SFSP ADMINISTRATIVE TRAINING

DEPARTMENT OF EDUCATION – CHILD AND ADULT NUTRITION SERVICES–

MARCH 15, 2022

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

PRESENTERS

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SFSP

SFSP-The Program and Benefits

Summer Food Service Program (SFSP) is a federal program by USDA-FNS. In South Dakota, SFSP is administered by the Department of Education-Child and Adult Nutrition Services.

The Summer Food Service Program provides children in low-income areas a source of free, nutritious meals when school is out.

SFSP operates primarily during the summer months (May thru September) but can provide meals during emergency school closures from October to April.
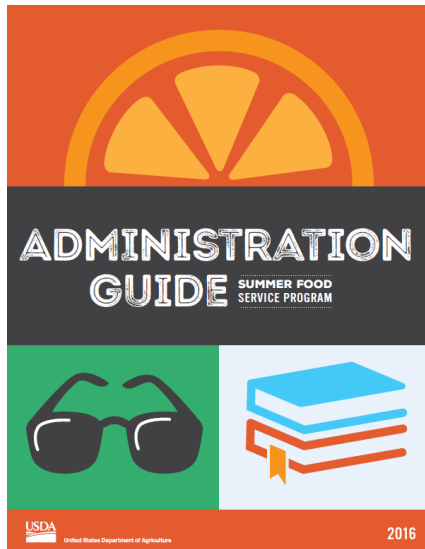
Check out the
SFSP Handbooks

Online Application System
iCAN

The iCAN program is for child nutrition and food distribution programs in South Dakota. If you have questions regarding iCAN, please send an email to DOE.iCANhelp@state.sd.us.

To ensure proper function of the iCAN system, please use Chrome or Firefox. Most versions of Internet Explorer are no longer supported by Microsoft and can cause iCAN to not work properly in all areas.

The current Nutrition Bulletin from Child & Adult Nutrition Services is posted at http://www.doe.sd.gov/cans/nbulletin/index.aspx

Returning Users: Log On

User ID:

Password:

Log On

Links
- Department of Education
- Child and Adult Nutrition Services (CANS)
- Interested in Applying?

Non-discrimination Statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email:program.intake@usda.gov.

This institution is an equal opportunity provider.

Questions?

- If you have problems with this site, contact 605-773-3413, to be directed to a program specialist for assistance.

Summer Food Service Program (SFSP) Sponsors and Sites

SFSP Sponsors

Approved by the DOE to operate SFSP

SFSP Sponsor Responsibilities

Written Agreements
- Permanent agreement & iCAN with DOE
- Agreement with unaffiliated sites
- Check [Documents Tab](#)

Financial and Administrative Capability
- Food service management at all sites
- Financial and admin control at all sites

Site Management
- Staff training (SFSP admin & operation, civil rights)
- Monitoring (sites, Vendor-FSMC's, meal service)

SFSP Sponsors Responsibilities

Attend yearly administrative training

●

Prepare program applications

●

Collect meal counts and submit accurate claims

●

Recruit new sites

●

Determine and maintain documentation of income eligibility or site eligibility

●

Conduct a non-profit food service

Reimbursement
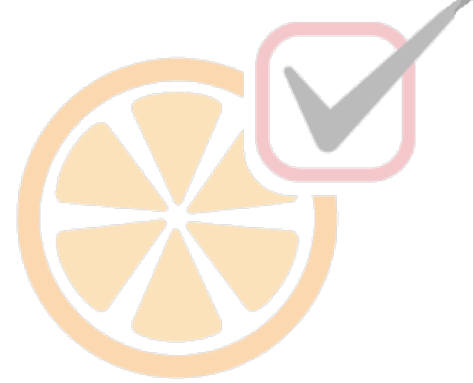
- Meals served to eligible children only!

- Reimbursement Rates:
  - based on type of meal (breakfast, lunch, dinner, snack)
  - type of site/meal service method (rural or self prep vs urban vended sites)

- Reimbursement rates are updated yearly and are available at:

  https://doe.sd.gov/cans/documents/2021-SFSP-reimb.pdf

Meal Service Methods
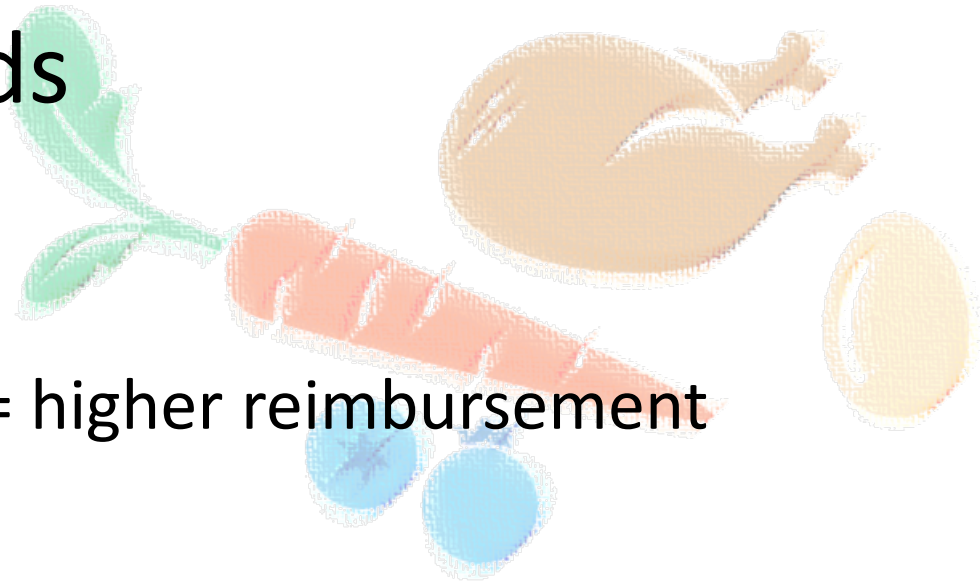
Self Prep

- On site or central kitchen = higher reimbursement

Central Kitchen

- Distributes meals to affiliated sites, meals are prepared at a central location

Vended

- Food is purchased from an SFA or a Food Service Management Company using a written agreement or contract

- Lower reimbursement if urban-vended

- FSMC - competitive purchasing process

11

Vended Meals

- Sponsors should consider local SFA's for vended meals first

- No competitive bidding required when an SFA vends meals
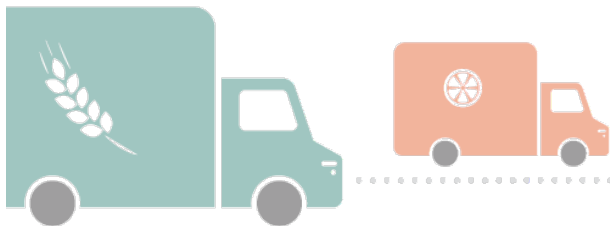
Allowable Meal Combinations

Allowable Meal Combinations for non-camp or migrant sites	
Breakfast Only	Breakfast and Snack
Lunch Only	Breakfast and Supper
Supper Only	Lunch and Snack
Snack Only	Supper and Snack
Breakfast and Lunch	Two Snacks

Camp and Migrant sites: 3 meals in any combinations.

SFSP Sites

Physical location where program meals are served, and children consume meals in a supervised setting

Eligibility:
- Census or School Data (valid-5 years)
- Income applications (valid-12 months)
- Non-school site: must be in an attendance area of the school
- Camps-must collect income applications only eligible free or reduced-price children's meals can be reimbursed
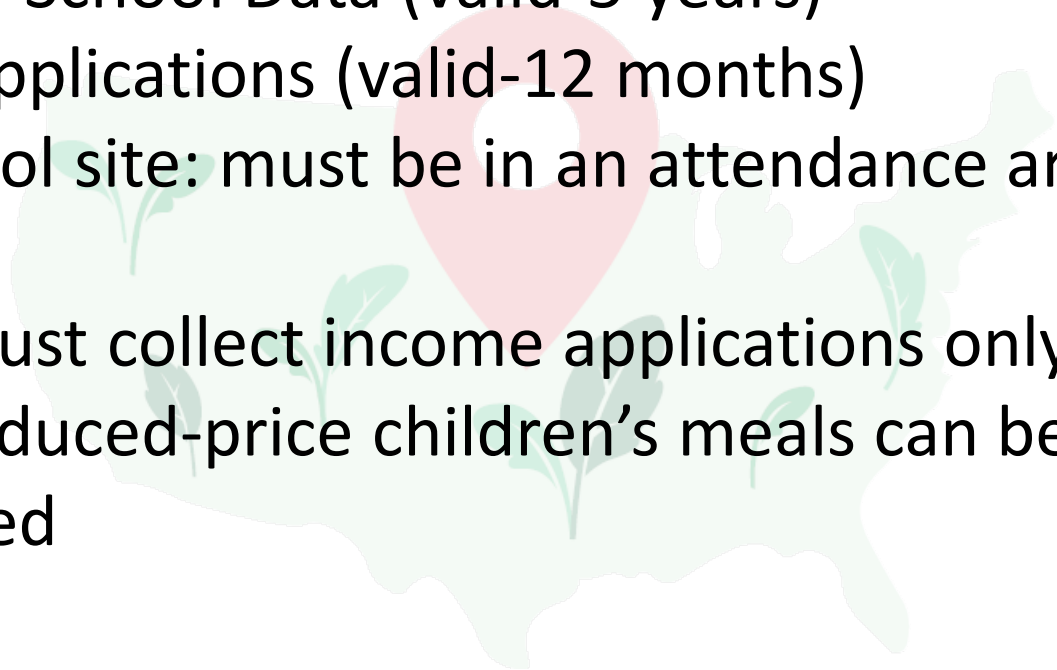
SFSP Sites

Site Locations

Schools, recreation centers, playgrounds, parks, churches....

Adding new sites?

High need in certain counties.

Please CHECK for counties in need.

Site Responsibilities

- Attend sponsor training
- Supervise activities and meal service
- Manage volunteers
- Distribute meals by following SFSP guidelines
- Keep daily records of meals served
- Store food appropriately
- Keep the site clean and sanitary
- If vended site: order, receive meal
- Follow civil rights

Check SFSP Admin Guide p110-111 for staff duties

SFSP Sites Types
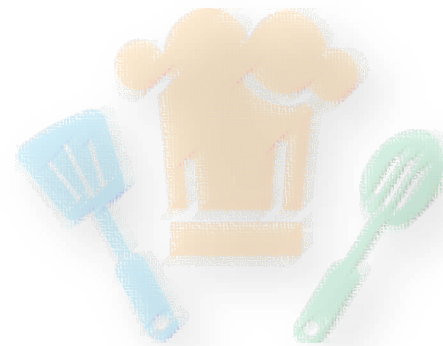
Open: 50% F/RP (Census, School Data)

Restricted Open: Restrict attendance due to space, security, safety

Closed Enrolled: Not open to all, 50% F/RP (Income applications or Census, School Data)

Camp: Must collect income applications, only eligible children can be claimed

Migrant: Migrant certification documentation annually, at least 50% Migrant for all to eat free

SFSP Sites Types

National Youth Sports Program Site: 50% F/RP, must certify in writing to meet Dept. of Health & Human Services guidelines

Upward Bound: Serve high school students from low-income families or families with no collage degrees

Mobile: Rural areas. Meals must be consumed on the bus or near the drop-off location

Check SFSP Admin Guide p17-22.

Poll Question 1

Which sites must collect income eligibility applications?
- Camps
- Camps and Migrant Sites
- Camps and Closed Enrolled Sites
- Camps, Closed Enrolled and Migrant Sites

Which site type serves all children in the community based on area eligibility?
- Closed Enrolled
- Migrant
- Open
- Camp

Can a non-school site establish eligibility with any school's data?
- Yes
- No

SFSP Operation General Rules

- Site staff must be trained by the sponsor!
- Sponsor training certificate must be sent to DOE
- New hire must also be trained.

Check **SFSP Admin guide** p. 105-111

Download **Sponsor Training Certificate**-
Documents Tab

SFSP Operation General Rules/Meal Service

- Congregate feeding, meals eaten on site
- Stick to meal service times
- Vended meals: unitized and delivered at least 1 hour before service
- Second meals allowed only after all children have received a first meal
- Second Meals Claimed: allowed up to 2% of total claim per month
- Adult meals are non-reimbursable, and only served after every child receives a meal
- Adhere to local sanitation codes and health department regulations

SFSP Operation General Rules
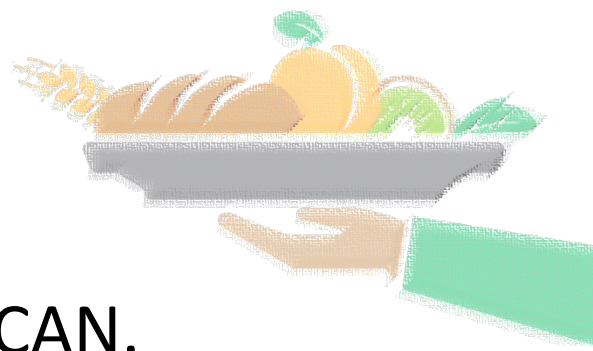
- Inclement weather plans submitted on iCAN. [Administrative guide](#) page 41.

- Disaster Response Plan (iCAN-Checklist Summary items)

SFSP Operation General Rules
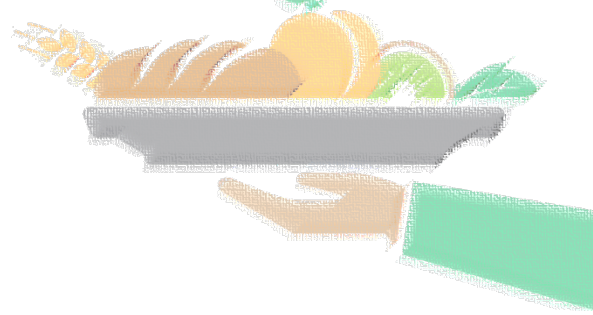
CHANGES

Notify CANS when:

- Average Daily Participation (ADP) changes

- Meal service time (and notify public)

- Meal types (and notify public)

- Field trips (fill out "off-site meals form)

- Site closings

- Changes in sponsor site personnel

- Submit changes before implementing them

Applications: New & Returning SFSP Sponsors

New Sponsors

- [Online pre-screen](#)
- [iCAN Sponsor Profile Request Form](#)
- [Permanent Agreement](#)
- [Procurement Plan](#)
- FSMC/vendor contract
- Copy of the IRS 990 letter

Returning Sponsors

- iCAN application
- FSMC/vendor contract
- Annual audit
- Procurement plan
- Fill out IRS 990

Applications: New & Returning SFSP Sponsors

All sponsors must complete a Procurement Plan and [Annual Audit Form](#)

[SFSP Website](#)-Documents tab

Sponsor's website: IRS form 990 and Federal Single Audit Act (if applicable)

SFSP Budget and Procurement

Budget

- Submitted via iCAN
- Contain all items purchased with SFSP funds (the non-profit school foodservice)

Staying on Budget

- Keep accurate inventory records
- Make good food purchasing decisions
- Limit food waste and over production

Use Nutrition Guide p48-53, if you need help with budgeting.

Allowable Administrative Costs

- Labor costs for administrative activities
- Rental costs for offices, office equipment, and vehicles
- Vehicle allowance and parking expenses
- Office supplies
- Communications
- Insurance and indemnification
- Audits
- Travel

Allowable Operating Costs

Operating Costs:

- Cost of food used
- Cost of food purchases, processing, transporting, storing, handling food (donated or purchased)
- Labor, nonfood supplies, space for the food service
- Rural sites: cost of transporting children
- Rental costs for buildings, food service equipment, and vehicles
- Utility costs
- Mileage allowances example in [Attachment 24](#) of Admin Guide
- Checks or other forms of receipt for payment
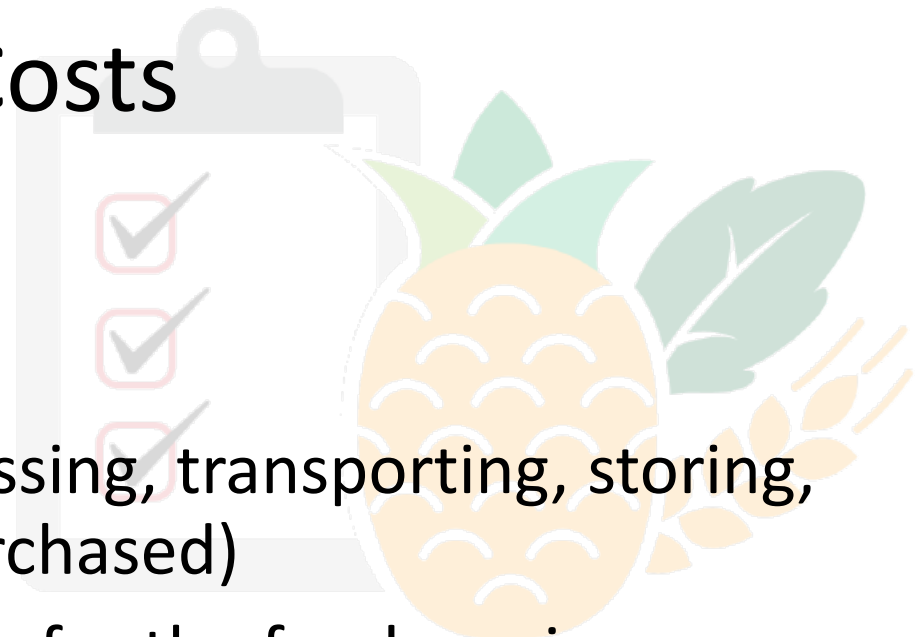
Budget Estimate Reimbursement

iCAN Budget Detail: Estimate the SFSP reimbursement by multiplying the estimated meals served by the sum of administrative and operational rates

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	1	7,680	$14,899.20
Lunch	1	24,000	$81,360.00
Snack	0	0	$0.00
Supper	0	0	$0.00
		Sub Total	**$96,259.20**

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	1	7,680	$1,478.40
Lunch	1	24,000	$8,520.00
Snack	0	0	$0.00
Supper	0	0	$0.00
		Sub Total	**$9,998.40**

Budget-Expenses

Complete Site Labor Form under Checklist Item on iCAN for each feeding site and add to the Budget Detail in the Projected Operating Costs section and add together for total.

Projected Operating Costs

Food for all vended and self-pre meals:	$	56,774.40
Total Site Labor (complete checklist item for each site):	$	34,255.10
Non Food Supplies:	$	3,762.88
Utilities:	$	3,855.00
Kitchen or Truck Rental:	$	0.00
Equipment Rental:	$	0.00
Transportation: Rate per mile: 0.40	$	307.20
Other:	$	0.00
Sub Total		**$98,954.58**

Advance Payment Request

- Available to cover SFSP admin or operating costs incurred before program starts

- Submit to DOE: 30 days before the payment dates

- Must operate at least 10 days in the month where advance is requested

- Advances are deducted from claims

- No new advances until prior advances are repaid to DOE

- Submitted on iCAN under Applications Tab-Advance requests.

| Applications | Claims | Reports | Security | Search | | Programs | Year | Help |

Applications >   Program Ye

Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Single Audit Status Summary

Start-Up Payments
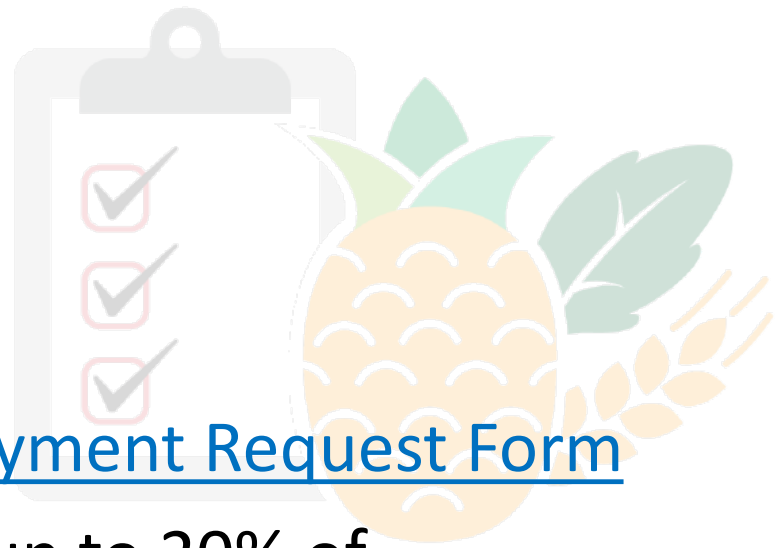
- Requested on the [Start-Up Payment Request Form](#)

- If available, it can be granted up to 20% of approved administrative budget

- Deducted from the administrative reimbursement or from first admin cost advance

- Cannot be received earlier than 2 months prior to operations start date

Unallowable Costs

- Costs of excess meals ordered or prepared but not served to eligible children

- Costs of damaged, spoiled meals

- Costs of food purchased for not SFSP operations

- Meals not compliant with SFSP meal pattern or approved meal pattern

- Meals served to adults, except for program adults

- Cost of meals delivered by a FSMC to a non-approved site, meals not delivered within the agreed upon delivery time, meals served in excess of the approved cap

Unallowable Costs

- Rental costs for periods beyond the close-out date for Program operation

- Any debts

- Fines

- Over claims - claiming too many meals

- Capital expenditures

- Entertainment or fundraising costs
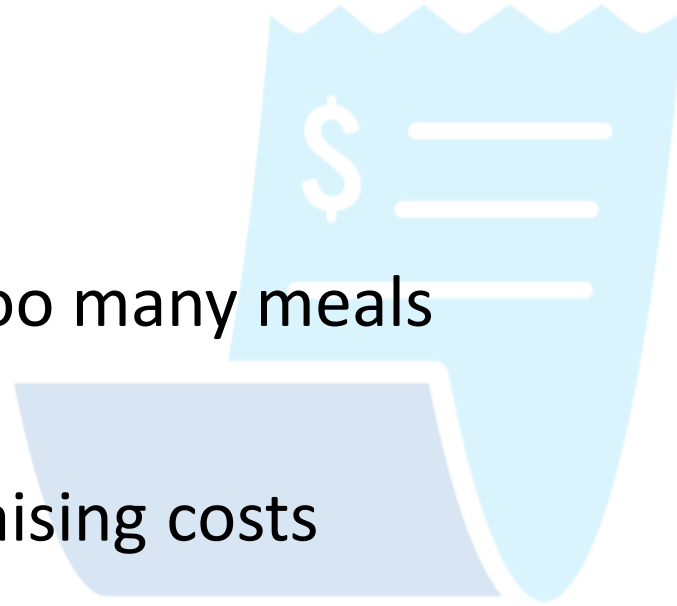
Please read more about unallowable costs in the [Administrative Guide](#) page 132.

Claim Process

- Completed in [iCAN](#) system
- Report number of meals
- Site based claiming
- Keep meal count sheets for record keeping verification

[View claim due dates](#)

Poll Question 2

Choose the best answer for allowable costs:

- Rental costs for offices, office equipment, and vehicles.
- Cost of damaged/spoiled food
- Meals served to adults
- Utility costs
- Both rental and utility costs (A and D)

Procurement Methods
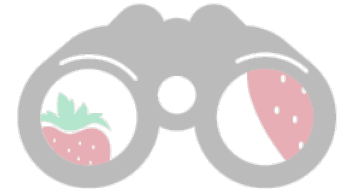
2 CFR 200.320

Micro-Purchases - Informal method (*Purchases between $0 - $10,000*)

●

Small Purchase - Informal method (*Purchase between $10,000 - $250,000*) [3 bids or quotes & a buy]

●

Competitive Sealed Bids – Formal method (*over $250,000*) Check for your own agency threshold requirements

●

South Dakota small purchases limit for supplies & services is $25,000

Procurement Plan

[SFSP Website](#)/Documents Tab/Procurement Template Form

- Addresses how your agency uses
  - Micro-purchasing
  - Informal purchasing
  - Formal purchasing
    - Invitation for Bid
    - Request for Proposal

Update annually at a minimum

Procurement Ethics

Code of conduct

Must Address:

- Conflict of Interest
- Solicitation or acceptance of gratuities, favors or anything of monetary value-Define value
- Disciplinary Action

Code of Conduct Example: CANS Webpage under Procurement

Food Service Management Company (FSMC)
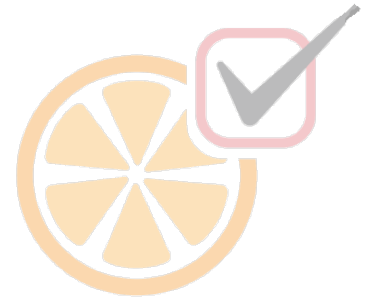
- If not an interagency agreement, agency must competitively solicit an FSMC.

- The contract will specify nutrition expectations and the FSMC will provide documentation such as production records.
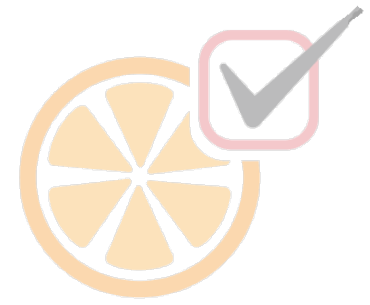
Food Service Management Company (FSMC)

FSMCs must:
- have State or Local Health certificates
- be subjected to health inspections
- ask local health authorities to periodically inspect meals for quality
- maintain records supported by invoices and receipts
- keep records for 3 years from the date of the final payment receipt

Food Service Management Company (FSMC)

Sponsors may not contract to FSMC the following:
- Meal ordering
- Submitting claims
- Training and monitoring administrative and site staff
- Announcing the availability of meals to the news media
- Determining and maintaining income eligibility

Cooperative Buying Groups

Potential **benefits** to an individual SFA

   Savings – increased buying power

   Improved quality and selection of product

Potential **draw backs** to an individual SFA

   Possibility of fewer deliveries

   May have to eliminate products to consolidated items
   with the group's majority

Cooperative Buying Groups

It is the responsibility of the individual SFA to ensure full and open competition so being a member of such a group does not relieve the individual SFA of competitive purchasing.

The agreement between a group of program operators is not a method of procurement for the individual SFAs within the group - it is an agreement to competitively procure specified goods and services as a group.

Procurement

MEMO SFSP 02-2017 Q&A Purchasing Goods and Services Using Cooperative Agreements
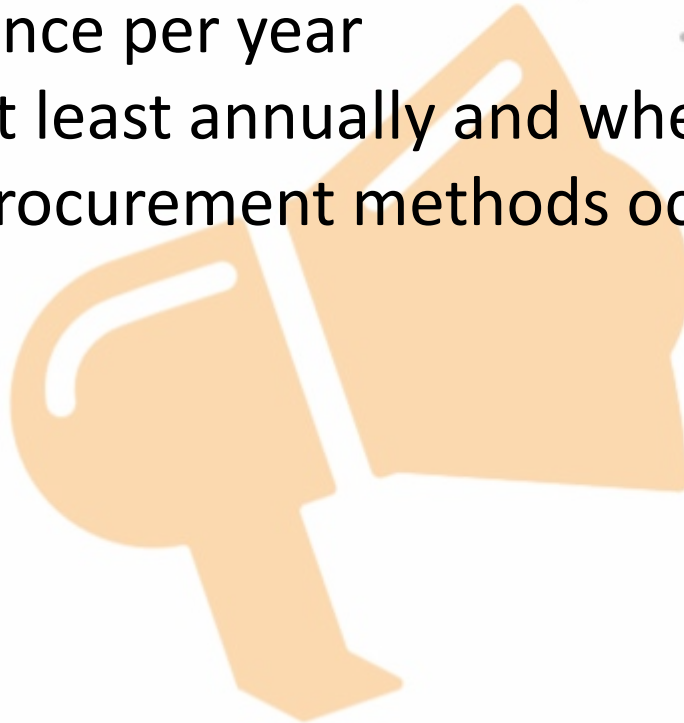
Procurement Tips and Purchasing Local Strategies in the SFSP Administrative Guide pages 96-98

Quanna Keyser at Quanna.Keyser@state.sd.us
(605) 773-4718

Poll Question 3

How often will your agency update your Procurement Plan?

- One and done
- Once per year
- At least annually and when changes in procurement methods occur

SFSP Meal Pattern & Meal Service

Meal Pattern Requirements

Check out the SFSP Nutrition Guide page 11.

DOE-CANS SFSP Website-SFSP Meal Pattern

Food Components
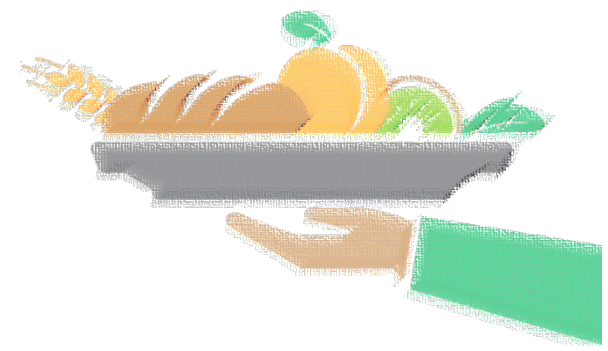- Milk
- Fruit and Vegetable
- Grains
- Meat/Meat alternative

Food Items
Specific food offered within the food component.

Meal Components

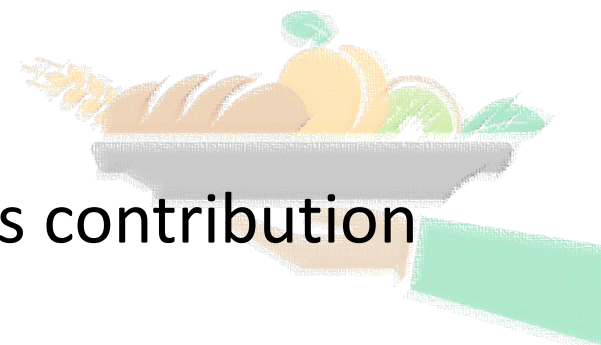**Milk**   **Fruits/Vegetables**   **Grain**   **Meat/MA**

Child Nutrition Labels

CN labels list information about a food's contribution toward the meal pattern.

CN Label

❶ Chicken Stir-Fry Bowl

Ingredient Statement:

❷ Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

❸ CN

XXXXXX

CN Each 4.5 oz Chicken Stir-Fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅛ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 09/16). **CN**

CN

Net Wt.: 18 pounds

❹ INSPECTED U.S. DEPARTMENT OF AGRICULTURE P-XX

Chicken Wok Company
1234 Kluck Street • Poultry, PA 1235

❶ Product Name

❷ Ingredient Statement

❸ CN Logo

❹ Inspection Legend

CN Label Requirements
It is important to know, the CN Logo (the box with CN on each side that surrounds the meal pattern contribution statement) is one of the four integral parts of a label, which includes the product name, ingredient statement, and inspection legend. All four parts must be on the product carton in order for the CN label to be valid.

Manufacturer's Product Formulation Statement (PFS)
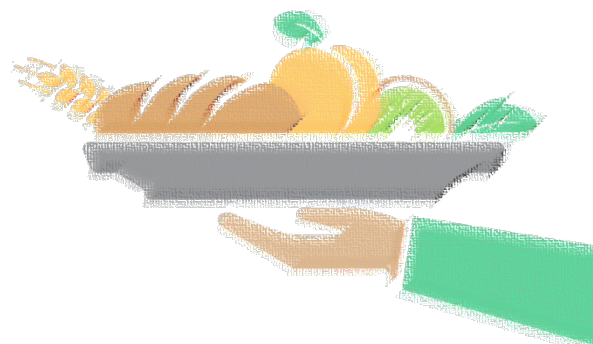
- Products without CN labels
- Must use manufacturer's letterhead and signed by manufacturer
- Shows how the food credits toward the meal pattern requirements and other specifics about the product

- _CN labels and product formulation statements are not required_

Program operator's responsibility: meet meal pattern!

Offer vs. Serve (OVS)

- Allows children to decline some of the food offered in a reimbursable breakfast, lunch, or supper.

- There is no OVS option for snack!

- You must request approval if you would like to serve OVS via iCAN application.

- Watch video about OVS
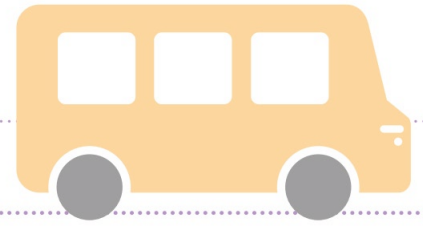- Check OVS requirements page 67
- OVS Guide

Taking a Food Component Off Site

- One fruit or vegetable or grain component

- Can only be taken from child's own plate or a share table

- Must be unused, whole or unopened pre-packaged item

- Non-perishable foods

Field Trips

- All SFSP rules apply:
  - o Congregate feeding
  - o Meal count forms
  - o Production records
  - o Only eligible children
  - o Food safety
- Open site-can't close site due to filled trip
- Closed site-can close site if all kids are taken
- Must be occasional
- Preapproval form
  - SFSP website: documents tab
  - Send form in more than 1 week before trip

Share Table Guidelines

- Must follow state and local health safety code

- Must be unopened, unused, whole items

- If children would like an additional helping, they may take from share table

- Keep proper holding temperature for food safety

- Leftovers for another meal service must be documented

- Check with your local health department for further guidance
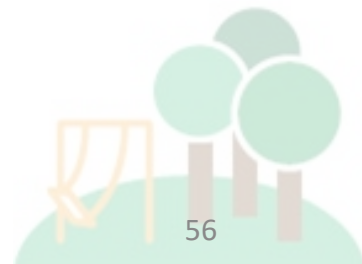
# Family Style Meal Service

Bowls of food passed around

- Only allowed at Closed Enrolled or Camp.

- Program adults must make sure each participant takes at least the minimum portions of each food component.

SFSP SITE

Serving Meals to Adults

- Adult meals can be served after each child receives a meal

- Adult meals are not reimbursable

- Program adults can count as an operating cost

- NonProgram adults may eat for a cost
  - Money received must be documented as program income

- Adult meal price must contain the full cost of producing the meal
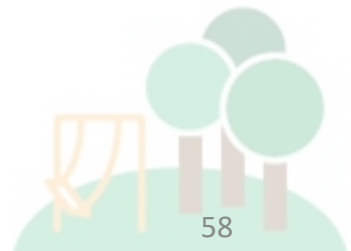
Meal Pattern Adjustments

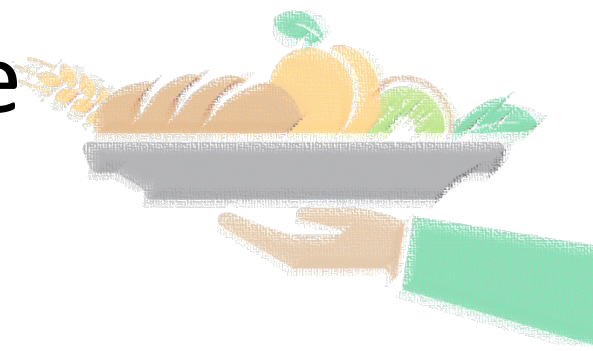|	
Infants (<12 months)	Must receive SA approval. Must comply Section 226.20(b) of the CACFP regulations.
Children 1-6 years	Must receive SA approval. Must follow Section 226.20(c) of CACFP regulations.
Children 6-12 years	Follow **SFSP meal pattern guidelines.**
Children 12-18 years	Follow minimum requirements of SFSP meal pattern, or increase serving.

Meal Pattern Substitutions

Special Diet needs must be recognized, and meal substitutions must be accommodated when a medical authority has signed.

Meal change request form is located at: SFSP Website under Documents tab.

MEAL CHANGE REQUEST FORM
* Keep a copy of the completed form for your records.

Part A – Participant, Parent/Guardian, and School/Agency Contact Information
To be completed by a parent/guardian or school/agency contact person

1. School/Agency Name   2. Site Name (if applicable)   3. School/Agency Telephone

4. Name of Participant/Student   5. Date of Birth

6. Name of Parent or Guardian   7. Parent/Guardian Telephone

Part B – Meal Change – To be completed by a medical authority (State licensed healthcare professional authorized to write prescriptions) if change is outside of the meal pattern. The school/agency can help you to understand what the meal patterns require.

8. Check One:
☐ a. Participant has a condition which limits a major life activity.
☐ b. Participant does not have a condition which limits a major life activity.

9. State the condition, food allergy/intolerance, medical condition, or reason a meal change is required/requested (use extra pages if needed):

10. If the participant has a condition that limits a major life activity (see definition on instructions page), provide a brief description of the major life activity (see list on instructions page) affected by the condition (e.g. allergy to peanuts affects ability to breathe):

☐ Check if not applicable

11. Modified Texture:
☐ Not Applicable   ☐ Chopped
☐ Ground   ☐ Pureed

12. Modified Thickness:
☐ Not Applicable   ☐ Nectar
☐ Honey   ☐ Spoon or Pudding Thick

13. Foods to be omitted and substituted: (List specific foods to be omitted and suggested substitutions. You may sign and attach a separate page with more information if needed.)
☐ Check if not applicable

A. Foods To Be Omitted   B. Suggested Substitutions

14. Additional Information: (Such as special feeding equipment, type of meal modification, etc.).

15. Signature of Preparer (When Medical Authority is not required)   16. Printed Name   17. Telephone Number   18. Date

19. Signature of Medical Authority/Title   20. Printed Name   21. Telephone Number   22. Date

Recognizing Non-reimbursable Meals

- Meals served to ineligible children
- Meals ordered in excess
- Damaged meals
- Meals that were not served
- Meals over the site's approved capacity
- Meals served to adults
- Meals served outside of the approved days and times
- Meals not meeting meal pattern
- Second meals in excess of 2% of the number of first meals served during the claim period

Poll Question 4

Parent/guardian calls site requesting a vegan meal for her child (no animal products allowed). How can you accommodate this child in order to get reimbursed for the meal?

a) Have your site staff serve vegan meal to the best of their knowledge.

b) Buy almond or soy milk, use one of the MAs from the meal pattern and have her fill out the meal change request form.

c) Site doesn't have to accommodate this child.

Milk Substitutes (7CFR 210.10 (d)(3) Must be Nutritionally Equivalent to Milk and provide specific levels of the following nutrients per cup (8 fl oz)	
Protein	8 g
Calcium	276 mg
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

Poll Question 5

Parent/guardian calls site requesting gluten free meals for her child due to Celiac Disease. What will you do?

a) Have your site staff serve gluten free meals to the best of their knowledge.

b) Site doesn't have to accommodate this child.

c) Have mom fill out the meal change request form, so you have written knowledge about allowable foods.

d) Have a medical professional fill out the meal change request form including allowable food substitutions and providing their signature.

Poll Question 6

Food items listed on the meal change request form doesn't fall within the SFSP meal pattern. Will you claim this meal?

a) No as it doesn't match SFSP meal pattern.
b) Yes, because parent signed the form.
c) Yes, because medical provider signed the form.
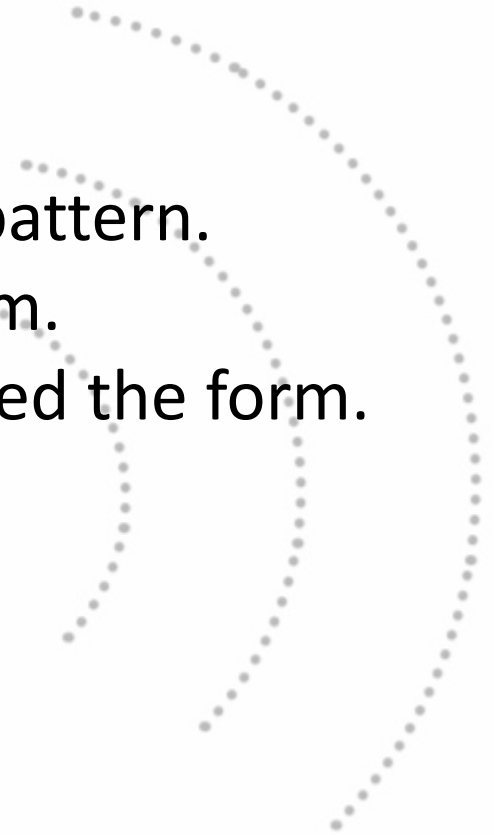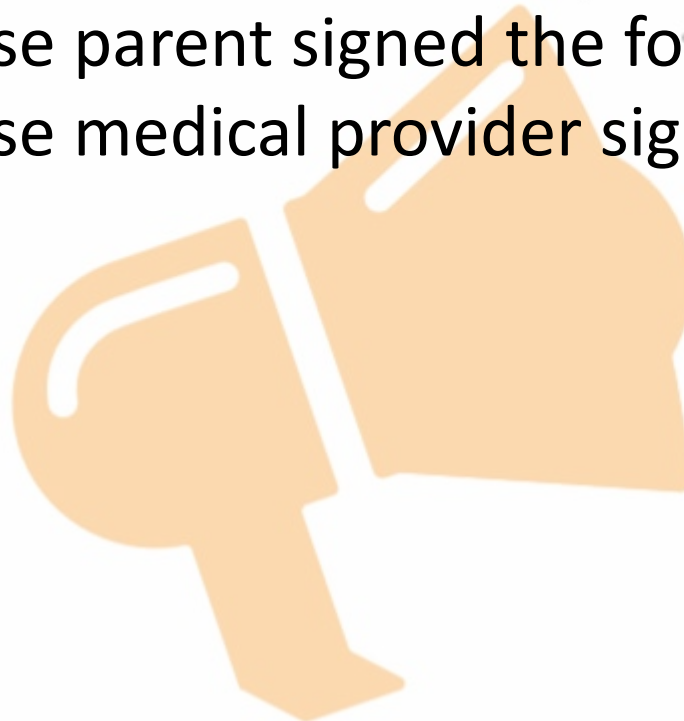
Civil Rights Requirements

Civil Rights Requirements

- "And Justice for All" poster is required at each feeding site

- Please contact us if you do not yet have the current poster

- Civil Rights Training is an annual requirement

- <u>No visual observation</u>!

<u>CANS Civil Rights Training Rec.</u>

<u>CANS Civil Rights Training Slides</u>

Civil Rights Requirements

- Make SFSP information available to the public upon request

- Consider people with Limited English Proficiency (LEP).

- Equal access for individuals with disabilities

- Display Non-Discrimination Statement.

- Serve children regardless of race, color, national origin, sex, age, or disability

- Provide equal access to services and facilities regardless of race, color, national origin, sex, age, or disability.
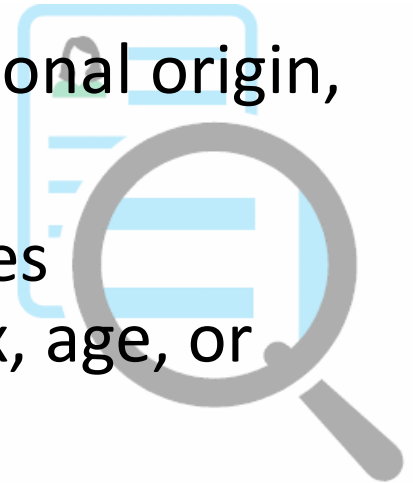
Poll Question 7– What is wrong with this sign?

SFSP Recordkeeping

Recordkeeping

- Daily meal count at each site;

- Program operating costs: food and other costs;

- Program administrative costs: including labor and supplies;

- Funds accruing to the program-USDA foods;

- Purchase receipts;

- Meal change request forms;

- Racial/ethnic data forms;

- Training documents; etc.

Recordkeeping

- *Training records:*
  - Use the SFSP Sponsor Conducted Training Certification from iCAN.
  - No site may operate until personnel have attended training.
  - Make sure all staff know what a reimbursable meal looks like.

Recordkeeping

- *Daily Meal Count Records:*
    - Count meals at point of service.
    - Clearly identify the meal service.
    - Record 1st and 2nd meals received by each child.
    - Count adult meals separate from the meals provided for program participants.
    - Meals taken off site are not reimbursable.
    - More information: USDA's SFSP meal counting.
    - Must be signed by meal count attendant.
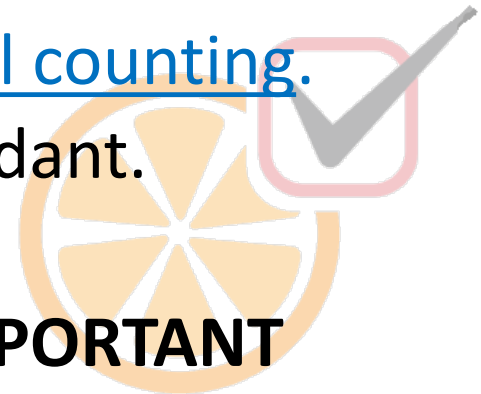
LEGAL DOCUMENT-VERY IMPORTANT

Poll #8- How many meals will you submit for reimbursement?

Daily Meal Count Form

Site Name	Care Bear Land	Date	2.13.2020

Site Address	1234 E. Sunshine Ln.

Site Telephone	480-857-5309	Meal Type ■ B ☐ L ☐ SN ☐ SU

Supervisor's Name	Taylor Swift	Delivery Time	8:00 AM

Meals received/prepared __60__ + Meals available from previous day __0__ = __60__ **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
```
(Numbers 1–50 crossed off)

Total First Meals + 50 [2]

Second meals served to children:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 (1, 2 crossed off) Total Second Meals + 2 [3]

Meals served to Program adults:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 (1 crossed off) Total Program Adult Meals + 1 [4]

Meals served to non-Program adults:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Total non-Program Adult Meals + 0 [5]

Total Meals Served = 53 [6]

Total damaged/incomplete/other non-reimbursable meals + 0 [7]

Total leftover meals + 7 [8]

Total of Items: [6] + [7] + [8] = [9]
Item [9] should be equal to item [1] 60

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 19 20 21 22 23 24 25 25 27 28 29 30

By signing below, I certify that the above information is true and accurate:

Signature _Taylor Swift_ Date 2.13.2020

This institution is an equal opportunity provider.

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SFSP Production Records

	Menu component					Leftover	Number Served
B R E A K F A S T	Bread/Bread Alternate						
	Fruit/Vegetable						1-18 _____
	Milk						Adults _____
	Other						Total _____
S N A C K A M	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
L U N C H	Meat/Meat Alternate	Wow Butter Sandwich; String Cheese	2.4 oz; 1oz	National Food Group- Always available Wow Butter Sandwich	40; 40	10;10	
	Bread/Bread Alternate	Wow Butter Sandwich	2.4 oz	same as above	40	10	1-18 _____30_____
	Fruit/Vegetable	apple sauce	1/2 cup	US Foods	40	10	Adults _____0_____
	Fruit/Vegetable	carrots	1/4 cup (1.6oz)	US Foods	40	10	
	Milk	Chocolate Milk	8 oz	Kemps-2%	40	10	Total _____30_____
	Other						

Date: **June 8, 2022**   **DOE-CANS**

Poll #9 – What is missing from this production record, and will you submit claims for these meals?

	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
B R E A K F A S T	Bread/Bread Alternate	Mini Donuts	2 oz		34	0	1-18 34
	Fruit/Vegetable	Apple	whole				
	Milk						Adults 0
	Other	Apple Juice	6.75 oz				Total 34
S N A C K A M	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						
	Fruit/Vegetable						Adults _____
	Milk						Total _____
L U N C H	Meat/Meat Alternate	Beef Sticks	.8 oz		34	0	1-18 34
	Bread/Bread Alternate	Goldfish	.75 oz				
	Fruit/Vegetable	String Cheese	1 oz				Adults 0
	Fruit/Vegetable	Uncrustables	2.6 oz				
	Milk Other	Nacho Cheese	3 oz				Total 34
	Other	Very Berry	6.75 oz				
S	(CHOOSE TWO)						

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Recordkeeping

- *Inventory Records*: **keep the Bill of Lading and itemized pricing**.

- Keep purchase receipts.

- Nutrition Guide Pages 22, 48-51; and **SAMPLE** *Food Inventory Record 110-111*

Keep all program records for 3 years plus the current year!

Sample Inventory Sheet; page 110-111

Name: _____				
Date: _____/_____/_____			Beginning inventory: $_____	
1. Food item	**2. Purchase unit-- size & description** (case, bag, can, lb.)	**3. # of units on hand**	**4. Unit cost**	**5. Total cost**
			Ending inventory	$
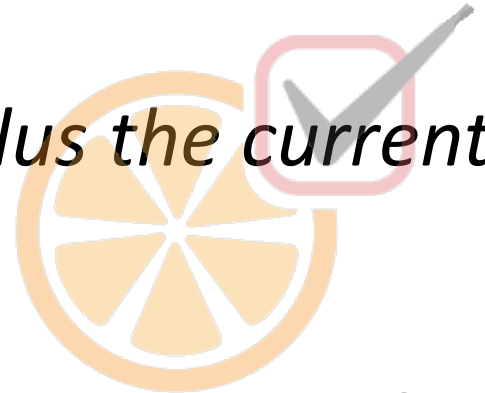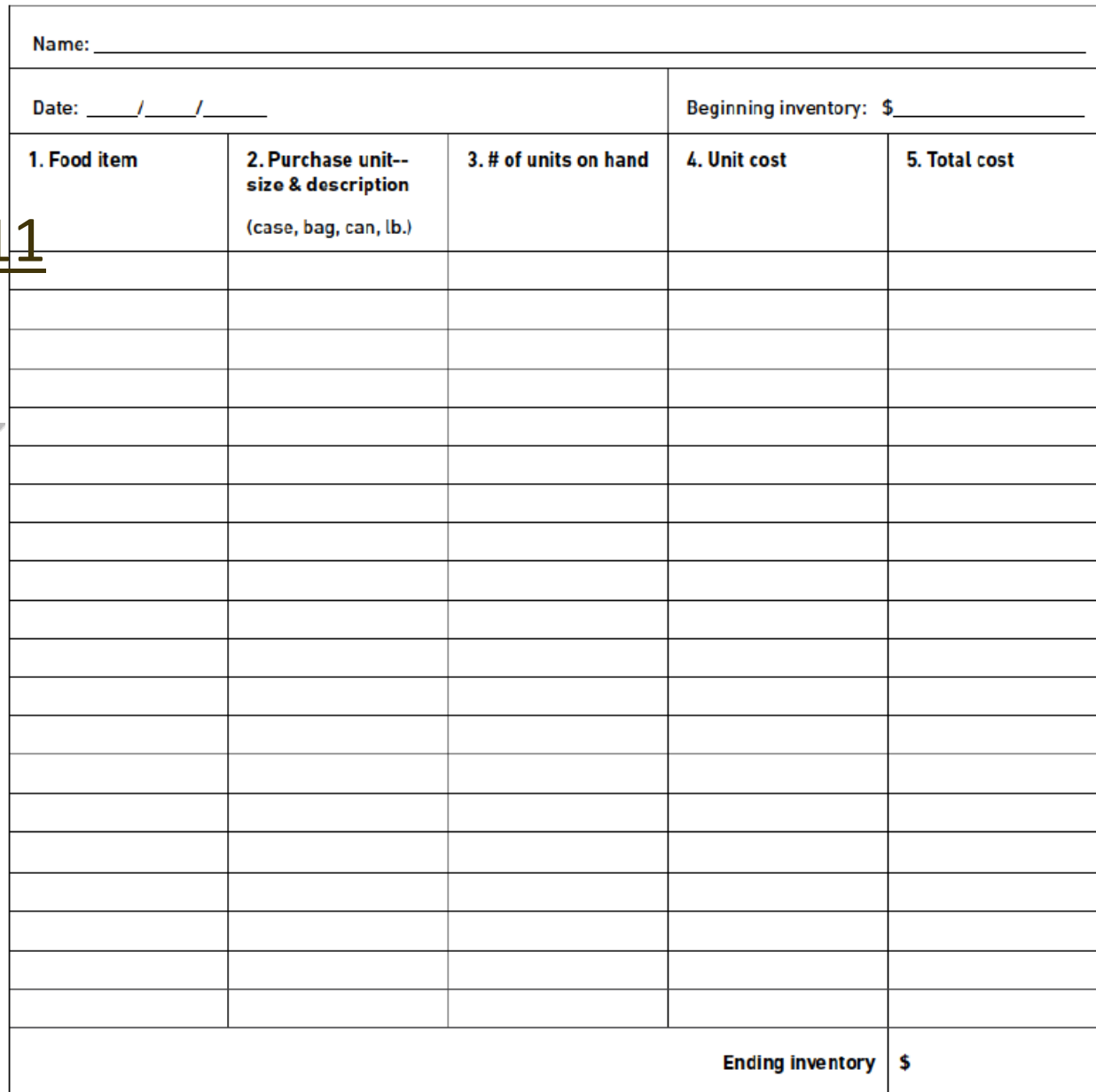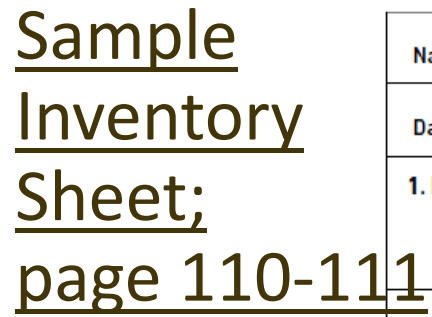
Part of Inventory records for on site meal prep or central kitchen prep.

Sample located on page 198 of the SFSP Administrative Guide Handbook

SUMMER FOOD SERVICE PROGRAM

Worksheet for Cost of Food Used

1. Site_____

2. Month/year_____

3. Cost of food used:

   A. Beginning inventory $_____

   B. Inventory adjustment (+ or -) $_____

   C. Purchases (including milk) $_____

   D. Total food available $_____

   E. Less ending inventory $_____

   F. Total cost of food used $_____

Instructions

4. Enter name of site.

5. Enter month and year.

6. A. Enter dollar value of beginning inventory.

   B. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (explain any adjustment on the back of this form).

   C. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.

   D. Enter the total of A + C (+ or -) B.

   E. Enter dollar value of ending inventory.

   F. Enter the total of D - E (total cost of food used).

Recordkeeping- Operating Costs

- Cost of food used:
  - Itemized receiving reports from supplier/including donated foods;
  - Food inventories/manifests;
  - Records of returns, discounts or other credits; and
  - Canceled checks or receipt of payment.

Vended meals (sponsor contract with FSMC):

- Keep the signed detailed delivery slip.
- **Sponsor should not pay FSMC if:** do not meet contracted meals.

Record Keeping- Operating Costs

Labor Costs:

 Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

Sample form located in the SFSP Administrative Guide Handbook; page 195.

Record Keeping- Administrative Costs

RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Summary of Administrative Expenses

1. Name of sponsor : _____

2. Month and year: _____

3. Position (a)

	# of People in that position (b)		Salary per hour (c)		# of hours spent on SFSP administration (d)		Total (e)
_____	_____	X	$ _____	X	_____	=	$ _____
_____	_____	X	$ _____	X	_____	=	$ _____
_____	_____	X	$ _____	X	_____	=	$ _____
_____	_____	X	$ _____	X	_____	=	$ _____
_____	_____	X	$ _____	X	_____	=	$ _____
					(f) Total salaries paid		$ _____

4. Salaries (line 3f)	$_____
5. Transportation	$_____
6. Communication	$_____
7. Rental of office space	$_____
8. Office supplies	$_____
9. Utilities	$_____
10. Use allowance of furniture and fixtures	$_____
11. Audit fees	$_____
12. Legal fees	$_____
13. Office building maintenance	$_____
14. Other (specify)	$_____
	$_____
	$_____
15. TOTAL	$_____

USDA United States Department of Agriculture

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ATTACHMENT 27

Form available in Admin Guide.

Attachment 27.

Record Keeping- Other Important Records

- Health Inspection Records;

- Food Safety Records (Food Temp logs, Storage Temp logs, dishwasher temp log);

- Mileage records (if applicable);

- Monitoring Records; and

- Menus.

- Please read [Administrative Guide](#)-Chapter 10 Recordkeeping
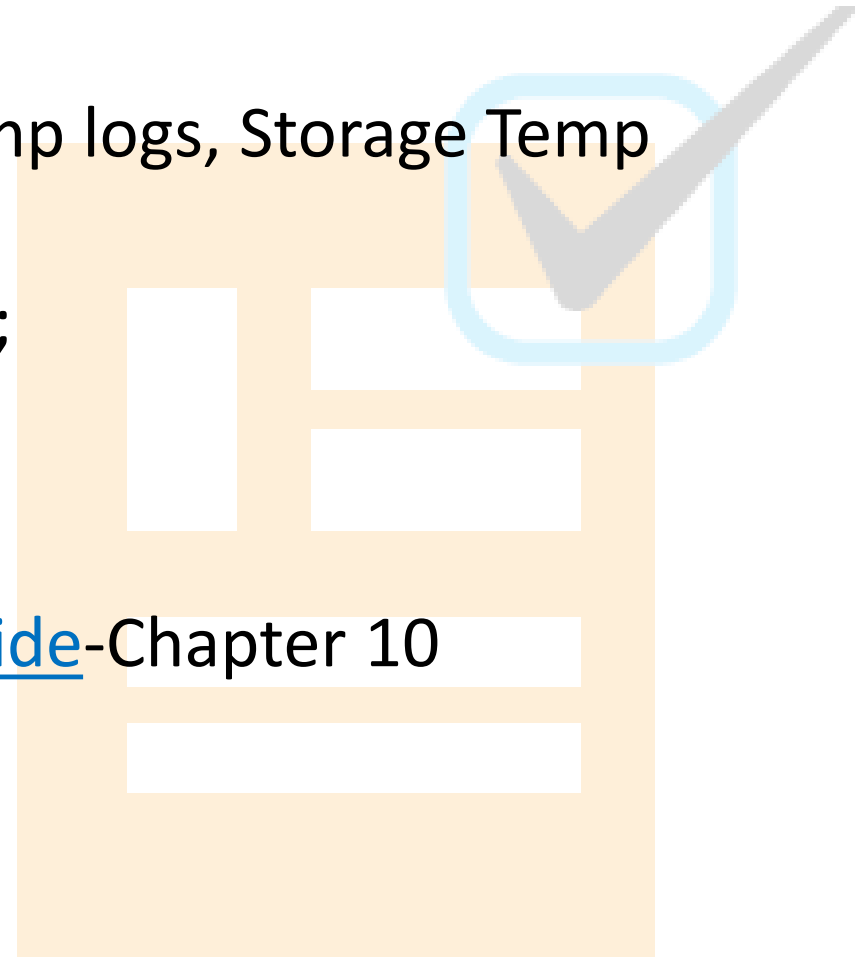
Monthly Menu

- Menus must show meal components for each day.

- Cycle Menu: incorporate local items.

- Cycle menu and recipe ideas Nutrition guide handbook p 34-42.

- Consider MyPlate guidelines to build healthy plates p 23-31 of the SFSP Nutrition Guide and Dietary Guidelines for Americans.
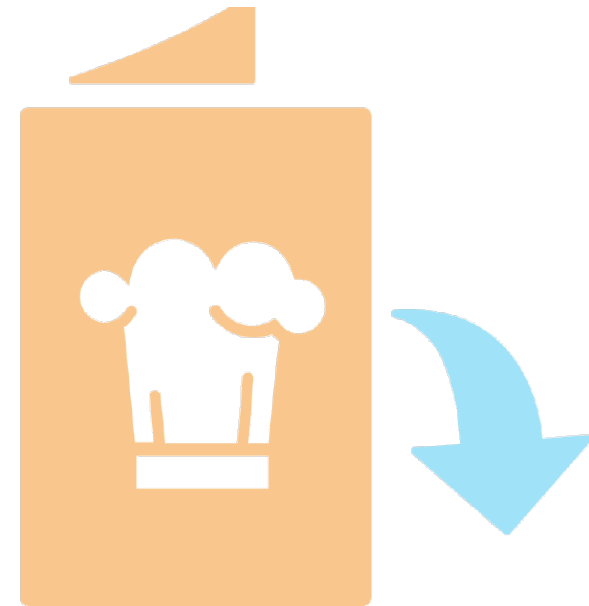
USDA Foods and Donated Foods

- CANS will reach out to eligible sponsors to order USDA foods the end of February or early March.

- Leftover meals can be donated to charities, but these may not be claimed for reimbursement.
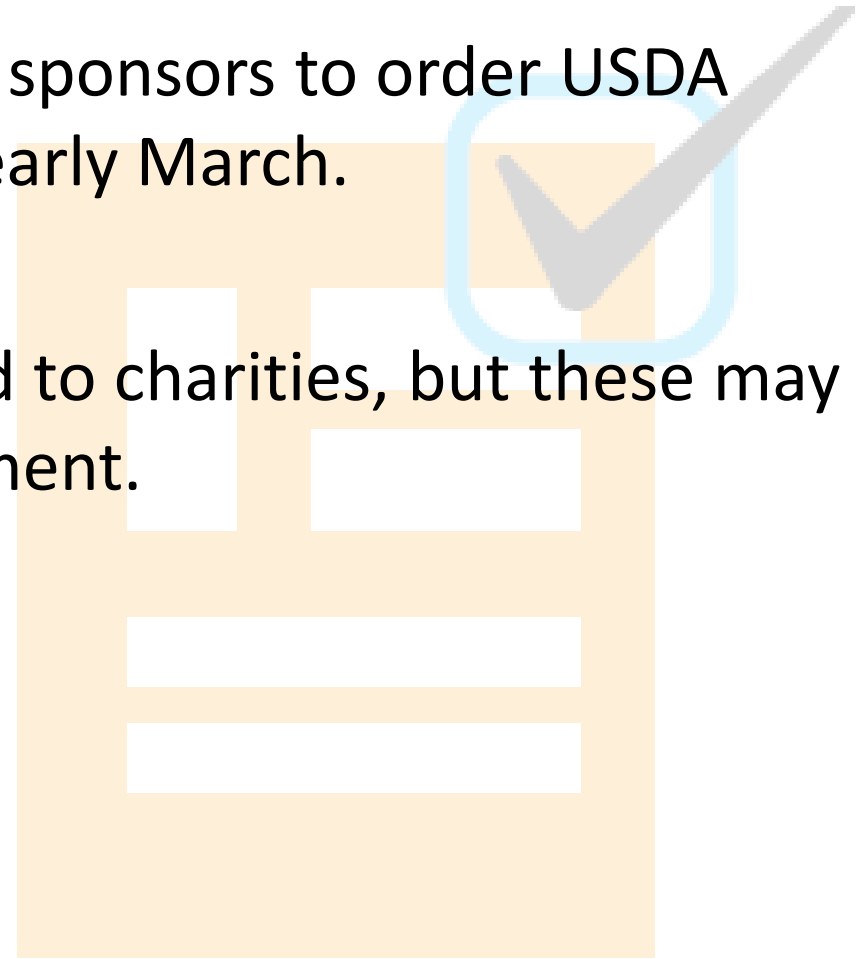
Poll Question 10

You received the meal count sheets for the week and notice that several recordkeeping requirements are missing. What do you do?

- Have the person on shift that week quickly complete the forms.
- Retrain the employees on correct documentation and not claim meals for that week.
- Retrain the employees and claim the meals.
- Fire the employee responsible for the meal count and claim the meals.

Poll Question 11

When reviewing the menu and production records, you notice that cottage cheese, milk, and a fruit was served for breakfast for four days. Do you claim these meals?

- Yes
- No

Poll Question 12

When reviewing the monthly menus for meal components, you notice that one of the lunch days has milk, fruit juice, fruit, grain, and meat. What do you do?

- Edit the menus to serve a vegetable in the place of one of the fruit components.
- Edit the menus to serve an additional fruit component.
- Edit the menus to serve an additional meal component.
- None of the above.
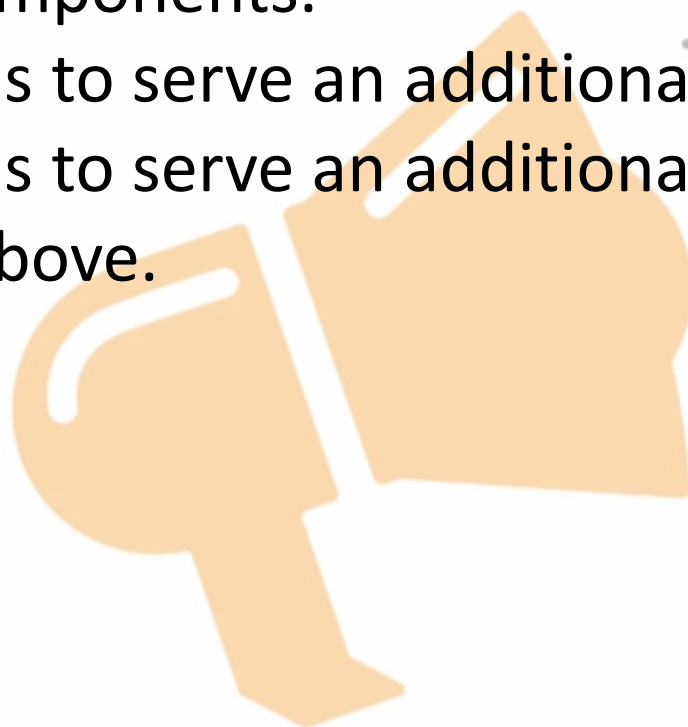
Monitoring

Monitoring Program/Sites

- Sponsor's Monitor Responsibilities– see page 5 [Sponsor Monitor's Guide](#).

- To ensure the smooth operation of the program.

- To help correct any problems before/during program operations.
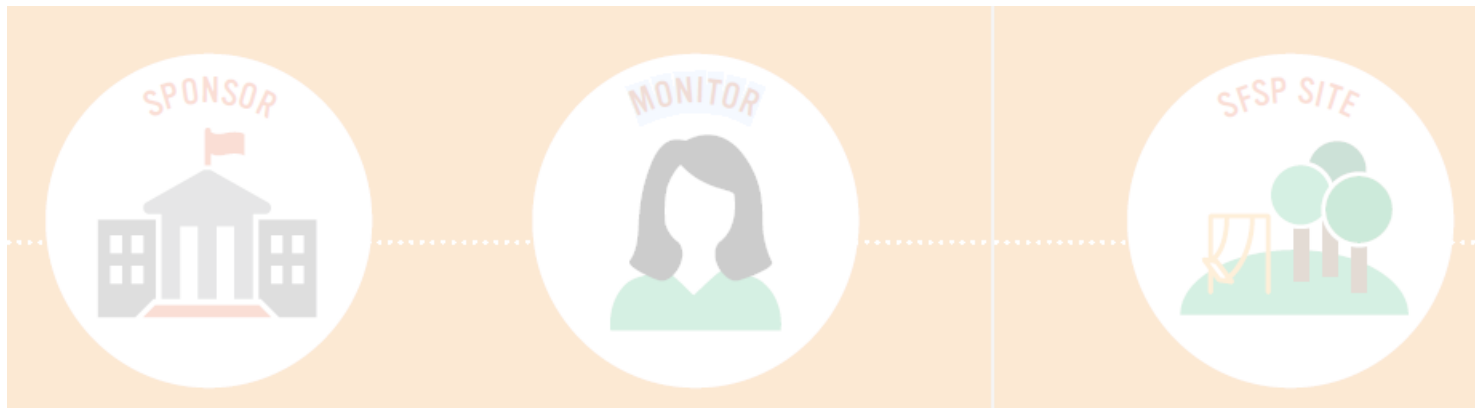
Monitoring

Pre-operational Visit

- Must complete for all new sites and sites with operational issues during the previous year.

Site Visit

- Must visit all sites at least once during the 1st week of operation.

Site Review

- Must review each site within the first 4 weeks of operations.

Monitoring

Follow up Visits

- To ensure permanent corrective action has been implemented.

- Sample forms [Sponsor Monitor's Guide](#)

- Keep all program documentation including monitoring documents for 3 years plus the current year.
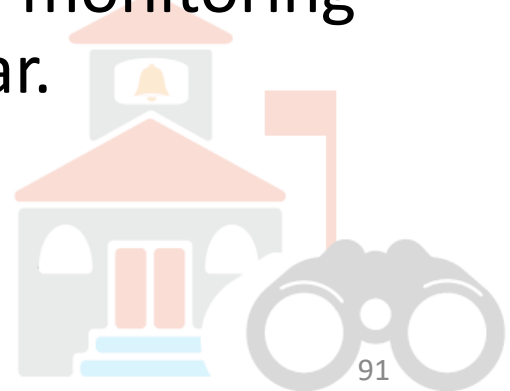
State & Federal Reviews(Audits)/Inspections

- State Agency
  - May contract with an outside review company.

- Health/Kitchen Inspections
  - City of Sioux Falls, DPS or IHS

- Conducted every 3 years or sooner due to budget aggregate requirement.

- Production Records for one week is required for inspector/reviewer.

- See Administrative Guidance for:
  - Review Procedures
  - Violations
  - Corrective Action

State & Federal Reviews(Audits)/Inspections

- Missing expense documentation leads to being declared Seriously Deficient

- *South Dakota has guidance on the term Seriously Deficient.*

- Sponsor receives more reimbursement than it spends – State Agency requires corrective action to
  - Improve food quality
  - Enhance monitoring and oversight

South Dakota SFSP – Seriously Deficient

- Noncompliance with bid procedures & contract requirements

- SFSP Memo 04-2017: Private Non-profit with IRS tax-exempt status revoked

- Submission of false information to the State Agency (SA)

- Failure to return to SA any startup or advance payments which exceeded the amount earned for meals served

- Violations at a significant portion: Admin Guide pages 94; 120; 121
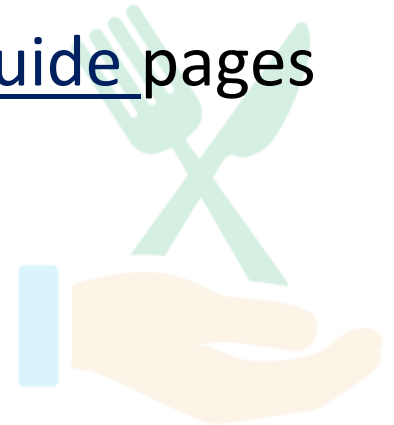
Appeal Rights

- Denial of advance payment

- Denial of reimbursement claim

- Termination of sponsor or site participation in the program

- Denial of site application

- Denial of FSMC's application

- Claim against sponsor for remittance of a payment

- State refusal of late payment or upward adjustment request

- Appeal Rights on [SFSP website](#) under Documents Tab

Resources

- [SFSP program Flyer](#)
- SFSP banner for open sites

JOIN US FOR FREE MEALS AND SUMMER FUN

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

No registration or ID required.
Text 'FOOD' to 877-877 or visit KidsFoodFinder.org
This institution is an equal opportunity provider.

- [SFSP Handbooks](#)
- [SFSP menu ideas](#); [Food Buying Guide](#)

Farm To School

WHY FARM TO SCHOOL

- **Kids WIN**
  - Farm to school provides kids access to nutritious, high quality, local food
  - Classroom education is enhanced through hands-on learning related to food, health, nutrition, and agriculture.
- **Farmers WIN**
  - Financial opportunity for farmers, fishers, ranchers, food processors
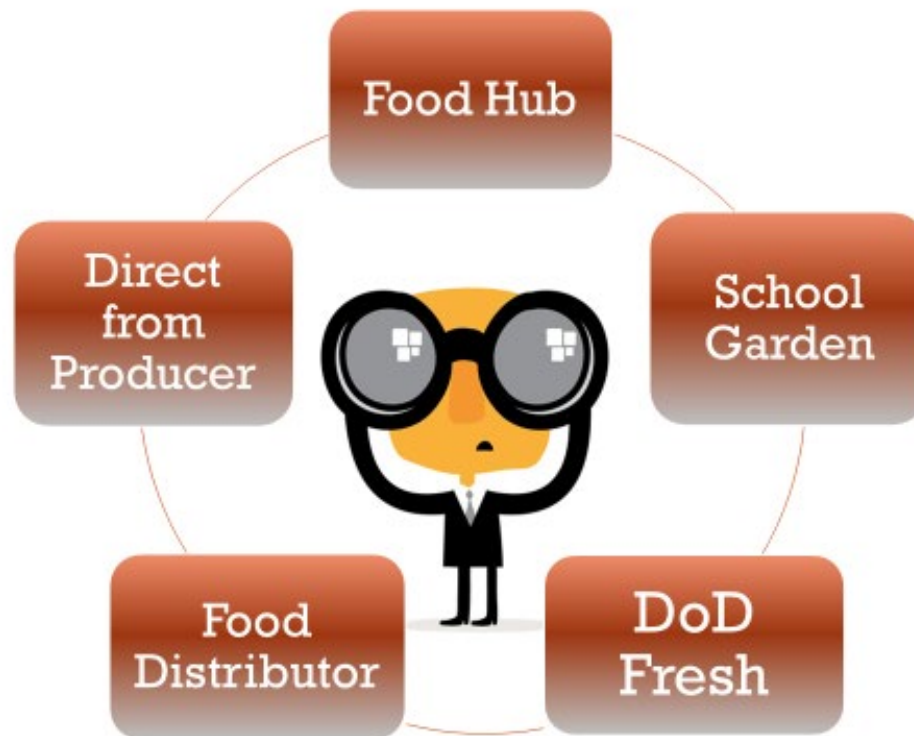- **Communities WIN**
  - Opportunities to build family and community engagement
  - Buying local creates new jobs and strengthens the local economy

FARM TO SCHOOL

WHERE TO FIND LOCAL FOODS

Food Hub

School Garden

Direct from Producer

DoD Fresh

Food Distributor

Farm To School

SOUTH DAKOTA RULES

- Must follow the Food Service Code and come from an "Approved Source"

Approved	Not Approved
Fresh, whole and unprocessed foods (apples, watermelon, tomatoes, cucumbers)	Raw milk and milk products
Processed foods that are graded or manufactured under an inspection	Food processed and packed in a private home or an unlicensed food service establishment
Meats slaughtered and processed under inspection in an USDA or SD State inspected facility	Meat that is labeled "not for sale"
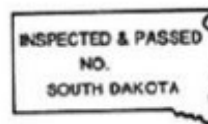
South Dakota inspected stamp

USDA inspected stamp on exotic species (e.g., bison)

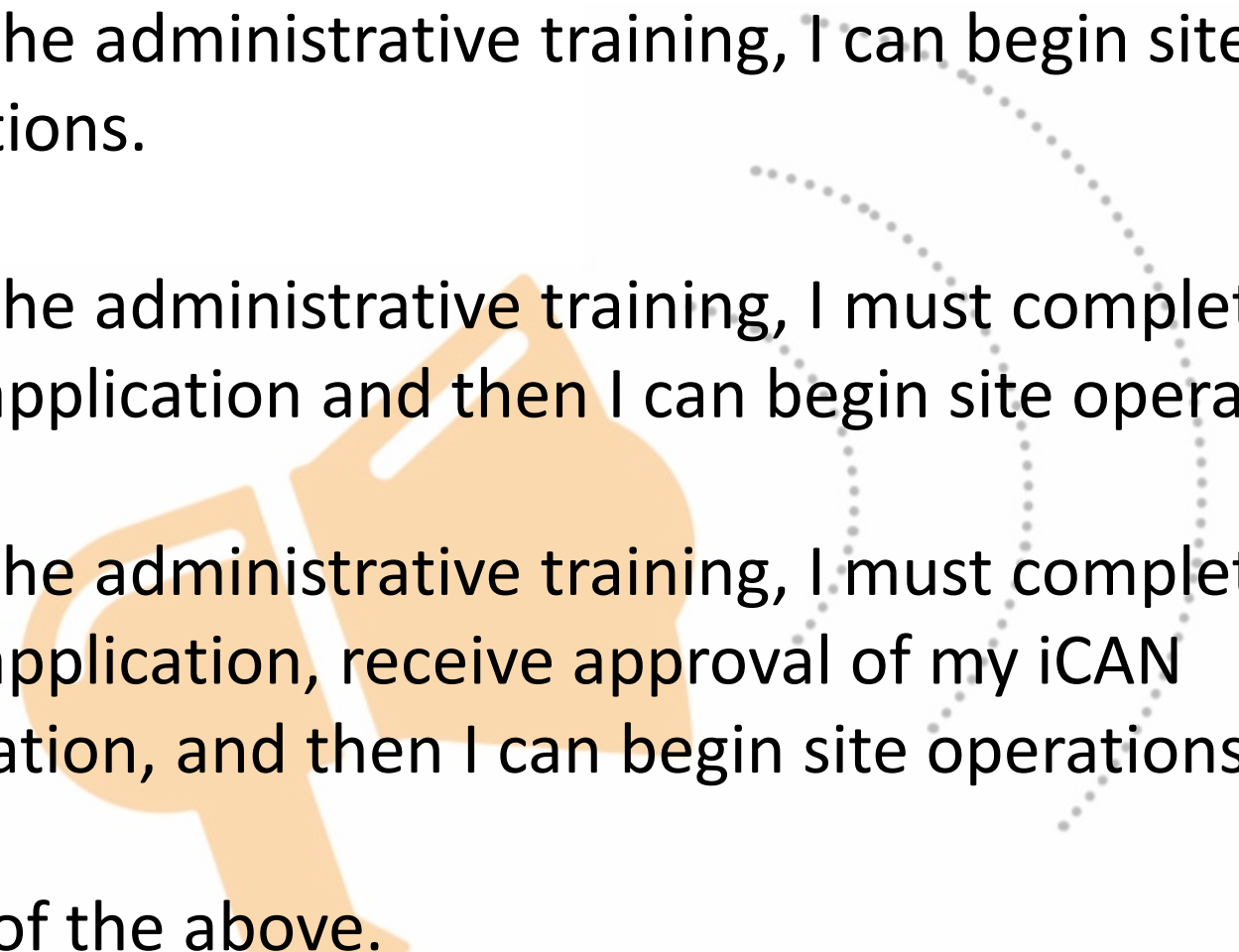USDA inspected stamp on raw beef

USDA inspected stamp on processed beef

#38 is used in USDA stamps as sample establishment number

FOR A LIST OF STATE INSPECTED FACILITIES VISIT THE ANIMAL INDUSTRY BOARD (AIB) HTTPS://AIB.SD.GOV/MEATINSPECTION.HTML

Poll Question 13

Please select the correct answer:

- After the administrative training, I can begin site operations.

- After the administrative training, I must complete the iCAN application and then I can begin site operations.

- After the administrative training, I must complete the iCAN application, receive approval of my iCAN application, and then I can begin site operations.

- None of the above.

Closing Notes

- SFSP iCAN application: Open late March or April.

  o Please use the [SFSP iCAN sequence of application packet entry form](#) to avoid system issues.

  o Application packet help old form: [iCAN SFSP Application Manual](#)

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information(e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1)mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3)email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Thank you for joining us today!

Questions?

- Call: 605-773-3413
- Email: DOE.SchoolLunch@state.sd.us
- Survey: Click

https://doe.sd.gov/cans/