



# SUMMER TIMES

A Newsletter for SFSP Sponsors in Indiana

August 2013 – 2<sup>nd</sup> Edition

## **Are you interested in additional SFSP participation during the school year?**

Did you know some sponsors operate SFSP during school months, too?

There are a few catches, but kids experience hunger during school breaks too! If your area school system operates on a Balanced School Year calendar or Year-round School calendar and the students are out of school for at least 10 consecutive school days (2 weeks), you can open your SFSP feeding sites during the break times in the fall, winter or spring.

If you are interested in learning more about this option, feel free to contact Tina Skinner [tskinner@doe.in.us](mailto:tskinner@doe.in.us) or Gretchen Pentzer [gpentzer@doe.in.us](mailto:gpentzer@doe.in.us).

---

## **Claim Reminders**

File your reimbursement claims in a timely fashion to avoid using the only late claim exception allowed to sponsors once in every three (3) years.

### Claim Deadlines:

June must be entered by 8/30/2013

July must be entered by 9/30/2013

August must be entered by 9/30/2013

If you are combining two claim periods into one consolidated claim, make sure to mark the appropriate box (line # 3) on the Monthly Claim Summary page before submitting any site claims. Even if a sponsor operated only one additional day following the claiming period, DO NOT ADD the subsequent (or prior) month's meals to the current claim unless the "combined claim" option has been first selected on the Claim Summary page.

---

## Keep in mind while wrapping up the SFSP

- At the conclusion of the SFSP season, sponsors must document and report any excess reimbursement funds to the State Agency. This is required even if your SFSP operations were not reviewed this summer. Federal regulations mandate that any surplus funds be used in the following year's SFSP. If the agency will not return as a SFSP sponsor in the subsequent year, the funds must be returned to the State Agency or used in another Child Nutrition Program.
- If an administrative review was conducted at your agency this summer, a letter will be mailed to your Food Program Contact person as listed in the CNP web. The sponsor is required to respond with the corrective action(s) by the date listed in the letter. Additionally, if there is an outstanding balance due to disallowed meals or other findings, funds must be returned by the date listed in our letter. Not responding by the required date may result in further disciplinary action.

---

## Mark your Calendars

In order to better prepare Indiana sponsors for the 2014 program year, all sponsors will be required to attend an in-person training session as a part of the SFSP application requirement. Regional trainings and regular workshops will take place in Indianapolis in late winter/early spring and must be attended by the person(s) who will be in charge of the SFSP day-to-day operations. Look for more detailed information concerning training dates and locations by the end of the year.

---

**USDA is an equal opportunity provider and employer.**

