8) = (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 16 17 18																								
Signature _____ Date _____																								



# Meal Service

## Meals can be disallowed if:

- Meal count records are not complete
- Meals are not counted individually: Do not use one line through many numbers or record/circle one number.
- Form is missing required information such as the total number of meals available or signature/date of meal service
- More meals were claimed than the number of meals available

**Daily meal counts at open sites with no variation should be an immediate reason for a sponsor to investigate!**



# Adults

**Non-Program adult meals may be purchased by the adult or supported through donations made to the program from an outside source. Record these meals on the appropriate line of the daily meal count form, BUT NEVER CLAIM THEM FOR REIMBURSEMENT. Money collected must be deposited in the food service account.**

- It is recommended that all adult meals be eaten on site to avoid confusion among children about what foods may be taken off site.
- Some sites solicit donations from community partners in order to serve non-program adults free of charge.
- Each sponsor must set a non-program adult meal price to cover the cost of the meal and ensure that the meals are counted and the money for the meals is regularly deposited into the SFSP account.



# Site Rules

**Only individuals 18 years old and younger may receive a free meal.  
If older than 18, the child must be enrolled as a  
student in a K-12 school.**

- **Persons with disabilities over the age of 18 must be enrolled in high school to receive meals. (For reference, students with mental disabilities may graduate high school around age 21 or 22.)**
- **Pregnant women over the age of 18 do not qualify for a free meal.**
- **Small children who are not eating solid foods (younger than 6 months) or who are too young to eat the food provided (choking hazard) should not be served a meal.**



# Staffing Needs

**Site Supervisor: One (or multiple) persons designated to be present and oversee daily site operations**

- Ensures that daily compliance is met for each meal served at that site.
- Serves meals to all children who come to the site.
- Has clear understanding of SFSP requirements, including the meal pattern.
- Provides excellent customer service to the families served.

**A trained site supervisor must be present in the meal service area throughout the entire approved meal service time.**



# Sponsor Monitor

**Program Monitor: Must be independent of the day-to-day operations of the site and conduct a site review within the first 4 weeks of operation.**

- **Must be knowledgeable of all SFSP requirements and regulations to objectively monitor the sites.**
- **Ensures full compliance with SFSP regulations through required self-monitoring visits.**
- **Answers questions from site staff and provide technical assistance as needed.**



# Staff Training

**All program staff must be trained in program requirements and civil rights compliance annually.**

**Training agenda should include:**

- **Program Overview**
- **Daily meal service requirements**
- **Civil Rights**
- **Meal Counting**
- **Meal Pattern Overview**
- **Food Safety**

**Sponsor must maintain sign-in documentation that proves all program staff have been trained.**



# Civil Rights

**Civil Rights training is the same requirement as NSLP. Training is required to be up to date every 12 months. If staff is up to date, no additional training is needed for SFSP!**

- **All children must have equal access to all choices and options**
- **Denial of food cannot be used as a disciplinary action**
- **Communicate with participants in a language that is understood by the household; use a translator, if needed**
- **Ensure the And Justice for All poster is always posted and visible**

**Equal and respectful treatment of all participants is expected and is part of customer service!**



# Record Keeping Requirements

Documentation of income and expenses needs to be tracked separately from other child nutrition programs.

- Income and Expense Documentation
- Time Sheets for all labor claimed to SFSP
- Food invoices
- Menu Documentation (recipes, detailed menu with serving sizes and/or production records)
- Daily Meal Count Forms
- Procurement Documentation
- Carry-over Inventory (with per case prices listed)
- Civil Rights compliance documentation
- Monitoring Forms
- Food Safety Documentation



# CNPweb Updates

**Sponsors must ensure that CNPweb sponsor and site information pages are up to date, including contact info, especially emails. Update personnel changes immediately.**

**Failure to update CNPweb can result in disallowed meals.**

**Changes in meal services within CNPweb must be pre-approved before implementing the changes.**

**For example, you cannot update a site information page the same day you expect the change to take place.**



# Communication

**IDOE communicates with sponsors regularly through email and newsletters. It is extremely important that the food service contact information listed in CNPweb is accurate and belongs to someone who will check their email daily throughout the operating season.**

**Emails will come from:**

- **Government Delivery System**
- **Directly from SFSP office staff**
- **Directly from your Field Specialist**



# Administrative Responsibilities

- **Submitting a Reimbursement Claim**
  - Reimbursement Rates
- **Tracking Income and Expenses**
  - Food Costs
  - Administrative Costs
  - Allowable Expenses
  - Inventory and Donated Foods
  - Staff work hours
- **Organization of Files**



# October-December 2020 Reimbursement Rates

Meal Type	Rate for Self-prep or Rural Sites	All Other Sites
<b>Breakfast</b>	\$2.3750	\$2.330
<b>Lunch or Supper</b>	\$4.1525	\$4.0875
<b>Snack</b>	\$0.9775	\$0.9550

Reimbursement rates are updated each spring for the summer season. The reimbursement rates above are the same as Summer 2020.



# Tracking Income

**SFSP income includes:**

- federal reimbursement,
- money collected for adult meals, and
- financial donations to the program.



**Reimbursements are federally supported by taxpayer dollars. Once co-mingled, all funds become federal funds. It is a federal offense to misuse SFSP funds.**

**SFSP income and expenses must be included on your AFR.**

**SFSP income can be maintained in general Food Service Account, but income and expenses for SFSP should be tracked separately from other child nutrition programs.**



# Tracking Expenses

**Program Costs include:**

- **Food costs (including inventory tracking)**
- **Administrative and Operational costs**
- **Labor costs**

**Tracking program costs in these categories will assist in preparation for SFSP administrative review.**



# Tracking Expenses

## Food Cost Tracking for self-preparing sponsors:

- Detailed records of the prepared menu each day to compare the food purchased versus food served
- Delivery/Store receipts for food purchased
- Monthly food inventory records



# Tracking Expenses

## Operational Costs include:

- **Employee Labor**
- **Non-food items**
  - coolers, serving containers, napkins, cups, plates, trays, etc.
- **Vehicle mileage or bus cost**
- **Rental costs (only if approved by IDOE)**
- **Prorated utilities- please contact our finance specialists to determine how to prorate your utilities**
  - [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov)



# Tracking Expenses

## Administrative Expenses

- **Administrative Labor-** Includes only the hours worked specifically on SFSP
- **Marketing Costs-** signs, flyers, newspaper ads, social media ads
- **Office Supplies**
- **Mileage - miles driven on staff personal vehicles to and from the meal service sites or grocery store**
  - You must have an established rate per mile for all employees



# Tracking Expenses

## SFSP sponsors with Food Service Management Company Cost Reimbursable Contracts:

- SFA Sponsor Representative should review itemized monthly invoices of all expenditures
- Question any unreasonable charges, charges for items not related to the FS contract, and/or anything unrelated to the sponsor contract



# Allowable Costs

- **Allowable expenditures are costs associated with operation and administration of SFSP**
  - Labor, food, mileage, marketing materials, and rentals
- **Unallowable expenditures are costs that do not directly relate to the service of food or the administration of the program**
  - Sponsor staff salaries that do not have SFSP responsibilities, non-program adult meals, building costs, incentives and prizes, funding for kick-off events and other activity programs



# Inventory

## Inventory

- Sponsors operating multiple Child Nutrition Programs and utilizing carry-over inventory, must track the inventory from one program to another
- Track individual items that are transferred or by tracking the total inventory on hand
- Must be tracked at the beginning and end of the program year and include the cost of the inventory



# Stay Organized

- Paperwork in support of all expenditures must be kept.
- Documents will be reviewed during IDOE reviews.
- Failure to provide proof of expenditures may result in the repayment of funds to the IDOE.
- Keep track of expenses on a daily and monthly basis.
- Keep receipts in a folder or envelope.
- Track employee time and salaries on time sheets or through employee time management software.
- All documents must be retained a minimum of 3 years plus the current program year.



# Available Waivers: Non-Congregate Feeding

## Waiver Purpose

Waives requirement that meals must be eaten on-site to help prevent the spread of COVID-19. Additionally, the waiver allows up to 5 breakfasts and lunches to be distributed for a child at one time. Meals are required to be unitized.



# Using the Waiver

**Non-Congregate Meal Service approved through December 31, 2020**

**Good nutrition is extremely important at this time.** With this in mind, schools wanting to implement this waiver at any time during the school year must offer the same meals to all students, whether attending physically in the school building or participating virtually.

SFAs may choose to only offer one meal type in a non-congregate manner. For example, if SFAs want to only provide non-congregate lunches, they may choose to do so and require all breakfasts to be eaten on site.

In this example:

Only students eating on site would have access to both Breakfast and Lunch

On-site students and virtual students would both have access to lunch, although lunch for the virtual students could be distributed at a different time.



# Using the Waiver

## Utilizing this waiver, meal service options vary:

- Meal service frequency is left up to the sponsor. (daily, weekly, etc)
- Two meal types may be distributed at the same time in a grab and go fashion
- Maximum of five meals of each type may be distributed at one time per child  
For example: five breakfasts and five lunches
- If providing meals for all seven days of the week is desired, there must be at least two distribution days.
- Sponsors are still required to ensure that meals are going to children 18 and younger
- There is no reimbursement for meals served to adults. Adult meals must be paid for at the time they are distributed or recorded and billed to the appropriate funding sources.



# Available Waiver: Monitoring

## Waiver Purpose

Waives the requirement for a first week visit to be conducted at all sites.



# Using the Waiver

- The typically required first week site visit has been waived for all sites.
- Sponsors are still required to conduct the full site review within the first 4 weeks of operation.
- Sponsors can elect to conduct a desk review of meal counting and menu documentation paperwork in lieu of on-site monitoring visits.
- Monitoring forms will be reviewed during an administrative review.
- Monitors must use the IDOE Site Review monitoring form for these visits. This form includes the Racial/Ethnic Data collection form that has also not been waived.



# Available Waiver: Meal Pattern Flexibilities

## Waiver Purpose

At the discretion of the state agency, allows for meal pattern flexibilities in instances where certain items or components may not be available.



# Using the Waiver

- **Per USDA, the meal pattern must be met daily.**
- **IDOE field specialist must approve of the use of this waiver in advance and will only grant meal pattern exceptions on a case-by-case basis.**
- **Should a menu item become unavailable, immediately contact your field consultant for approval prior to meal service.**
- **Keep the available food supply in mind as you plan menus, and select stores or vendors to provide food for summer feeding. Always have a back up plan/food on hand in the event of delayed deliveries.**



# Available Waiver: Non Area-Eligible Sites

## Waiver Purpose

At the discretion of the state agency, allows sites to be located in areas that do not meet the area eligibility definition.



# Using the Waiver

- The IDOE has determined that each sponsor can determine how to utilize this waiver for the individual sites within the district. Sites that do not typically qualify for SFSP may use SFSP for meal service October 2020-December 2020.
- Keep in mind that once the waiver expires, sites must be re-established as closed enrolled for future eligibility.
- To be eligible to use closed enrolled status during a normal SFSP season, at least 50 percent of the children served must be eligible for free or reduced price meals or the site must be located in an eligible area via nearest elementary or census data.



# Available Waiver: Parent Meal Pick-up

## Waiver Purpose

Allows sponsors to serve meals to parents and guardians without a child present.

Sponsors must guarantee meals are given to adults with eligible children in the household and have a system in place to prevent duplicate meal service.



# Using the Waiver

- Sponsors may distribute meals to a parent or guardian to take home to their children.
- Sponsors must have a plan in place to ensure program integrity and accountability.
- Requires established processes to ensure meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed.
- Field Specialists and SFSP program staff can help sponsors create a plan to ensure program integrity.



# Available Waiver: Offer versus Serve

## Waiver Purpose

Allows sponsors to utilize Offer versus Serve (OVS) when offering grab and go meal service.



# Using the Waiver

- **Offer versus Serve cannot be utilized to limit the distribution of a specific meal component. In order to utilize OVS, sponsors must provide the ability for any component to be declined.**
- **IDOE must approve of the use of this waiver and will only grant OVS meal service option on a case-by-case basis.**
- **Sponsors wishing to utilize OVS as a meal service option must provide a written plan for how meal service will occur.**



# CNPweb Updates

- **USDA is allowing retroactive approval only in Fall 2020 in order to allow for the retroactive claiming of SFSP meals to the start of the school year, if desired.**
- **We ask that sponsors review and update SFSP py 2020 by September 25, 2020 if you are planning to retroactively claim meals on SFSP for August and September.**
- **A new SFSP Program year starts October 1 and all sponsor and site pages must be prepared and approved in order to claim meals on SFSP from October to December.**

**Under normal SFSP operations, retroactive approval of site information is not allowed.**



# CNPweb Updates

## Site Supervisor for Child Nutrition Programs

“Site Supervisor” is the person responsible for oversight of the meal program, not necessarily the entire organization. Please designate in CNPweb the person who knows, is responsible for, and who will be at the site during meal service.

- Federal regulations require a trained Site Supervisor be present at each meal service where meals are claimed for reimbursement. Enter the name of the person(s) who will be actually present during the meal service and can answer questions about the meal service operations.
- Current section (#28) for Site Supervisor entry was expanded in order to enter multiple trained staff, if applicable.



# Initial Application

Once you have been notified that CNPweb access to the **Blue** puzzle piece has been granted...

1. Complete the Sponsor information page
2. Complete each site information page. (Review the sites to ensure all locations where meal service occurs have been added!)
3. Complete the sponsor budget form (required for all SFAs their first year)
4. Submit the starred (\*) off-line forms on the packet tab.
  - a. Updated Permanent Agreement
  - b. Letter to Health Department
  - c. News release for open sites (if applicable)
  - d. Procurement Plan (different from NSLP procurement plan)
  - e. Free Meals Policy Statement
  - f. FSMC/Vendor Verification form (if applicable)
  - g. Direct Deposit and W-9 are not required for SFAs! Funds will be deposited into the same account as what is already on file.



# Initial Application

## Sponsor Budget Tips:

- The budget should reflect your anticipated program cost for SFSP only. This is not your anticipated budget for the entire school year. SFSP funds must be monitored and tracked separately from NSLP funds even though they are included in the same bank account. You will be responsible for reporting these funds within the SFSP column on your AFR for the program year.
- To get the anticipated reimbursement, total the number of meals you served on NSLP last year for the months you will be operating SFSP. Then, multiply by the total number of meals by SFSP meals reimbursement rate.
- Once you have the anticipated reimbursement amount, determine the break down for SFSP funds. SFSP should be a break-even program, so excess leftover funds should not be anticipated. If you do anticipate leftover funds, determine how to best utilize them in your SFSP program year. You can always offer additional food items if using the SFSP meal pattern seems like too little food.



# Initial Application

Please ensure on the Packet Tab for SFSP:

1. Input the date sent for each starred document.
  - Submit to [summermeals@doe.in.gov](mailto:summermeals@doe.in.gov)
  - Please put the same send date for the Direct Deposit and W-9 forms, but do not complete and return these. What is on file currently will continue to be used.
2. The correct documents to use can be downloaded using the icons to the right of the document name!
3. Once the dates are entered, check the box to submit for approval.

This will let us know you are done editing your pages and also puts the entire application into pending approval status!

Packet	Applications	Activity	Claims	Payments	Users
Assigned Specialist: <a href="#">Summermeals@doe.in.gov</a>					
Item	Req	On-Line Forms Description	Count/Date	Status	
1	*	Sponsor Information Sheet		Pending Submission	
2	*	Site Information Sheet	12 of 12	Pending Submission	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
Click here to enter Date_Sent for Starred Off-Line Forms. <b>1</b> must be completed for Approval status.					
3		CNP Permanent Agreement	<input checked="" type="checkbox"/>		
4	*	Letter to Health Department	<input checked="" type="checkbox"/>	2020-09-21	
5		News Release for Open Sites	<input checked="" type="checkbox"/>		
6	*	News Release for Enrolled Sites	<input checked="" type="checkbox"/>	2020-09-21	
7	*	Procurement Plan	<input checked="" type="checkbox"/>	2020-09-21	
8		Non Congregate Feeding Waiver	<input checked="" type="checkbox"/>		
9	*	Free Meal Policy Statement	<input checked="" type="checkbox"/>	2020-09-21	
10		SFSP FSMC/Vendor Verification Form	<input checked="" type="checkbox"/>		
11		DUNS Requirement for New Sponsors	<input checked="" type="checkbox"/>		
12		Civil Rights Pre-Award Compliance Review	<input checked="" type="checkbox"/>		
13	*	DirectDeposit	<input checked="" type="checkbox"/>	2020-09-21	
14	*	W-9 Form	<input checked="" type="checkbox"/>	2020-09-21	
15		SFSP Menus			
16		Financial Viability Documentation			
<input type="checkbox"/> Check here and click on the "Submit" button below to submit forms to the State for Approval. <b>3</b> (Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)					
<input type="button" value="Submit"/>					



# Thank you!

You will receive a follow up email with important links.

Each new sponsor will be required to complete the assessment quiz prior to approval.

Your field specialist may follow up to ensure you understand all SFSP requirements.

Additional Questions? Please contact your assigned field specialist.

<https://www.doe.in.gov/nutrition/summer-food-service-program>

