
SFSP ADMINISTRATIVE TRAINING

DEPARTMENT OF EDUCATION – CHILD AND ADULT NUTRITION SERVICES–

MARCH 16, 2021



Good Afternoon and welcome to all our new and returning sponsors to the annual SFSP Administrative Training.

PRESENTERS



Katie Dryden, Jackie Mattheis, Brigitta Bly, Quanna Keyser, Mikayla Hardy

This year we are trying something new so I invited some of my colleagues to deliver this presentation with me. We are all Child Nutrition Program Specialist with different specialty areas. From Left to right on the picture we have Katie Dryden who is our CACFP specialist, Jackie Mattheis she is taking care of your claim submissions and is the Finance and Grant Manager, myself with the Summer program, Quanna Keyser with Procurement and Mikayla Hardy who had a chance to work with all the Child Nutrition Programs and she leads or helps out with different tasks across the Child Nutrition Programs.

SFSP-the program and benefits

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

The Summer Food Service Program provides children in low-income areas 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.

Summer Food Service Program is a federal program by USDA-Food and Nutrition Services (FNS) that administered by State Agencies across the country, in South Dakota by the Department of Education-Child and Adult Nutrition Services.

SFSP contracts with schools and other community organizations to provide nutritious meals using a general guideline in order to enhance children's wellbeing and learning capacity even when school is not in session.

SFSP primarily operates during the summer months when school is out but can provide meals during emergency school closures.




Check out the [SFSP Handbooks](https://www.fns.usda.gov/sfsp/handbooks)

SFSP has 4 very useful program guidance handbooks for sponsors. We will reference these books throughout the presentation. It is recommended to read these books if you would like to learn about program administration and operations in more detail. The link to the books is attached to this slide.

Link to handbooks: <https://www.fns.usda.gov/sfsp/handbooks>

Online Application System

iCAN



Returning Users: Log On


User ID:

Password:

Log On

Links

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



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/bulletin/index.aspx>

Non-discrimination Statement

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ee.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) 632-6962. 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) 696-7442; or

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

This institution is an equal opportunity provider.

Questions?

- If you have problems with this site, contact 855-773-3413, to be directed to a program specialist for assistance.



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Your application to operate the summer program goes thru an online application program called iCAN. Our returning sponsors are familiar with this system, new sponsors will need to fill out a request form to get access to iCAN. I have the link to the access form on a later slide. It is also can be found on our SFSP website under the iCAN tab.

Link to iCAN: <https://ican.sd.gov/ican/Splash.aspx>

Summer Food Service Program (SFSP) Sponsors and Sites



We will continue with explaining the Sponsor's and site's responsibilities to operate SFSP.

SFSP Sponsors

Approved by the SA to operate SFSP.



SFSP program is administered by approved sponsors. An approved sponsor is an agency that contracts with DOE-CANS to operate SFSP.

Sponsors can be: Public or private nonprofit school food authority, A unit of local, county, municipal, state, or federal government; A public or private nonprofit college or university participating in National Youth Sports and Upward Bound Programs; A public or private nonprofit residential camp; Other private nonprofit organizations (YMCA, Boys and Girls Club, Volunteers of America etc.);

Sponsors must be Must be tax exempt and provide proof.

Most sponsors must provide year around public service in the area they provide the SFSP (exempt residential camps, migrant sites or other discretions approved by the SA), and they can operate multiple sites.

SFSP Sponsors Responsibilities



Written Agreements

- Permanent Agreement with SA
- 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-FSMCs, meal service)

Sponsors must have written permanent agreement with SA to provide services in their areas and also must sign agreements with their unaffiliated sites. Paperwork is found on the SFSP website under Documents tab. Sponsors must demonstrate financial and administrative capabilities by showing that they are able to manage Food Service at all their sites effectively and efficiently and exhibit administrative and financial control at these sites. They also have site management responsibilities which are training site staff on SFSP administration and operation rules, civil rights regulations and they must monitor the operations at their sites, vendor or Food Service Management Company and meal service. Link to SFSP website: <https://doe.sd.gov/cans/sfsp.aspx>

SFSP Sponsors Responsibilities



Attend SA yearly administrative training.



Prepare program applications.



Collect and submit all claims.



Recruit new sites.



Determine and maintain documentation of income eligibility or site eligibility.



Conduct a non-profit food service.

Sponsor Administrative Staff, FSMC and vendor must attend SA yearly administrative training, prepare program applications, collect and submit 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!
- Rates: based on type of meal (B, L, D, S) & 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>

Sponsors are reimbursed for meals served to eligible children.

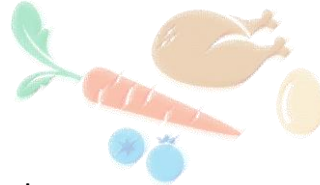
Eligible Children: (children 18 or younger and persons with disabilities over 18 years of age who participates in school programs for individuals with mental or physical disability.)

Reimbursement rates are based on type of meal (Breakfast, Lunch, Dinner, Snack) and type of site/meal service method (Rural or Self Prep vs Urban Vended Sites)

Reimbursement rates are updated yearly and are available at our SFSP website under Documents tab.

Link to Reimbursements: <https://doe.sd.gov/cans/documents/2021-SFSP-reimb.pdf>

Meal Service Method



Self Prep

- On site or central kitchen, higher reimbursement

• **Central Kitchen**

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

Vended

- Food is purchased from SFA or FSMC using a written agreement.
- Lower reimbursement if urban-vended.
- FSMC-competitive purchasing

Self Prep

Prepares meals on site or at a central kitchen. These sites receive the higher reimbursement rates.

Central kitchens: Distributes meals to affiliated sites, meals prepared at a central location.

Vended

Food is purchased from SFA or FSMC using a written agreement.

Requires sponsor-vendor contract

If urban vended reimbursement falls to lower category.

Contract with SFA-doesn't require formal competitive purchasing procedures.

Contract directly with FSMC-must follow competitive purchasing procedures.

Vended Meals



- Sponsors should consider School Food Authorities (SFA) for vended meals first.
- No competitive bidding when SFA vends.



Sponsors who would like to vend the meals are encouraged to contract with an SFA. SFA vending needs a written agreement but not required to enter into competitive bid procedure if the SFA doesn't obtain its meals from a FSMC. Quanna will talk more about vending and procurement.

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.

Allowable meal combinations for most sites are listed on this table. Up to two meals, a meal and a snack and two snacks are allowed for most sites except camp and migrant sites. Service of lunch and supper is not allowed except for camp and migrant sites. Camp and Migrant sites can serve up to 3 meals in any combinations with SA approval.

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 attendance area of the school.
- Camps-must collect income applications only eligible can be reimbursed.



Located in an area with 50% of children eligible to free and/or reduced priced meals (proven with School Data or Census data) or if the site is not in a low-income area, it must serve specific group of children with at least 50% of the children eligible for free/reduced price meals (proven by income applications). Camps and Migrant sites have different rules. If non-school site would like to establish eligibility based on school data, the site must be in the attendance area of that school.

Children must be served in a supervised setting and meals must be consumed on site. Sponsor must complete pre-operational visit of new sites or sites with operational problems in the previous year.

- 50% of children in the area are eligible for F/RP meals (Census or School Data).
- 50% of children at the site are eligible for F/RP meals (Income applications).
- Non-school site using school data, the site must be in the attendance area of that school.
- Camps must collect income applications and only children who meet income eligibility criteria can be reimbursed.
- Area Eligibility with Census and School Data is good for 5 years.
- Income Eligibility must be collected annually as it is valid for 12 months.
- Meals must be consumed on site.

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 Locations

Schools, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant centers, or on Native reservations.

We are looking for new sponsor at: Aurora, Bennett, Brule, Buffalo, Butte, Charles Mix, Clark, Clay, Corson, Deuel, Dewey, Gregory, Haakon, Hand, Hyde, Jackson, Jones, Kingsbury, Miner, Stanley, Turner, and Union.

Link under CHECK: <https://doe.sd.gov/pressroom/documents/2021/0114-SFSP.pdf>

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.



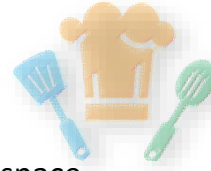
Check [SFSP Admin Guide](#) p110-111 for staff duties

Keep daily records of meals served (meal count, make sure kids take everything according to meal pattern, always be aware of what is a reimbursable meal).

Please read other responsibilities on this slide.

Link to SFSP Admin Guide: <https://www.fns.usda.gov/sfsp/handbooks>

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, 50% Migrant, all eat free.

Open: 50% or more of the children are eligible for F/RP meals in the area, meals served in a first come first serve basis. Must be publicized in the community served.

Restricted open: Restrict attendance due to space, security, safety. Meals served in a first come first serve basis. Must make community aware of restriction.

Closed Enrolled: 50% of children are eligible for federal support by income applications. Area eligibility may be used waiver must be approved by USDA to document eligibility. Not open to all. All children attending can eat free.

CAMP- Only meals served to children with an approved household application who qualify for F/RP eligibility can be reimbursed.

Migrant-Organization certifies that at least 50% of children served are from migrant household. Migrant certification documentation required annually.

SFSP Sites Types



National Youth Sports Program Site: 50% F/RP, must certify in writing to meet DHHS guidelines.

Upward Bound: Serve High School Students from low-income families or families with no college degrees.

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

Check [SFSP Admin Guide](#) p17-22.

National youth Sports: 50% of the children meet the income eligibility or reside in the area meeting this eligibility. Certifying in writing that it meets the income eligibility guidelines of the Department of Health and Human Services (DHHS). Children participating are usually ages 9-16 years old.

Upward Bound Rules: Upward Bound and non-Upward Bound participants must maintain applications on file to document that enough children meet the individual income eligibility requirements to satisfy the 50 percent threshold required for closed enrolled sites.

Mobile Site Rules: To reach children in rural areas. Must meet income eligibility guidelines. Site supervisor must be present at each meal service for the entire meal service.

Check for more information on Site Types and eligibility documentation in the SFSP Admin Guide link:

<https://fns-prod.azureedge.net/sites/default/files/sfsp/AdminGuideSponsors.pdf>

Self Check

Which sites must collect income eligibility applications?

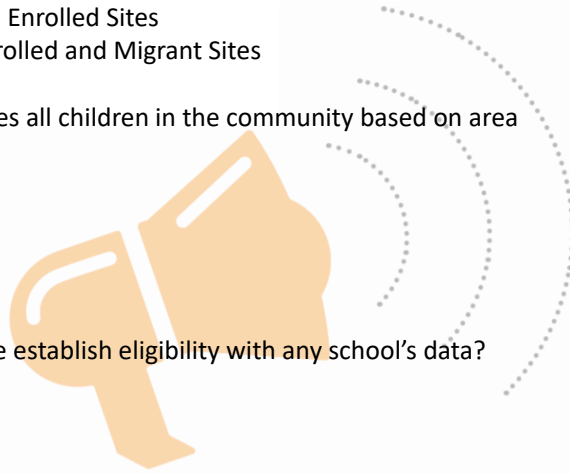
- Camps
- Camps and Migrant Sites
- Camps and Closed Enrolled Sites
- Camps, Closed Enrolled and Migrant Sites

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



Which sites must collect income eligibility applications-CAMPS and Closed Enrolled Sites (Closed enrolled sites can also use area eligibility if USDA waiver granted, can use income eligibility requested from schools please read more details in the SFSP Administrative Guide page 13 and page 21.)

Which site type serves all children in the community based on area eligibility-Open (established with Census or School Data)

Can a non-school site establish eligibility with any school's data?-No (the site must be in the attendance area of the school).

SFSP USDA Waivers



- Extension of COVID-19 Waivers:
 - Non-congregate feeding
 - Parent-Guardian Pick up
 - Area Eligibility
 - Area Eligibility for Closed Enrolled
 - Meal Service Times
 - OVS
 - First Week Visit

Effective July 1st till September 30th

As all of you are aware USDA extended the COVID-19 waivers till September 30th. Our sponsors who are currently operating using the waivers can continue if they choose so till September 30th. This requires an end date update in the SFSP iCAN application.

You can start regular summer which requires to fill out a regular site application on iCAN (no UC designation in front of the site applications).

New sponsors can decide if they would like to opt into non-congregate feeding (package meals picked up by the kids and eating off site) or go with regular congregate summer feeding. This presentation will continue to discuss the regular summer admin and operational rules as most of them still apply despite feeding kids off site.

Remember there is no extension for the Meal Pattern Flexibility which means the SFSP meal pattern must be followed.

SFSP Operation General Rules

- Site staff must be trained by the sponsor! Sponsor Training Certificate sent to the SA.
- New hire must also be trained.

Check [SFSP Admin guide](#) p. 105-111

Download [Sponsor Training Certificate](#)-
Documents Tab

Site staff must be trained by the sponsor in SFSP administrations and operations and civil rights prior to operation start date. Training must be documented on the Sponsor Training Certificate and sent to the SA.

New hire must also receive these trainings during orientation and must be documented on the Sponsor Training Certificate and sent to the SA.

Training at a minimum must include:

Purpose of SFSP

Meal Pattern Requirements

Meal Counts

Reimbursable Meals

Site Eligibility

Site operations

Recordkeeping

Duties of a Monitor

Civil Rights

Training certificate can be found on the SFSP website under the documents tab, please also check the SFSP Admin guide handbook 105-111 about training requirements.

Link to SFSP Admin Guide:

<https://fns-prod.azureedge.net/sites/default/files/sfsp/AdminGuideSponsors.pdf>

Link to Sponsor Training Certificate under the documents tab:

<https://doe.sd.gov/cans/sfsp.aspx>

Monitoring Staff Training

- How to conduct site visits and reviews
- Monitoring schedule
- Reporting procedures
- Local sanitation and health laws
- Reporting racial/ethnic data

[Check out the Sponsor Monitor's Guide!](#)



It is very important to train your monitoring staff on: How to conduct site visits and reviews, how to schedule Monitoring, Reporting procedures; Local sanitation and health laws, and Reporting racial/ethnic data. You can read more about the requirement in the Sponsor Monitor's Guide.

Link to Sponsor Monitor's Guide:

<https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSPSponsorMonitorsGuide2017.pdf>

SFSP Operation General Rules/Meal Service



- Congregate feeding.
- Keep meal service times.
- Vended meals: unitized and delivered <1h before service.
- Second meals after all children have received a first meal.
- Second Meals: allowed 2% of total claim/month.
- Adult meals are non-reimbursable, served after each child received a meal.
- Adhere to local sanitation codes and health department regulations.

Meals must be eaten on site in a congregate setting.

Meals must be eaten within the approved meal service times.

Vended meals must be delivered no earlier than 1 hour before the start of meal service as a unit.

Second meals can only be served after all children have received a first meal.

The maximum number of second meals a sponsor can be reimbursed for is up to 2% of the sponsor's total first meals in any given month.

Adult meals are non-reimbursable and only can be served after each child received 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)



Have contingency plans for meal service during inclement weather and submitted in the iCAN application.

Disaster Response plan: is to ensure that all sponsor and site personnel discussed a basic plan for emergency feeding due to a disaster response effort in your community. (7 CFR 225.6 (c)) USDA Policy Memo SFSP 10-2012, April 10, 2012. Document is located under the iCAN application-Checklist summary, you will have to download, fill out and attach the document with your application.

Link to Administration Guide:

https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf

SFSP Operation General Rules



CHANGES

Notify CANS when:

- ADP changes
- Meal service time (notify public)
- Meal types (notify public)
- Filed trips (fill out "Off-site meals form)
- Site Closings
- Changes in sponsor site personnel
- Submit changes before implementing them.

Immediately notify CANS on any of the following changes:

ADP changes

Meal service time (notify public)

Meal types (notify public)

Filed trips (fill out "Off-site meals form and send at least 1 week prior to trip for approval.

Located at <https://doe.sd.gov/cans/sfsp.aspx> under Documents)

Site Closings

Changes in sponsor site personnel (sponsor training certification must be submitted to SA for any new hire).

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

Application requirements for Sponsors are to fill out an online pre-screen, the iCAN sponsor profile request form (found on the SFSP website-iCAN tab), fill out iCAN application once granted access, fill out and send permanent agreement to Brigitta, fill out procurement plan (found on the SFSP website-Documents Tab), if vending meals fill out vendor contract, send a copy of IRS 990 letter.

Returning sponsor: update iCAN application, update FSMC/vendor contract if due, update annual audit form, update procurement plan, submit IRS paperwork indication non-profit operations.

Link to online pre-screen: <https://ican.sd.gov/ican/PreScreen/PreScreenOverview.aspx>

Link to all other documents (under the documents or iCAN tab):

<https://doe.sd.gov/cans/sfsp.aspx>

APPLICATIONS: NEW & RETURNING SFSP SPONSORS



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

[SFSP Website](#)-Documents tab

SD requires all sponsor to have IRS form 990 and Federal Single Audit Act (if applicable) to be displayed on the sponsor's website.

All sponsors must complete a Procurement Plan and Annual Audit Form. Attach to iCAN application.

SFSP Website-Documents tab

SD requires all sponsor to have IRS form 990 and Federal Single Audit Act (if applicable) to be displayed on the sponsor's website.

SFSP Budget and Procurement



Budget



- Submitted via iCAN.
- Contain all items purchased with SFSP funds.

Staying on Budget

- Keep accurate inventory records
- Make good food purchasing decisions

Use [Nutrition Guide](#) p48-53, if you need help with budgeting.

All sponsors must submit a complete administrative and operating budget each year with their iCAN applications for CANS for approval.

Must contain all items the sponsor will spend their SFSP budget on.

Staying on Budget

Keep accurate inventory records (*Date the food was ordered, Name of the supplier or vendor, Date food was received, Condition on arrival, Price paid, Amount of food left*) Make good food purchasing decisions (*look at inventory and [amount needed/#of servings per purchase unit]*)

Use [Nutrition Guide](#) p48-53, if you need help with budgeting.

Link to Nutrition Guide:

https://fns-prod.azureedge.net/sites/default/files/resource-files/USDA_SFSP_NutritionGuide.pdf

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



Incurred by your organization for activities related to planning, organizing, and administering the program.

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.

Operating Costs:

Cost of food used (see example under inventory records),

Cost of food purchases and the cost of processing, transporting, storing, and handling food that is donated (including USDA Foods) or purchased by the sponsor.

Labor, nonfood supplies, space for the food service.

Rural sites may include costs that are directly incurred in transporting children from rural homes to rural food service sites.

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.

Sponsors cannot charge the Program for major reductions of food in stock that are the result of fire, theft, spoilage, contamination, or any event other than normal usage.

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

Please read slide information.

Budget-Expenses



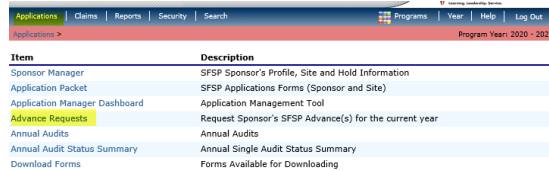
Complete Site Labor Form under Checklist Item on iCAN for each feeding site and add to the Budget Detail in the Projected Operating Costs Section and add together for Total.

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

Please read slide information.

Advance Payment Request

- To cover SFSP Admin/Operating Costs incurred before program starts.
- Submit to SA: 30 days before the payment dates.
- Must operate at least 10 days in the month where advance is requested.
- Advances are deducted from claim.
- No new advances until prior advances are repaid to SA.
- Submitted on iCAN under Applications Tab-Advance requests.



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
Download Forms	Forms Available for Downloading

State agency will accept or deny advance payment requests, and SA will establish the final amount allowed.

To cover SFSP Admin/Operating Costs incurred before program starts.

Submit to SA: 30 days before the payment dates of June 1, July 15, and August 15.

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

Advances are deducted from claim.

No new advances until prior advances are repaid to SA.

Request submitted on iCAN under Applications Tab-Advance requests.

Startup Payment



- 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.
- Can't be received earlier than 2 months prior to operations start date.

Start-up payment of administrative costs incurred from planning the food service and establishing management procedures for this service.

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.

Can't be received earlier than 2 months prior to operations start date.

Link to startup payment form:

<https://doe.sd.gov/cans/documents/SFSP-StartupFunds.pdf>

Unallowable Costs



- Costs of excess meals ordered/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.
- 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.

Costs of excess meals ordered/prepared but not served to eligible children.

Costs of damaged, spoiled meals.

Costs of food purchased for not SFSP operations.

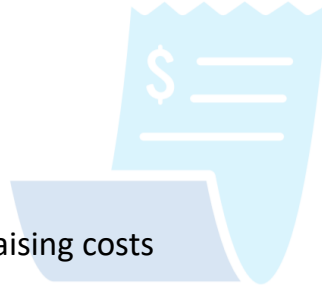
Meals not compliant with SFSP meal pattern or approved meal pattern.

Meals served to adults

For vended sponsors, the cost of meals delivered by a FSMC to a non-approved site, or for 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
- Capital expenditures
- Entertainment or fundraising costs



Please read more about unallowable cost in the [Administrative Guide](#) page 132.

Please read information on slide.

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](#)



Completed in [iCAN](#) system and is a site based claiming reporting the number of meals served during the claim period.

Keep meal count sheets for record keeping verification. (This should be the form you upload in the Sponsor SFSP Checklist Item)

Link to claim due dates: <https://doe.sd.gov/cans/documents/21-Claims.pdf>

Procurement Methods



- **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 which has not changed.

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 which has not changed.

-

Follow Procurement Procedures found on SD Department of Education CANS website
<http://doe.sd.gov/cans/index.aspx>

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 once a year OR anytime if changes in purchasing method.

Addresses how your agency uses

Micro-purchasing

Informal purchasing

Formal purchasing

Invitation for Bid

Request for Proposal

Promote fair, open and transparent competition

Emergency Purchases

Who is responsible at your agency for monitoring purchasing

Review and update once a year OR anytime you need to change a practice your agency uses for purchasing.

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 found under Procurement at [South Dakota DOE Child and Adult Nutrition Services](#)

Code of Conduct: Written standards prohibiting employees from soliciting gifts and other incentives from prospective contractors, and prohibit employees from participating in the selection, award, or administration of any contract to which they have a personal or financial connection. Also outlines disciplinary actions.

Must Address:

Conflict of Interest,

Solicitation or acceptance of gratuities, favors or anything of monetary value-Define value,

Disciplinary Action.

Code of Conduct example found under Procurement at [South Dakota DOE Child and Adult Nutrition Services](#)

Link to CANS website: <https://doe.sd.gov/cans/index.aspx>

Contract with Food Service Management Company



- If no SFA agreement, must competitively solicit an FSMC.
- Provide FSMC: list of approved food service sites ,limit of # of meals for each site.
- Notify FSMC of any site changes.

Commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operations with limitations.

If a written agreement with a local school is not possible or is not beneficial, sponsors may competitively solicit and contract with an FSMC to prepare and deliver meals.

Provide FSMC list of approved food service sites and the limit of # of meals for each site.

Sponsor must notify FSMC of any site changes (allowed max numbers and if site operations canceled.)

The sponsor must clearly inform its FSMC that it will only be ordering the number of meals actually needed, based on participation trends and with the intent of serving only one meal to each child at each meal service.

Contract with Food Service Management Company



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, receipt,
- keep records for 3 years from the date of the final payment receipt.
- be able to comply with meal orders from the sponsor.
- comply with SFSP meal pattern requirements.

FSMCs need to fulfill the following requirements:

- Must have State or Local Health certificates for the facilities they use to prepare meals at.
- Must be subjected to health inspections.
- Must ask local health authorities to periodically inspect meals for quality.
- Must maintain records supported by invoices, receipt to provide evidence that program responsibilities are met.
- Must keep records for 3 years from the date of the final payment receipt.
- Must be able to comply with meal orders from the sponsor.
- Meals must comply with SFSP meal pattern requirements.

Contract with Food Service Management Company



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

Sponsors may not contract to FSMC the following management responsibilities:

- 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

Procurement



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

Please review the Procurement Tips and Purchasing Local Strategies in the SFSP
[Administrative Guide](#) pages 96-98

If you need help with filling out the Procurement Plan please reach out to Quanna
Keyser at Quanna.Keyser@state.sd.us or via phone at (605) 773-4718
Questions about FSMC, vended meal, any foodservice related contracts and
Procurement Q & A's.

SFSP Meal Pattern and Meal Service



Meal Pattern Requirements



[Check out the SFSP Nutrition Guide page 11.](#)

[DOE-CANS SFSP Website-SFSP Meal Pattern](#)



Food Components

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

Food Items

Specific food offered within the food component.

Meals are only reimbursable if they meet the meal pattern requirements. Following meal pattern requirements can ensure that you provide balanced meals for your participants. *SFSP meal patterns were designed for children 6-12 years old, special recommendations for other age groups.*

Meal pattern composed of the required meal components and appropriate serving/portion sizes.

Please note that the SFSP Meal Pattern has 4 Food Components: Milk, Fruits/Vegetables, Grains/Breads and Meat/Meat Alternate.

Food Items

Specific food offered within the food component. Exp. ½ cup peaches and ½ cup pears are two food items within the fruit and vegetable component.

Link to meal pattern: <https://doe.sd.gov/cans/documents/SFSP-MealChart.pdf>

Meal components



Milk

Milk

- Must be pasteurized.
- Unflavored or flavored: fat-free milk, low-fat milk (1%), reduced-fat milk (2%), whole milk, lactose-free milk, lactose-reduced milk, cultured milk, such as cultured buttermilk, cultured kefir milk, cultured acidophilus milk, acidified milk, such as acidified kefir milk and acidified acidophilus milk, Ultra High Temperature (UHT) milk.
- Breakfast: can be counted if used on cereal or as a beverage
- Lunch and supper: must be served as beverage.
- Snack: serve as beverage.
- Milk may not be credited for snacks when juice is served as the only other component.
- Milk may never be credited when cooked in cereals, puddings or other foods.

Meal components



Milk



Fruit/Vegetables

Fruits/Vegetables

- Fresh, canned, dried and frozen
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Dried fruits, such as dried apricots, raisins, and prunes, may be used to meet requirements. Dried fruit is credited based on volume served ($\frac{1}{4}$ cup dried fruit = $\frac{1}{4}$ cup fruit).
- Lunch: Serve 2 or more kinds of vegetable or fruits or a combination of both but don't serve 2 forms of the same, like apple and applesauce.
- Up to one-half of the vegetable/fruit requirement may be met with full-strength (100%) juice.

Meal components



Milk



Fruit/Vegetables



Grain



Grains

Grain items must be made from grains that are whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Also creditable are bread type coating, Chow Mein Noodles, Crackers –Saltine and Snack, Croutons, Pretzels, Stuffing as long as they meet the requirements listed above.

- Enriched macaroni products fortified with protein may count towards either the grains component or the meat/meat alternate component, but not as both in the same meal.
- Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips made from whole-grain or enriched meal or flour can be used to meet the grain requirement.
- Preferably choose whole grain to build a healthy plate.
- If grains used in different product (corn dog) CN label must check grain contribution.
- **Ready to eat cereals must be fortified: ingredient list will have list of Vitamins and Minerals! READ THE LABELS!!!**
- **1/4 serving is the smallest amount allowable** to be credited toward the grains requirement as specified in program regulations.

Meal components



Milk



Fruit/Vegetables



Grain



Meat/MA



Meat/Meat Alternate

- Meat, fish, poultry, eggs, Cheese, Beans/Peas, Nuts/seeds, Yoghurt
- Alternate Protein Product (burger patties, meat loaf, tuna salad, chicken nuggets, pizza toppings).
- APPs and processed meat items (corn dogs, ravioli) should have CN labels or product formulation statements.
- To contribute to the M/MA component, it must contain a minimum of 0.25 oz of a M/MA.
- 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.
- Avoid choking hazard!!! Nuts/seeds must be finely ground and thinly spread on bread or crackers.
- 4 oz. or ½ cup yoghurt= 1oz meat alternate.
- Homemade yogurt, frozen yogurt (similar to ice cream), or other yogurt-flavored products **are not creditable**.
- Less than 1/4 ounce of cooked lean meat or equivalent is **not creditable**.

Meal components

Grains



For gram conversions, examples of calculations please see [Appendix E](#) of Food Buying Guide.

How many of you are familiar with these calculations and the food buying guide?



Please use Food Buying Guide for conversions and appropriate serving sizes for the SFSP meal pattern.

Link to Appendix E:

https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/USDA_FBG_Appendix_E.pdf

Food Buying Guide

FBG



Additional Creditable items in FBG:

- Shelf-stable, dried and semi-dried meat, poultry, and seafood snacks,
- Coconut, hominy, popcorn, surimi seafood and tempeh
- Vegetables disguised as other components, for example noodles/pasta made from vegetables including legumes
- Turkey bacon

Crediting Traditional Foods like wild rice, blue corn, bison: CHECK [HERE](#).

Provide guidelines that specify how individual food items contribute to the CNP meal patterns.

Additional Creditable items in FBG:

- Shelf-stable, dried and semi-dried meat, poultry, and seafood snacks,
- Coconut, hominy, popcorn, surimi seafood and tempeh
- Vegetables disguised as other components, for example noodles/pasta made from vegetables including legumes
- Turkey bacon

Crediting Traditional Foods like wild rice, blue corn, bison-CHECK here:

https://fns-prod.azureedge.net/sites/default/files/TA01-2015_Child_Nutrition_Programs_and_Traditional_Foods.pdf

Link to Food Buying Guide:

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Food Buying Guide



Pay attention to yield information!
Canned, cooked fruits and vegetables.
Crediting of vegetable concentrates (Tomato Paste and Puree).



Please use the Food Buying Guide to follow correct yields for canned/cooked fruits and vegetables.

Link to fruits:

https://foodbuyingguide.fns.usda.gov/files/Reports/USDA_FBG_Section3_Fruits_YieldTable.pdf

Link to vegetables:

https://foodbuyingguide.fns.usda.gov/files/Reports/USDA_FBG_Section2_Vegetables_YieldTable.pdf

Link to Tomato paste and puree:

https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/USDA_FBG_Section2_Vegetables.pdf

Child Nutrition Labels

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



CN Label

1 Chicken Stir-Fry Bowl
Ingredient Statement:
2 Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

3 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 ⅓ 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 **CN**

Chicken Wok Company
1234 Kluck Street • Poultry, PA 1235

4 

1 Product Name
2 Ingredient Statement
3 CN Logo
4 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.

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

- Used on products that contribute to the meat/meat alternate.
- Beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions and so on.
- If meat alternate must contain minimum of 0.5oz/serving.
- **Products contributing only to the bread/bread alternate and/or vegetable/fruit components are not eligible for the CN label.**

Manufacturer's Product Formulation Statement



- 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.
- *Foods listed in the Food Buying Guide are not required to have a CN Label or (PFS)!!!*

Program operator's responsibility: meet meal pattern!

Product Formulation Statements:

- Used for 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.
- *Foods listed in the Food Buying Guide are not required to have a CN Label or (PFS)!!!*

It is the program operator's responsibility to evaluate the product labels and to keep records to document that meals served fulfill the meal pattern requirements.

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 submit for approval if you would like to serve OVS via iCAN application.

[Watch video about OVS.](#)

[Check OVS requirements](#) page 62.

Or

[OVS guide](#)

Goal of the Offer Versus Serve is to reduce waste and food cost while maintaining nutritional integrity.

OVS can be offered for breakfast and lunch or supper. Must follow the OVS guidelines, please use the links on this slide to access guidelines.

Must submit request to Sate Agency via iCAN application prior to implementing OVS.

Link to video: https://www.youtube.com/watch?app=desktop&v=Vs_JEjOO_Us

Link to OVS guide: <https://doe.sd.gov/cans/documents/OVS-guide.pdf>

Taking a food component off site

- One fruit or vegetable or grain component
- Only can be taken form child's own plate or a share table
- Must be unused, whole or unopened pre-packaged item
- Nonperishable food



All meals must be consumed on site unless a field trip was approved by the state agency, however if without SA approval some food components can be taken off site and it is up to the sponsor's discretion to allow some food components taken off site, must ensure program integrity by having staff assigned to monitor compliance. Must have enough staff to monitor compliance.

One fruit or vegetable or grain component can be taken off site.

Only can be taken form child's own plate or a share table.

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

Must be a nonperishable food item.

Share Table Guidelines

- Must follow state and local health safety code.
- Must be unopened, unused, whole items.
- If children would like additional helping, they may take from share table.
- Keep proper holding temperature for food safety.
- Leftovers for another meal service must be documented.
- Must check with local health department for further guidance.



Sponsors may create a share table where children may return whole (unopened) items they choose not to eat.

Children may return whole (unopened) items they choose not to eat.

Must follow state and local health safety code.

Must be unopened, unused, whole items.

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

Keep proper holding temperature for food safety.

Leftovers for another meal service must be documented.

Must check with local health department for further guidance.

Leftover unopened milk must be kept at proper holding temperature for food safety.

Leftover items can be stored for another meal service and it must be documented.

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.



During family style meal service bowls of food are passed around the table – this is only allowed at sites that are type: Closed Enrolled or Camp.

Program adults must assist to make sure each participant takes at least the minimum portions of each food component as written in the SFSP Meal Pattern.

Serving Meals to Adults

- Adult meals can be served after each child received a meal.
- Adult meals are not reimbursable.
- Program Adults can eat for free and the cost may be counted as operating cost.
- Non-Program Adults may eat for a fee, the money received must be documented as program income.
- Adult meal cost must contain the full cost of producing the meal.



Adult meals can be served after each child received a meal.

Adult meals are not reimbursable.

Program Adults can eat for free and the cost may be counted as operating cost.

Non-Program Adults may eat for a fee, the money received for meals must be documented as program income.

Adult meal cost must contain the full cost of producing the meal (i.e., food, supplies, labor, the value of the USDA foods received, and other costs incurred by the sponsor to prepare 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.

If you would like to make adjustments to the SFSP meal pattern you must follow the guidelines below and request approval from the State Agency via your iCAN application.

Infant Meals: All meals served to infants must comply with infant meal pattern requirements in Section 226.20(b) of the CACFP regulations.

Children 1-6 years: Must receive state agency approval and sponsor must follow Section 226.20(c) of CACFP regulations for age-appropriate meal pattern requirements.

Children 6-12 years: Follow **SFSP meal pattern guidelines** from previous slide.

Children 12-18 years: Follow minimum requirements of SFSP meal pattern, or to improve the nutrition of participating children sponsors may serve adult-size portions to older children. Adult-size portions may be found in Section 226.20(c) of CACFP regulations.

Meal Pattern Substitution

Special Diet needs must be recognized, meal substitutions must be accommodated=must have Medical Authority Signature.

Meal Change request form is located at:
<https://doe.sd.gov/cans/sfsp.aspx>
 under Documents tab.

The image shows a 'MEAL CHANGE REQUEST FORM' with the following sections:

- Part A - Participant, Parent/Guardian, and School/Agency Contact Information:** Includes fields for School/Agency Name, Site Name (if applicable), School/Agency Telephone, Name of Participant/Student, Date of Birth, Name of Parent or Guardian, and Parent/Guardian Telephone.
- Part B - Meal Change:** Includes a statement that the change is requested by a medical authority (cite licensed healthcare professional to substantiate with prescriptions if change is outside of the meal pattern). It also includes a checkbox for 'Participant has a condition which limits a major life activity' and a checkbox for 'Participant does not have a condition which limits a major life activity'.
- Part C - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part D - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part E - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part F - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part G - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part H - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part I - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part J - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part K - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part L - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part M - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part N - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part O - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part P - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part Q - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part R - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part S - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part T - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part U - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part V - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part W - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part X - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part Y - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.
- Part Z - Medical Authority Signature:** Includes a checkbox for 'Medical Authority Signature' and a checkbox for 'Medical Authority Signature'.

Special Diet needs must be recognized, and meal substitutions must be accommodated when a medical authority verifies the condition as “Disability”.

Disability: A physical or mental impairment which substantially limits one or more “Major Life Activities”.

Major Life Activities include the operation of a major bodily function including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Meal substitutions that are not accommodated within the meal pattern are not reimbursable unless the Meal Change Request form is signed by a Medical Authority.

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 time frames and dates the state-agency approved,
- Meals not meeting meal pattern,
- Second meals in excess of 2% of the number of first meals served during the claim period.

You and your staff must train to recognize non-reimbursable meals:

Meals served to ineligible children (children not meeting the income eligibility guidelines if CAMP),

Meals ordered in excess, damaged meals, meals that were not served,

Meals over the site's approved Capacity or ADP level (Average Daily Participation) noted in iCAN,

Meals served to adults but included in the count of reimbursable meals which is not allowed,

Meals served outside of the approved time frames and dates the state-agency approved, Meals missing a component,

Not an allowed food option served (pudding or ice cream instead of milk or forgot a required component like grain.) Also not reimbursable: Jell-O/Pudding, Ice cream/popsicles, coffee, soda pop, Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed. If happening, reviewers will request information on non-food program funds used to cover these meals.

Self Check

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

- Have your site staff serve vegan meal to the best of their knowledge.
- Buy almond or soy milk, use one of the MAs from the meal pattern and have her fill out the meal change request form.
- 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

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

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

Correct answer: it is up to the discretion of the site to accommodate lifestyle dietary habits that are not detrimental to health. Any deviation from the meal pattern without meal change request form signed by medical authority will not be reimbursed. If you would like to serve alternate milk the nutrient content of the alternate milk must match the regular cow's milk.

Self Check

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

- Have your site staff serve gluten free meals to the best of their knowledge.
- Site doesn't have to accommodate this child.
- Have mom fill out the meal change request form, so you have written knowledge about allowable foods.
- Have a medical professional fill out the meal change request form including allowable food substitutions and providing their signature.

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

- No as it doesn't match SFSP meal pattern.
- Yes because parent signed the form.
- Yes because medical provider signed the form.

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

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

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

Correct Answer: Yes because medical provider signed the form.

Civil Rights, SFSP Record Keeping





CIVIL RIGHTS

- “And Justice for All” Poster required at each feeding site.
- Please contact us if you do not yet have the 2020 Poster.
- Civil Rights Training is an annual requirement.

[VIEW CIVIL RIGHTS TRAINING](#)

Please note that the newest version of the poster is the only one that is accepted. If you would like to order the “And Justice for All” poster, please reach out to Courtney Martin at: Courtney.Martin@state.sd.us or 605-773-3413.

Please note that all staff who works with the SFSP program must go thru a civil rights training once a year.

Link to civil rights training:

https://www.youtube.com/watch?app=desktop&v=_5voxdNRHBY&feature=youtu.be

Civil Rights Requirements



- Make SFSP information available to the public upon request
- Consider people with low English proficiency.
- 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.

Civil Rights Requirements:

Make SFSP information available to the public upon request

Take steps to ensure access to services for people with low English proficiency.

Policies and Procedures to reflect equal access for individuals with disabilities

Include the nondiscrimination statement and instructions for filing a complaint in public release and in any program information material (i.e. press release, handouts to families about hours meals are served, brochures advertising the program, program website). Font size must be same as the rest of the document,

Meals must be served to all attending children regardless of race, color, national origin, sex, age or disability

Children must have equal access to services and facilities regardless of race, color, national origin, sex, age or disability.

Collecting Ethnic and Racial Data

- Checklist item of SFSP iCAN application
- Visual determination at each site.
- Camps must collect racial/ethnic data for each camp session.
- Form is located on page 31 of Sponsor Monitor Guide.

SUMMER FOOD SERVICE PROGRAM Racial and Ethnic Data Form**

Sponsor: _____ Site: _____
 Site Contact Name: _____ Title: _____
 Site Address: _____
 Site Supervisor: _____ Date of visit: _____

Ethnic Categories	Number or Participating Children
Hispanic or Latino	
Non-Hispanic or Latino	

* **Hispanic or Latino** is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number or Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native American or Other Pacific Islander	
White	

* **American Indian or Alaska Native** is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains the cultural differences or community ties.

* **Asian** is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Chinese, Indian, Japanese, Korean, Malaysian, Pakistani, Thai, Vietnamese, and others.

* **Black or African American** is a person having origins in any of the original peoples of Africa. Terms such as "Negro" and "colored" are not to be used.

* **Native American or Other Pacific Islander** is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

* **White** is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Sponsor's Signature: _____ Date: _____

** This form is provided for informational purposes only. It is not to be used for official reporting purposes. It is a confidential document and should be kept secure. It is not to be distributed to the public. It is a confidential document and should be kept secure. It is not to be distributed to the public.

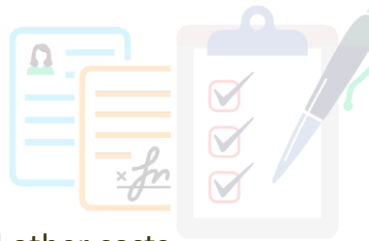
Sponsor must determine the number of potential eligible beneficiaries by race/ethnic category—in Checklist item of SFSP iCAN application

Sponsor also must make visual observations of the children at least once during program operation at each site.

Camps must collect racial/ethnic data (via observations) for each camp session.

Form is located on page 31 of Sponsor Monitor's Guide.

Record Keeping



- 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.

SFSP regulations require sponsors to maintain records of participation and preparation of ordering meals to demonstrate that the appropriate number of meals were ordered (if vended site) and justify all costs and meals claimed.

Required records (Daily meal count at each site; Program operating costs: including food and other costs; Program administrative costs: including labor and supplies; Funds accruing to the program-USDA foods, keep all food and supply purchase receipts, meal change request forms, racial/ethnic data forms, training documents etc.).

RECORD KEEPING

- Training records:

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



Training records: of staff, volunteer, new hire training, including date of training, printed name and signature of trainee.

Use SFSP Sponsor Conducted Training Certification.

No claims paid until certification of training is submitted to CANS.

No site may operate until personnel have attended training.

Each site must have at least one individual present at mealtime that has attended training from the sponsor.

Attendance at the SFSP Operational Training - does not replace the training the sponsor must provide to their staff prior opening the summer program at feeding sites.

Make sure all staff know what a reimbursable meal looks like

Follow all health department guidelines while serving and preparing meals

Know where your books and SFSP training resources are located

RECORD KEEPING

- Daily Meal Count Records:

- Count meals at point of service.
- Clearly identify the meal service.
- Record 1st and 2nd meals received by 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



Daily Meal Count Records: use meal count sheet downloadable from iCAN website or [Admin guide](#) p 179 for camp and p 182 for all other sites.

- Attach a template you will be using to your iCAN app.
- Count meals at point of service, after each component was received by the child.
- Clearly identify the meal service (Breakfast/Lunch etc.)
- Record 1st and 2nd meals received by child.
- Count adult meals program and non-program at their respective row on the meal count sheet, not together with 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.

Sample Meal Count Sheet- Open Site



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]												
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																														
By signing below, I certify that the above information is true and accurate:																																												
Signature _____															Date _____																													

Sample form: please make sure it is signed and dated to be valid. It is a legal document and very important.

State Agency Requires Detailed Production Records

[SFSP Website](#)/Documents/SFSP Production Records

- Production Records must match the meal pattern chosen!

SFSP PRODUCTION RECORD							
Date		Center					
	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
B R E A K F A S T	Bread/Bread Alternate						
	Fruit/Vegetable						150 _____
	Milk						Adults _____
	Other						Total _____
	(CHOOSE TWO)						
L U N C H	Meat/Meat Alternate						150 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						Total _____
	Milk						
	Other						
D I N E R	(CHOOSE TWO)						
	Meat/Meat Alternate						150 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						Total _____
	Milk						
S U P P E R	Meat/Meat Alternate						150 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						Total _____
	Milk						
	Other						

Production Records are required by the state to make sure meals served match the SFSP meal pattern.

Sample form is located on the SFSP website under Documents.

Production Records must match the meal pattern chosen!

Documentation of: Foods, Amount of Foods at each meal.

Be specific,

Record date (month, day, year)

Record Site Name on each page – even if only one site

Production Records

- Production records are used to:
 - document that meals meet SFSP meal pattern.
 - Include with your production records: CN labels or Product Formulation Statement, copy of standardized recipes.
 - document that adequate food served
 - justify food purchases
 - back up numbers of meals claimed for reimbursement
 - Records must be kept 3 years + current year!



Please read slide about the importance of production records.

State Agency Requires Detailed Production Records

- Menu column record food item (helps to prevent meal pattern errors)

B R E A K F A S T	Menu component	Menu
	Bread/Grain	Cereal
	Fruit/Vegetable	Orange Juice
	Milk	Milk
	Other	

- Note serving sizes given for program participants.

B R E A K F A S T	Menu component	Menu	Serving Size
	Bread/Bread Alternate	Cereal	3/4 cup (1oz)
	Fruit/Vegetable	Orange Juice	1/2 cup
	Milk	Milk	1 cup
	Other		

Menu column record food item (helps to prevent meal pattern errors), then note the serving sizes given for program participants.

State Agency Requires Detailed Production Records

- Detail the Menu Item under **Food Item**

B R E A K F A S T	<u>Menu component</u>	Menu	<u>Serving Size</u>	<u>Food Item</u>
	Bread/Bread Alternate	Cereal	3/4 cup (1oz)	Cheerios
	Fruit/Vegetable	Orange Juice	1/2 cup	100 % concentrate
	Milk	Milk	1 cup	2%
	Other			

- **Quantity Prepared** Column-must be Specific/Measurable

B R E A K F A S T	<u>Menu component</u>	Menu	<u>Serving Size</u>	<u>Food Item</u>	<u>Quantity Prepared</u>
	Bread/Bread Alternate	Cereal	3/4 cup (1oz)	Cheerios	1/2 box (32oz)
	Fruit/Vegetable	Orange Juice	1/2 cup	100 % concentrate	1/2 gallon
	Milk	Milk	1 cup	2%	1 gallon
	Other				

Detail the Menu Item under **Food Item** (add details like weight for bread/grains [15crackers=13g]; recipe references; CN references; processing method: frozen/canned/fresh; cut of fruit/vegetable, %fat content for milk, % lean of meat).

Quantity Prepared Column-Has to be Specific/Measurable (Lb, Oz, Can sizes, cups, gallons. **NOT** loaves, 3 cans etc.)

State Agency Requires Detailed Production Records

- **Leftover Quantities:**

B R E A K F A S T	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover
	Bread/Bread Alternate	Cereal	3/4 cup (1oz)	Cheerios	1/2 box (32oz)	
	Fruit/Vegetable	Orange Juice	1/2 cup	100 % concentrate	1/2 gallon	
	Milk	Milk	1 cup	2%	1 gallon	
	Other					

Site Supervisor responsible to determine amounts left over. Adjustments are required to stay within planned amounts, Compliance by staff - Plan 1 meal per child. Program fiscally can't afford to make extra – **not reimbursable** and isn't sustainable (*Must check with your administration for non-program funds to cover excess*).

State Agency Requires Detailed Production Records

- **Numbers served** (from daily meal count records)

B R E A K F A S T	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
	Bread/Bread Alternate	Cereal	3/4 cup (1oz)	Cheerios	1/2 box (32oz)		
	Fruit/Vegetable	Orange Juice	1/2 cup	100 % concentrate	1/2 gallon		1-18 _____ 14
	Milk	Milk	1 cup	2%	1 gallon		Adults _____ 2
	Other						Total _____ 16

Enter actual numbers at the point of service NOT planned numbers. Record totals. Adult meals combine program and non-program. Adult meals must not claim for reimbursement.

RECORD KEEPING

- *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**



Inventory Records: SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please **keep the Bill of Lading and itemized pricing** for records. Any other food or supply purchases make sure you **keep all receipts** from vendors for your records.

[Nutrition Guide](#) Pages 22, 48-51; and **SAMPLE Food Inventory Record 110-111**


Sample
Inventory
Sheet



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			\$	

Please see the sample inventory sheet.

Part of Inventory records for on site meal prep or central kitchen prep.



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).

Example for Cost of foods used worksheet.

Record Keeping- Operating Costs

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



Records to support the cost of food used should include:

Itemized receiving reports from supplier/including donated foods

Food inventories/manifests

Records of returns, discounts or other credits

Canceled checks or receipt of payment

Vended meals (sponsor contract with FSMC):

Keep the signed detailed delivery slip to support the sponsors claim for reimbursement:

what meal is being delivered, the number of meals delivered, the delivery date and time,

ensure that meals delivered meet the meal pattern requirement!

Sponsor should not pay FSMC if: meals delivered to non-approved sites, meals not delivered within the established delivery time, meals that are spoiled or do not meet meal pattern requirements, or meals that do not meet the requirements or terms of the contract as sponsor cannot claim these meals under SFSP.

Record Keeping- Operating Costs

Labor Costs:

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

RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM **Time Report – Site and Food Service Staff***

Site/Sponsor name: _____ Site/Sponsor Number: _____

Site/Sponsor address: _____

Week of: _____ Date: ____/____/____

Name	Hours Worked in Food Service							Total Hours Weekly	Hourly Wage	Total Cumulative
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Site supervisor's signature: _____ Date: _____

*Use this form for all site-level and food service staff performing operating costs tasks that is tasks directly related to the food service (e.g., meal service, cooking, supervising children at the site).

USDA United States Department of Agriculture 199 **ATTACHMENT 26**

Compensation by sponsors for labor that is required to prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service. *Wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.*

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

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	\$ _____

Form available in [Admin Guide](#).

Attachment 27.

776

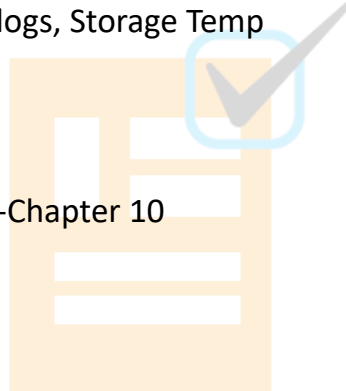
ATTACHMENT 27

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the Program.

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.

Record Keeping- Other important records

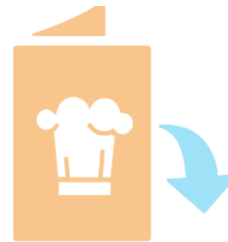
- Health Inspection Records
- Food Safety Records (Food Temp logs, Storage Temp logs, dishwasher temp log)
- Mileage records (if applicable)
- Monitoring Records
- Please read [Administrative Guide](#)-Chapter 10 Recordkeeping
- Menus



Please review other important records.

Monthly Menu

- Each day's menu should show components of meal pattern!
- 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](#).



Each day's menu should show components of meal pattern!

Cycle Menu: You can take advantage of local items and replace items that are not available.

Cycle menu and recipe ideas [Nutrition guide handbook](#) p 34-42.

Consider [MyPlate](#) guidelines to build healthy plates and the new [Dietary Guidelines for Americans](#).

Link to dietary guidelines:

https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf

USDA Foods and Donated Foods

- SA will reach out to eligible sponsors to order USDA foods during the end of February or early March.
- Leftover meals can be donated to charities, but these may not be claimed for reimbursement.



Please read the slide about donated foods.

Self Check

You receive the meal count sheets for the week and notice that none of them are signed, some of them are not dated and you do not know which meal service (B,L) they were from, there is no adult meals, leftovers documented, and the numbers marked for reimbursement are the same daily. What will you do?

- Have the person on shift that week sign off on it quickly, look at how many people worked that week and estimate how many program and non-program adults meals must have been served. Date them and circle the meal service type then consolidate the counts for reimbursement.
- Retrain the employees on correct documentation and not claim that week's meals.
- Retrain the employees and claim the meals.
- Fire the employee responsible for the meal count and claim the meals.

You receive the meal count sheets for the week and notice that none of them are signed, some of them are not dated and you do not know which meal service (B,L) they were from, there is no adult meals, leftovers documented, and the numbers marked for reimbursement are the same daily. What will you do?

Correct Answer: Retrain the employees on correct documentation and not claim that week's meals.

Self Check

You are consolidating the meal counts for reimbursement and looking at the menu and production records. Cottage Cheese, Milk and strawberries were served for breakfast in the required quantities on 4 Monday's during the month. Will you claim these breakfasts?

- Yes
- No



You are consolidating the meal counts for reimbursement and looking at the menu and production records. Cottage Cheese, Milk and strawberries were served for breakfast in the required quantities on 4 Monday's during the month. Will you claim these breakfasts?

Correct Answer No (it is missing the grain component, which means that this meal didn't meet meal pattern therefore it is not reimbursable).

Self Check

You are looking at the monthly menu plans and notice that for lunch there is 4 oz of 100% grape juice and $\frac{1}{2}$ cup of grapes will be served as the Fruit/Vegetable component. What will you do?

- Tell them to serve broccoli instead of the $\frac{1}{2}$ cup of grapes since there is no vegetable served for the Fruit/Vegetable component.
- Tell them to serve $\frac{1}{2}$ cup of apple instead of grape as two or more kinds of fruit or vegetable must be served during lunch for Fruit/Vegetable meal component.
- Tell them to decrease the $\frac{1}{2}$ cup of grapes to $\frac{1}{4}$ cup as a total of $\frac{3}{4}$ cup must be served from Fruit/Vegetable meal component for lunch.
- Tell them not to serve 100% grape juice to save money and purchase a juice that is less expensive and not 100%.

You are looking at the monthly menu plans and notice that for lunch there is 4 oz of 100% grape juice and $\frac{1}{2}$ cup of grapes will be served as the Fruit/Vegetable component. What will you do?

Correct Answer: Tell them to serve $\frac{1}{2}$ cup of apple instead of grape as two or more kinds of fruit or vegetable must be served during lunch for Fruit/Vegetable meal component.

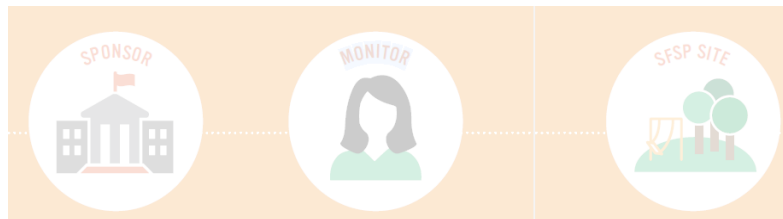
Other Correct Answer: Tell them to serve broccoli instead of the $\frac{1}{2}$ cup of grapes since there is no vegetable served for the Fruit/Vegetable component. –However it is not a requirement to serve a vegetable also, you can serve two fruit items but these must be different.

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.



The monitor tasks are assigned to an administrative staff if sponsor is smaller, the tasks are essential to ensure the smooth operation of the program.

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

The monitor will work with the site staff to ensure the smooth operation of the program.

The monitor will also help to correct any problems that occur with the program operations.

Monitoring

Pre-operational Visit

- 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.



Please read the monitoring types that must be completed by the sponsor at each site. Pre-operational visit and site visits are can be waived for sponsors in good standing, check with Sate Agency if you can receive waiver for these.

Monitoring

Follow up Visits

- For deficiencies found during visit or review to ensure permanent corrective action has been implemented.

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

Keep monitoring document among your SFSP files for 3 years plus the current year.



For deficiencies found during your site review a follow up visit must be made to ensure permanent corrective action has been implemented.

Sample forms are located in the Summer Food Service Program [Sponsor Monitor's Guide](#) and in the Sponsor Packet on the DOE-CANS SFSP website.

Keep document among your SFSP files for 3 years plus the current year.

Monitoring/Program Integrity

Pre-operational Visit

- New sites or issues in prior year.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- **Documentation of this visit**
 - Copy kept at site
 - Original sent to Sponsor



All sites must be visited BEFORE they begin operation for summer program if new site or sponsor or had issues in prior year or current year.

During pre-op you ensure that sites have facilities to provide meal services for number of children expected to attend the site.

You must check that sanitation and food safety plans are in place.

Documentation of this visit

Copy kept at site

Original sent to Sponsor

Monitoring/Program Integrity

First Week Visit – May request Waiver for Successful Prior Sponsors

- Required to do if previously found to be seriously deficient (Waiver won't be granted by CANS) or new site.
- Waiver request is in iCAN Site Application, Question # 29 – CANS will grant or not
 - Ensures food service is operating smoothly
 - Make needed adjustments
 - Training needs, answer questions
 - [Sponsor Monitor's Guide SFSP](#) page 27



Sponsors must Visit all sites within the first week of operation

Required to do if previously found to be seriously deficient (Waiver won't be granted by CANS)

Waiver request is in iCAN Site Application, Question # 29 – CANS will grant or not

Ensures food service is operating smoothly

Make needed adjustments

Training needs, answer questions

[Sponsor Monitor's Guide SFSP](#) page 27

Monitoring/Program Integrity

Site Review

Review all sites within the first four weeks of operation.

- Thoroughly examine the meal service from start to finish
- Correct problems and provide additional training as necessary
- Sponsor Monitor's Guide; Documentation required!



Site Review all sites within the first four weeks of operation.

Thoroughly examine the meal service from start to finish

Correct problems and provide additional training as necessary

Please read the Sponsor Monitor's Guide for more information about the monitoring requirements; Documentation required!

State & Federal Reviews(Audits)/Inspections

- State Agency – may contact outside review company.
- Health/Kitchen Inspections – City of Sioux Falls, DPS or IHS
- Reviews are conducted every 3 years or sooner due to budget aggregate requirement.
- Production Records for one week are required for inspector/reviewer.
- See [Administrative Guidance](#) for:
 - Review Procedures
 - Violations
 - Corrective Action



Please read information on this slide.

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



Please read information on this slide.

South Dakota SFSP – Seriously Deficient Check List

- Noncompliance with bid procedures & contract requirements
- Private Non-profit with IRS tax-exempt status revoked
<https://www.fns.usda.gov/sites/default/files/sfsp/SFSP04-2017os.pdf>
- Submission of false information to the State Agency
- Failure to return to SA any startup or advance payments which exceeded the amount earned for meals served
- Violations at a significant portion of the Sponsor's site such as:



Serious Deficiencies are grounds for disapproval of applications and for termination – impacts all Child Nutrition Programs!

Noncompliance with bid procedures & contract requirements

Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient SFSP04-2017

Link:

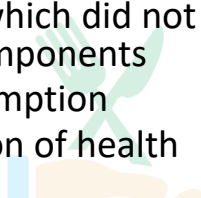
<https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP04-2017os.pdf>

Submission of false information to the State Agency

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

Violations at a significant portion of the Sponsor's site such as: (see next slide)

South Dakota SFSP – Seriously Deficient Check List

- Noncompliance with the meal service times set forth at 225.16(c),
 - Failure to maintain adequate records
 - Failure to adjust meal orders to conform to variations in the number of participating children
 - The simultaneous service of more than one meal to any child
 - The claiming of Program payments for meals not served to participating children
 - Service of a significant number of meals which did not include required quantities of all meal components
 - Excessive instances of off-site meal consumption
 - Continued use of a FSMC that is in violation of health codes.
- 

Please read program violations that could result in serious deficiency.

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.

Please read information on this slide about possible reasons for an appeal.

Resources



SFSP Banner

Visibility is key!



New SFSP SD Banner

If you would like to order the New Banner, please reach out to Courtney Martin at: Courtney.Martin@state.sd.us or 605-773-3413.

Help families find us

- Register your OPEN feeding site with 211 Helpline Center in South Dakota please reach out to Brigitta Bly for contact information.



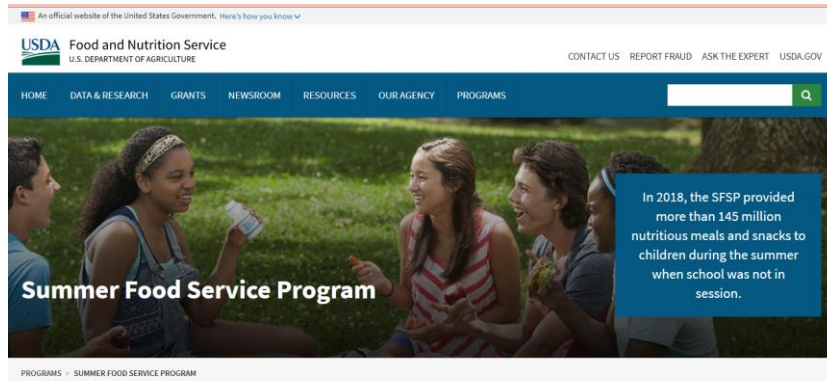
Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

Please read information on this slide.

SFSP Resources

<https://www.fns.usda.gov/sfsp/summer-food-service-program>



Please check out the resources on USDA's website.

TEXT “Summer Meals” to 97779

Find a site near you!

.....

Call: 1-866-348-6479

Visit: www.fns.usda.gov/summerfoodrocks

Text: “Summer Meals” to 97779

FOR
[South Dakota Summer Food Service Program Poster](#)

SUMMER
MEALS



New SD SFSP poster. If you need more posters, please reach out to Courtney Martin at: Courtney.Martin@state.sd.us or 605-773-3413.

Link to poster:

<https://doe.sd.gov/cans/documents/21-SFSP-Poster.pdf>

No Kid Hungry Share Our Strength Center for Best Practices

<https://bestpractices.nokidhungry.org/summer-meals/outreach-materials>

The screenshot displays the website for the No Kid Hungry Center for Best Practices. The main banner on the left features the text "FREE SUMMER MEALS" and "TEXT 'FOOD' TO 877-877" in large, bold letters, with "FOOD, FRIENDS & FUN!" below it. Logos for Arby's Foundation, School's Out, Food's In, and No Kid Hungry are at the bottom of the banner. The right side of the page has a navigation bar with links: SCHOOL BREAKFAST, SUMMER MEALS, AFTERSCHOOL, EARLY CHILDHOOD, SNAP, and FOOD. Below this is a "Sponsor Center" section. The "Outreach Materials Templates" section highlights the "Sodexo Foundation Summer Meals Outreach Toolkit". It includes a list of resources: "Answer Mobile Meals", "Mobile Meals to Action", "Is Mobile Right for You?", "Mobile Meals Calculator", "Planning your Program", "Best Practices for Mobile Operations", "SPONSOR SURVEY", "PROGRAM EXCELLENCE", "CHILD NUTRITION PROGRAM GRANT OPPORTUNITIES", and "FINANCIAL MANAGEMENT". There are also images of the toolkit materials, including a poster and a flyer, both featuring the text "TEXT 'FOOD' TO 877-877".

Please check the toolkits under the website linked on this slide.

FARM to SUMMER

Summer Food Service Program encourages sponsors to improve the quality of their meals.

An excellent way to improve food quality is to source products from local farmers.


[DOE-Child and Adult Nutrition Services](#) and [SDSU Extension](#) offers variety of resources and guidance to find certified local producers.



For More Information Contact:

Andrea Krueger
DOE/Child and Adult Nutrition
Email: Andrea.Krueger@state.sd.us
Phone#: 605-773-5213

Please reach out to Andrea Krueger for information on approved providers for farm fresh foods.



Admin Training Q&A Webinar

- **March 23, 2021 at 2:00pm CT**
- **April 8, 2021 3:00pm CT**

Operational Training

- **April 20, 2021 at 2:00pm CT**

Operational Training Q&A Webinar

- **April 27, 2021 at 2:00pm CT**

Registration

Crash Course with CANS

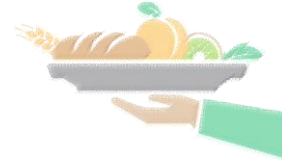
- **April 29, 2021 2:00pm CT**

Please save the dates for upcoming Q&A and training sessions and register under the “Registration” link.

Link:

<https://doe.sd.gov/cans/documents/2021-SFSP-TRNG-RGSTRTN.pdf>

Closing Notes



- SFSP iCAN application is open:
 - Please use the [SFSP iCAN sequence of application packet entry form](#) to avoid system issues.
 - Application packet help old form: [iCAN SFSP Application Manual](#)
 - Evaluation to receive training certificate.
<https://www.surveymonkey.com/r/SFSPAdminEval>

- Please use the [SFSP iCAN sequence of application packet entry form](#) to avoid system issues. (Located on the SFSP website under iCAN tab)
- Link: <https://doe.sd.gov/cans/sfsp.aspx>
- Application packet help old form: [iCAN SFSP Application Manual](#)
- You can start your iCAN application now or wait till after April 29 Crash Course with CANS training on SFSP iCAN application. Manual will be updated.
- Please make sure your staff is trained before you fill out the iCAN application as Management Plan part will ask for the training date and I will need the training certificates to verify.
- People who are currently operating with USDA COVID-19 waivers can continue to operate with the same iCAN app.

ARE YOU READY?



Have fun with your
job and the kids!

RESOURCES

- USDA Food and Nutrition Service Summer Food Service Program Handbooks
<https://www.fns.usda.gov/sfsp/handbooks>
- South Dakota Department of Education –[Child and Adult Nutrition Services](#) Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294
<http://doe.sd.gov/cans/sfsp.aspx>

If you are interested, please utilize some of these resources.

RESOURCES

- US Department of Agriculture Summer Food Service Program <http://www.fns.usda.gov/sfsp>
- No Kid Hungry Share Our Strength center for Best Practices
- USDA 7 CFR Part 225 Regulations – Summer Food Program
- USDA Food and Nutrition Service SFSP Policies <https://www.fns.usda.gov/sfsp/policy>
- US 2010 Census- South Dakota <https://www.census.gov/quickfacts/fact/table/sd/PST045218>

If you are interested, please utilize some of these resources.

USDA SFSP regulations link:

<https://www.fns.usda.gov/part-225—summer-food-service-program>

THANK YOU FOR JOINING US TODAY!

QUESTIONS?

- CALL: 605-367-5295
- EMAIL: brigitta.bly@state.sd.us

THANK YOU !

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

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- (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.

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