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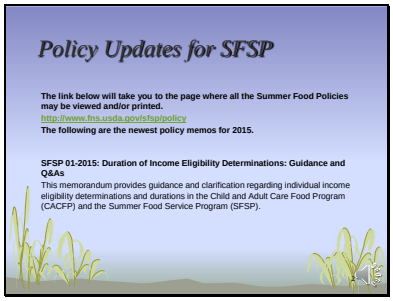

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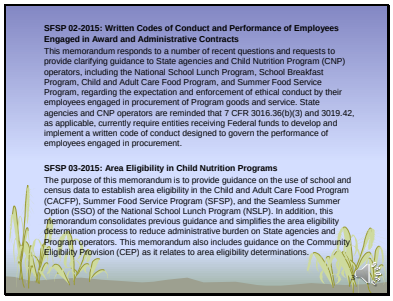

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SFSP 04-2015 Rural Designations in SFSP

The purpose of this memorandum is to provide guidance on rural designations in the Summer Food Service Program (SFSP) and highlight the Food and Nutrition Service (FNS) Area Eligibility Mapper, a new tool available to State agencies and sponsors to assist with rural designations.

SFSP 05-2015: Summer Meal Programs Meal Service Requirements Q&As

The purpose of this memorandum is to provide guidance on meal service requirements in the Summer Food Service Program (SFSP) and the National School Lunch Program's (NSLP) Seamless Summer Option (SSO).

SFSP 06-2015 Categorical Eligibility in the SFSP

The purpose of this memorandum is to provide consolidated guidance regarding categorical eligibility determinations in the Summer Food Service Program (SFSP).

Slide 5

SFSP 07-2015: Health and Safety Inspection Requirements

This memorandum provides guidance and clarification on health and safety inspection requirements in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). This memorandum specifically provides clarification on health and safety inspection requirements for non-traditional centers in the CACFP and highlights health inspection funds available to State agencies in the SFSP. Additionally, this memorandum exempts CACFP at-risk afterschool centers and SFSP sites located in schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) from any additional health and safety requirements.

SFSP 08-2015: Demonstrations Project for NON-Congregate Feeding for Outdoor SFSP Feeding Sites Experiencing Excessive Heat Revised Q&As

Through this memorandum, the Food and Nutrition Service (FNS) is extending the 2014 demonstration project allowing service of non-congregate meals at certain outdoor summer meal sites experiencing excessive heat to summers 2015 and 2016. The demonstration project utilizes authority provided in Section 749(g) of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Act, 2010 (PL 111-80) to develop and test alternative methods of providing access to summer meals for low income children.

Slide 6

SFSP 09-2015 Summer Food Service Program Waiver Request Guidance and Protocol

The purpose of this memorandum is to provide guidance and introduce new procedures for State agencies requesting waivers of Summer Food Service Program (SFSP) requirements. The Food and Nutrition Service (FNS) may use waiver authority to support State agency and sponsor innovation to improve access to the SFSP. This memorandum also supersedes SFSP 01-99, *Sponsor and Site Application Requirements*, December 4, 1998

SFSP 10-2015: Summer Food Service Program Questions and Answers 2014

This memorandum updates previously issued Questions and Answers to reflect recent Program changes. This memorandum supersedes SFSP 09-2014 Revised, *Summer Food Service Program Questions and Answers*, November 12, 2013.

Slide 7

SFSP: 11-2014 Effective Date of Free or Reduced Price Meal Eligibility Determination

This memorandum clarifies the flexibility available to local educational agency (LEA) officials for establishing the effective date of eligibility for children certified for free or reduced price meals in the National School Lunch (NSLP) and School Breakfast Programs (SBP) and free milk in the Special Milk Program (SMP) based on household applications. Please note, while this memorandum specifically discusses the NSLP, SBP and SMP, this flexibility extends to the Child and Adult Care Food Program and the Summer Food Service Program, as applicable.

SFSP 13-2014: Procurement Thresholds in the Summer Food Service Program

In an effort to simplify procurement requirements for Summer Food Service Program (SFSP) sponsors, this memorandum links existing procurement and contract thresholds referenced in the Program regulations to the Federal small purchase threshold currently set at $150,000 (also known as the simplified acquisition threshold).

Slide 8

SFSP 16-2014: Streamlined and Simplified SFSP Requirements: FAQs

The purpose of this memorandum is to provide answers to frequently asked questions regarding the administration of the Summer Food Service Program (SFSP), highlighting the new and existing flexibilities for program operators and sites.

The Food and Nutrition Service (FNS) has made extensive efforts to increase participation in the Department of Agriculture (USDA) summer meal programs through regulatory and policy changes. As part of this effort, FNS has issued guidance updating and consolidating a variety of Program policies, including: addressing the use of school and census data to make site eligibility determinations; promoting flexibilities that already exist to improve summer meal service operations and encourage year-round feeding programs; streamlining requirements for experienced operators of other Child Nutrition programs, including the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP); and reducing barriers to participation for private nonprofit sponsors, for-profit sites, and Tribal governments.

Slide 9

SFSP 17-2014: Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs

The purpose of this memorandum is to remind State agencies, school food authorities (SFAs), schools, and sponsoring organizations operating in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP) about data sharing requirements and opportunities. This memorandum also includes frequently asked questions regarding data sharing.

Child Nutrition Program (CNP) operators may disclose student-specific eligibility status to other CNP operators to expedite children's eligibility certification for these programs. Additionally, CNP operators may disclose aggregate information about students eligible for free and reduced price meals to any party without parental notification provided that an individual or group of students' eligibility cannot be identified through release of the aggregate data or by means of deduction [7CFR 245.6(f)]. For example, release of data relating to specific classrooms is a very small subset of school data and could lead to identification of individual children.

Slide 10

SFSP 18-2014: Disaster Response

This memorandum supersedes SP 25-2012, CACFP 12-2012, SFSP 10-2012, Disaster Response and provides an overview of ways State agencies and school food authorities (SFAs) participating in the National School Lunch (NSLP) and School Breakfast Programs (SBP), institutions participating in the Child and Adult Care Food Program (CACFP), and sponsors participating in the Summer Food Service Program (SFSP) can respond to situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and flood as well as other exceptional emergency situations or man-made disasters. State agencies should review the avenues available to prepare and plan before a disaster strikes so responses can be as swift as possible.

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Slide 11

SFSP 19:2014

The purpose of this memorandum is to provide new information regarding the availability of census data used to establish area eligibility in the Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the National School Lunch Program (NSLP) Summer Seamless Option (SSO). This memorandum has been superseded by **SP 10-2015, CACFP 04, SFSP 03-2015: Area Eligibility in Child Nutrition Programs**

SFSP 20: 2014: Edition of Eligibility Manual for School Meals

This version replaces the August 2013 manual and incorporates clarifications requested by State agencies and FNS regional offices as well as applicable guidance issued since the last revision. Major changes and clarifications are highlighted throughout the manual. An un-highlighted and highlighted version of the eligibility manual will be available online. Consistent with previous years, the highlighted version will be removed after three months and the un-highlighted version will remain available for use.

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Slide 12

What is the Summer Food Service Program?

The Summer Food Service Program is a program designed to provide nutritious meals to children who might otherwise not receive them during the months when school is not in session.

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Slide 13

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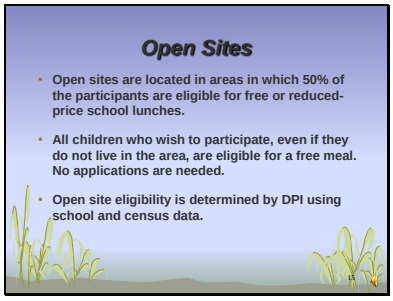

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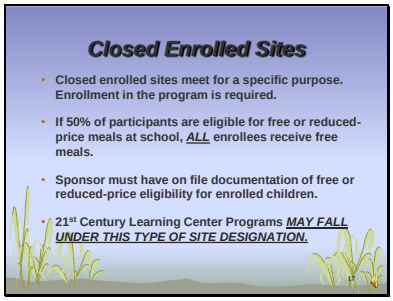

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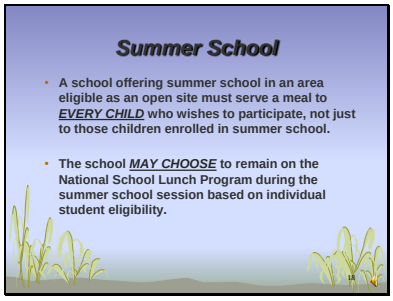

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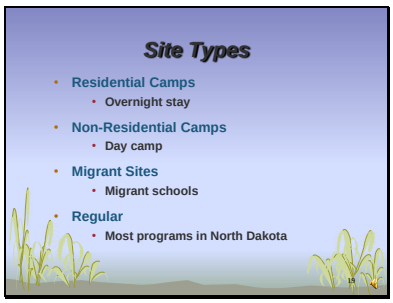

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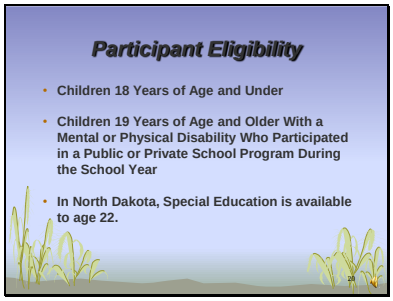

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Slide 22

Site Application

- Complete One for Each Site
- Lead Foodservice Worker
- Site Type
- Site Location – Rural or Urban
- Site Eligibility
- Dates of Service
- Menu Planning Option
  - Indicate if SBP/NSLP meal patterns and offer vs. serve are used
  - If serving small children, indicate if CACFP meal pattern is used

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Slide 23

Site Application

- Meal Information
  - Meals/snacks to be served
  - Method of meal preparation
    - Vended or self preparation
  - Estimate # of children served at each meal
  - Meal service times – beginning and ending
- Vended Programs
  - Explain arrangements for delivering and holding meals, and means of communicating with vendor regarding meal adjustments.

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Slide 24

Sponsor Application

- One for Each Sponsor
- Contact Information
- Type of Sponsoring Authority
- Days of Operation
- Training Plan
- Monitoring Plan

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Slide 25

Sponsor Application

- **Request Advances**
  - **First advances will be granted based on estimated # of children served.**
  - **Second advances will be paid *ONLY UPON REQUEST* from sponsor and must be justified by proof of adequate program participation to create a need for funds.**
  - **No August advances**

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Slide 26

Sponsor Application

- **Budget**
  - **Operational**
  - **Administrative**
- **Required for All Sponsors. State agency may waive the budget requirement for schools or private nonprofits that participated during the preceding summer without operational problems.**
- **Budgets are *ESTIMATES* of program expenses. Actual reimbursement is determined by taking *MEALS X RATES.***

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Slide 27

Sponsor Responsibilities

- **Training**
  - **Sponsor submits verification to DPI**
- **Monitoring**
- **Civil Rights**
  - **Civil Rights training**
  - **Distribute public release**
- **Program Payments**
  - **Prepare or submit claims**

Administrative Reviews

- **Sponsor review of the program within first 4 weeks**

- **Recordkeeping**
  - **Determine/maintain eligibility information**
  - **Take meal counts**
- **Request Approval for Off-Site Meal Service (Field Trips)**
  - **Submit by email or fax**
- **Oversee Foodservice Operations**
  - **Purchase food/supplies**
  - **Reimbursable meals**
  - **Safety and sanitation**

DPI will look at all of the above during reviews.

Sponsors *MAY NOT* contract out management responsibilities of the program.

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Slide 28

Training

- State agency must offer training.
- Training must be given before program operations begin.
- There must be at least one trained person at each site.
- Training Checklist
  - Attachment 15 in "2015 Administrative Guidance for Sponsors"
- Training must be *DOCUMENTED.*

Reviewing the web-based training satisfies the training requirement of sponsors. Sponsors must complete the form verifying that all staff have reviewed the web-based training and know and understand the rules and regulations of the Summer Food Service Program.

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Slide 29

Monitoring

- *SPONSORS MUST VISIT*
- New sites during the first week of operation.
  - Failure to complete the first week visit for new sites will result in a program finding during a review.
- Sites must be monitored within the first 4 weeks of operation.
- Follow-up monitoring must be done if needed.
- Document all monitoring and keep a record in your file.
  - Monitoring document provided on DPI website

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Slide 30

Civil Rights

Collection and use of data
Determine the number of potential and actual beneficiaries. Report numbers from each site.

Racial ethnic data form is provided in your binder and online. Keep in your files.

Inform potential beneficiaries of the program, including its location and hours of operation. This can be done through a *PUBLIC RELEASE.*
Sample public release can be found in your program folder and on our web site: www.dpi.state.nd.us/child

Display the "*And Justice for All*" poster *IN FOODSERVICE AREA.*
Include the nondiscrimination statement on all outreach materials.
Exact language provided on the next slide and the "*And Justice for All*" poster.

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Slide 31

Nondiscrimination Statement

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (1-866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (1-800) 877-8339; or (1-800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer

Slide 32

Civil Rights

Complaint procedures

- **The person alleging the complaint must be provided with the nondiscrimination statement and procedure**
- **The nondiscrimination statement has the complaint process (the statement is on the "*And Justice For All*" poster)**
- **A complaint alleging discrimination must be made within 180 days of the event**
- **Complaints should be forwarded to the State Agency or directly to USDA using the address in the nondiscrimination statement**

Slide 33

Civil Rights

Compliance review techniques

- **The State Agency reviews civil rights as part of the compliance monitoring**
- **The SFSP Sponsor must check for civil rights when doing the on-site reviews**

Resolution of noncompliance

- **Resolve all civil rights issues (examples- special dietary needs, language asst.)**
- **Be response to corrective action regarding civil rights**

Slide 34

Civil Rights

Requirements for language assistance

- **Forms are available in different languages, please contact the State Agency**
- **If you need an interpreter to explain the program to parents and one isn't available locally, please contact the State Agency**

Slide 35

Civil Rights

Conflict resolution

- **Assess the nature of the problem**
- **Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution**
- **Follow-up**

Customer service

- **When a parent approaches you regarding a special dietary need or any civil rights issue, treat them with respect and be helpful**
- **All participants must be treated in the same manner**
- **Be proactive and accommodating**

Slide 36

Meal Counts

- **Number of *Complete First Meals***
- **Number of *Complete Second Meals***
  - **Only 2% of complete second meals are reimbursable.**
  - **Second helpings are not the same as second meals.**
  - **Seconds or second meals may be served *ONLY* after all children receive a first meal.**
- **Number of *Non-Reimbursable Meals***
  - **Number of meals served to program adults**
  - **Number meals served to non-program adults**

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Program Adults

- According to SFSP regulations, program adults are defined as
  - those who work in the preparation, delivery, and service of program meals and cleanup,
  - those who supervise children during the meal service, and
  - those responsible for on-site preparation of program records.
- This definition must be followed by all programs which choose to participate in the SFSP.
- No adult meals may be claimed for reimbursement.
- Program funds may cover the cost of meals to program adults.

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Non-Program Adults

- Non-program adults do not eat free.
  - They must be charged the full cost of the meal.
- The sponsor can determine it will serve non-program adults free of charge.
  - If the sponsor does serve non-program adults free of charge, it ***MUST*** use other non-program funds to cover the cost of these meals.
- Same Meal as Children
  - If an adult asks for a second meal the adult must pay for a second meal.

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Reimbursement

- Meals x Rates
  - Operating
  - Administrative
- Urban vs. Rural Self-Prep
  - Sites located in an urban metropolitan area and vended meals receive a lower administrative reimbursement rate than rural or self-prep sites.

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Slide 40

Operating Expenses

- Must Maintain Documentation
  - Receiving reports
  - Invoices
  - Records of returns
  - Inventory records
  - Canceled checks or documentation of payment
  - Labor costs
  - Nonfood supplies
  - Rent for buildings
  - Utilities
  - Training
  - ***FOR VENDED SITES*** –signed delivery receipts and bills for meals served

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Slide 41

Reimbursement-Administrative

- For Activities Related to Planning, Organizing, and Administering the Summer Food Service Program
- Operating and administrative funds may be spent on program expenses without regard to funding category.

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Slide 42

Administrative Expenses

- Preparing Application
- Attending Training
- Hiring SFSP Staff
- Visiting Sites
- Preparing Claims
- Salary
- Office Rent
- Mileage
- Office Supplies
- Communications
- Audits

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Slide 43

Procurement

- Purchasing of Food, Supplies, Goods, and Other Services
- ***ALL*** purchases must be competitive and offer free and open competition.
- Purchases over $25,000 must be done using formal procurement practices.

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Slide 44

Advance Payments

- Advances will be paid *ONLY* upon request.
  - See sponsor application in the NDFoods system.
- 1st advance will be issued by June 1st.
  - The amount of the first advance is based on the estimated # of meals served each day.
- 2nd advance will be issued by July 15th.
  - 2nd advances will be issued ***ONLY IF REQUESTED AND JUSTIFIED.***
- Advance amounts are deducted from your "earned" payment.
  - Advance money that is not recovered through reimbursement claims ***MUST*** be paid back to DPI.

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Slide 45

Unallowable Costs

- Covered in detail on pages 91-92 of the "2015" Administrative Guidance for Sponsors."
- Examples:
  - Costs for meals served to administrative personnel or other adults not in the operation of the food service
  - Meals served in violation of program requirements
  - Costs of food used outside of the SFSP
  - Cost of spoiled or damaged meals
  - Administrative costs not included in sponsor's approved budget
  - Repayment of over claims and other federal debt
  - Entertainment and fundraising costs

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Slide 46

Program Income

- Does Not Include Adult Program Payments
- Need to Have Documentation of Any Income to the Program
- Advances are not considered to be program income.
- Any program income must be used to cover program expenses.

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Slide 47

Claim for Reimbursement

- Operating and Administrative Reimbursement
  - Meals x rates
- Program Adults
  - No reimbursement
- Non-Program Adults
  - Sponsor must charge for meal.

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Slide 48

Filing a Claim for Reimbursement

- Claims are submitted online through the system.
- Computer calculates payments based on meals times rates.
- Payments are offset by advance payments.

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Slide 49

Consolidating Months

- **Sponsor May Consolidate Claims as Follows**:
  - 10 days or less in their initial month of operation on the next month's claim
  - 10 days or less in their final month of operation with the previous month's claim
  - 3 consecutive months (Example: 10 days from June, all of July, 10 days from August)
  - If the sponsor operates less than 10 days in final month, you ***MUST*** combine the claim for the final month with the claim from the previous month. This claim is due **NO** later than 60 days after the last day of operation.

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Slide 50

Sanitation Inspection

- DPI will notify the State Health Department of all local program operations including the dates, times, and sites of local programs. They will advise the local health department of local program operations.
- Local sponsors do not need to contact local health offices.

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Slide 51

Off-Site Meal Service

- **Requests for field trips must be completed in writing in advance and be approved by our office.**
- **Requests Must Include**
  - Where you plan to go
  - What you plan to serve for a meal
- **Requests may be done by email.**
  - Form available online
  - May be completed and submitted electronically

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Slide 52

Sanitation Training

- State law requires that the lead foodservice worker at each site complete initial training in sanitation.
  - 10-hour Sanitation & Safety course offered by DPI
  - 16-hour ServSafe course
  - Food Safety Manager Certification Training
  - Serving It Safe
  - Free on-line Training through the National Food Service Management Institute
    https://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTM
- On-Going Training Requirement
  - 3-hour update every 5 years
  - Sanitation Update now available as an on-line course on CN web-site
- Contact our office for details or if you have questions.

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Slide 53

DPI -Administrative Reviews

- Procedures for Selecting Sponsors for Review
  - New
  - Based on $ prior year
  - Previous problems

✶ What We Look At
- Civil rights
- Meal service
- Menu planning
- Production records
- Sanitation/Safety
- Food storage
- Program agreements
- Fiscal integrity
- Eligibility documentation
- Training/Monitoring
- Claim processing

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Slide 54

DPI Administrative Reviews – Disallowed Meals

Upon sponsor/site review, meals may be disallowed for the following reasons:

- Meals not served as a unit
- Meal or meal components not consumed on-site
  - Except in the case of field trips with NDDPI notification.
  - Menu items that meet the "traveling apple" criteria (grains and F/V) may be taken by the child to eat later.
- Meals served to adults
- Children charged for meals
- Meals do not meet meal pattern requirements
- Meals served outside of the approved meal time
- Meals claimed that exceed approved, site-level highest daily participation

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Slide 55

Record Retention

- Three Years *PLUS* the Current Year!
- Current Year is 2015
- Must Keep 2012, 2013, 2014

Slide 56

Forms

- 2015 SFSP Handbook
  - http://www.fns.usda.gov/cnd/summer/library/handbooks.html
- Request for Field Trip/Off-Site Activity
  - http://www.dpi.state.nd.us/forms/word/sfn52904.doc
- Monitor's Review Form
  - http://www.dpi.state.nd.us/child/sfsp/tools/review.pdf
- Racial/Ethnic Data Collection Record
  - http://www.dpi.state.nd.us/child/sfsp/tools/ethnic.pdf
- Training Certification
  - http://www.dpi.state.nd.us/child/sfsp/tools/certifct.pdf
- Enrollment Roster
  - http://www.dpi.state.nd.us/child/sfsp/tools/enroll.pdf
- Sample Public Release
  - http://www.dpi.state.nd.us/child/sfsp/tools/pubrleas.pdf
- SFSP Outreach Toolkit
  - http://www.fns.usda.gov/cnd/summer/library/toolkit.pdf

Slide 57

Contacting Our Office

- Telephone: 1-888-338-3663
- Fax: (701) 328-9566
- Kaye Knudson: (701) 328-2275
- Linda Schloer: (701) 328-4565
- Web Site: www.dpi.state.nd.us/child