Summer Food Service Program (SFSP)

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Experienced Sponsors Administrative Training

March 8, 2016

South Dakota SFSP

- Sponsors: 45
- Feeding sites: 87
- Summer of 2015: 428,883 meals served, 37,090 more meals than last year!
  - 66% were lunch
  - 23% were breakfast
  - 9% were snacks
  - 2% were supper/ evening meal

Experienced Sponsors

- Administrative Guidance Page 13, 15, 19 and 38 defined on page 155.
- Prior Successful SFSP Sponsors
- School Food Authorities SFAs currently in good standing in National School Lunch Program NSLP, School Breakfast Program SBP, or Child and Adult Care Food Program CACFP

Define Good Standing

- Already demonstrated financial and administrative capability necessary if reviewed in the previous 12 months and had no significant deficiencies.
- State Agencies has the discretion and is encouraged to deny the application, or at minimum require additional evidence of financial and administrative capabilities of SFAs and CACFP sponsors that had significant problems in NSLP, SBP or CACFP.

Sponsors must:

- Demonstrate Financial and Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a nonprofit food service
- Provide year-round service
- Exercise Management Control over sites
- Conduct pre-operational visits
- Sign written agreements with State Agency (South Dakota Department of Education – Child & Adult Nutrition Services CANS)

SFSP Background

- Summer Food Service Program was established to ensure nutritious meals to low-income children when school is not in session.
- Children must be 18 years and under.
- Free meals that meet Federal nutrition guidelines are provided at approved sites.
- The U.S. Department of Agriculture USDA and Food and Nutrition Service FNS administer at national level.

Main Players

States	• Sign agreements with sponsors • Provide training and technical assistance to sites • Monitor and distribute reimbursements
Sponsors	• Handle administration and training for sites • Report to State
Sites	• Feed and supervise kids • Provide activities

State Agencies

States

- Sign agreements with sponsors
- Provide training and technical assistance to sponsors
- Monitor and distribute reimbursements

Sponsors

Sites

SFSP Operations – State Agency

- Prioritize Sponsor Selection
- SFSP Administrative Reviews – Done by Department of Public Safety on behalf of CANS
- Health/Kitchen Inspections – varies (DPS, Indian Health Services I H S, or Sioux Falls)
- Approves off-site meal requests
- Approve all amendments/changes to dates of operation, time of meals, i.e. in iCAN

Sponsors

States

Sponsors

- Handle administration and training for sites
- Report to State

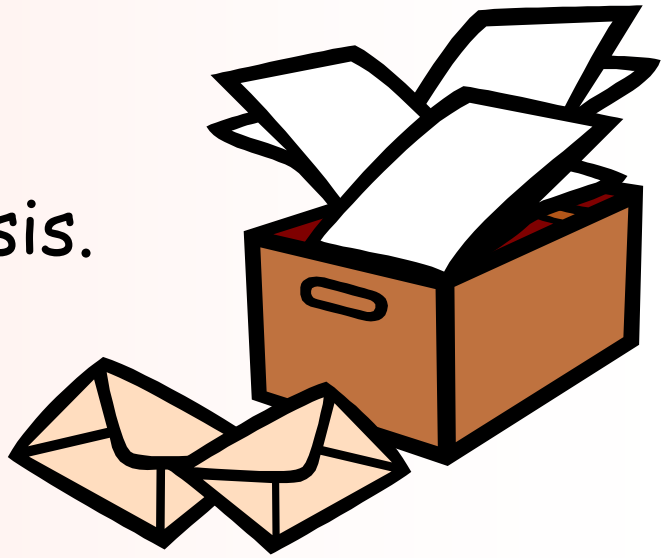
Sites

Sponsor Responsibilities

- SFSP sponsors must be able to assume responsibility for the entire administration of the Program.
- Comprehensive training and coordination of efforts can also improve site quality and maximize the benefit received by participating children.
- See Pages 118-125 (Attachments 15-17) of the 2016 SFSP Administrative Guidance for Sponsors

Record Keeping

- Administrative Handbook Chapter 10 – Attachment 24 Checklist of Records
- Operate in non-profit basis.
- Comply with IRS requirements. PNP must have 501c3
- Retain records for 3 years past the current year.



Sites

States

Sponsors

Sites

- Feed and supervise kids
- Provide activities

Site Responsibilities

- Attend training(s) – office and food service and food service management/vendor staff put on by sponsor prior the beginning of summer meal program.
- Prevent discrimination.
- Supervise children as they eat in approved dining area.
- Serve or Offer reimbursable meals to all children.
- Meal count staff - Know what makes reimbursable meals if site is doing offer verses serve and assist children in taking reimbursable meal.
- Maintain complete and accurate paperwork (page 145 - 149).
- If self-preparation site, maintain proper sanitation and health standards as required by State and local law
- If vended site, order and receive meals.

Groups to Partner With

- Mayor's/Government office
- County extension SNAP-Ed/4H Clubs
- Boys and Girls Clubs/Y's
- Salvation Army, food pantries, WIC clinics, and donation centers
- Police and Fire Departments
- Rotary Clubs, Community Action Programs
- Libraries
- Local parent groups
- Faith-based organizations
- Anti-hunger organizations
- Proactive Planning – Attachment 6 in Administrative Handbook pages 176-177

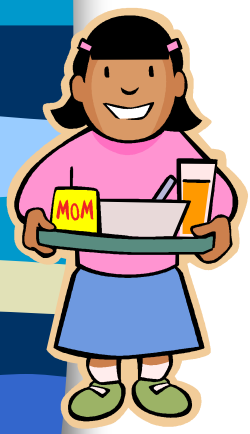
Participant Eligibility

- The child must be 18 or under to receive meals through the SFSP.
  - A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.
  - See page 32 in Handbook

Maximize Participation

Sponsors should determine the meals offered to match community needs

- Encourage sites to operate from first day school is out until school resumes in fall.
- Flexibility at a site can lead to more participation. A location may offer breakfast when summer school is in session but, later discontinue breakfast and add afternoon snack through amendment to agreement.



Site Types

- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible.* Publish first come, first serve basis.
- **Restricted Open** –Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- NOTE Page 16-17 Admin Guidance

Site Types

- **Closed Enrolled site – Closed Enrolled site** – At least 50% of enrolled children must meet the income requirements. All children ***enrolled*** in an eligible program eat free if 50% of the children dining meet eligibility requirements or the site may be area eligible.
- **Camp site** – Only meals served to children with an approved household application on file can be counted free.

Summer School Sites

- Summer school sites may participate in the SFSP only as open sites
- Summer schools that serve

  only enrolled students

  may continue their

  participation in the

  NSLP and/or SBP

Site Eligibility

- **Area Eligibility**
  - 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on ***school or census data***

School Data

- Proposed feeding site must be located within school attendance area
- State agencies, at their discretion, are permitted to use data from any month in the school year to establish area eligibility. (SFSP Memo 5-2014) and it is good for 5 years (SFSP Memo 3-2015)
- Generally speaking, October data survey is used for site eligibility determination.

Community Eligibility Provision CEP and Other Data

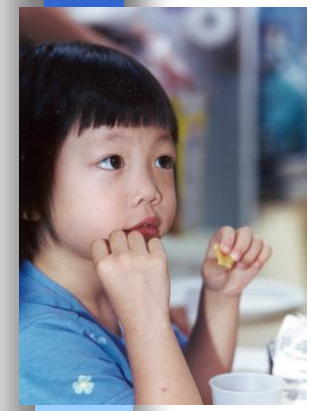
- Schools and local education agencies with high percentage of low-income children electing CEP must still use the individual school data rather than district-wide date for SFSP sites. (SFSP Memo 3-2015)
- Departments of Welfare
- Zoning Commissions
- USDA Rural Development (RD) Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities

(See Page 26 for CEP and page 34 of Administrative Guidance)

Census Data

- New Schedule for release of census data used for area eligibility determinations announced each October (Policy Memo November 8, 2013, SP 03-2014, CACFP 01-2014, and SFSP 03-2014)
- Duration for determination for site eligibility is 5 years.
- Census Block Groups CBGs or Census Tracts may be used, use FNS Area Eligibility Mapper.
- Another potential option adjacent to an eligible area may request State agency and Regional office approval see page 27-29

Participant Eligibility Documentation



- **Household Applications / Income Eligibility Form** - Each sponsor is provided a prototype for the Eligibility Form and each child's family is provided with an application. Valid 12 months
  - **Automatic Eligibility**
  - Categorical Eligibility through participation in comparable Federal assistance program
    - **SNAP, FDPIR or TANF**
    - **Documentation a child is homeless, runaway, or migrant**
    - **Foster Children**
    - **Head Start or pre-kindergarten documentation**
    - **State funded or Indian Tribal pre-kindergarten program participation**

NEW

Upward Bound

- Upward Bound – program funded by U.S. Department of Education
- Participants are NOT categorically eligible for free or reduced priced meals.
- If serving in an not area eligible site and serving both Upward Bound and non-Upward Bound participants – must maintain application on file
- Sponsors may use Upward Bound application in lieu of an SFSP application to determine eligibility.
- Those eligible for Upward Bound based on income are considered eligible for SFSP meals with out further documentation.
- Other criteria like first generation college student, must complete an Income Eligibility Form.
- Administrative Guidance page 23, 31, and 35-36

Disclosure Requirements for Eligibility Information

- SFSP sponsors can obtain student specific eligibility status from another Child Nutrition Program operator like a school or child care center.
- Aggregate information may be disclosed without parental notification as long as an individual or group of students' eligibility cannot be identified by means of deduction.
- Disclosure Requirements outlined on pages 33 and 154

Special Types of Sites

- Migrant Sites – updated annually
- Tribal Sites – Tribal authority documentation
- Continuous School Calendar/Year-Round Sites see pages 28-29
- NYSP Sites see page 29
- Upward Bound see page 30
- Other Income Eligible Programs – contact State agency for verification

Mobile Feeding Sites

- Mobile Requirements
  - Each location must meet site eligibility criteria and other requirements:
    - Area eligible
    - Supervised meal service
    - Meals consumed on bus or near drop-off site
    - Times of meals service set
    - Sponsor must adjust meal deliveries based on fluctuations in attendance.
  - Food Safety Extra Precautions
    - Proper food temperatures along entire route
    - Food temperature logs
    - Hand washing procedures and local health & safety regulations

Mobile Feeding Cont.

- Site Supervisor present at each meal service
  - Site supervisor travels with the vehicle along the route and supervises the site at each stop
  - OR where meals are delivered to each stop with an on-site supervisor waiting to receive the meals
  - Site supervisors must remain on site during the entire approved meal service time, regardless of site attendance.
- State and Sponsor Monitoring visits and reviews
  - Must abide by the same requirements as traditional SFSP sites.
- See pages 23-24

Two Site Types that may serve up to 3 meals a day:

- **Camps** – Residential and non-residential camps collect household applications for F&RP meals. Only meals served to children eligible for free or reduced-priced are reimbursed.
- **Migrant Sites** – Obtain certification from a migrant organization that meals are served primarily to children of migrant workers.

ADMINISTERING THE PROGRAM

What does a sponsor need to be responsible for?

Training, Monitoring, Civil Rights, Program Payments, Record Keeping, and Review Procedures

Agreement/Application

- Permanent agreement must be approved by state agency before serving and claiming meals, see page 61.
- Applications training coming using South Dakota iCAN https://ican.sd.gov/ican/splash.aspx
- South Dakota CANS summer website has some forms needed available to prepare for uploading during the application process and is found at http://doe.sd.gov/cans/sfsp.aspx

South Dakota SFSP – Seriously Deficient Check List

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

1) Noncompliance with bid procedures & contract requirements
2) Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient page 74 Q&A #15
3) Submission of false information to the State Agency
4) Failure to return to SA any startup or advance payments which exceeded the amount earned for serving meals
5) Violations at a significant portion of the Sponsor's site such as…see next slide

Sponsor Site Violations leading to declaration of Seriously Deficient examples:

1) Noncompliance with the meal service times set forth at 225.16(c)
2) Failure to maintain adequate records (see page 118 and 130)
3) Failure to adjust meal orders to conform to variations in the number of participating children
4) The simultaneous service of more than one meal to any child
5) The claiming of Program payments for meals not served to participating children
6) Service of a significant number of meals which did not include required quantities of all meal components
7) Excessive instances of off-site meal consumption
8) Continued use of a FSMC that is in violation of health codes.

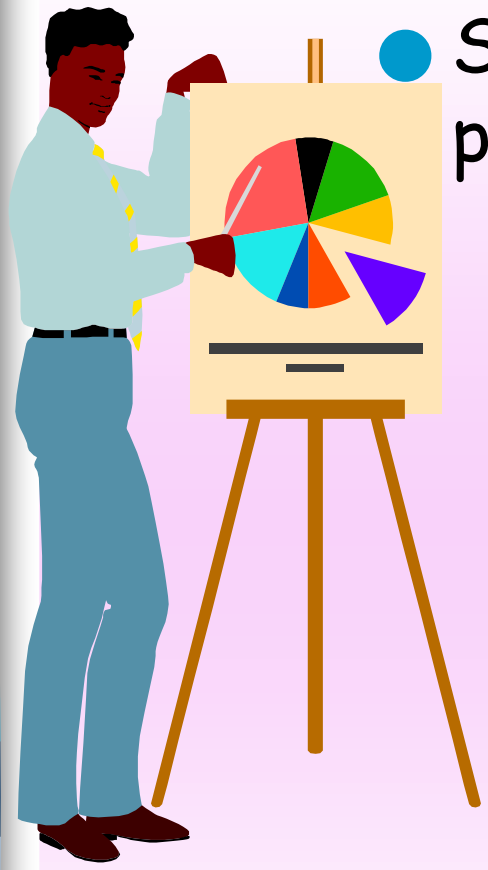
Training: Administrative Personnel

- Teach others what needs to be done is detailed Chapter 7 pages 115-122
  - Regular duties
  - back-up
  - Attachment 15-17 Training requirements checklists
- Document personnel attending
  - Cover how meals will be provided
  - Record keeping and forms being used
- Define monitoring duties
  - Who, what, where, when, how

Training Topics: Administrative Personnel

- Purpose
- Site Eligibility
  - Application
  - Media Release
- Record keeping / Claims
- Meal Requirements
  - Procurement
  - Production Records
- Organized site activity / Monitoring
- Nondiscrimination Compliance / Monitoring

Training of Site Personnel



- Sponsor must document that personnel have attended.
  - No site may operate until personnel have attended training.
  - Each site must have at least one individual present at meal time that has attended training from the sponsor.
  - CANS offering Operational Trainings in Pierre in April provided we have a minimum of 10 registered. Then sponsor must do a training afterward.

Meal Count Form

- Required to be attached to web-based application

Attach a copy of the daily meal count sheets that are used.

- Commonly used form at OPEN sites: Attachment 20 at back of the Administrative Guidance for Sponsors
- Complete all blanks on meal count form
  - Open site Meal count form includes: Children 1st meals, Children 2nd meal [**optional**, **plan only for 1st meals**], Program adults [SFSP staffers], Non-program adults [optional – if choose to feed adults must have set charge and adult pays at the meal time], and Totals
  - Enrolled or Camps have roster/names of children along with program and non-program adult (optional) on the meal count form.
- Must be signed by meal count attendant.
- Legal document – very important.

DAILY MEAL COUNT FORM

Site Name: Meal Type (circle) : B L SN SU

Address: Telephone:

Supervisor's Name: Delivery Time: Date:

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) **[1]**

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + **[2]**

Second meals served to children:

1 2 3 4 5 6 7 8 9 10

Total Second Meals + **[3]**

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10

Total Program Adult Meals + **[4]**

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10

Total non-Program Adult Meals + **[5]**

TOTAL MEALS SERVED = **[6]**

NEW Tips for Selecting Staff

- Determine number of staff needed
- Use qualified volunteers
- All food service employees must meet the health standards set by local and State health authorities
- Develop job description for each food service position with duties and responsibilities
  - Food Production
  - Other food service staff
- See page 47 of the Administrative Handbook

Site Training Should Cover

- Meal schedules and information Page 117 - 118
  - Civil rights are properly implemented
  - Oversite of entire meal service
  - Off site meal approvals done properly
  - Serving times
  - Delivery schedules
  - Approved number for site meal service
  - Meal pattern requirements SFSP or NSLP
  - Offer versus Serve - optional
  - How to recognize a reimbursable meal on the chosen meal pattern
  - Meal Counting is point of service and accurate.
  - Inclement weather plan for food service

Training of site personnel

- Completion of Daily records
  - Menu adjustments
  - Meal counts on production records
- Record retention–3 years on-site
  - Keep all records on site or with sponsor
  - CN labels for Production Records
  - SFSP/NSLP commodities manifests
- SFSP Nutrition Guidance Handbook
  - Food Safety pages 71-89
  - Storage p 78-86 & Log - p 126
  - Minimum food temps p 80 & Log – p 125
  - Food Safety Checklist p 85-88

Monitor

- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.
- SFSP Meal Pattern p 14-21 Monitor's Guidance

Monitoring/Program Integrity

- Monitor Guidance Handbook and Admin Sponsor pages 117-120, Chapter 8 pages 126-129 and Monitor Checklist Attachment 16 page 194
- Pre-operational Visit (require if have sites with issues prior year, not opening until summer or new)
  - Conduct before a site operates the summer program.
- Site Visits –SFSP 12-2011 Waiver
  - Sponsor visit sites during the first week of operation if new site or staff
- Site Reviews (Required)
  - **Sponsors must review sites during the first 4 weeks of program operation at least once.**

Pre-operational Visit

- VISIT-All sites must be visited BEFORE they begin operation for summer program if new or issues in prior year or current 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

First Week Visit – May request Waiver for Successful Prior Sponsors

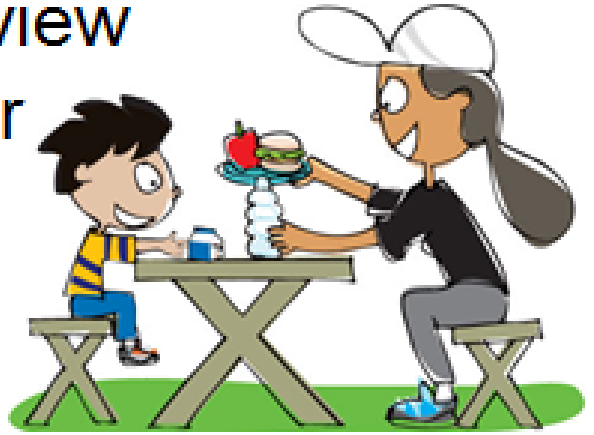
- Visit all sites within the first week of operation
  - Required if previously found to be seriously deficient
  - Ensure food service is operating smoothly
  - Make needed adjustments
  - Training needs, answer questions
  - Document

Waiver

Site Monitoring Requirements

Memorandum SFSP 12-2011 (April 5, 2011):

- Waives the requirement that sponsors must visit a summer site within the first week, if that site operated successfully the previous year
- Still requires sponsors to review every site within the first four weeks of operation



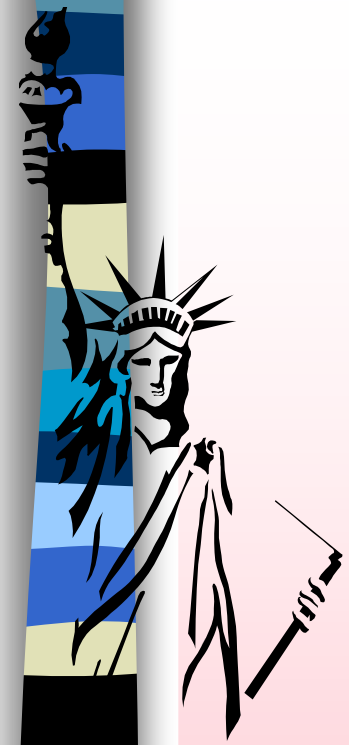
Monitor Site Review

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
- Monitor Guidance pages 7-13; pages 24-29 Documentation required!

- **Follow-up Visits for serious deficiencies to ensure permanent corrective action has been implemented**

Civil Rights



- Requirements listed Page 115, 131- 134 Administrative Guidance and Page 8-9 Monitor's Guide.
- Each participant must receive same treatment free from discrimination.
- Disability accommodations
- Must serve each child the same meal regardless of reimbursement status.
- Annual staff training can be found at http://doe.sd.gov/cans/index.aspx
- And Justice for All poster displayed
- Program information available to public
- Translations accurate and available

Required Civil Rights – Justice for All Poster

- Poster required at each feeding site.
- Download from: http://www.fns.usda.gov/cr/justice-translations/475C.pdf

Beneficiary Data

- Sponsor must determine the number of potential eligible beneficiaries in by race/ethnic category–in Checklist item of SFSP iCAN application
- Sponsor must count the number of children at least once **during program operation** by visual determination see page 10 – 11 Monitor Guide
- Plan to do during at Site Review – Racial and Ethnic Data Form required documentation Monitor Guidance p 28 – 29 or Attachment 23 from ADM, completed form kept on site and a copy to sponsor.

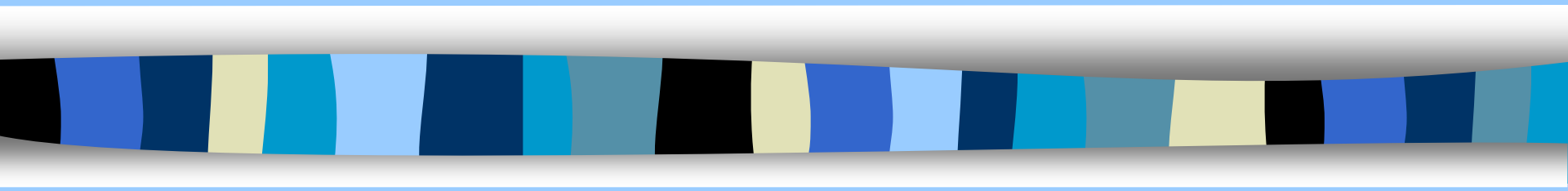
Non-discrimination Statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

Non-Discrimination Statement

- The following must include the Non-Discrimination Statement
  - Press Release
  - Poster giving hours meals are served
  - Brochures advertising program
  - Websites
  - Font size minimum 11 Arial/Times New Roman

Reimbursement and Costs



Program Payments

- Chapter 9 Administrative Guidance p 135-143
- Advances
- Program reimbursement
  - Meals x rates
- Allowable /unallowable costs
- Non-Reimbursable meals
- Payments must cover costs or have alternative funding source

Administrative Reimbursement Rates

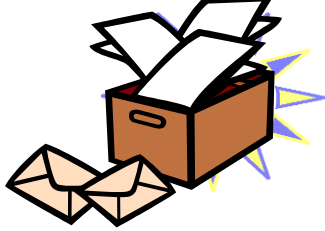
- Rural Sites – higher rates for sponsors of sites that assemble their own meals and for sponsors of sites located in rural areas.
- Define rural areas - not part of Metropolitan Statistical Area as defined by the Office of Management and Budget OMB, see pages 20 – 21.
- State Agency (CANS) will provide information on rural designation for program purposes.

Reimbursement Rates

- Breakfast - $2.1325 Rural or self-prep
  - $2.0925 all others
- Lunch/Supper - $3.7450 Rural or self-prep
  - $3.6850 all others
- Snack/Supplement - $0.8875 Rural or self-prep
  - and $0.8650 all others

https://www.federalregister.gov/articles/2016/01/13/2016-00506/summer-food-service-program-2016-reimbursement-rates

Record Keeping



- Meal Counts
- Costs
  - Operating
    - Food Costs On-site prep/Vended
    - Labor
    - Other
  - Administration
    - Tracking funds
    - Hiring/training
    - Site visits/reviews
- ADM p 144-150

- Use the checklist of records Attachment 24-29
- Allowable Cost FNS Instruction 796-4, Rev 4 on website
- Retain records for 3 years after fiscal year – or longer if unresolved audit

Budget
Estimate Reimbursement

- Estimate of reimbursement will be displayed in the Budget section of the application packet and is based on the estimated number of meals served multiplied by sum of administrative and operational rates
- Complete expense information on needed for the Budget will be covered in iCAN SFSP training at a later date.

Operating Budget

- Food (Nutrition Guidance page 47-51)
- Site labor (Administrative Guide page 46-47, 148 and Attachments 27 & 28)
- Non-food supplies
- Space for food service
- Utilities
- Kitchen or truck rental (contract required)
- Equipment rental (contract required)
- Other (See page 148, Attachments 25 – 26)

Administrative Costs

- Admin labor
  - Preparing application
  - Establishing eligibility of non camp sites
  - For camps, determining number of children eligible
  - Attending training
  - Hiring and training personnel
  - Visiting / reviewing sites
  - Contracting w/food service management co/procurement
  - Preparing claims for reimbursement

Startup Payments /Advances

- Start up payments – Jackie 773-3456
- Advance request
- Request within web-based application **Application/agreement must be approved by CANS before start-ups or advances will be paid**
- If using an interest bearing account for advances, you may retain interest according to Allowable Costs for SFSP FNS Instruction 796-4 Rev. 4

Startup Payment

- Up to 20% of approved administrative budget.
- Written justification REQUIRED – attach to web-based application.
- State can't provide any earlier than 2 months before scheduled food operations begin.
- Deducted from first admin cost advance or reimbursable claim payment.

Operating/Admin Expenses Advance

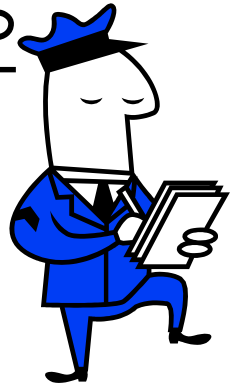
- Requested 30 days prior to date of payment of June 1, July 15 and August 15
- Must operate at least 10 days during month
- Advances deducted from next claim
- Amounts determined by state
- Formula in regulation or visit with Jackie 773-3456
- See pages 135-136 in Administrative Guidance for Sponsors

Records - Operating Costs

- 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.

Unallowable Costs

- Meals to any adults
- Bad debts
- Over claims
- Contributions
- Fines
- Capital expenditures
  - Land
  - Buildings
  - Equipment
- Entertainment
- Food not used for SFSP meal pattern or not-creditable
- Cost of damaged or spoiled meals
- Fund raising
- Interest
- Under recovery from other grants
- Rents beyond program period
- Cost for excess meals
- Costs in violation of applicable laws



Food Expenses not Allowed

- Not creditable or not part of a meal pattern:
  - Jell-O/Pudding
  - 2% chocolate milk
  - Ice cream/popsicles
  - Coffee
  - Soda pop
- Require corrective action if funds were used for unallowable costs
  - State requires sponsor to replenish funds
  - USDA funds may not be used to restore funds, but must come from another source.

Food Expenses not Allowed

- Cost of Excess Meals not allowed
  - Off-site meals not approved in advance
  - **Seconds meals served in excess of the 2 percent tolerance. (Usually only at Open Site type, rest have rosters and you plan for only one meal per child).**
- Vended meals beyond approved meal ADP.
  - Delivery slip requirements p 147 must be kept as documentation by Sponsor to support claim
- Meals not delivered in designated time from vendor
- Meals not served in meal service period on agreement

Procurement and Bid Procedures

- Micro-Purchases (Purchases between $0 - $3500)
- See link to webinar recording Page 94
- Small Purchase (Purchase between $3500 - $150,000) see Page 95
- Competitive Sealed Bids (formal – over $150,000) Page 95-96
- USDA Policy Memo SFSP 09- 2016, SP 12 – 2016 and CACFP 05-2016 Guidance on Competitive Procurement Standards for Program Operators

Procurement Ethics and Tips and Strategies

- Procurement Ethics
  - Code of conduct
  - Written standards prohibits employees from soliciting gifts and other incentives from prospective contracts, those giving awards and outlines disciplinary action.
- Tips and Strategies
  - Improving product selection and specifications (see page 109-114)
  - Local procurement
    - Defining local
    - Sourcing local products
    - Methods of Procurement
    - Geographic preference

Food Service Management Companies

- Administrative Guidance on Food Service Management Companies has many updates – please review the information on Pages 60, 64, 84, 86-91
- Q & A on FSMC pages 92 & 93
- FSMC Contracts Pages 96-108
- Sandra Kangas handles all FSMC contracts and training call (605) 773-4746

SFSP Claim Form

- Completed in iCAN SFSP web-based claim
- Report number of meals
- Site based claiming
- Keep meal count sheets (same as approved in application) for record keeping verification.

Claim For Reimbursement

- Combine claims if operating 10 days or less
- Claims due by 10th of the next month
  - May meals served are due June 10 unless less than 10 days then combine with June
  - June meals are due on claim submitted July 10
  - July is due Aug 10
- If you miss the 10th deadline, the final deadline is 60 days from the end of the month of operation.
- Contact Jackie in Finance for claim questions (605) 773-3456
- See pages 137 – 138 of Admin Guidance

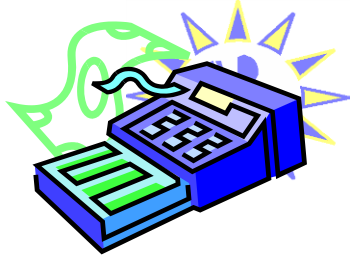
Meals can be claimed…

- For all first reimbursable meals served to children
- For second meals up to 2% of the month's total (see page 137)
  - Plan and prepare for one meal per child daily
  - Keep track of second meals daily
  - Count up first meals at month's end
  - Multiply by 2%
  - Up to that number of second meals can be claimed. Do not claim meals that were not served!
  - Tracking of seconds will be monitored, **encourage planning for 1 meal per student**
  - **Attachment 21 Guidance on Calculating 2nd meals**

Maintain Accurate Records For Meal Service

- A complete count of all first and second meals served at each site (plan for first meal per child and adjust as program progresses.) Should not be serving seconds more than a few times in the summer.
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared).
- Offering Adult meals is optional; but, if feeding adults, they **dine after children**. THIS IS a CHILD PROGRAM.
- Meal Count form included with application requires tracking of all these meal types – suggest Attachment 20 for Open sites

Scope of Review



Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service, counted as they are served, to ensure that an accurate count of meals is obtained and reported. Counting meals at the point of service also allows site personnel to ensure only complete meals are served.

Finance & Management Contacts

GRANTS MANAGEMENT

- Jackie Mattheis - SFSP advances, budgets, claims for reimbursement Jacquelynn.Mattheis@state.sd.us

PHONE/FAX

- CANS Office Secretary 773-3413
- Jackie 773-3456

After initial approval Changes are possible

- Any changes like date changes, meal times, or Average Daily Participation numbers would cause the application to change versions.
- The changes will need to be submitted for approval by the State Agency as in the past.

- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.

Meal Service Requirements

Meal Service Requirements

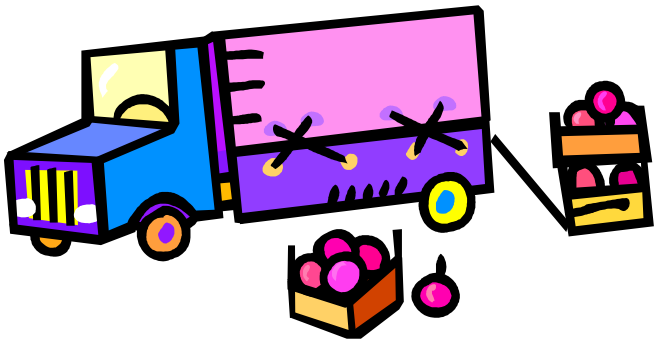
- Serve Number and Type Meals
  - 1 – 2 meals (see pages 67 – 68)
- Serve meals on-time
- Serve same meal to all children (except those accommodating disabilities).
- Ensure all children receive a meal (before seconds or adults if serving either (optional)).
- Sponsors plan to ensure every child receives a meal
- All eat on site-No off-site meal consumption unless:
  - Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
  - The meals service must be approved for the place the children will be that day.
  - Notify CANS if a change occurs – changes do happen due to weather.
- Adhere to local health and sanitation regulations

Traveling Apple/Grain Component

- Maintain the meal service to ensure no off-site consumption unless it is
  - Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table see page 77 or taken from own meal for later consumption.
  - Allowed only if the sponsor has adequate staffing to properly administer and monitor.
  - Approved Field Trip – complete Off-site Meal request and submit to CANS
  - Non Congregate Meal Demo Project

Vended or Central Kitchen Delivery of Meals

- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Admin Sponsor page 101-108, 139 - 147
- Signed delivery receipts required (page 147)



Non-reimbursable meals

- No more than one meal served to a child at a time.
- 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.
- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.
- Meals missing a component.

Non-reimbursable Meals Cont.

- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved CAP level of meal service.
- Meals served to anyone other than children.
- Meals served to adults but included in the count of reimbursable meals which was is not allowed.

Meal Component Requirements

SFSP Meal Pattern Attachment 3

SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	**Required**	**Required**	
Fluid milk	1 cup[1] (½ pint, 8 fluid ounces)[2]	1 cup (½ pint, 8 fluid ounces)[3]	1 cup (½ pint, 8 fluid ounces)[2]
Vegetables and Fruits - Equivalent quantity of any combination of…	**Required**	**Required**	
Vegetable or fruit or	½ cup	¾ cup total[4]	¾ cup
Full-strength vegetable or fruit juice[5]	½ cup (4 fluid ounces)=50%[5]		¾ cup (6 fluid ounces)[6]
Grains/Breads[7] - Equivalent quantity of any combination of…	**Required**	**Required**	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc or	1 serving[8]	1 serving[8]	1 serving[8]
Cold dry cereal or	¾ cup or 1 ounce[9]		¾ cup or 1 ounce[9]
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates - Equivalent quantity of any combination of…	**Optional**	**Required**	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products[10] or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup[4]	¼ cup[4]
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds[11] or		1 ounce=50%[12]	1 ounce
Yogurt[13]	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

Indicated endnotes can be found on the next page.

MILK

Must be pasteurized fluid milk.

BEST PRACTICES : fat-free or unflavored low-fat milk to children ages 2 or above

- When served at breakfast or snack can be served as a beverage or on cereal or used in part for each purpose.
- When served with lunch or supper – must be served as a beverage.

Dietary Substitutions/Modifications (7 CFR 225.16(f)(4))

Sponsors are not required to accommodate dietary preferences, but are encouraged to do so within the existing meal patterns. However, sponsors are required to make substitutions or modifications to the meal patterns for participants with disabilities who are unable to consume the regular program meals when such substitutions are supported by a statement from a recognized medical authority that includes the required alternate foods (FNS Instruction 783-2, Rev.1, 10-19-94). See page 18 Nutrition Guide[88]

SFSP FRUITS & VEGETABLES

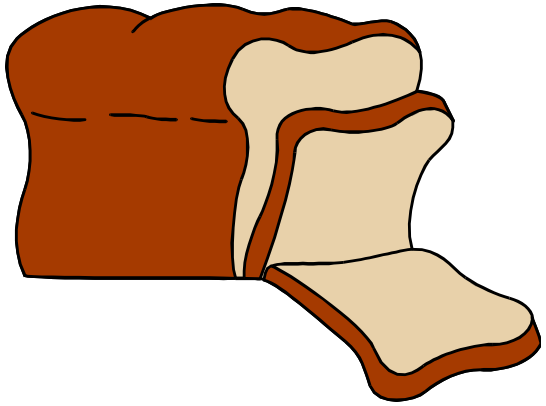
NSLP – these are 2 unique groups

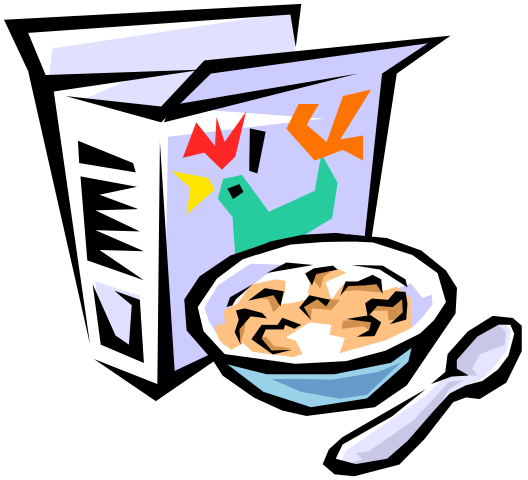
- Lunch, snack or supper serving size is $\frac{3}{4}$ cup.
- Serve two or more kinds of vegetable or fruits or a combination of both.
- Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- Breakfast requires $\frac{1}{2}$ cup servings or 4 fluid ounces if serving 100% juice.
- Don't serve 2 forms of same fruit or veg in same meal, i.e. apple and applesauce.

NEW

GRAINS-Whole-grains

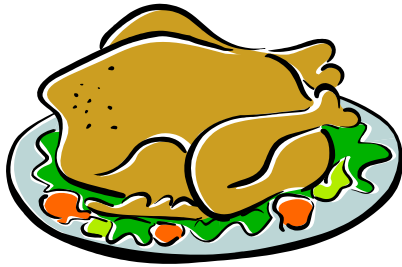
- Grain and Bread minimum serving sizes either volume (cup) or weight (ounces), which ever is less; found in Nutrition Guidance based on the Chart found on pages 92-93
- Whole-grain or enriched
- Best practices pages 26-27

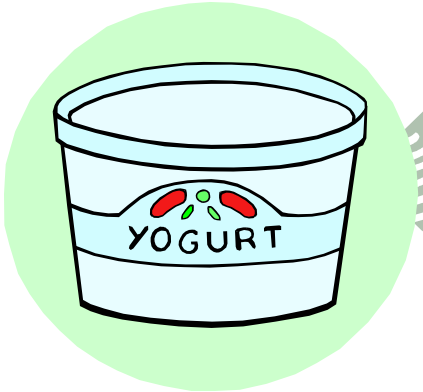




Meat and Meat Alternates

- Lean meat, poultry or fish
- Alternate protein products meeting requirements of 7CFR 225 Appendix A
- Cheese
- Egg (large)
- Cooked dry beans or peas
- Peanut or other nut or seed butters
- Nuts or seeds ~ one ounce is = to 1 ounce cooked
- Yogurt, plain or flavored, unsweetened or sweetened and various fat levels



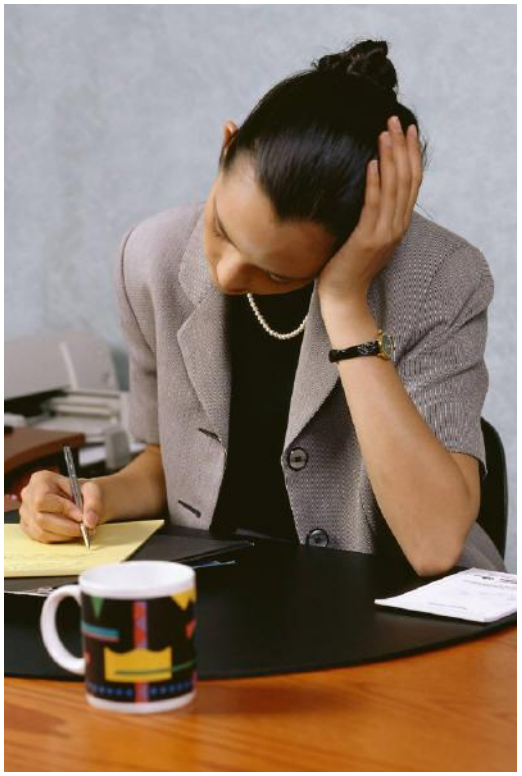


Monthly Menu's

Each day's menu should show components of meal pattern you are using

Sample Cycle Menus on page 32

Making the Most of Summer Meals – Building a Healthy Plate and recipes found pages 20-40 in Nutrition Guidance Handbook



Sample MENU

THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE — SUMMER LUNCH MENU - 2013 — TENTATIVE

Monday May 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
No Meals Memorial Day	Double Stuff Pizza Fresh Broccoli Fresh Apples Milk	Chicken Strips French Fries Oranges Slice of Bread/ jelly pc Milk	Hamburger on a Bun Tator Tots Fresh Apples Milk	BBQ Rib Patty on a Bun Green Beans & Carrots Oranges Milk
Monday June 3	**Tuesday 4**	**Wednesday 5**	**Thursday 6**	**Friday 7**
French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Turkey Sandwich on a Bun Carrots/Celery Sticks Strawberries Whole Wheat Sugar Cookie Milk	Super Nachos Lettuce/Tomato/Shredded Cheese Canned Fruit Milk	Popcorn Chicken French Fries Fresh Fruit Slice of Bread/jelly pc Milk	Grilled Cheese Fresh Veggie Sticks Canned Fruit Milk
Monday 10	**Tuesday 11**	**Wednesday 12**	**Thursday 13**	**Friday 14**
Turkey Sandwich on a Bun Carrots/Celery Sticks Fresh Fruit Whole Wheat Sugar Cookie Milk	Double Stuff Pizza Corn Fresh Fruit Milk	Chicken Strips French Fries Fresh Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun Tator Tots Canned Fruit Milk	Ravioli Peas & Corn Fruit Milk Breadsticks (2)
Monday 17	**Tuesday 18**	**Wednesday 19**	**Thursday 20**	**Friday 21**
Turkey Sandwich on a Bun Juice Box Apple/Orange Scooby Snax Milk	French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Super Nachos/Central,VV,SP,KN Lettuce/Tomato/Shredded Cheese Canned Fruit Milk Soft Shell Taco/Beadle	Popcorn Chicken French Fries 10 oz. OJ Slice of Bread/jelly pc Milk	Grilled Cheese/SP,VV Fresh Veggie Sticks/Green bean Canned Fruit Milk Turkey Sloppy Joe on a Bun/KN,B
Monday 24	**Tuesday 25**	**Wednesday 26**	**Thursday 27**	**Friday 28**
Obl.Stuff Pizza Celery Meatball Sub (H.S.) Use P&B sub dough Fruit Milk	Chicken Patty on a Bun Baked Beans Glazed Carrots Fruit Milk	Teriyaki Chicken and Rice Cheesy California Blend Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun French Fries Green Beans Fruit Milk	Popcorn Chicken Tater tots Fruit Muffin Milk

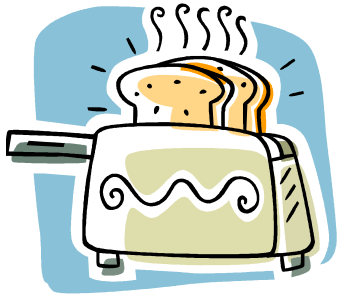
We are an equal opportunity employer.

Basic Food Components Breakfast

- SFSP Meal Pattern
  - Milk (1 cup/8 ounces)
  - Vegetable or fruit (1/2 cup)
  - Bread and/or bread alternate
  - (Meat or meat alternate is optional)
- OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.
- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate. See ADM page 48 (OvS is optional, must enter on site application and State Agency can deny)

Basic Food Components Breakfast

- SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP
- Use approved production record for meal pattern.



Basic Food Components Lunch/Supper

- SFSP Meal Pattern –
  - Fluid Milk (1% or Skim white and only flavored skim or fat free milk) serving is 1 cup or 8 ounces
  - 2 - Vegetable(s) and/or fruit(s) equaling $\frac{3}{4}$ cup serving
  - Bread or grain – 1 serving see chart
  - Meat and meat alternates
- Use approved production record
- See ADM pages 47-49

OVS for SFSP Lunch/Supper

- Offer Versus Served indicate on site application
- Five food items must be offered:
  - One serving of meat/meat alternate
  - Two different servings of fruit/vegetables
  - On serving of bread/bread alternate
  - One serving of fluid milk
- Child must take 3 or more of the 5 items offered
- SFSP OvS is different than on NSLP see pages 74-75

Basic Food Components Lunch/Supper

- If school – you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the site application.
- Remember the students must take ½ c fruit or vegetable when following NSLP OvS

SNACK -Basic Food Components

- **Snack -**

  Serve 2 food items from any of 4 components:

  - Vegetable/Fruit
  - Milk
  - Bread or grains
  - Meat/meat alternate

  NOT allowed to serve milk and fruit/vegetable juice together

- **Production record must show all snack information (School using NSLP meal pattern use the SBP/Snack production record)**

Meal Pattern Adjustments

- Infant (0 – 11 months) meals – must follow CACFP meal pattern regulations
- Meals for children 1 – 6 – must follow CACFP meal pattern regulations
- Adult portions according to the CACFP meal pattern regulations
- Other Dietary Substitutions and Exceptions
  - Disabilities – accommodation must be supported by a medical statement. Reimbursable
  - Medical or Special Dietary needs - at sponsor discretion
  - Non-Dairy Milk Substitutes (See page 71)

Serving Meals Family Style Restrictions

- If a colony and you wish to do family style meal service and pass the bowls of food – this is only allowed at sites that are Closed Enrolled or Camps as their type.
- Program adults must assist to provide required minimum portions of each food component are taken.
- See pages 75 & 76

Inventory Records

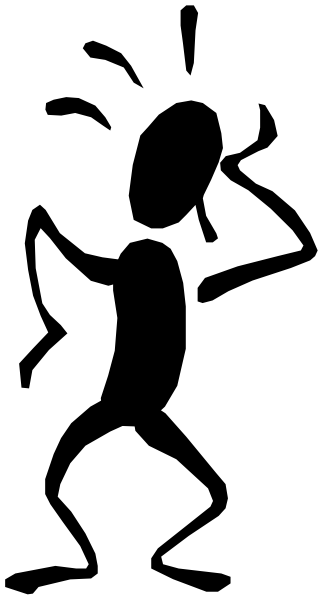
- SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please keep manifest for records.
- Nutrition Guide Pages 45-46, 119-120
- Inventory – Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

Reimbursable Meals

- Only two meal types maximum and Lunch & Supper is not allowed, unless you are a camp or migrant site. See ADM Guidance p 67
- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.

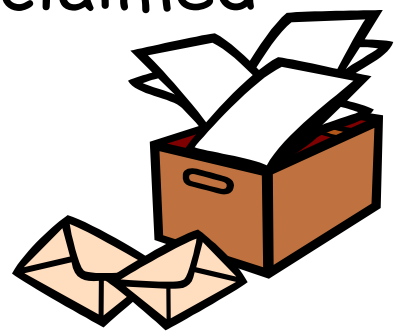
South Dakota requires Production Records (1 of 2)

- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate documentation can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.



Production Records (2 of 2)

- Production records are used to:
  - document that meals meet pattern, include CN labels, recipes, etc.
  - document that adequate food quantities are used
  - justify food purchases
  - back up numbers of meals claimed for reimbursement



State & Federal Reviews(Audits) /Inspections

- State Agency – Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections – City of Sioux Falls, DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- Administrative Guidance p 129-130
  - Review Procedures
  - Violations
  - Corrective Action

State & Federal Reviews(Audits) /Inspections

- Missing expense documentation leads to being declared Seriously Deficient
- South Dakota has same seriously deficient checklist as Federal covered earlier in this presentation.
- Sponsor receives more reimbursement that it spends – State Agency requires corrective action of
  - Improve food quality
  - Enhance monitoring and oversight

Visibility is Key

- South Dakota has vinyl banners for each site.
- Contact with Shar for availability.

SFSP Resources

http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp

Summer Food Service Program (SFSP)

Print

The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session. This summer, USDA plans to serve more than 200 million free meals to children 18 years and under at approved SFSP sites.

Help us ensure that no child goes hungry this summer.

	Find Free Summer Meals for Children in Your Community		Becoming a SFSP site sponsor
	Managing a SFSP site		Raise Awareness in Your Community

Outreach

- Sponsors are encouraged to make use of resources

SFSP Toolkit Online link

http://www.fns.usda.gov/sfsp/summer-meals-toolkit

School Outreach requirements

Expanding Awareness and Access to the Summer Food Service Program (Policy Memo SFSP 7-2014 released November 12, 2013)

Nutrition Resource

http://www.fns.usda.gov/tn/team-nutrition

Team Nutrition

Print

Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Spotlights

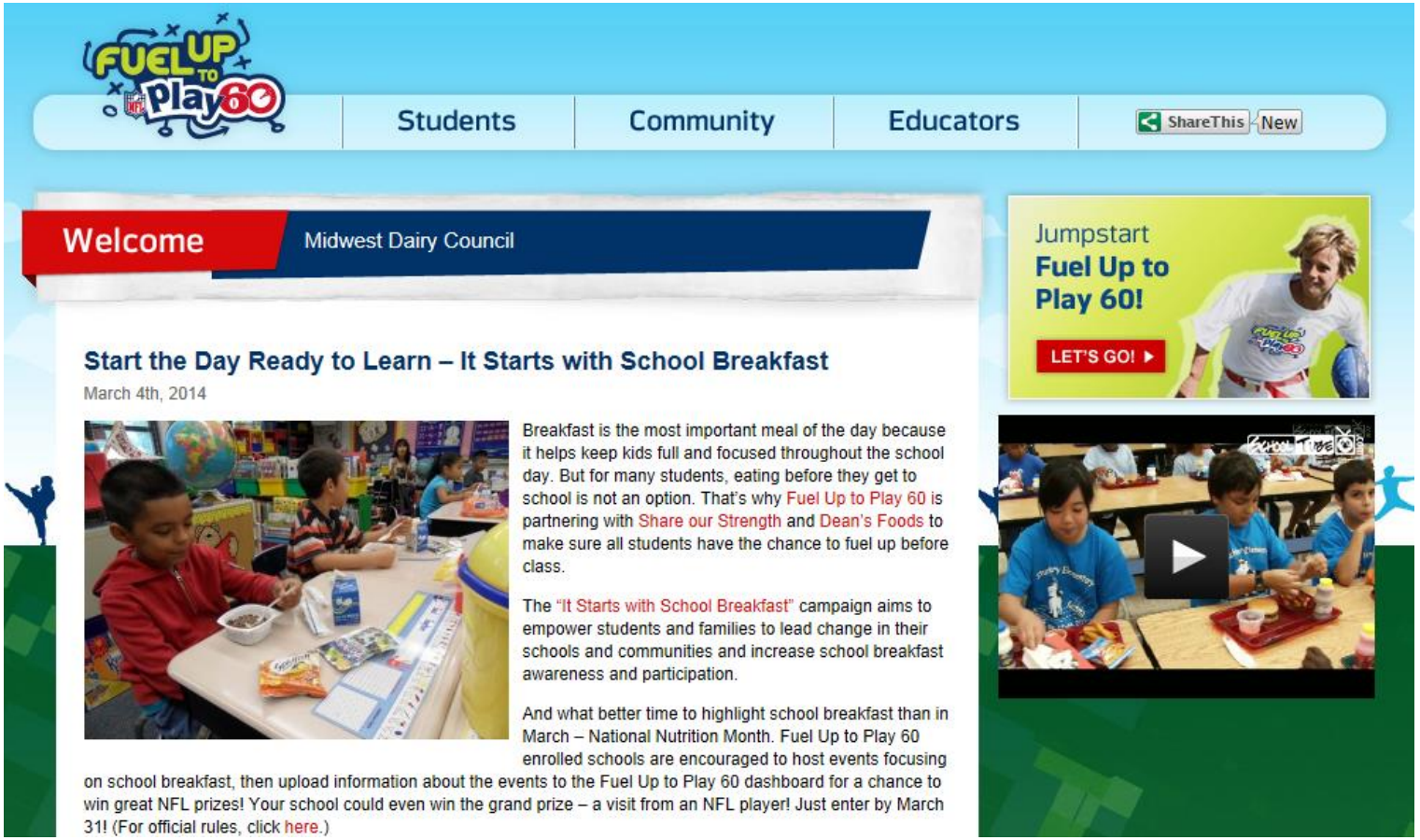
Recent HUSSC:SL Award Winners from AK, DE, FL, IL, IN, MD, MI, MO, NH, NJ, OH, SC, TN and WV

Team Nutrition's School Breakfast Materials

Nutrition and Wellness Tips for Young Children: Spanish version now available in print!

Team Nutrition MyPlate eBooks are now available!

Midwest Dairy Council



- Fuel Up to Play 60 summer materials available at http://midwestdairy.fueluptoplay60.com/ and from Whitney Jerman, 605 224-9788

Summer Reading and Feeding

SOUTH DAKOTA: Summer Reading and Summer Meals!

No Kid Hungry posters and bookmarks (English/Spanish)

Help feed students' minds and bodies this summer. As you plan your library's summer reading program, the South Dakota State Library Children and Youth Services and the South Dakota Department of Education Child and Adult Nutrition Services want to make you aware of the Summer Food Service Program. As part of this program, organizations across South Dakota serve free meals to the state's youth during the summer months. Children age 18 and younger may receive a meal free of charge at participating sites, which include organizations such as nonprofits, schools, libraries and local governments.

By texting "Food" to 877-877 or calling 1-866-3-HUNGRY throughout the summer, families will have access to the most current information on free feeding locations, menus, time of meal service and days and dates of operation.

SOUTH DAKOTA: Summer Reading and Summer Meals!

Help feed students' bodies and minds this summer. As you make plans for your summer feeding site, the South Dakota State Library Children and Youth Services and the South Dakota Department of Education Child and Adult Nutrition Services want to make you aware of summer reading programs.

Help families find us

- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at www.summerfood.usda.gov
- As part of your planning activities, visit https://bestpractices.nokidhungry.org/summer-meals/outreach-materials for printable resources like posters and bookmarks. Please consider posting and distributing them at your library this summer.

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.

No Kid Hungry Share Our Strength
center for Best Practices

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

Participation Incentives

- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Plan Kick-off event
- Getting local support to sponsor prizes
  - Distribute calendar of events for site to help maintain attendance.
  - Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)

ARE YOU READY?

- Complete Attachment 12 PLANNING CHECKLIST: Summer Food Service Program pages 188-189 to see how you are doing…

Resources

- USDA Food and Nutrition Service Summer Food Service Program 2016 Handbooks

http://www.fns.usda.gov/cnd/summer/library/handbooks.html

- 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

- US Department of Agriculture Summer Food Service Program

http://www.fns.usda.gov/sfsp

- No Kid Hungry Share Our Strength center for Best Practices
- https://bestpractices.nokidhungry.org/free-summer-meals-kids#dialog_1409
- https://bestpractices.nokidhungry.org/summer-meals/outreach-materials
- US 2010 Census- South Dakota

http://quickfacts.census.gov/qfd/states/46000.html

QUESTIONS?

- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.

Thank you for your participation!

Contact your SFSP State Agency!