Summer Food Service Program (SFSP) Training

Summer 2019

Hosted by:
The LA Department of Education (LDOE)
Division of Nutrition Support
# General Information

## Day I Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:00 AM</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00-8:30 AM</td>
<td>General Overview – LA Department of Education (LDOE)</td>
</tr>
<tr>
<td>8:30-9:00 AM</td>
<td>USDA Foods (Commodities) Program – LA Dept. of Forestry and Agriculture (LDAF)</td>
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<tr>
<td>9:00-9:45 AM</td>
<td>SFSP Grant Opportunities - Dairy MAX* (Formerly the Dairy Alliance)</td>
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<tr>
<td>9:45-10:00 AM</td>
<td>LA Women, Infants, and Children (WIC) Program - Office of Public Health</td>
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<tr>
<td>10:00-10:30 AM</td>
<td>LA Department of Health and Hospitals (LDH) – Formerly DHH</td>
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<tr>
<td>10:30-10:45 AM</td>
<td>Break</td>
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<tr>
<td>10:45-11:30 AM</td>
<td>SFSP Overview/Responsibilities - LDOE</td>
</tr>
<tr>
<td>11:30 AM-12:00 PM</td>
<td>Planning Your SFSP - LDOE</td>
</tr>
<tr>
<td>12:00-12:30 PM</td>
<td>Lunch</td>
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</tbody>
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*DAIRY MAX WILL NOT BE PRESENT AT MARCH TRAINING SESSIONS*
<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30 – 2:00 PM</td>
<td>RECORD KEEPING</td>
</tr>
<tr>
<td>2:00 – 3:00 PM</td>
<td>PROVIDING REIMBURSABLE MEALS IN THE SFSP</td>
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<tr>
<td>3:00 – 3:15 PM</td>
<td>BREAK</td>
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<tr>
<td>3:15 – 4:15 PM</td>
<td>PLANNING MEAL SERVICE</td>
</tr>
<tr>
<td>4:15 – 4:30 PM</td>
<td>QUESTIONS AND ANSWERS (Q &amp; A)</td>
</tr>
</tbody>
</table>
## GENERAL INFORMATION

### DAY 2 AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:30 AM</td>
<td>PROCUREMENT</td>
</tr>
<tr>
<td>10:30 – 10:45 AM</td>
<td>BREAK</td>
</tr>
<tr>
<td>10:45 – 11:15 AM</td>
<td>CLAIMS FOR REIMBURSEMENT</td>
</tr>
<tr>
<td>11:15 AM – 12:00 PM</td>
<td>PREPARING THE ONLINE APPLICATION</td>
</tr>
<tr>
<td>12:00 – 1:00 PM</td>
<td>LUNCH</td>
</tr>
<tr>
<td>1:00 – 1:45 PM</td>
<td>AMENDING YOUR PROGRAM</td>
</tr>
<tr>
<td>1:45 – 2:15 PM</td>
<td>CIVIL RIGHTS</td>
</tr>
</tbody>
</table>
| 2:15 – 3:30 PM   | SPONSOR REVIEWS AND APPEALABLE ACTIONS  
CNP WEBSITE CHANGES AND IMPORTANT TOPICS |
| 3:30 – 4:30 PM   | Q & A SESSION                                            |
SFSP TRAINING SIGN-IN SHEETS

• Your signature is required as *proof of attendance* at this training.

• Please remember to sign in each day.
THE LDOE DNS TEAM

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Brittany O’Bryan
Trandra Scott

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(Division Director)

Dr. Judy Stracener
(Section Administrator)

Lillie Franklin
(Administrative Program Specialist)
GENERAL INFORMATION
THE SUMMER FOOD SERVICE PROGRAM

PURPOSE:

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session.

Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.
THE SUMMER FOOD SERVICE PROGRAM

TERMS WE WILL DISCUSS

• SEAMLESS SUMMER OPTION (SSO)
• SCHOOL FOOD AUTHORITY/AUTHORITIES (SFA[s])
• SUMMER FOOD SERVICE PROGRAM (SFSP)
• SUMMER SPONSOR
• SUMMER SITE
• NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND SCHOOL BREAKFAST PROGRAM (SBP)
SEAMLESS SUMMER OPTION (SSO) VS SUMMER FOOD SERVICE PROGRAM (SFSP)

**SSO**
- Only School Food Authorities (SFAs) administering the NSLP or SBP may participate.
- Standard NSLP/SBP reimbursement rates apply for SSO.
- Currently used NSLP/SBP meal patterns must be followed in the SSO.

**SFSP**
- SFAs, governmental entities, universities, and private non-profit organizations may participate.
- SFSP reimbursement rates apply (these exceed traditional NSLP/SBP rates).
- Current NSLP/SBP meal patterns may be followed by SFAs or they may default to the SFSP meal pattern as other sponsor types use.

Purpose of both programs is to provide free summer meals in low-income areas during traditional summer vacation periods.

**Summer 2018:**
- 15 SSO SPONSORS
- 113 SFSP SPONSORS
FOR ADDITIONAL SSO INFORMATION:

• USDA website at the following link: 
  https://www.fns.usda.gov/school-meals/opportunity-schools

• 2017 Edition of Seamless Summer Option: Q & As. Available at: 

• LDOE SSO PPT Presentation (2019 Version): 

The remainder of this presentation will focus specifically on the SFSP. If you would like to learn more about the SSO, please contact the State Agency.
Sponsoring organizations are responsible for the financial and managerial oversight of all SFSP sites that they operate.

- Public or Private Nonprofit School Food Authority (SFA)
- Public or Private Nonprofit Residential Camp
- Public or Private Nonprofit College or University
- Unit of Local, County, Municipal, State or Federal Government
- Any other type of private nonprofit organization
In Summer 2018, there were 113 sponsors that participated in the SFSP. Sponsor types were as follows:

- 72 SFAs (67 public, 5 private non-profit)
- 28 PNP
- 4 University-based Programs (2 Residential, 2 non-residential)
- 9 Governmental
A sponsor is the entity or organization that provides oversight over all operating SFSP sites.

Sponsors are responsible for ensuring that all sites under their jurisdiction are operating an approved SFSP in accordance with the most recently approved online application.
SFSP - SPONSORS AND SITES

- **A site** is the physical location where program meals are served and consumed by children in a supervised setting.

Essentially, each distinct physical location where you intend to feed children for the SFSP is considered a site.

- If a given site is preparing meals for multiple other locations and transporting for off-site consumption, a “New Site Submission Form*” needs to be completed for EACH location that does not already appear in your online application.

*THE NEW SITE SUBMISSION FORM (WHICH IS NOW AN ELECTRONIC/ONLINE FORM) WILL BE ADDRESSED LATER IN THIS PRESENTATION

https://www.jotform.com/form/90297736221156
Sponsors are not approved to provide meals at a location until the corresponding online facility application for that feeding location has been approved through the CNP Online System.

As a reminder, each physical location where meals are served must be represented by a facility application in the online application.
SFSP SPONSOR RESPONSIBILITIES

1. Demonstrate Financial and Administrative Capability

2. Not be Seriously Deficient

3. Serve Low-Income Children
SFSP SPONSOR RESPONSIBILITIES

4. Conduct a Nonprofit Food Service
5. Provide Year-Round Service
6. Exercise Management Control Over Sites
SFSP SPONSOR RESPONSIBILITIES

7. Conduct Pre-Operational Visits

8. Sign Written Agreements
Additional Sponsor Responsibilities

SFSP Sponsors must be able to assume responsibility for the entire administration of the Program.

- Take part in the State Agency’s (SA) training
- Locate and recruit eligible sites
- Hire, train, and supervise all SFSP staff and volunteers
- Competitively procure food to be prepared or a vendor for meals to be delivered
Additional Sponsor Responsibilities

SFSP Sponsors must be able to assume responsibility for the entire administration of the Program.

- Monitor all sites each summer in accordance with the USDA Federal requirements – changes for Summer 2019 will be discussed

- Prepare (verify accuracy of supporting records) claims for reimbursement

- Ensure that the sites are sustainable

- Maintain all program documents for 3 years, plus the current year

Sponsor Responsibilities will be expanded upon even further in a later section.
For organizations not yet ready to take on the responsibilities required of a sponsor, participation as a site under an existing sponsor is the best option.

This is the most effective way to prepare an organization to become a sponsor in future years.
SFSP SITE TYPES

Who participates free of charge?

Children 18 and under

Do all site types use “area” eligibility to establish free meals?

No

SITE TYPES

- Open Site
- Restricted Open Site
- Closed Enrolled Site
- Residential or Nonresidential Camp
- NYSP Site
- Migrant or Homeless Site
- Upward Bound Site

See Memo SFS 19-09 for more information on site type changes
SFSP SITE TYPE DEFINITIONS

Open Sites:
• An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program.

Restricted Open Sites:
• The purpose of the restricted open site designation is to allow sponsors that want to operate an open site to restrict or limit site participation due to reasons of space, security, safety, or control.

Closed Enrolled Sites:
• A closed enrolled site offers meals to a specific group of low income children. The children must be enrolled in the program in order to receive a meal.

Residential/Nonresidential Camps:
• Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children.
NYSP Sites:
• An NYSP is a site at a college or university participating in the National Youth Sports Program.

Migrant Sites:
• A Migrant Site primarily serves children of migrant workers and is operated by those with appropriate certification from a migrant organization.

Homeless Sites:
• A Homeless Site is at an Institution which supports homeless children in temporary residential settings.

Upward Bound Sites:
• Upward Bound is a federally-funded TRIO program established to help high school students overcome social, academic, and cultural barriers to higher education. Upward Bound seeks to first help students achieve academic success in and to graduate from high school, and secondly to encourage enrollment and persistence in post-secondary education.
SFSP SITE TYPES

“Site” types – Eligibility Details

- Open site
- Restricted open site

**Area Eligibility**

*School data is the most commonly used data point in LA to establish free meals.*

In order for a site to be determined area eligible, school data must indicate that the proposed meal site is located in a school attendance area where at least 50 percent of the children are eligible for free or reduced-price school meals.
SFSP SITE TYPES

“Site” types – Eligibility Details

- Closed-Enrolled Sites *
- Residential or nonresidential camp
- NYSP site
- Migrant or Homeless site
- Upward Bound site

Free Eligibility is established in different ways

* Please note that “academic summer school” sites may not be closed. Their meal services must be open to children in the community.
Closed enrolled sites may no longer utilize “area eligibility” to provide free meals. The following options may be used:

- Free/Reduced Meal Applications – at least 50% of the enrolled children must qualify for F/R meals
- Community Eligibility Provision (CEP) data – at the site-level, for the school site participating in the SFSP (if available)
- Listing of F/R eligible children from the local school system, if this data can be shared – LA State Legislation exists regarding the use/sharing of student’s Personally Identifiable Information (PII)

Please refer to memo SFS-19-35 (on the CNP website) for further information on establishing site eligibility at Closed-enrolled sites.
Please familiarize yourself with these handbooks

- Administrative Guidance for Sponsors 2016
- Monitor’s Guide 2017
- Nutrition Guidance for Sponsors 2018
- Site Supervisor’s Guide 2017

THE MOST UP-TO-DATE VERSIONS OF THESE USDA SUMMER HANDBOOKS CAN BE FOUND AT THE LINK PROVIDED BELOW

http://www.fns.usda.gov/sfsp/handbooks
All Prospective New and Returning Sponsors should be familiar with the SFSP Regulations.

SFSP Regulations can be found in the SFSP Resource section of the website. From the home page of the CNP website (http://cnp.doe.louisiana.gov), click on memos/resources/course registration → then Summer Food Service Program.
The following documentation is needed:

1. **Permanent Agreement** – between SFSP organization and LDOE

2. **Proof of Non-Profit Status** [501(c)(3)] or **Form 941/990 (gov’t)**

3. **DUNS (Data Universal Numbering System) Number**

4. **Proof of SAM (System for Award Management) Registration**

5. **New Vendor Registration Form**

6. **Electronic Funds Transfer (EFT) Form** with Cancelled Check

**OSRAP = Office of Statewide Reporting & Accountability Policy**
The following documentation is needed (cont’d):

7. **Copy of the Organizational Chart** - showing all current employees with job titles and a brief description of daily duties included.

8. A listing of the annual total revenue of the organization, total payroll of the organization, total expenditures (with a breakout for FS expenses), and a copy of the most recent bank statement from the organization.

9. List of all current operations of the organization, including the programs/operations that are on-going now, the locations, days, and hours of operations.

10. The current on-going FS operations of the organization. If not currently in operation, the location of the kitchen facilities where they already own and/or lease and the FS employees that are (or were) working there when it was operating under the applicant organization.
The following documentation is needed (cont’d):

11. Résumé of the existing FS manager/supervisor of the organization.

12. Indication of the anticipated FS to be utilized in the SFSP (IE- on-site meal preparation, satellite meal service, vended meal service, use of a FSMC, etc.)

13. IRS W-9 Form with original signature.

14. Any other pertinent documents that may be needed, such as a complete 2019 prototype FSMC contract.
The following documentation is needed (cont’d):

15. 2019 SFSP Training Attestation Form

16. SFSP Site Information Sheet(s) – one per proposed feeding location

17. Permit to Operate for all proposed SFSP Sites and, if applicable, cooking locations run by the SFSP organization

18. Completion, submission, and approval of online applications *

* Pre-approval visit conducted by SA staff at each proposed SFSP site prior to granting approval to participate
RETURNING SFSP SPONSORS

Submission of initial documentation is not required on an annual basis. However, certain items are needed annually, such as:

1. Online sponsor-level (one per sponsor) and facility applications (one per site) submitted and approved by LDOE prior to start of program

2. If applicable, submission of the 2019 New Site Submission Form [link can be accessed from home page or from SFSP resources], along with a current permit to operate for any newly proposed site

The direct link to SFSP New Site Submission Form is: https://www.jotform.com/form/90297736221156

Returning sponsors must additionally ensure that:

A) The SAM Registration remains active, by renewing it each year (www.sam.gov) PRIOR TO the specified deadline (preferable to begin renewal at least 3 months before expiration). Confirmation of SAM Registration is a part of the annually-required online application.

B) Each facility that they intend to operate a SFSP at has a current and valid permit to operate PRIOR to beginning program operations.
SFSP
OVERVIEW
• The Summer Food Service Program (SFSP) provides nutritious meals to needy children during the summer months when schools are normally closed and the National School Lunch and School Breakfast Programs are not in operation.
The SFSP is administered through an agreement between:

United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) and

Louisiana State Department of Education (LDOE)
ASSISTANCE AVAILABLE TO SPONSORS

- Cash per meal reimbursements are provided to sponsoring organizations through the online CNP monthly claim for reimbursement.

- USDA donated commodity foods are available for those sponsoring organizations that prepare their own meals.
  
  • Via the LA Department of Agriculture & Forestry (LDAF)
  • Signed, Written Agreement - required annually

To access contact information, as well as current application information for LDAF, please visit the SFSP Resource section of the CNP website (under subheading Louisiana Department of Agriculture)
The cash per meal reimbursements and advances are available to ASSIST sponsors with:

- Cost of providing USDA-approved meals and/or snacks
- Allowable operating and administrative costs
WHO MAY PARTICIPATE IN THE PROGRAM?

(IMPORTANT INFORMATION)

- Children ages 18 years and under AND/OR

- A person 19 years of age and over who meets both criteria below:

  1. Has a mental or physical disability (as determined by a State or local educational agency)

  AND

  2. Participates during the school year in a public or private nonprofit school program established for the mentally or physically disabled
STATE AGENCY (SA) PRIORITIES FOR SELECTING A SPONSOR

(7 CFR 225.6(b)(5))

• Confusion and waste result when two or more sponsors compete for the same sites or target children in the same geographical area. Since such an overlap in service conflicts with Program objectives, the State agency usually approves only one sponsor to serve an area. When determining which of the competing sponsors will serve an area, the National School Lunch Act requires the State agency to give priority to:

  • Public or nonprofit private SFAs;
  • Public agencies and private nonprofit (PNP) organizations that have demonstrated successful program performance in a prior year;
  • New public agencies; and
  • New PNP organizations

The latest SFSP Regulations may be accessed at: http://cnp.doe.louisiana.gov
SELECTING YOUR SITE(S)

Because sponsors must assume administrative and financial responsibility for total SFSP operations at all sites under their supervision, the following should be considered when selecting sites:

1. Administrative Capability
2. Accessibility
3. Meal- Friendliness
4. Site Activities
5. Volunteer Base
SELECTING YOUR SITE TYPE

- Open
- Restricted Open
- Closed- Enrolled

Now requires F/R meal application data in order to establish eligibility

A good overview of the site types can be found in the Administrative Guidance for Sponsors SFSP Manual on pages 16-18. If you need further assistance, please contact the State Agency.
REGULAR OPEN, RESTRICTED OPEN, AND CLOSED ENROLLED SITES

Allowable Meal Combinations *

- Breakfast only
- Lunch only
- Supper only
- Snack only
- Lunch and snack
- Breakfast and lunch
- Breakfast and snack
- Supper and snack
- Two snacks

* Can differ from one site to the next.

At open, restricted open, and closed-enrolled sites, sponsors may serve up to two meal services per day, utilizing any meal combination (other than lunch combined with supper). 

Lunch & Supper Combo is Not Allowed
MEAL TIME RESTRICTIONS

Length of Meal Service

As memo SFS-19-09 states, the flexibilities contained in USDA memo SFSP 06-2017 (SFS 17-19 on the CNP website) have been rescinded.

This means that the max duration of meal services are as follows:

- Breakfast – 1 hour
- Snack/ Supplement – 1 hour
- Lunch / Supper – 2 hours

Time Between Meals

Further, program operators must ensure that a minimum of three (3) hours elapse between the beginning of one food service (including snack) and the start of the next.

In the case of sites where both lunch and supper are served (with no snack in between), a minimum of four (4) hours must elapse between the start of each.
With state agency approval, camp or migrant site sponsors may serve up to three meals each day or two meals and one snack.

- Breakfast, lunch, and supper
- Breakfast, lunch, and snack
- Lunch, supper, and snack
- Any combination of meals or snacks that is less than the maximum number allowed
MOBILE FEEDING MODEL

• Even with careful planning, reaching children may still be difficult.
• Mobile feeding may be an option.
• This occurs when a truck or bus delivers food to locations on a set delivery route targeting areas where children will be congregated*
• May include allowing children to board the bus/vehicle to consume meals
• With this model, **congregate** feeding is still required and there must be a site supervisor present during the entire meal service

* LDOE DNS and LDH will need to know the *exact* route [i.e. all stops (addresses) where children will be fed] that the mobile feeding model will take. Please be sure to contact both LDOE and LDH with sufficient advance notice if you wish to offer mobile feeding through your SFSP.
MOBILE FEEDING MODEL: REMINDERS

- Time / temperature control becomes even more essential as food is transported to designated locations in your parish.
- A designated Point of Service (POS) is still required and the same types of documents are needed to support meals served.
- Meal pattern must still be met. OVS* is an option (under the NSLP/SBP meal pattern ONLY), though pre-bagged meals are more often utilized (most commonly, no OVS is used).
- ADP must still be reported to the SA through the online system, with revisions made to ADP as the need arises.

*OVS = Offer verses serve. This option will be discussed in more detail further in the presentation.
OTHER SITE CONSIDERATIONS
SFSP SITE MEAL SERVICE OPTIONS

- How will your site receive/prepare meals?
  - Self-operation – *cooking on-site*?
  - Satellite location - *receiving meals from sponsor’s central kitchen*?
  - Enter into an agreement with a local SFA/sponsor – *to furnish meals*
  - Enter into an agreement with a Food Service Management Company (FSMC) *- which will supply staff and meals for site(s)*?
  - Enter into an agreement with a vendor for providing prepared meals only *- with sponsor utilizing own staff for the SFSP*?

* Proper Federal, state, and/or local procurement regulations must be adhered to at all times when seeking a food provider (vendor/FSMC).
SELF-OPERATION

Sponsors who prepare their own meals [on site or in a designated central kitchen] are responsible for choosing staff, including a food service manager, food production staff, and general kitchen help.

The number of food service employees needed will depend on the number, type, and complexity of meals prepared.

In Summer 2018, about 80% of SFSP sites were self-op sites.
It is **essential** for sponsors who utilize a self-op program to fully communicate all staffing details with the LDOE and provide the most up-to-date staffing plans *(via the online SFSP application)*.

LDOE approves site- and sponsor-level staffing plans annually (and, as needed, throughout program operations) via submission of the sponsor and/or facility application(s).
# SELF-OPERATION

Below is a general guide for a program serving lunches and snacks:

<table>
<thead>
<tr>
<th>Number of Meals</th>
<th>Hours of Labor</th>
<th>Staff Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 50</td>
<td>6 to 8</td>
<td>1 full-time (FT) employee</td>
</tr>
<tr>
<td>51 to 100</td>
<td>8 to 10</td>
<td>1 FT employee *&lt;br&gt;1 part-time (PT) employee **</td>
</tr>
<tr>
<td>101 to 200</td>
<td>12 to 20</td>
<td>2 FT employees *&lt;br&gt;1 PT employee **</td>
</tr>
<tr>
<td>201 to 300</td>
<td>20 to 24</td>
<td>3 FT employees *&lt;br&gt;1 PT employee **</td>
</tr>
</tbody>
</table>

* These FT employees can be scheduled for only the hours they are needed and may not be required to work an 8 h day.

** These PT employees may be optional or as needed, based on menu requirements.

Range of hours varies based on skills of FS employees and the amount of convenience foods on the menu. If site serves breakfast, add 1 h of labor for every 50 breakfasts prepared.
TIPS FOR SELECTING STAFF

• Determine number of staff needed.
• Use qualified volunteers, whenever possible.
• Remember all FS employees must meet health standards set by local and State health authorities.
• Develop job descriptions for each FS position.
PUBLICIZE, PUBLICIZE, PUBLICIZE!

**Participation generally increases with greater publication of the program.**

- Once sites are identified, families need to be made aware of the open site locations and the availability of meals (using media outlets). This is especially important for “open” sites.

- LDOE DNS provides sponsors with a customized list of sites that can be auto-generated through the CNP website once the online application package has been *submitted* for approval. *This auto-generated document can then be used for publicizing the program.*

This feature is available under the Applications link (in Summer Feeding tab) → under “Letters” → then “Media Release – Open”.
The East Baton Rouge Parish School System is participating in the Summer Food Service Program. Meals will be provided to all eligible children without charge. Acceptance and participating requirements for the program and all activities are the same for all regardless of 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, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows:

<table>
<thead>
<tr>
<th>Site &amp; Address</th>
<th>Operating Dates &amp; Days</th>
<th>Meals &amp; Times Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monte Sano Head Start Center 3002 East Monroe Street</td>
<td>6/26/2017 to 7/27/2017</td>
<td>Lunch 12:15 PM - 1:45 PM</td>
</tr>
<tr>
<td>Baton Rouge, LA 70807</td>
<td>Monday, Thursday</td>
<td></td>
</tr>
<tr>
<td>Stiloh Baptist Early Learning Academy 185 Edloe Robinson Drive</td>
<td>5/30/2017 to 7/28/2017</td>
<td>Breakfast 7:00 AM - 8:00 AM</td>
</tr>
<tr>
<td>Baton Rouge, LA 70802</td>
<td>Monday - Friday</td>
<td>Lunch 11:30 AM - 1:00 PM</td>
</tr>
<tr>
<td></td>
<td>Closed on 7/4/2017</td>
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</tbody>
</table>

This SFSP Media Release feature is available under the Applications link (in Summer Feeding tab) → under “Letters” → then “Media Release”.

There are **two** template options that users may select from depending on whether they are hosting “open and/or restricted-open” sites versus “closed-enrolled” sites. Please select the appropriate option for your program.

Sponsors with only CE-sites are not required to publicize to the extent that sponsors of open sites must
KICK-OFF EVENTS

With increased publication generally comes increased participation.

• An event that sponsoring organizations may host to announce the availability of the SFSP to the public
• Generally hosted prior to the start of the SFSP
• Can be also hosted mid-program to encourage continued participation

Please notify the State Agency (SA) of any SFSP Kick-off Events that your organization may be anticipating offering prior to the start of the 2019 SFSP, as USDA requests this information!
SPONSOR
RESPONSIBILITIES
SPONSOR RESPONSIBILITIES: OVERVIEW

• Provide nutritious, reimbursable meals to eligible children
• Manage the program in accordance with Federal & State regulations
• Operate a non-profit food service program

Please be reminded of the following Federal Regulations:

7 CFR Part 225
2 CFR Part 200

LA SANITARY CODE:
https://www.doa.la.gov/osr/LAC/51V01/51.doc
SPONSOR RESPONSIBILITIES: OVERVIEW

- Operate sites in compliance with the LA Sanitary Code.
  - Sponsors must receive – for each SFSP site- a current Permit to Operate from the LA Department of Health [LDH] (prior to operations)

- Maintain and provide adequate program (source) documentation upon request (3 years + current year)
  → Indication of ‘where’ these documents will be maintained is provided annually by all SFSP sponsors in their online application

Failure to comply can result in loss of program benefits and participation
SPONSOR RESPONSIBILITIES: PROVIDING REIMBURSABLE MEALS

Meals served **must** meet USDA requirements for reimbursement. Reimbursable meals must:

- Meet SFSP meal patterns (or NSLP/SBP meal pattern, if eligible)
- Meet state and local health standards
- Be served to eligible children
- Not exceed 2% of total reimbursable first meals when served and claimed as second meals (*see next slide*)
- Be served according to federal and state regulations and requirements
- Be supported by accurate meal service records

Please refer to the “**Nutrition Guidance for Sponsors**” USDA Program Guidance for more detailed information at the following web link: [https://www.fns.usda.gov/sfsp/handbooks](https://www.fns.usda.gov/sfsp/handbooks)
SERVICE OF SFSP 2\textsuperscript{ND} MEALS

Complete second (2\textsuperscript{nd}) meals \textit{may} be eligible for reimbursement in the SFSP.

<table>
<thead>
<tr>
<th>Date</th>
<th>1\textsuperscript{st} meals served</th>
<th>2\textsuperscript{nd} meals served</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/21/18</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>5/22/18</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>5/23/18</td>
<td>205</td>
<td>4</td>
</tr>
<tr>
<td>5/24/18</td>
<td>215</td>
<td>0</td>
</tr>
<tr>
<td>5/25/18</td>
<td>220</td>
<td>4</td>
</tr>
<tr>
<td>5/28/18</td>
<td>225</td>
<td>2</td>
</tr>
<tr>
<td>5/29/18</td>
<td>240</td>
<td>0</td>
</tr>
<tr>
<td>5/30/18</td>
<td>250</td>
<td>0</td>
</tr>
<tr>
<td>5/31/18</td>
<td>245</td>
<td>2</td>
</tr>
</tbody>
</table>

\textit{Totals} 2,000 (1\textsuperscript{st} meals) 16 (2\textsuperscript{nd} meals)

2,000 1\textsuperscript{st} meals x 0.02 (2\%) = 40.0 or 40 2\textsuperscript{nd} meals

ABC Elementary
Lunch meal service details (May 2018)
Approved Site ADP = 260

Sponsors should never overproduce meals with the intent to serve 2\textsuperscript{nd} meals.

However, when leftovers are available and not able to be stored for later use, they may be served as 2\textsuperscript{nd} meals.
SERVICE OF SFSP SECOND MEALS

• For any second meal to be reimbursable, all meal components for that meal must still be present and offered to the child (this is true with OVS as well).

• The child can then make the determination as to whether they wish to decline one or more offerings (when OVS is in place).
LDOE and USDA staff will *disallow* reimbursement for meals served if they do not meet the established criteria previously discussed.
SPONSOR RESPONSIBILITIES
FEDERAL AND STATE REGULATIONS

• All SFSP sponsoring organizations must attest, annually, in the process of completing their online SFSP application, that they will follow all applicable Federal and State Regulations.

• Once the online user agrees to the certification statement, it becomes a permanent portion of the SFSP Sponsor-level online application.
SPONSOR RESPONSIBILITIES
OPERATE A NON-PROFIT FS

Per the Administrative Guide for SFSP, a sponsor is operating a non-profit FS…

- …..“if the food service operations are principally for the benefit of participating children and all of the Program reimbursement funds are used solely for the operation or improvement of such food service. This does not mean the Program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a non-profit food service.”

... later in this training, we will review “allowable” verses “unallowable” costs to the program.

7 CFR Part 225.14
As a SFSP sponsor, you are responsible for:

- The operation of *all areas* of the program
- The final financial and administrative portions of the program
SPONSOR RESPONSIBILITIES:

Other responsibilities include:

- Staff training
- Monitoring of program operations
- Timely submission of accurate claims for reimbursement
SPONSOR RESPONSIBILITIES:  
STAFF TRAINING

- All staff (central office and site-level [both paid and volunteer]) must be given sufficient training annually in order to correctly perform their job functions.
- The program cannot begin until personnel have attended at least one training session.
- If your staff is not able to properly document and conduct the program, reimbursements can be denied or reduced.

Be sure to maintain training sign-in sheets with an agenda and/or overview of topics covered!
When reviewing online SFSP applications, LDOE DNS Staff will compare training dates against the program start date to ensure that training has been provided before program operations begin.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Rights</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>Duties of a Monitor</td>
<td>3/18/2014</td>
</tr>
<tr>
<td>Menu Pattern Requirements</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>Site Operations</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>Recordkeeping</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>Site Eligibility</td>
<td>5/5/2014</td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>5/5/2014</td>
</tr>
</tbody>
</table>
Duties of Program Monitors

• As the key link between the sponsor and the site personnel, monitors must make sure that the sites operate in accordance with program guidance and requirements.

• As the sponsor's representative, the monitor(s) must develop and maintain open communications and cooperative relationships with site supervisors and staff.

• Monitors will also work with the site staff to correct any problems and provide additional training as necessary.

To meet Program monitoring requirements, USDA recommends no less than one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered.
1. Provide general explanation of the program, emphasizing:

- Purpose of the program;
- Site eligibility;
- Recordkeeping requirements;
- Organized site activity;
- Meal requirements;
- Nondiscrimination compliance; and
- Outreach.
SPONSOR RESPONSIBILITIES: ADMIN STAFF TRAINING

2. Describe how program will operate within the framework outlined in USDA Administrative Guidance book:

- How meals will be provided (delivered vs. cooked on site);
- The delivery schedule (if applicable); and
- What records are kept and what forms are used.
3. Outline the specific duties of monitors, including:

- Conducting site visits/reviews;
- Sites for which they are responsible;
- Monitoring schedule;
- Reporting procedure;
- Follow-up procedure; and
- Office procedures.

See Attachment 15 in the USDA SFSP Admin Guidance For Sponsors booklet

https://www.fns.usda.gov/sfsp/handbooks
In addition to the general training requirements for administrative staff, training should outline the specific duties of monitors:

- sites for which they will be responsible;
- conducting site visits/reviews;
- monitoring schedules;
- reporting/recordkeeping procedures;
- follow-up procedures;
- office procedures;
- local sanitation and health laws;
- civil rights;
- reporting of racial/ethnic data; and
- considerations for personal safety, if necessary.

See Attachment 16 in the SFSP Admin Guidance booklet.

https://www.fns.usda.gov/sfsp/handbooks
Monitors are responsible for:

• Making sure that sites maintain adequate records and that the program is operating in accordance with the requirements.

• Conducting site training, as necessary.

• Conducting pre-operational visits, as well as first week visits.

• Reviewing Food Service operations of ALL assigned sites within the first four (4) weeks of operation to thoroughly examine and assess meal service. This is done through completion of the “Site Review Form”.


https://www.fns.usda.gov/sfsp/handbooks
SPONSOR RESPONSIBILITIES:
STAFF TRAINING

Monitors are responsible for:

• Reconciling any discrepancies in meal counts and records with the site supervisor.
• Suggesting corrective action (CA) to the site supervisor for problem areas.
• Revisiting sites for follow-up as necessary to ensure CA has occurred.
• Preparing reports of site visits and reviews and ensuring that copies of the reports are included in an official file for each site.
• Informing the sponsor about problems found at a site and ensuring that CA is completed, documented, and maintained/followed going forward.

* Monitors are usually also the staff member responsible for completing the Racial and Ethnic Data Form that must be completed annually for each SFSP site during operation of the program.

* See Attachment 23 in Administrative Guidance book.
RECAP OF SFSP MONITORING FORMS

Monitors complete the following visits/reviews of sites:

- **Preoperational Visits** (before operation begins) – 1 page document
  
  Completed for new sites and those that experienced operational problems the previous year before the site may begin operations.

- **Site Visits** (1st week of operation) – 1 page document
  
  Completed in first week of operation – for all sites. Please note that monitoring visit flexibilities granted in prior years are no longer available to sponsors. Therefore, the 1st week visit must now be done for ALL operating sites.

- **Site Reviews** (1st four weeks of operation) – 3 page document
  
  All sites must be reviewed at least once during the first four weeks of program operations. If a site operates less than four weeks (even if only one week [or less]), a review still must be conducted. Observance of delivery or preparation of meals, service of meals, children eating the meals; cleanup after meals; and completion of meal count paperwork.

As a monitor, you must document everything on the site visit/review form, including technical assistance and training you provide.
WHEN A FOLLOW-UP VISIT/REVIEW IS NECESSARY

• **Follow-up Visits:** Sponsors *must* conduct follow-up visits for any serious deficiencies that were identified during a site visit ([pre-op/1st week]) or site review (first 4 weeks) to ensure that **permanent** corrective action has been implemented.

The monitor’s signature is required on **each** of the monitoring forms. Additionally, the site supervisor’s signature is required on 1st week and first 4 week forms. **To be considered complete, all required signatures (and responses) must be listed on the form(s).**

Please be sure that **only those** individuals approved as monitors on the online sponsor application (to be covered later) are performing these visits/reviews. If changes are needed mid-program, these should always be handled through submission of online form revisions.
SPONSOR RESPONSIBILITIES: SITE-LEVEL STAFF TRAINING

Training should cover the following areas at a minimum:

1. General Explanation of the Program
2. Description of how the site will operate (different areas need to be covered pending on meal service option used)
3. Explanation of recordkeeping requirements (which documents must be maintained and when to submit to monitor or to central office)
4. Outline of the monitor’s responsibilities
5. Explain Civil Rights requirements
6. Explain other miscellaneous policy (specific to SFSP organization)

See Attachment 17 in the SFSP Admin Guidance booklet.
SPONSOR RESPONSIBILITIES: RECAP OF THIS SECTION

Be reminded that sponsors are responsible for the following:

1. Providing reimbursable meals
2. Managing the program in accordance with all applicable Federal and State Regulations
3. Operating a non-profit Food Service
4. The operation of all areas of the program
5. The final financial and administrative portions of the program
6. Training of all SFSP staff
7. Monitoring of sites, in accordance with the latest guidance
8. Timely and accurate submission of claims for reimbursement

During reviews of programs, it is ultimately the sponsor’s responsibility to ensure compliance at all participating sites, ensuring that any necessary corrective action (CA) is completed and maintained on an ongoing basis.
PLANNING YOUR SFSP
IN PLANNING FOR THE SFSP, SPONSORS SHOULD THINK ABOUT:

- How many children they will be feeding on average every day (= ADP)?
  
  *This impacts food purchases, staffing needs, etc.*

- How long they plan to operate the program?
  
  *(i.e. only in the month of June [total of 20 op days] vs. late May- early August [50 op days]*)

- How many staff members, both operational (site-level) and administrative (sponsor-level), will it take to run the program?

**ADP = Average Daily Participation**

This number must be assigned by the sponsor at each site (via the online CNP application) for each meal service type offered to children. It can be viewed as the maximum # of children the site anticipates feeding on a given day for a given site/meal.

*Please note: The CNP website does *not* permit a sponsor to claim more than the approved ADP at the corresponding site on any given day.*
ADVANCED PLANNING IS KEY ...

Sponsors must also consider:

- How much implementation of the program will cost (in terms of food costs, applicable staff salaries, as well as other operational and administrative costs)
  (carefully plan your budget)

- How much of your costs can be recovered through your program reimbursements
  (remember that site level reimbursements differ by site types [vended vs. self-op] and that reimbursement rates also differ by meal type offered [lunch/supper > breakfast > snack])
ESTIMATING PARTICIPATION

- **First step in program planning/budgeting** = Estimating your Average Daily Participation (ADP)

- Sponsors will not be able to claim any meals over the approved ADP unless a site application revision is first submitted **and** approved through the CNP website.

- Please contact the LDOE DNS as soon as you notice that your approved ADP may (or has been) exceeded.

The ADP is reflected in each facility application (at each assigned meal service) that the sponsor completes.
ESTIMATING PARTICIPATION
AN IMPORTANT SPONSOR FUNCTION

- Estimating each site’s ADP helps you determine your program budget line item costs (meals, labor, and other program costs)
- ADP “drives” the program budget
- ADP numbers enable you to calculate your potential reimbursement*

(by multiplying the ADP by the total # of operating days and the set reimbursement value for that applicable meal)

---

<table>
<thead>
<tr>
<th>Meal</th>
<th>Meals Served</th>
<th>Administrative</th>
<th>Operating</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>14700</td>
<td>$2,682.75</td>
<td>$27,048.00</td>
<td>$29,730.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>14700</td>
<td>$4,924.50</td>
<td>$47,187.00</td>
<td>$52,111.50</td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>$7,607.25</td>
<td>$74,235.00</td>
<td>$81,842.25</td>
</tr>
</tbody>
</table>

*The CNP Online Application System also calculates “anticipated” total program reimbursement, as shown in the screenshot above. Reporting of realistic/attainable ADPs is very important if the sponsor wishes to receive a true estimate of anticipated program reimbursements.
### Program Budget

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
<th>Percent of Projected Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Purchases</td>
<td>$11,000.00</td>
<td>84.62%</td>
</tr>
<tr>
<td>SDE/DNA Sponsored SFSP Training</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Food Service Labor Costs</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Food Supplies</td>
<td>$2,000.00</td>
<td>15.38%</td>
</tr>
<tr>
<td>Post Control</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Garbage</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Mileage Allowance</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Telephone</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Postage</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office Maintenance</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Administrative Labor Costs</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Advertising</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Training</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Equipment/Truck Rental</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Retirement</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>FICA</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Workman’s Compensation</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Printing</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Total: $13,000.00**

### Anticipated Reimbursement

- **Automatically populated by the CNP website based on facility-application data.**
ALL SFSP SPONSORS MUST ANNUALLY SUBMIT:

- An online application for the SFSP, which includes:
  - One sponsor-level online application
  - One facility-level online application, *per SFSP site*

As a reminder, the planned program is **not** approved by the state agency until the online application reflects an “approved” status.
Once a sponsor has established the number of children it anticipates feeding each day for each meal service, the next step is deciding how long the program will operate.

This must be determined both at the sponsor level and at the site-level.
DETERMINING THE LENGTH OF YOUR SFSP

- There is a calendar feature in each online Facility application which automatically calculates the number of operating/serving days for each SFSP site.

- Sponsors must enter their beginning and ending dates (i.e. MM/DD) for each site and select the days of operation (M-F or M,W,F for instance). Next, the sponsor will build their calendar for each meal service they offer.

![Calendar Builder](image)
DETERMINING THE LENGTH OF YOUR SFSP

SITE-LEVEL

Prepopulated once each facility application’s calendar(s) is/are built. The full list of steps for creating the meal service calendar(s) is covered later in this presentation.
DETERMINING THE LENGTH OF YOUR SFSP

Once each facility application has been completed and saved, the total length of the program (total # operating days, inclusive of all sites) will be computed/reflected in the sponsor-level application.

This is important to note as sites may have different days (I.E. M, W, F vs. M-F) and dates (6/4-6/29 vs. 5/28–7/27) of operation. The sponsor app will reflect the grand total of operating days for the program.
DETERMINING PROGRAM COSTS

Once ADP and number of operating days have been established for each site, the next step is to look at what your projected costs will be in order to finalize the program budget.
Two Broad Categories of Costs:

- **Operating Costs** — Those expenses directly related to providing the meal service.

- **Administrative Costs** — Those expenses directly related to administering or managing the program.

All Sponsors MUST familiarize themselves with allowable program costs. If ever in doubt of the acceptability of a given expense, please contact the LDOE DNS for assistance.
REVIEW OF SFSP COSTS

EXAMPLES OF ALLOWABLE OPERATING COSTS

◆ Food costs *
◆ Site labor costs
◆ Rent and utilities for kitchens/sites, *(unless the facilities are owned by the sponsor)*
◆ Nonfood supplies (cleaning supplies, trash bags, etc.)
◆ Equipment rental
◆ Pest control
◆ Telephone
◆ Waste disposal

As approved in the current year (CY) SFSP Online Application

* This area will be covered in more detail later in the training presentation
REVIEW OF SFSP COSTS

EXAMPLES OF ALLOWABLE ADMINISTRATIVE COSTS

- Administrative salaries
- Travel for SFSP Purposes
- Telephone
- Office supplies
- Administrative office utilities *(pro-rated, as needed)*
- Administrative office rental *(unless owned by sponsor)*
- Audit costs

As approved in the current year (CY) SFSP Online Application
REVIEW OF SFSP COSTS

EXAMPLES OF **UNALLOWABLE** COSTS

- Costs for excess meals *ordered* or *prepared*, *but not served*
- Meals served in violation of program requirements
- Rental costs for periods beyond the close-out date
- The cost to purchase food for use outside of the SFSP
- The cost of meals served to administrative adult personnel or any other adults that are not in the operation of the food service (non-program adults)
- Cost of spoiled or damaged meals
- Meals over the approved ADP/CAP
- Meals served to adults that are included in count of reimbursable meals
- Any other costs incurred that program officials determine to be in violation of applicable laws/regulations
UNALLOWABLE COSTS (CONT’D)

- Bad debts
- Repayment of over-claims and other Federal debts
- Contributions and donations
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations
- Entertainment and fundraising costs
- Direct capital expenditures or option to purchase rental costs
- Etc.

Refer to the USDA SFSP Administrative Guidance for more information. When in doubt, please contact LDOE DNS staff.
For vended sponsors,

- The 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 ADP/CAP
- Spoiled or unwholesome meals
- Meals that do not meet meal requirements or quality standards
EXCESS PROGRAM FUNDS

- Some sponsors may have excess program funds available during or after their current year operations.

- The only limitation on the use of reimbursement that exceeds costs *while the program is in operation* is that the funds be spent on allowable SFSP costs.

- If there are funds *left over at the end of the program*, sponsors may transfer the funds to other CNPs (i.e. SBP, NSLP, CACFP) or keep the funds for use in the SFSP the following year. Records of this transfer must be maintained as this is subject to review during an audit and/or technical assistance visit.

**CACFP =** Child and Adult Care Food Program
Near the start of each year, USDA releases the reimbursement rates for the upcoming SFSP. LDOE DNS publishes these rates in the memos section of the website.
# 2019 Reimbursement Rates

## Combined Rates

**Maximum Rate Per Meal**

**Effective January 1, 2019 – December 31, 2019**

<table>
<thead>
<tr>
<th>Type of Meal Served</th>
<th>Self-preparation or Rural Site</th>
<th>Other Types of Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$2.2975</td>
<td>$2.2550</td>
</tr>
<tr>
<td>Lunch/Supper</td>
<td>$4.0325</td>
<td>$3.9675</td>
</tr>
<tr>
<td>Supplement</td>
<td>$0.9525</td>
<td>$0.9325</td>
</tr>
</tbody>
</table>

2019 Combined Rates
DETERMINING PROGRAM COSTS
ANTICIPATED REIMBURSEMENT & PROGRAM BUDGET

- The reimbursement amount that you calculate on the online sponsor application is based on your “projected” average daily participation (ADP).

- You will not receive this amount of money if you consistently serve fewer than the number of projected meals on which the budget was based.
Sponsors will receive only the meal reimbursement rate for each eligible meal served, that is **supported by accurate records**.

- There is **no separate reimbursement** for staff or other expenses.

- **Sponsors are responsible** for any expenses that they incur **over and above** the per meal rate of reimbursement.
PREPARING YOUR SFSP APPLICATION
PART 1:

INFORMATION FOR PROSPECTIVE NEW SPONSORS
# PROCESS OVERVIEW

<table>
<thead>
<tr>
<th>Process</th>
<th>Due Date (on or before)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. PRE-APPLICATION</strong></td>
<td>April 15th</td>
</tr>
<tr>
<td>Prepare and Submit <em>Documents</em> required for pre-application process.</td>
<td></td>
</tr>
<tr>
<td><strong>2. CNP PERMANENT AGREEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>If approved, LDOE will mail the CNP Permanent Agreement to prospective new sponsors for completion and signatures.</td>
<td></td>
</tr>
<tr>
<td><strong>3. PROVISIONAL APPROVAL</strong></td>
<td></td>
</tr>
<tr>
<td>Provisional approval is granted to begin the online application on the CNP website.</td>
<td></td>
</tr>
<tr>
<td><strong>4. ONLINE APPLICATION—REQUIREMENTS FEATURE</strong></td>
<td></td>
</tr>
<tr>
<td>Complete 3 requirements to proceed to online application.</td>
<td></td>
</tr>
<tr>
<td>• CNP Permanent Agreement Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>• SFSP Agreement</td>
<td></td>
</tr>
<tr>
<td>• SAM.Gov Verification</td>
<td></td>
</tr>
<tr>
<td><strong>5. ONLINE APPLICATION—SPONSOR</strong></td>
<td></td>
</tr>
<tr>
<td>Complete the online Sponsor Application.</td>
<td></td>
</tr>
<tr>
<td><strong>6. ONLINE APPLICATION—FACILITY(ES)</strong></td>
<td></td>
</tr>
<tr>
<td>Complete the online Facility Application for each proposed feeding location.</td>
<td></td>
</tr>
</tbody>
</table>
The SFSP application process is done online using our Child Nutrition Program (CNP) website (http://cnp.doe.louisiana.gov).

This process is completed annually for all sponsors wishing to participate in the SFSP.

There is additional guidance on the CNP website, under SFSP Resources, that provides further instruction/assistance on completing Online Forms and Claims for Reimbursement, among other topics.

To access these resources, from the CNP home page (http://cnp.doe.louisiana.gov), click on memos/resources/course registration. Next, click on Summer Food Service Program. Finally, scroll to the section titled “Louisiana’s CNP Website” to locate the appropriate guidance that you wish to review.
Screenshot of the home page of the CNP Website
http://cnp.doe.louisiana.gov
Screenshot of the SFSP Guidance Materials that were previously mentioned.

The steps needed to access these guidance materials was covered on the 2nd to last slide.
1. PRE-APPLICATION

- Child Nutrition Program (CNP) Permanent Agreement
- Proof of nonprofit status (501(c)(3)) *(not needed for government sponsors or church organization that are affiliated with a parent organization)*
- IRS W-9 form (original signature) to report your TIN or EIN to the state agency
- Document from IRS with new sponsors TIN or EIN (tax ID number is usually on the 501(c)3 letter)
- Copy of IRS form 990 or 941 *(for new government sponsors)* to verify TIN or EIN
- SFSP Site Information Sheet(s)
- DUNS Number form
- Proof of SAM Registration *(all sponsors)*
- New Vendor Registration and Electronic Fund Transfer form - *submitted to OSRAP – not LDOE*

**NEW SPONSORS !!**

**DUE ON OR BEFORE APRIL 15TH**
Federal Regulation states that SFSP Sponsoring Organizations must be “financially viable”. In order to assess this, LDOE DNS requests the following:

- Most recent audit report completed for the organization.
- Copy of the Organizational Chart showing all current employees, along with their job titles and a brief description of daily duties.
- A listing of the organization’s annual total revenue, total payroll, and total expenditures (with a breakout for food service expenses).
- A copy of the most recent bank statement for the organization.
- A list of programs that the organization currently operates (in particular, any CNP or Food Service operation that the organization offers to the community).

DUE ON OR BEFORE APRIL 15TH

PLEASE NOTE THAT:
If any of the above items listed on this slide are N/A, this **must** be indicated in the application submission.
I. PRE-APPLICATION

Other items that must accompany the initial SFSP Sponsor application are as follows:

- If the organization is presently operating any programs, a list of locations, days, and hours of operation are requested.
- Details regarding anticipated facilities/staff to be used (if known). Are these facilities to be leased? Currently owned?
- The resume of the existing FS manager/supervisor of the organization.
- 2019 SFSP Training Attestation
- Copies of current permits to operate for each proposed facility.

Prior to granting online CNP access, the SA conducts pre-approval visits at all proposed site locations.

DUE ON OR BEFORE APRIL 15TH

NEW SPONSORS !!
I. PRE-APPLICATION

- If the address on your 501(c)(3) letter does not match your organization’s current address, you must submit a completed IRS Change of Address form to the LA Department of Education, Division of Nutrition Support.

- You will record current address on the change of address form so that the state agency has documentation explaining to auditors why the address in our Child Nutrition Program database does not match the 501(c)(3) in our sponsor files.
2. CNP PERMANENT AGREEMENT

NEW SPONSORS !!

- The CNP Permanent Agreement is generally mailed to prospective new sponsors.
- Once signatures and dates are received, the original must be forwarded back to the LDOE at the following address:

LA Department of Education
PO Box 94064
Baton Rouge, LA 70804

Attn: Division of Nutrition Support,
Summer Food Service Program (SFSP)
In order to issue a CNP Agreement, the State Agency (SA) first obtains the required data from the sponsor so that the agreement can be pre-populated.

Once the agreement is received by the sponsor, the appropriate officials will then review all information contained in the document and, if in agreement with all information, have each sponsor representative listed by category sign and date the document.

NEW SPONSORS !!
Here is an example of the form that the LDOE DNS will send to the sponsor in order to collect the required data for populating into a CNP Permanent Agreement.

Please note that three designations are required:

- Head of the Org
- Board Chairman/Owner
- Authorized Rep
2. THE CNP PERMANENT AGREEMENT

NEW SPONSORS !

- Name and address of institution (as stated on tax letter) page 1
- Tax Status page 1
- Federal Tax ID Number page 1
- Parish of Organization page 1
- Fax and Telephone number for Organization page 1
- Board Chairman/Owner’s information page 16
- Authorized Representative’s information – page 16
- Superintendent/ Owner/ Head of the Organization/ Executive Director’s information – page 17

PLEASE BE REMINDED:
All information reported on this slide is pre-populated into the CNP Agreement by the SA prior to issuance of the agreement.
TIPS/REMINDERS:

- Original signatures are required.
- Copied or faxed final agreements are not acceptable.
- Correction fluid (white-out) is not allowed.
- Prior to returning the agreement, it should be carefully reviewed to ensure all signatures have been captured.
- Designated officials signing the agreement must also include the date of signature.
2. THE CNP PERMANENT AGREEMENT

- Several documents referenced in the SFSP Agreement Packet list can be accessed directly from our CNP website under Memos/Resources → Summer Food Service Program → Resources
  (See the “Required SFSP Sponsor Information” heading).

- **This includes:**
  - 2019 SFSP Training Attestation
  - DUNS Form
  - EFT Form
  - Form 941/991 (IRS)
  - Form 8822-B IRS Change of Address - for Businesses - Form
  - New Vendor Registration Form
  - W-9 Form
**Returning Sponsors:**

Complete the application process via the CNP website each year and receive approval from the SA prior to beginning the SFSP.

Few [if any] paper materials submitted annually.

**New Sponsors:**

Complete the application process through:

A) Submission of all required documents, followed by

B) Receipt of pre-approval visits, then

C) Access to Online SFSP application* in order to complete/submit all required forms.

* At this point, the prospective new sponsor is provisionally approved. Final approval is not granted until the online submission has a status change from “submitted” to “approved”.
3. PROVISIONAL APPROVAL OF NEW SPONSORS

- After review/acceptance of the documentation due on or before April 15th, the state agency will provisionally approve eligible sponsors and issue (by email*) a new user ID and password to those named on the CNP Permanent Agreement.

- Upon receipt of user ID and password, sponsors may begin the online application process.

* Using the email address(es) listed in the CNP Permanent Agreement

**Note:** Sponsors are not approved to participate in the current year’s SFSP until their online application submission changes from “submitted” to “approved”.
PART 2:
COMPLETION OF THE ONLINE APPLICATION

INFORMATION FOR BOTH RETURNING AND PROSPECTIVE NEW SPONSORS
You will need to have your user ID/password in order to log-in:

http://cnp.doe.louisiana.gov

Please note:
There is no “www” in the website address!!
Sponsor users will log in to complete and submit online applications (initial & any necessary revisions) for approval and to complete monthly SFSP claims for reimbursement.
PREPARING YOUR ONLINE APPLICATION

STEPS 4-6

REQUIRED ITEMS:

- Email address
- User ID and Password
- Internet Connection
- Web Browser — Internet Explorer Version 8.0 and up

NOTE: Our website does not function (or format) correctly if you are using web browsers other than Internet Explorer.
Some SFSP organizations report problems accessing the website *(unable to complete claim, perform online form revisions, select from drop-downs, etc.)*

If using the correct web browser (Internet Explorer) and this problem still persists, it may be due to the compatibility view feature.
Using Internet Explorer (IE), log in on the CNP website, then follow these steps:

1. Hit the “Alt” and letter “T” keys on your keyboard at the same time (opens tools feature)
2. Select “Compatibility View Settings” from drop-down list
3. Add “louisiana.gov” to the “websites you’ve added to compatibility view list”
4. Close the dialogue box
5. If logged out of CNP, log back in and issue should be fixed
The CNP website provides sponsors with access to:

- Sponsor Application (1) /Program Budget
- Facility (or Site) Applications (1 per site)
- Monthly Claims for Reimbursement feature
- Media Release Form *(auto-populated/customized after submission of forms)*
- Health Inspection Form *(auto-populated/customized after submission of forms)*
After logging in to the CNP website, you will see a gray home tab and a purple Summer Feeding Tab to the right of the screen. Click on Summer Feeding to begin the online application process.
When sponsor users access the SFSP Online Application for the first time in a given program year, they will be directed to the “Requirements” feature of the website. This feature was new in Summer 2018.

The following actions are required to continue to applications:

1. **CNP Permanent Agreement Acknowledgement**
   - Incomplete
2. **SFSP Agreement**
   - Incomplete
3. **SAMGOV Verification**
   - Incomplete

The Head of the Organization and Authorized Rep are provided with rights (by LDOE) to complete these three phases.

Click on #1 (CNP Permanent Agreement Acknowledgement) to begin completion of the “Requirements” portion.
4. ONLINE APPLICATION—REQUIREMENTS FEATURE

**Step 1:** Access/Click on the “CNP Permanent Agreement Acknowledgement”

Once the CNP Agreement has been read/understood, the user will enter “I Agree”, followed by his/her login ID and PW for the CNP website.
4. ONLINE APPLICATION—REQUIREMENTS FEATURE

**Step 1**: Access/Click on the “CNP Permanent Agreement Acknowledgement”

Once the sponsor user accepts, the following will display. Click on “Back to Requirements List” to proceed.
4. ONLINE APPLICATION—REQUIREMENTS FEATURE

**Step 2:** Access/Click on the “SFSP Agreement”

Click on #2 (SFSP Agreement) to complete the next phase of “Requirements”.

---

**SFSP 2018 Application Requirements**

<table>
<thead>
<tr>
<th>ZZZ Summer Sponsor</th>
<th>SFSP 2018</th>
<th>Minnie Mouse</th>
<th>Incomplete</th>
</tr>
</thead>
</table>

The following actions are required to continue to applications:

1. **CNP Permanent Agreement Acknowledgement**
   Accepted on 01-15-2019 by Minnie Mouse

2. **SFSP Agreement**
   Incomplete

3. **SAMGOV Verification**
   Incomplete

You may view this list at any time by selecting Requirements from the menu.
Step 2: Access/Click on the “SFSP Agreement”

The sponsor user will read all attestation language listed in this section, then will enter the requested information at the bottom of the screen and submit.
Step 2: Access/Click on the “SFSP Agreement”

Once the sponsor user accepts, the following will display.
Click on “Back to Requirements List” to proceed.
4. ONLINE APPLICATION—REQUIREMENTS FEATURE

**Step 3:** Complete SAMGOV Verification

Click on #3 (SAMGOV Verification) to complete the “Requirements” portion of the website.
4. **ONLINE APPLICATION—REQUIREMENTS FEATURE**

**Step 3: Complete SAMGOV Verification**

The sponsor user will enter the organization’s DUNS number and then will click on “submit”.

**Purpose:**
Your Sponsor’s participation in this program requires the sponsoring organization to verify registration in SAM (System for Award Management). Please verify your organization’s SAM registration by entering the 9 digit DUNS number of your organization as registered at [SAM.gov](http://SAM.gov).

**Instructions:**
1. In the Textbox below, type the DUNS number your organization used for SAM.GOV registration. You may enter the number with or without dashes.
2. Press the submit button.
4. **ONLINE APPLICATION—REQUIREMENTS FEATURE**

**Step 3**: Complete SAMGOV Verification

Once the sponsor user submits the DUNS #, the following will display. Click on “Back to Requirements List” to proceed.

Maintaining a current and active SAM registration is a requirement for program participation!
### 4. ONLINE APPLICATION—REQUIREMENTS FEATURE

**COMPLETION OF ALL ANNUALLY-REQUIRED ONLINE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNP Permanent Agreement Acknowledgement</td>
<td>Accepted by Minnie Mouse on 01-15-2019</td>
</tr>
<tr>
<td><strong>SFSP Agreement</strong></td>
<td>Accepted by Minnie Mouse on 01-15-2019</td>
</tr>
<tr>
<td><strong>SAMGOV Verification</strong></td>
<td>Completed by Minnie Mouse on 01-15-2019</td>
</tr>
</tbody>
</table>

All of the requirements were satisfied. You may continue to applications.

---

Please note that the requirements portion of the website need only be completed one time per program year.

Once all (3) requirements have been completed, the sponsor may proceed to completion of the Sponsor-level and Facility/Site-level applications.
5. THE SPONSOR APPLICATION
The online SFSP sponsor application is 5 pages in length.

Some information prepopulates and cannot be adjusted by the sponsoring organization.

Address details as well as the parish of the Sponsor are auto-populated.
Some areas cannot be completed in the sponsor application until the facility application(s) have been completed.

For example:

– Page 1: beginning date, end date, and total operating days (auto-populated, based on facility applications)
– Page 5: budget details
• **Sponsor type** – *auto-selected* based on application materials

• **Meal Service** - select the appropriate category for the organization

• **Other CNPs** –
  select any/all programs that the sponsoring organization may also participate in (i.e. CACFP [At Risk], School Food Service [NSLP and SBP]

• **Year-round service** – provide appropriate response

• **Prior serious deficiency notice** - provide appropriate response

• **Record collection and maintenance** –
  provide *centralized address* where all SFSP documentation is maintained and frequency in which it is turned in

This is where the SA will report for a SFSP review
### Sponsor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Address</strong></td>
<td>Address 1: 123 Buckle My Shoe</td>
</tr>
<tr>
<td></td>
<td>Address 2:</td>
</tr>
<tr>
<td></td>
<td>City: Baton Rouge</td>
</tr>
<tr>
<td></td>
<td>State: LA Zip Code: 70810</td>
</tr>
<tr>
<td></td>
<td>Parish: East Baton Rouge</td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
<td>Address 1: 123 Buckle My Shoe</td>
</tr>
<tr>
<td></td>
<td>Address 2:</td>
</tr>
<tr>
<td></td>
<td>City: Baton Rouge</td>
</tr>
<tr>
<td></td>
<td>State: LA Zip Code: 70810</td>
</tr>
<tr>
<td></td>
<td>Parish: East Baton Rouge</td>
</tr>
<tr>
<td><strong>Sponsor Contact</strong></td>
<td>Name: Judy Stracener</td>
</tr>
<tr>
<td></td>
<td>Title: Director</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:123@hotmail.com">123@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 225-123-4567</td>
</tr>
<tr>
<td></td>
<td>Fax: 225-123-4567</td>
</tr>
</tbody>
</table>

### Other Private Non-Profit Organization

- **Meal Service Type:**
  - Does sponsor participate in other Child Nutrition Programs?
  - Does sponsor provide ongoing, year-round service to the community?
  - Has the sponsor ever been terminated or determined seriously deficient in operation of SFSP or other Child Nutrition Program?

- **Record Collection Frequency:**
  - Address where records are stored:
    - City: 
    - State: 
    - Zip: 

Sponsor user inputs this information.
Federal Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, requires all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total $750,000 or more in Federal funds during any fiscal year. Complete the following questions to indicate the sponsor’s audit requirement status.

What is the last financial period that has ended for this organization?

Begin 1/1/2015 (mm/dd/yyyy)

End 12/31/2015 (mm/dd/yyyy)

For the financial period listed above, did this organization expend $750,000 or more in Federal funds?

No

If yes, did this organization submit a copy of the audit report for the financial period indicated in question A to the Louisiana Department of Education? (Audit report must be submitted prior to the contract approval.)

No

If the audit report for this agency is not conducted under the agency name listed in the agreement, identify the name under which the audit is conducted.

Sponsor will need to select **ALL** parishes where SFSP sites will be in operation.

Provide an estimate of the Racial/Ethnic makeup of the population to be served by choosing the parishes you will serve. Once a parish has been selected, the parish’s census information will appear in the table below.

<table>
<thead>
<tr>
<th>Parish</th>
<th>American Indian / Alaskan Native</th>
<th>Asian</th>
<th>Racial Data</th>
<th>Black / African American</th>
<th>Native Hawaiian / Pacific Islander</th>
<th>White</th>
<th>Hispanic / Latino</th>
<th>Non Hispanic / Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caddo</td>
<td>978</td>
<td>1732</td>
<td>112483</td>
<td>76</td>
<td>133424</td>
<td>3750</td>
<td>248693</td>
<td></td>
</tr>
</tbody>
</table>

Sponsor will provide the last financial period that has **ENDED** for the organization and indicate whether the organization expended \( \geq 750,000 \) in that time frame.
Failure to select \textit{all} parishes in which the SFSP will operate will cause the sponsor to be unable to establish "area eligibility" in some (or all) facility applications.

\textbf{Sponsor will need to select ALL parishes where SFSP sites will be in operation.}
This area has received slight edits on account of the recent change in monitoring oversight.

As previously mentioned, the SA will ensure that training of staff will/has occur(ed) prior to the start of the program.

- All sites must receive a 1st week visit and a 1st four week review by the program monitor(s).
PLEASE NOTE:

If the “add” button does not work on this screen, likely a ‘compatibility view’ issue.

This page allows sponsoring organizations to enter all SFSP administrative staff that will work with the program (both volunteers and paid staff).

The user will key in each individual’s first and last name, job title, number of hours he/she will work daily, number of days of employment for the current SFSP, and salary information (if applicable), along with funding source → then click “ADD”.

The same process will be used until all admin staff have been added.
• Staff member listed as person who oversees the program on page 1 must also appear in staffing section on page 4. This person must be able to work all days that the program will be in operation (or have a designated staff member listed who will fill in for this role on days where he/she will be absent).

• All sponsors must designate one (or more) program monitors in their Sponsor Staffing Plan.

• All central office workers, such as bookkeepers, monitor(s), program director, area manager, etc. must be listed in the Sponsor Staffing Plan. *This includes both paid and volunteer staff.*
Page 5 captures = Anticipated program reimbursement, program budget, utilization of any excess SFSP funds, request for SFSP Advance
• **Estimated/Anticipated Reimbursement:** auto-populated based on the facility application(s) meal service information provided.

• **Annual Program Budget:** Cannot be completed until facility applications are finalized. Cannot exceed anticipated program reimbursement. SFSP funding may only be utilized for “allowable” program expenses.

• **Excess funds:** acceptable uses are provided.

• **Advance request:** sponsor may opt out of this option by leaving the months unchecked - or may place a check mark next to the month(s) requested.
6. THE FACILITY APPLICATION(S)
PREPARING YOUR ONLINE APPLICATION

6. THE FACILITY APPLICATION(s)

- One facility application per proposed feeding location.
- Each facility application contains 4 pages.
- Some information prepopulates and cannot be adjusted by the sponsoring organization.

Each site’s name and address is pre-populated.
When users access the “Facility Application” link on the left-hand SFSP toolbar, sites will display as shown above.
In this instance, the SFSP organization has decided that it will only host a program at the **ZZZ Donald Duck Site** this year; therefore, the sponsor has decided to ignore the second site displayed. The sponsor moved this site down to the ignored sites list by selecting "ignore" in the actions column next to the site and then by hitting "go".
To complete the application for the ZZZ Donald Duck Site, the sponsor will select “**start**” in the drop down actions column and then click “**go**”.

<table>
<thead>
<tr>
<th>#</th>
<th>Site</th>
<th>[2014]</th>
<th>[2015]</th>
<th>Current</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ZZZ Donald Duck Site</td>
<td>0</td>
<td>Unsubmitted</td>
<td>0</td>
<td>Unsubmitted</td>
</tr>
<tr>
<td></td>
<td>359 Stich Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zachary LA 70803 123</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Site</th>
<th>[2014]</th>
<th>[2015]</th>
<th>Current</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ZZZ At-Risk Afterschool Site</td>
<td>No Application</td>
<td>0</td>
<td>Unsubmitted</td>
<td>No Application</td>
</tr>
<tr>
<td></td>
<td>4534 Tom Drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baton Rouge LA 70807</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For each participating facility, the sponsor will enter/select:

1. Site Supervisor details
2. Area eligibility information, if applicable for site type in use
3. Indication of whether the site is located in a “rural” or “non-rural” setting

Please contact the SA if you need assistance in making these determinations

Refer to the following link http://www.fns.usda.gov/rural-designation for assistance in determining rural vs. non-rural status of a site.

IN THE 2019 PROGRAM YEAR, SITE TYPE IS AUTO-SELECTED; PLEASE CONTACT THE SA IF YOU INTEND TO OPERATE OTHER TYPES OF SITES
“Open Site Using School Data” is pre-populated in the Facility Application. Please contact LDOE if you intend to operate another site type.

IMPORTANT!
The sponsor will select the following:
1. Meal Preparation used
2. Other CNPs @ the site
3. Applicable site activities
4. Most recent health inspection date(s) completed*

* please note that if your SFSP site is a school site that normally participates in the NSLP/SBP, this information should pre-populate in from the Site Health Inspections area of the website.

Please contact the SA if unsure.
This is where the sponsor will inform the SA of the meal service types to be offered at each proposed site. A calendar will be built to reflect operating days and number of children that the site anticipates feeding each day per meal type.
• To add the meal service options, click on the "add new meal" drop down and select the appropriate meal type. Then click "add". Enter start and end times for the meal service and number of children anticipated to participate (as the ADP). Then click "update".

• Complete the same process again if wishing to add a second meal service option at the site.
• After the meal types have been assigned, the calendars will need to be completed.

• To do so, complete the “Calendar Builder” feature in the upper right hand side of the page (by selecting days of the week the site will serve and start and end date of the program using the format MM/DD)

• Then click “Build Calendar”
To reflect closures at the site due to holidays, click “edit” above each calendar and then click on the day you wish to remove. The date should change from green to white. Then click “update”.

Repeat the same steps for the second meal service if it applies.

Site is not operating on 7/4
Note that the information has pre-populated at the top of page 2 (now that the calendars have been completed). This information will also populate over into the Sponsor Application in the Estimated/Anticipated Reimbursement section (page 5).
Calendar Builder Feature → Recap of Steps

1. Select appropriate meal type(s) in “Add new meal” dropdown
2. Then click on the “Add” button (REPEAT A 2\textsuperscript{ND} TIME IF NECESSARY)
3. Once the appropriate meal type has been added, indicate the begin and end times for that meal type, along with ADP.
4. Click the “update” button to the right of this information.
5. Perform steps 1-4 again if wishing to add a second meal service type
6. At the top of the page, under Calendar Builder, place a check mark next to the days that the site will operate and enter the beginning and ending date of the operation and click the “Build Calendar” button. Format required for dates is as follows: MM/DD
Please be sure to clearly convey the OVS indication to ALL site staff.

**IMPORTANT**

- **Provide responses**

**Remember that:**

1. Only SFAs have the option of offering the SFSP Meal Pattern or the NSLP/SBP pattern.

2. A response is needed for all questions even if response is “N/A”. Ensure that your staff is aware of processes in place.

**Defaults to no for SFSP meal pattern**
PLEASE NOTE:
Congregate feeding is **required** at all sites (including outdoor sites), unless previous notification has been provided to the SA (i.e. field trip)
The same process is followed for the ‘Site Staff’ (or Staffing Information) section as for Administrative Staffing Information section on the Sponsor application. A site supervisor must be designated, along with all staff assisting at the site.

The staffing information entered here, once saved, will automatically calculate [if paid with the SFSP funding source] and populate into the “Sponsor Budget”.

Once staffing has been completed for all facility apps, the sponsor can finalize page 5 of the Sponsor application, check applications for accuracy, and submit for approval.
• Save your work often as you progress with applications (save each page).

• Enter “sponsor” comments on any page of the sponsor and/or facility application(s) as needed to provide clarification to the SA.

• If anything changes during the program (staff replacement, program length changes, more children participating, etc.) this **must** be updated in the online application and resubmitted for approval.

• A program may **not** begin until approval has been received.
PROVIDING REIMBURSABLE MEALS
SFSP MEAL PATTERN REQUIREMENTS

• All sponsoring organizations must meet minimum meal pattern requirements for the SFSP at all operating sites.
• SFAs may do so by utilizing the SFSP Meal Pattern or the more detailed NSLP/SBP meal pattern.

Indication of which meal pattern is being utilized at each operating site must be provided in the site’s corresponding facility application.

With the exception of SFAs, all sponsors must utilize the SFSP meal pattern. Therefore, these are the requirements that will be covered on upcoming slides.
Effective Summer 2019, there is no longer an option to utilize Offer Verses Serve (OVS) under the SFSP meal pattern.

This applies to ALL sponsor types.

OVS will only be allowed for SFAs that elect to utilize the traditional School Food Service (SFS) meal pattern followed during the school year (for the NSLP and SBP).
SFSP MEAL PATTERN REQUIREMENTS

**IMPORTANT NOTICE!**

- **What does this OVS change mean?**
  
  - If you are a sponsor following the SFSP meal pattern you must *offer* and the children must *select* all of the required meal components in the minimum-required portions *

* Exceptions do exist, such as in the case of diet orders. This topic will be covered in further detail later in this presentation.*
### SFSP MEAL PATTERN REQUIREMENTS

**BREAKFAST AND LUNCH/SUPPER**

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong> (offering of 3 components and 3 items)</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>1 cup</td>
</tr>
<tr>
<td>Vegetable/Fruit</td>
<td>½ cup</td>
</tr>
<tr>
<td>Grain/Bread</td>
<td>1 serving</td>
</tr>
<tr>
<td><strong>Lunch or Supper</strong> (offering of 4 components and 5 items)</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>1 cup</td>
</tr>
<tr>
<td>Vegetable/Fruit</td>
<td>¾ cup, from 2 or more different choices</td>
</tr>
<tr>
<td>Grain/Bread</td>
<td>1 serving</td>
</tr>
<tr>
<td>Meat/Meat Alternative</td>
<td>2 ounces (oz)</td>
</tr>
</tbody>
</table>
## SFSP MEAL PATTERN REQUIREMENTS

### SNACK (AKA SUPPLEMENT)

<table>
<thead>
<tr>
<th>Snack (am or pm)</th>
<th>Component</th>
<th>Minimum Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vegetable/Fruit</td>
<td>¾ cup (or 6 oz 100% juice)</td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td>Bread – 1 slice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cornbread, Rolls, Muffin – 1 oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooked cereal – ½ cup</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cold, Dry Cereal – ¾ cup or 1 oz</td>
</tr>
<tr>
<td></td>
<td>Meat/Meat Alternate</td>
<td>1 oz</td>
</tr>
<tr>
<td></td>
<td>Milk</td>
<td>1 cup</td>
</tr>
</tbody>
</table>

Sponsors may not serve two beverages as a reimbursable snack. If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).
To recap…

- A snack must contain a minimum of two food items from **two different** component groups, in the minimum specified portion.
- Juice cannot be served when milk is served as the only other meal component.
SFSP MEAL PATTERN REQUIREMENTS

GENERAL RULES

1. All participating children **must** be offered ALL required meal components as per the meal pattern (*otherwise, these meals must not be claimed – exception: diet orders*).

2. All meal components must be eaten on site, unless you have requested and received permission from the state agency to allow children to take items off site (*).

3. All children must first be provided with a meal before any adults may receive a meal (includes kitchen staff).

*Congregate meals are a program requirement.

Field trips are one exception where children may consume (reimbursable) meals off-site, provided that the organization has given the state agency prior notification and all safety/sanitation requirements are met.
SFSP FIELD TRIPS

1. Sponsors must notify the SA anytime that there will be a change in the approved meal schedule at a site.

2. In the case of a scheduled field trip, where SFSP meals will be consumed by children off-site, written notification should be sent in advance to the SFSP coordinator (preferably by email: Shanna.Legier@la.gov).

3. The same minimum meal pattern requirements must be adhered to if the sponsor wishes to claim the meals for reimbursement. Extra caution should be exercised to ensure that food is properly stored and maintained.
SFSP MEAL SERVICE REQUIREMENTS

- Meals must be served **only** at the times approved in the most current online facility application. Any changes to your approved serving times or ADP levels must be submitted online and approved *prior to the change*.

- Recycling returned milk or any other discarded items from a served tray is not allowed by the LA Sanitary Code.

- If you are delivering meals to any sites, you should maintain **Satellite Account Forms/Reports**. Refer to SFSP Forms section of the website for this prototype document*.

* From the CNP home page, click on **memos/resources**, then **Summer Food Service Program**, then “**Forms**”

Home page: [http://cnp.doe.louisiana.gov](http://cnp.doe.louisiana.gov)
**Satellite Account Report**

(*Should be filled out and signed daily for sites that receive meals from a central kitchen*)

**Sponsor Agency:**

**Central Kitchen Site:**

**Satellite Site:**

**Date:**

- Breakfast
- Lunch
- Supper
- AM Snack
- PM Snack

**Table below for:** Bulk Items Shipped

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
<th>Portion Size</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table below for:** Pre-Plated Meals Shipped

<table>
<thead>
<tr>
<th>Items</th>
<th>Portion Size</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Items Shipped for Future Use**

<table>
<thead>
<tr>
<th>Items</th>
<th>Portion Size</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Driver:**

**Time Departed:**

*(I verify that the above information is true and accurate)*

**Comments:**

---

**Site Representative:**

**Time Received:**

*(I verify that the above information is true and accurate)*

**Comments:**

---

Areas shaded in white are to be completed by the driver. Areas shaded in gray are to be completed by the site representative receiving the meals at the time of receipt.
**Satellite Account Report**

(*Should be filled out and signed daily for sites that receive meals from a central kitchen*)

**Sponsor Agency:** ABC Parish School Board

**Central Kitchen Site:** South Ridge Elementary

**Satellite Site:** Montgomery Elementary

**Date:** 01/31/16

- [x] Breakfast  -  [ ] Lunch  -  [ ] Supper  -  [ ] AM Snack  -  [ ] PM Snack

---

### Table below for: **Bulk Items Shipped**

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
<th>Portion Size</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscuits (no rich ingredients)</td>
<td>15 ea.</td>
<td>3 oz.</td>
<td>Leaving central kitchen 150°F, Arriving at site 140°F</td>
</tr>
<tr>
<td>Turkey Saxony Patties</td>
<td>2 ea.</td>
<td>4 oz.</td>
<td>Leaving central kitchen 160°F, Arriving at site 150°F</td>
</tr>
<tr>
<td>Greens</td>
<td>28 #</td>
<td>8 oz.</td>
<td>Leaving central kitchen 160°F, Arriving at site 150°F</td>
</tr>
<tr>
<td>Milk, FF, Strawberries</td>
<td>55 ea.</td>
<td>8 oz.</td>
<td>Leaving central kitchen 34°F, Arriving at site 36°F</td>
</tr>
</tbody>
</table>

### Table below for: **Pre-Plated Meals Shipped**

<table>
<thead>
<tr>
<th>Items</th>
<th>Portion Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Additional Items Shipped for Future Use

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
<th>Portion Size</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Driver:** Trenard Scott  
**Time Departed:** 6:05 AM  
*(I verify that the above information is true and accurate)*

**Comments:**

---

**Site Representative:**  
**Time Received:** 6:30 AM  
*(I verify that the above information is true and accurate)*

**Comments:**
SFSP MEAL SERVICE REQUIREMENTS

The following restrictions apply when meals are delivered to SFSP sites:

- Meals must be delivered no more than one hour prior to the beginning of meal service
- Facilities must exist on-site for storing food at proper temperatures

This is addressed in the SFSP Federal Regulations, at 7 CFR Part 225.
SFSP MEAL SERVICE REQUIREMENTS

- There is a maximum of 200 sites for all sponsor types.

- No sponsor can serve more than a maximum total average daily participation of 50,000 children.

- State agency may impose stricter maximums on number of facilities and/or ADPs as necessary.
Must be pasteurized, fluid, Vitamins A and D enriched
Can be whole, skim, low fat, flavored or unflavored
Must be offered with each reimbursable breakfast, lunch, and/or supper; optional with snack so long as two full components are offered
Cannot be counted toward meal requirements when used in recipes
If following the SFSP meal pattern, choice of milk is not required (i.e. FF chocolate and 1% white)
Do not freeze milk to be used in the SFSP
MILK COMPONENT

NON-CREDITABLE ITEMS

- Half and half
- Cream
- Ice cream or ice milk
- Puddings, custards
- Nonfat dry milk
- Cheese
- Yogurt

- Evaporated milk
- Powdered cocoa mixes
- Commercial milkshakes
- Cream soups
- Imitation milk
- Sour cream

These items are **not** creditable in the SFSP.
SFSP MEAL PATTERN REQUIREMENTS

MEAT/METE ALTERNATE (M/MA) COMPONENT

- Lunch and supper meals must contain a creditable meat item or meat alternate
- Breakfast is not required to contain a M/MA
- For lunch and supper, the edible portion must weigh at least 2 ounces without bone
- Luncheon meats and frankfurters must be “all beef” or “all meat” with no by-products or extenders
- Commercially prepared yogurt, cheese, cheese spreads, and cheese foods are creditable meat alternates when used in the correct quantities
SFSP MEAL PATTERN REQUIREMENTS

MEAT/MEAT ALTERNATE COMPONENT

- Meat, fish, poultry, and eggs, such as:
  - Beef, chicken, fish, ham, pork, turkey and eggs
- Cheese, such as:
  - American, cheddar, cottage, mozzarella, parmesan, ricotta, Swiss
- Dry beans and peas
- Nuts and seeds
- Commercially produced yogurt, plain or flavored, unsweetened or sweetened (any fat content)
- Alternate protein product (APP), such as:
  - Products mixed or made into food items (ground beef patties, tuna salad, etc.)
M/MA COMPONENT

NON-CREDITABLE ITEMS

- Bacon/salt pork
- Liverwurst
- Imitation seafood
- Ham hocks
- Neck bones
- Beef jerky
- Imitation cheese
- Cheese “products”
- Cream cheese
- Frozen or homemade yogurt
- Tofu
- Coconut

NOTE: Commercially prepared combination foods (e.g., pizza, burritos, chicken nuggets) must have documentation from the manufacturer (i.e. Child Nutrition [CN] labels or product formulation statement to substantiate compliance with required quantities).

These items are not creditable in the SFSP.
Two or more different vegetables or fruits must be served for lunch and supper, and the combined serving size must be at least ¾ cup (c).

Cooked dried beans or peas can be counted either as a M/MA or as a vegetable, but not both in one meal.

The minimum countable portion of a vegetable or fruit item is 1/8 c.

Juice must be 100% full strength.

At lunch and supper, no more than one-half of the total requirements may be met with full-strength juice.

Vegetable + Apple = ✓
SFSP MEAL PATTERN REQUIREMENTS

FRUIT/VEGETABLE COMPONENT

◆ Sponsors may **not** serve two forms of the same fruit or vegetable in the same meal.

◆ For example, an orange and orange juice would not be an acceptable combination. Nor would an apple and applesauce be acceptable.
SFSP MEAL PATTERN REQUIREMENTS

FRUIT/VEGETABLE COMPONENT

- Whole fruits/vegetables
- Cooked vegetables
- Full strength (100%) fruit or vegetable juice
- Cooked or canned fruit
- Thawed, frozen fruit
- Dried fruits

Please note that fruit within yogurt, whether blended, mixed, or on top, cannot be credited toward the fruit requirement.

Extra fruit – provided as a separate component on the line- can be credited, however.
FRUIT/VEGETABLE COMPONENT

NON-CREDITABLE ITEMS

- Fruit-flavored gelatin
- Fruit sherbet
- Hominy
- Fruit “drinks”
- Fruit “punch”
- Sports drinks
- Fruit breads
- Powdered drinks
- Juice beverages
- Pickle relish
- Potato chips
- Ketchup
- Fruit jams, jellies

These items are not creditable in the SFSP.
**SFSP MEAL PATTERN REQUIREMENTS**

**GRAIN/BREAD COMPONENT**

- Under the SFSP meal pattern, each grain/bread serving must contain a **minimum of** 14.75 grams of enriched or whole grain meal or flour, bran, and/or germ. *(Please note that the NSLP/SBP meal pattern requires 16.0 grams to credit as one serving)*

- With the SFSP meal pattern, cooked *enriched or whole grain* rice, macaroni or noodle products may be used to meet the grain/bread requirement. One serving is equal to ½ cup.

To SFAs who utilize the “SFSP” meal pattern in the summer months, please note that for crediting grains, you will be using the “old” bread/grains chart that used to be utilized in NSLP/SBP.

Refer to the online Food Buying Guide to access the old bread/grains chart: [https://foodbuyingguide.fns.usda.gov/Appendix/ResourceAppendixE](https://foodbuyingguide.fns.usda.gov/Appendix/ResourceAppendixE)
SFSP MEAL PATTERN REQUIREMENTS

GRAIN/BREAD COMPONENT

- Whole-grain or whole-wheat
  - Bagels
  - Breads
  - Cereal (RTE)
  - Crackers
  - Pita Bread
  - Rolls
  - Noodles or pasta
  - Whole-corn tortillas
  - Brown rice
  - Buckwheat
  - Oatmeal
  - Quinoa

- Enriched grains, like:
  - Bagels
  - Cereal (RTE)
  - Cornbread
  - Muffins
  - Crackers
  - Tortillas
  - Noodles or pasta
  - Pita bread
  - Rolls
  - Wheat bread or white bread
  - Enriched rice
  - Enriched or fortified cereal

ALLOWABLE GRAINS/BREADS!
SFSP MEAL PATTERN REQUIREMENTS

Grains at Breakfast...

- The serving size for **cooked cereal** must be at least ½ cup to equal one serving of bread.

- The serving size of **dry cereal** must be at least ¾ cup or 1 oz to equal one serving of bread.

- Coffee cake, sweet rolls or doughnuts made with whole grain or enriched flour can be used as a bread component for breakfast or snacks only.
Minimum serving sizes for grains/breads are specific to the type of grains/breads offered.

This is why it is important to refer to the Bread/Grains chart previously referenced in the Food Buying Guide to determine whether commercially prepared items meet the minimum portion size for meals served.

For example, one bagel, weighing 25 grams, would credit as one full serving of bread/grain. Whereas, for a muffin, it would take 50 grams to credit as the same (one full serving).
GRAIN/BREAD COMPONENT

NON-CREDITABLE ITEMS

- Tapioca pudding
- Potatoes
- Potato chips
- Hominy

These items are not creditable in the SFSP.
SFSP MEAL PATTERN REQUIREMENTS

Serving larger portions in the SFSP

- Offering portions of food that are larger than the minimum required serving size is allowable with the SFSP meal pattern - as there are no maximum limits on any food components.

- If chosen wisely, additional foods can increase the variety of nutrients offered, such as extra vegetables, fruit or whole grains.

Please note that:

If a program chooses to purchase additional food with **SFSP funds**; the food **must be creditable** under the meal pattern requirements.

One exception would be condiments and spreads. These, when offered with creditable food, are exempt from the restriction listed above in blue and can be purchased with Program funds.
State agencies may authorize sponsors to follow the CACFP meal pattern requirements (7 CFR 226.20) for infants and children under six years old, which include smaller serving sizes than are indicated in the SFSP meal pattern.

The sponsor must be able to ensure that each age group is receiving the appropriate minimum serving sizes indicated in the CACFP meal pattern. Additionally, food should always be of a texture and a consistency that is appropriate for the age and development of the children being served.

Please contact the SA PRIOR TO initiating this flexibility in your SFSP.
At each sponsor’s discretion, meals may be served to persons other than eligible children, such as program and non-program adults.

However, this may only be done after all participating children have been offered a reimbursable meal.

**Program Adults** –
staff members involved at the site in the preparation or serving of meals.

- Meals are generally provided free of charge to these individuals. The meals cannot be claimed for reimbursement, but the cost of providing these free meals is an allowable program operating cost.

**Non-program Adults** –
adults not directly related to meal preparation or service.

- May be served meals, but the cost of the meal must be covered by the adult or by some other funding source (other than SFSP).
SFSP MEAL SERVICE REQUIREMENTS

When Serving Adult Meals...

- Adult meals must be recorded in the appropriate category (program or non-program adults) on the daily meal count sheet.
- The counts must be maintained separately from reimbursable meals.
- It is at the sponsoring organization’s discretion as to whether adult meals will be served.
- Any money collected for the sale of non-program adult meals must be deposited into the SFSP non-profit account for use in the program.

Sponsors must clearly convey to their site staff whether non-program adult meals will be sold in their SFSP. And, if sold – what the process will be for collecting funds and turning the funding over to the central office.
When Serving Adult Meals...

- Meals served to adults are *never* reimbursable.
- The suggested price to charge non-program adults is normally your “cost” to produce the meal. Be sure to include the cost of commodities.
- SFSP funds cannot be used to subsidize the cost of *non-program* adult meals.
May be sold by SFSP sponsors or sites during meal service.

However, program and non-program (a la carte) components of the food service must be tracked separately, accounting for the receipt, obligation, and expenditure of all SFSP funds.

The sponsor must maintain accounting records documenting proper cost allocation between Program (reimbursable meals and/or program adult meals) and Non-Program (i.e. a la carte) components of its food service operation and the SA must ensure through the review process that ALL SFSP reimbursements are used solely for conducting non-profit food service operations.
Because summer time is a time of agricultural abundance, USDA strongly encourages SFSP sponsoring organizations to purchase locally.

There are many benefits to purchasing locally. Some include:

- Increased participation by improving the quality and appeal of meals
- Schools can get started for the upcoming SY with efforts to source locally during the summer months, testing out recipes using local foods and creating menus that kids will love
- Regional producers benefit from a reliable outlet for their products in summer months
- Kids and teens access fresh, nutritious meals and experiential learning activities at meal sites, staying nourished and active while school is out
More information can be obtained as follows:

- The Farm to Summer Section of USDA’s Farm to School website: http://www.fns.usda.gov/farmtoschool/farm-summer
- The Procuring Local Foods for CNP Guide, which showcases the many ways that summer meal sponsors can purchase local foods: https://www.fns.usda.gov/sites/default/files/f2s/ProcureLocalFoodsCNPGuide.pdf
PLANNING MEAL SERVICE
ADVANCE PLANNING OF MEALS

Consider the following…

- Offering a variety of foods
- Incorporating commodities
- Shopping competitively (quality for cost)
- Use of seasonal products
- Preparation time, food products, equipment and staff
- Incorporating locally produced foods
USDA FOOD BUYING GUIDE (FBG) – HELPS ELIMINATE THE “GUESSWORK”

- The FBG provides an extensive listing of foods to help determine appropriate amounts of food to purchase.

- The USDA FBG booklet is available from this web address: https://foodbuyingguide.fns.usda.gov/Home/Home (select appropriate organization type under “continue as guest user” then click on “enter” to utilize the FBG)

- The **FBG Online Calculator** is available at: https://foodbuyingguide.fns.usda.gov/MasFoodItems/Index

- Additionally, there is now a **FBG Mobile App** that users can download and use from their smart phone/tablet: https://www.fns.usda.gov/tn/food-buying-guide-mobile-app
New sponsors can print (or download/save a copy of) the entire FBG from USDA’s website provided on the previous page (1st link) or print only those pages containing the foods being used.

There is a USDA FBG User’s Manual (last update 12/18) available at the following link: https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/FNS-FBG-User-Manual.pdf
USDA FOOD BUYING GUIDE (FBG)

Provides sections on:

- Meat/MA
- Fruits
- Vegetables
- Grains/breads
- Milk

Assists menu planner in determining the total quantity needed (for purchase) of an item in order to produce a specified number of portions for a given component.
Can be used to be used when *manually* calculating food quantities that are needed to provide a specified number of servings of particular portion size.

See example provided on next two slides.
Sponsor XYZ wants to offer Frito pie on the lunch menu and wishes for each entrée to yield 1 grain/bread per serving (from Fritos).

What is the total quantity of Fritos needed to produce 250 servings of this entrée (that credits as 1 b/g per serving)?

To proceed with the calculation, we must first access the Grains/Breads subsection of the FBG and locate the line item in Section 3 (Grains/Breads) for “corn chips” aka Fritos.

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size per Meal Contribution</th>
<th>Purchase Units for 100 Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corn Chips (Group B)</td>
<td>Pound</td>
<td>20.0</td>
<td>1/2 grains/breads serving (about 1/3 cup; must weigh at least 13 g or 0.5 oz)</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>15.0</td>
<td>1 grains/breads serving (about 2/3 cup; must weigh at least 25 g or 0.9 oz)</td>
<td>6.7</td>
</tr>
</tbody>
</table>

1 grain serving = 2/3 c

The row highlighted in tan gives us information on the creditable amount per portion that we are interested in.
The FBG tells us that every 2/3 c serving equals 1 grains/breads serving and also that for every “pound” (purchase unit) of this product, there are 15 (2/3 c servings).

So, the question is….  
How many pounds do we need for 250 (2/3 c servings)?
There is also a streamlined process that can be used to calculate food quantities that are needed to provide a specified number of servings of particular portion size, through utilization of the Online FBG Calculator.

See corn chip example reworked on the next few slides utilizing this method (online FBG).
We will discuss the steps for completion on the next few slides:

1. Select “Tools” then “FBG Calculator – Create Shopping List” for a new entry.

2. Name the shopping list and select the associated date. Then, select the component group in which you wish to perform a search under and enter the item keywords.
3. Determine which result best represents the portion you wish to serve and click “add”.

In this instance, the second line item is the best option.
4. Clicking the add button will allow the user select the exact item he/she wishes to customize.

5. Next, click on “add serving size” to provide exact details for the item. In our previous corn chip example, we wanted to provide 250 children with one serving of bread/grain. Enter that info.
6. Once the user enters the exact serving size and # of total servings needed, the information above will update.

And, here is the answer that we received earlier when we manually calculated the Frito pie example.
"If" the menu planner already had some corn chips on hand, this could have been listed here. By doing so, the tool will automatically reduce the purchase amount needed by that amount. If no corn chips were on hand at the time of purchase, this would be left at "0". Be sure to save your work each time you add a new item!
Once saved, you can access the “tools” option and select “FBG Calculator – My Shopping Lists” to further edit the list or to email/text it or convert to PDF for printing.
WHY USE THE FBG?

✓ Ensures that sponsor purchases *sufficient quantities* of food items needed for a particular component yield.

✓ Helps to prevent purchase of too much product as overproduction is costly and not advised.

✓ During required reviews, State and USDA staff will check to ensure that the appropriate amount of food was prepared for the number of servings planned.

SFSP sites should always plan meals with the *intent* of serving “one reimbursable meal” to each eligible child.
WHAT ABOUT DOCUMENTATION OF PROCESSED/COMMERCIALY PREPARED FOODS?

✓ Child Nutrition (or CN) Labels, product labels, and/or product formulation statements (PFS) provide a way for food manufacturers to communicate with CNP operators.

✓ These documents explain how products may contribute to the meal pattern requirements for meals served under USDA’s CNPs.
WHY USE THESE FOODS?

These items are often used because:

- Labor/staffing needs are reduced
- Children are more likely to eat them

Sponsors must be able to provide the nutritional contribution of the commercially prepared food. Specifically, the sponsor will need documentation that shows the creditable portion of the following per prepared commercially prepared food item:

- Meat/meat alternate, and/or
- Grains/bread, and/or
- Fruit/vegetable

E.g. Pancake on a stick, chicken nuggets, French toast sticks

CN Labeling Details/Facts are available at the following link:
https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry
WHAT DOCUMENTATION IS ACCEPTABLE?

When utilizing commercially prepared products (aka items that are not found in the FBG), be sure to purchase foods that have a Child Nutrition (CN) Label or obtain a Production Formulation Statement (PFS) from the manufacturer.

Without a CN Label or PFS, commercially prepared food items utilized in Child Nutrition Programs (SFSP, NSLP, SBP) cannot be credited towards meal pattern components.
WHAT IS A CHILD NUTRITION (CN) LABEL?

- A document that provides a warranty from the manufacturer that a food meets certain nutrition levels
- Specifies a product’s contents and the contribution of the individual contents toward meeting the meal pattern requirements
- Found on a wide variety of foods sold by major food wholesalers and distributors
HOW DOES A CN LABEL LOOK?

One 5.00 oz Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetables, and 1 ½ servings of grains/breads for the Child Nutrition Meal Pattern Requirement. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 01-16)
One 5.00 oz Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving vegetables, and 1 ½ servings of grains/breads for the Child Nutrition Meal Pattern Requirement. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 01-16)
PRODUCT FORMULATION STATEMENT (PFS)

• When a sponsor purchases a commercially-prepared product without a CN Label, a signed PFS on manufacturer’s letterhead may be requested to demonstrate how the processed product contributes to the meal pattern requirements.

• It is the program operator’s responsibility to keep records to document that meals served fulfill the meal pattern requirements.
The screenshot to the right will provide an example of a Prototype PFS for meat/meat alternates. A manufacturer may choose to use their own prototype, which can be allowed so long as all necessary product information is captured.

When in doubt, request for the manufacturer to complete on the state’s prototype form.

CN Labeled Products

- The CN Label provides a warranty against audit claims when the product is used according to the manufacturer’s direction.
- School program operators may submit an original CN Label, a photocopy or a photograph of the valid CN Label during an administrative review as acceptable documentation.
  - CN Labels that are laser printed on the product carton or cannot be easily removed may be photocopied while attached to the original product carton; or
  - A photograph of the CN Label while it is attached to the original product carton.
    (CN Labels that are photocopied or photographed must be visible and legible.)
- When a valid CN logo and crediting statement is provided, State reviewers must not request a Product Formulation Statement.
Product Formulation Statements (PFS)/Other Documentation

- PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.
- Templates for documenting the meat/meat alternates (M/MA), grains, fruits, and vegetables components are available on the FNS website at: http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry.
- PFS may be modified for various products contributing to more than one meal component. For example, a cheese pizza may credit towards the M/MA, grains and the red/orange vegetable subgroup. The crediting information for each meal component may be documented on the same PFS.
- PFS should verify that the product’s contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).
- PFS should assure that the creditable components are in the finished product.
Cycle menus are sets of menus that are generally set for a 2 to 4 week period and then repeated.

Benefits of utilizing cycle menus include:

- Meal purchases can be planned well in advance
- Simplifies food preparation
- Allows for accurate forecasting
- Can help to lower food costs
STANDARDIZED RECIPES

- Standardized recipes (which have been tried, tested, and shown to provide consistent yields) should be used in all CNPs to ensure program requirements are met.

- Numerous standardized recipes for Child Nutrition Programs are available online for downloading.
SERVING REIMBURSABLE MEALS
RESOURCES FOR SPONSORS

• How to Serve a Reimbursable Meal Toolkit Page:

• Team Nutrition Healthy Meals Resource System:
  https://healthymeals.fns.usda.gov/

• USDA Standardized Recipes: https://www.fns.usda.gov/usda-standardized-recipe

• Institute of Child Nutrition USDA Recipes for Schools:
  https://theicn.org/icn-resources-a-z/usda-recipes-for-schools/
DOCUMENTING YOUR SFSP

“If you didn’t document it, it didn’t happen.”
RECORDKEEPING

Good Documentation Equals a Good Program

Don’t lose money through disallowed meals as a result of poor documentation!

Source documents are the records you must keep for your SFSP

SFSP records must be maintained, at a minimum, for 3 years plus the current year.

For a Checklist of Records see page 190-191 of the Administration Guide for SFSP Sponsors
SFSP DOCUMENTATION 101

Documentation required in the SFSP includes, but is not limited to:

✓ Daily meal count (aka Point of Service) documents – for all sites
✓ Monitoring visit and/or monitor review forms – requirement changes
✓ Annually completed SFSP staff training for all staff (IE- maintenance of training sign-in sheets with date(s), training documents, agendas), including documentation of Civil Rights (CR) Training
✓ Payroll documentation, including time sheets – required for all SFSP staff, including administrative staff (copies of payroll checks, bank statements, etc., to be included)
✓ Lease/rental agreements, as applicable
SFSP DOCUMENTATION 101

Documentation required in the SFSP includes, but is not limited to:

(Cont’d)...

- Complete Racial/Ethnic Data Forms – completed annually, per site
- Itemized bank statements for the SFSP and deposit slips - documenting all expenditures and income to the program
- Food/non-food invoices and receipts
- FSMC contracts, as applicable
- Media release (i.e. newspaper clipping)
- Menus, production records, and/or inventory records in support of reimbursable meals
- Procurement documentation
SFSP sponsors may utilize their own forms/prototype documents to capture various required details of the program.

However, it is the sponsor’s responsibility to annually compare any documents that it uses in the place of the State agency or USDA prototype forms to ensure that all required areas are captured.

The State agency highly recommends the use of USDA / State agency prototype documents to ensure that all required information is included, including areas recently updated.
MEAL COUNTING
POINT OF SERVICE (POS) REQUIREMENTS

- Meal counts must be taken for each meal service at each site at the time of the meal service.

- Meal counting systems at each site must capture all reimbursable 1st meals and any/all 2nd meals (if applicable) that were served to eligible children separately from any/all adults meals.

- Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.

When reviewed by SA staff, the Point of Service/ meal counting process is closely reviewed.
ACCEPTABLE COUNTING METHODS

- Completion of the daily meal count sheet (or comparable form) at each meal service at the POS
- Electronic POS (all children coded free)
- Clicker utilized at each meal service, where each child is accounted for as he/she passes the POS with a reimbursable meal

*If a clicker is utilized, the final count must still be transferred to a record that accounts for all complete 1st and 2nd (if applicable) meals served to children (with any adult meals accounted for separately by type*).

*Adult meal types will be covered in more detail later in the presentation
COMMON ISSUES FOUND AT POS THAT ARE NOT ALLOWED

1. POS clerk has been assigned multiple duties requiring him/her to leave POS during meal service.
2. Head or Plate counts utilized *in place of* a POS.
3. Attendance records used *in place of* a POS.
4. Allowing number of meals “prepared” (or delivered) to be used as the reimbursable meal count or POS count.

Reimbursement *must always* be based upon the # of reimbursable meals that were *SERVED* to eligible children.
IMPORTANT MEAL SERVICE REMINDER

• Only those complete (first) meals served to eligible children may be claimed for reimbursement (along with a select number of ‘complete’ second meals, as applicable).

• OVS is not permitted when using the “SFSP Meal Pattern”.

• The number of prepared meals often does not equal the number of meals to be claimed.

Site staff MUST be trained to recognize a reimbursable meal.
CRITICAL DAILY DOCUMENTATION

✓ Production Records – *highly recommended*

✓ Daily Meal Count Records

✓ **Satellite Account Forms** - when meals are delivered to SFSP sites from another location (or site)
THE DAILY MEAL COUNT FORM

Can be found in the “Reference Materials” section in the latest USDA Administrative Guidance for Sponsors book

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

Page 1 (of 2 page) prototype
**PLEASE NOTE THE FOLLOWING:**

1. **Site-level details**
2. "1st meal" reimbursable meal counts
3. "2nd meal" counts, as applicable
4. Program adult meals, as applicable
5. Non-program adult meals, as applicable
6. Total meals
7. Non-reimbursable meals (i.e. damaged, incomplete)
8. Total Leftover Meals

**QUESTION:** Which section(s) listed to the right of this slide contain(s) meals that may be claimed for reimbursement?
When SA staff performs a SFSP Review, the Daily Meal Count Forms are reviewed and are often incomplete. Sponsors MUST train site staff on how to fully complete the daily meal count form. Additionally, these records must be submitted to the central office on a set, regular schedule that is adhered to
**THE DAILY MEAL COUNT FORM**

**Incomplete**

**Missing information including:**

- Supervisor name
- Inaccurate date
- **Missing hash marks!**
- Missing total second meals
- Missing indication of whether meals were delivered or if leftovers were available from prior day

---

**DAILY MEAL COUNT FORM**

<table>
<thead>
<tr>
<th>Site Name: Ake Key gare</th>
<th>Meal Type (circle): B  O  SN  SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Delivery Time:</td>
</tr>
<tr>
<td>Date: 6/3/16</td>
<td></td>
</tr>
</tbody>
</table>

Meals received/prepared: **62** + Meals available from previous day: **85** (Total meals available) [1]

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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Second meals served to children: Total Second Meals +[3]

Meals served to Program adults: Total Program Adult Meals +[4]

Meals served to non-Program adults: Total non-Program Adult Meals +[5]

TOTAL MEALS SERVED = **82** [6]

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

Total leftover meals + [8]

Total of items: **82** + **5** = **87** [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: [Signature] Date: 6/9/16
**Missing information including:**

- **Meal type** served!
- Site address
- Supervisor name
- Number of meals prepared/delivered
- **Missing hash marks!** (1st and 2nd meals)
- **Missing site supervisor’s signature!**
When a site serves more than 150 children per day at a given meal service, the supplemental (page 2) form may be used along with the first page.

Be sure to staple or attach the sheets and keep them together.


When utilized, include totals on page 2 of the count sheet.
As a reminder:

1. The Racial/Ethnic Site Data form must be completed for each operating site on an annual basis.

2. The form must be completed while the site is still in operation.

3. This is an area addressed during a state agency or USDA review.
Instructions for Completing the Race and Ethnic Data Form

COMPLETE A NEW FORM AT EACH SFSP SITE YEARLY • The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site’s operation.

To Count and Record Children’s Race and Ethnicity at the SFSP Site:

USE GOOD JUDGEMENT BASED ON OBSERVATION ALONE • The sponsor may use visual identification to determine a participant’s racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.

RECORD ETHNICITY FIRST THEN RACE(S) • To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.

KEEP THIS DOCUMENT SECURED AND ON FILE FOR 3 YEARS • The sponsor must retain racial or ethnic data, as well as documentation for the data for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.

These instructions can be found in the USDA SFSP Sponsor Monitor’s Guide (under Sample Forms), found at the following link:
http://www.fns.usda.gov/sfsp/handbooks
RACIAL/ETHNIC SITE DATA FORM

Common problems noted by SA staff:

1. Signature and date is missing from the form.
2. Only the Ethnic or the Racial Categories section is completed on the form (both sections are required).
3. Form is not completed at all sites annually.

Please note that the staff member completing this form on behalf of the SFSP organization must not question children as to what their ethnicity/race is. This must be completed without involving those children participating in meal service on the day of completion.
In this example, the monitor observed meal service at the North Third Playground facility. A total of 105 children participated in that meal service.

Per the monitor’s determination, he/she deemed that 105 children were non-Hispanic or Latino and, of those same 105 children, that 50 were white and 55 were black or African American.
TIME AND ATTENDANCE RECORDS

ADMINISTRATIVE STAFF

Can be found in the latest SFSP USDA Administrative Guidance under “Reference Materials”

---

**Time Report – Administrative Staff**

<table>
<thead>
<tr>
<th>Sponsor name:</th>
<th>Sponsor Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor address:</td>
<td></td>
</tr>
</tbody>
</table>

**Week of:**

---

**Hours Worked in SFSP Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours Per Day</th>
<th>Total Hours Weekly</th>
<th>Hourly Wage</th>
<th>Total Claimable</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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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.

---

**Supervisor’s signature**

---

*Use this form for administrative staff performing administrative cost tasks, that is, tasks related to the administration of the Program (e.g. monitors, book keepers, office staff, directors).

**Note:** Administrative labor costs must be in the administrative budget approved by the State Agency.
Can be found in the latest SFSP USDA Administrative Guidance under “Reference Materials”

TIME AND ATTENDANCE RECORDS

SITE AND FOOD SERVICE STAFF

Completed weekly by site

---

Time Report – Site and Food Service Staff*

Site/Sponsor name: ___________________________ Site/Sponsor Number: __________________

Site/Sponsor address: ___________________________

Week of: ___________ Date: ___________

Hours Worked in Food Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours Per Day</th>
<th>Total Hours Weekly</th>
<th>Hourly Wage</th>
<th>Total Claimable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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 servers, cooks, supervising children at the site).

Note: Operating labor must be in the operating budget approved by the State agency.
# MILEAGE RECORD

## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Name of Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature of Employee

Date

*Use this form for any staff performing an administrative task (e.g. monitors, sponsor administrative staff visiting/reviewing sites).

Note: Mileage costs must be in the administrative budget approved by the State Agency.

ONE SHEET REQUIRED PER ADMINISTRATIVE STAFF MEMBER, AS APPLICABLE

Can be found in the latest SFSP USDA Administrative Guidance under “Reference Materials”
# Mileage Record

**Site and FS Staff**

<table>
<thead>
<tr>
<th>Date</th>
<th>Odometer Reading: <strong>Start</strong></th>
<th>Odometer Reading: <strong>Stop</strong></th>
<th>Number of Miles</th>
<th>Itinerary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Use this form for any staff performing an operating task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).*

Note: Mileage costs must be in the administrative budget approved by the State Agency.

---

Can be found in the latest SFSP USDA Administrative Guidance under “Reference Materials”

**ONE SHEET REQUIRED PER SITE-LEVEL STAFF MEMBER, AS APPLICABLE**
PLEASE BE AWARE ...

✓ Mileage is **not** an allowable SFSP expense *if it has not been included and approved* in the most current Sponsor-level budget that was submitted to and approved by the state agency.

✓ Mileage should **never be** reimbursed by the sponsor to an employee when there is not a record in support of the SFSP mileage traveled.

✓ Information documented on the time records should be in agreement with the staffing information included and approved in the most current online applicable form (i.e. sponsor or facility-level). For instance, no staff member should not be working more hours per day than approved in the associated online application’s staffing plan.
The monitor(s) of the SFSP is a key link between site-level activities and the central office.

Monitors are always responsible for completion of the first 4-week review form annually at ALL operating SFSP site (even those that operate for a shorter duration than 4 weeks).

Monitors also complete less detailed “visit” forms (pre-operational and 1st week).

Please note that effective Summer 2019, all sites now require both a 1st week visit and a 1st four week review, regardless if returning and in good standing.

These visit/review forms can be found in the latest USDA SFSP Sponsor Monitor’s Guide (under Sample Forms), found at the following link: http://www.fns.usda.gov/sfsp/handbooks
**MONITORING DUTIES/ FORMS**

**PRE-OPERATIONAL VISIT FORM**

One-page document completed *prior to* the start of the SFSP at new or problematic sites.

<table>
<thead>
<tr>
<th>SFSP Pre-Operational Visit Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site name: ______________________</td>
</tr>
<tr>
<td>Site address: ____________________</td>
</tr>
<tr>
<td>Site telephone number: ___________</td>
</tr>
<tr>
<td>Person to contact for use of site:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of site (check appropriate type):</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Recreation center</td>
</tr>
<tr>
<td>_____ School</td>
</tr>
<tr>
<td>_____ Church</td>
</tr>
<tr>
<td>_____ Playground</td>
</tr>
<tr>
<td>_____ Settlement house</td>
</tr>
</tbody>
</table>

| Estimated number of children the site could serve: ______ |
| Estimated number of needy children in area: ___________ |
| Estimated number of personnel needed to adequately control the food service: __________ |

<table>
<thead>
<tr>
<th>Are the present facilities adequate for an organized meal service?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If answer is no, comments: ______________________________________ |

For the estimated number of children, does the site have: Yes No |

| Shelter for inclement weather? | _____ | _____ |
| Adequate cooking facilities (if applicable)? | _____ | _____ |
| Adequate storage for prepared or delivered food? | _____ | _____ |
| Storage space for records at site? | _____ | _____ |
| Adequate refrigeration? | _____ | _____ |
| Access to a telephone? | _____ | _____ |

What types of organized activities are possible or planned at this site?  

________________________________________________________________________ |

________________________________________________________________________ |

________________________________________________________________________ |

Improvements or corrective actions needed before site operates:  

________________________________________________________________________ |

________________________________________________________________________ |

Monitor’s Signature ___________________________ Date _________________
**MONITORING DUTIES/ FORMS**

**1ST WEEK VISIT FORM**

One-page document completed *in 1st week of operations* at all approved SFSP sites.

To be completed *annually* for all approved SFSP sites, regardless of length of program.

---

<table>
<thead>
<tr>
<th>Areas of Discussion</th>
<th>Notes and Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the site supervisor attended training session?</td>
<td></td>
</tr>
<tr>
<td>Are meals being counted and signed for?</td>
<td></td>
</tr>
<tr>
<td>Are all required records being completed?</td>
<td></td>
</tr>
<tr>
<td>Are meals served as second meals excessive?</td>
<td></td>
</tr>
<tr>
<td>Do meals meet meal pattern requirements?</td>
<td></td>
</tr>
<tr>
<td>Is there proper sanitation/storage?</td>
<td></td>
</tr>
<tr>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
<td></td>
</tr>
<tr>
<td>Are meals served at the time approved by the State agency?</td>
<td></td>
</tr>
<tr>
<td>Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off site).</td>
<td></td>
</tr>
<tr>
<td>Is each meal served as a unit?</td>
<td></td>
</tr>
<tr>
<td>Are there any problems with delivery?</td>
<td></td>
</tr>
<tr>
<td>Is there documentation of children's income eligibility, if applicable?</td>
<td></td>
</tr>
<tr>
<td>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
<td></td>
</tr>
</tbody>
</table>

List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:

---

<table>
<thead>
<tr>
<th>Site Supervisor’s Signature</th>
<th>Date</th>
<th>Monitor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
MONITORING DUTIES/ FORMS

1st FOUR WEEK REVIEW FORM

- Requires the monitor to report to the site prior to the start of the meal service (or prior to the delivery of meals) being observed.
- Detailed form that must be completed by the monitor and signed by the monitor, site supervisor, and a sponsor representative.
- Requires monitor to observe all of the meal service as well as clean up following the meal service.
- Monitor may need to provide TA (and/or follow-up to the site) as a result of the review.

Three-page document completed in 1st four weeks of operations at all approved SFSP sites.

To be completed annually for all approved SFSP sites, regardless of length of program.
DOCUMENTING YOUR SFSP

RECAP

• The forms referenced in this section are considered SFSP source documents. As a reminder, these must be maintained, at minimum, for three (3) years plus the current year.

• Forms covered in this section included the following:
  ✓ Daily Meal Count Form
  ✓ Racial/Ethnic Data Form
  ✓ Mileage Logs – site and admin-level
  ✓ Time/Attendance Logs – for site-level and admin-level staff
  ✓ Monitoring Visit/Review Forms

Please note that another pertinent form, the Satellite Account form, is reviewed in the “Providing Reimbursable Meals” section of this training.
CLAIMS FOR REIMBURSEMENT
REQUIREMENTS FOR CLAIMS

- **Daily** meal counts, by site, verified as accurate by each site supervisor (for each approved meal service), are ultimately placed in the CNP website in the “Claims” feature by the sponsor in order to request reimbursement for meals served.
OVERVIEW OF CLAIMS PROCESS

- Sponsors submit claims for reimbursement at the end of each month of SFSP operation.

- Claims are submitted on the CNP website (http://cnp.doe.louisiana.gov) - log-in is required

- Only the persons designated as the Head of Organization or the Authorized Rep. are provided with the rights to create and submit claims. However, either of these users may create additional user accounts, assigning view only rights (or view/edit/submit rights) to these accounts, as they see fit.

*Please note that as per the SFSP regulations (found in 7 CFR Part 225), months with fewer than 10 operating days are combined with a larger month for claiming purposes.

For example, a sponsor could not submit a separate August claim for reimbursement if that month only had 9 operating days (it would be combined with the prior larger month).
In this example, the SFSP organization has a program that extends into the month of August. In its final month, however, it only operates for 5 days.

This particular sponsor would submit a **single claim for reimbursement** for the last two months that it operates its SFSP – a combined July/August claim.

The CNP website recognizes this and when the July claim is created, it is a July/August claim.
Claims for reimbursement must be submitted:

- Monthly (for each month with $\geq 10$ operating days)
- Through the online CNP system, no later than midnight on the 60th calendar day following the end of the claim period

When in doubt, confirm deadline with LDOE Appropriation Control.

Deadline for this sponsor to submit their combined May/June SFSP claim would be August 29th.

Sponsors may contact Tameca Jeanpierre at Tameca.Jeanpierre@la.gov or at (225) 342-3836.
MORE IMPORTANT TIMEFRAMES:

- “Upward adjustments” may be made to the original claim anytime during the 60 calendar day window (referenced on the prior slide) for that claim period (i.e. amendment/correction to “add” meals that were left off of original submission)

- “Downward adjustments” must be made and can be done any time following the identification of these errors (i.e. amendment/correction to “remove” meals that were reported in error on the original submission. AKA… to return money owed to LDOE)

These adjustments are made by amending the claim for reimbursement for the corresponding time period.
The 60 calendar day timeframe does still apply. If released and then not resubmitted in a timely manner, you may end up passing the deadline to submit your adjustment.

What if claiming errors are found by the sponsor right after submission of the claim?

Contact LDOE Appropriation Control ASAP:

- If processing has not yet begun, staff may be able to simply release the claim back to you to access and make the necessary adjustments. Then, you can submit it back for processing/payment once the necessary corrections have been made. In these situations, a claim amendment/revision is not needed.
MORE IMPORTANT TIMEFRAMES:

◆ If a sponsor is *beyond the* “60 calendar day” deadline to submit a claim and wishes to proceed with claiming, the sponsor may contact LDOE Appropriation Control ([Tameca.Jeanpierre@la.gov](mailto:Tameca.Jeanpierre@la.gov)), in writing, to request this exception.

◆ LDOE Appropriation Control will furnish the requestor with the information required to submit a *request for payment of a late claim under the “One Time Exception” rule*.

◆ The “One Time Exception” rule option may be approved for use *a maximum of once every 36 months* per sponsor.
OVERVIEW OF CLAIMS PROCESS

TIPS FOR AVOIDING COMMON CLAIM ERRORS

- Only the designated “head of the organization” and/or the “authorized representative” of the organization will initially have the rights/capabilities to create, edit, and submit claims.
- Claims that have **not** been submitted cannot be processed for payment.
- Please always check the status of your claim after submission to ensure that the associated status has changed (i.e. from “open/unsubmitted” to “submitted”).
- If you enter information on the claim that violates the claiming rules, you will get an error message explaining which built-in edit check(s) you have exceeded. Correction/adjustments will be needed in most cases.

Contact state staff for assistance if you receive error messages that you do not understand. The most common errors result from sponsors entering too many meals as seconds (more than eligible for) or from entering first meals **beyond** the approved ADP.
The next few slides will walk users through the process for creating, editing, and/or submitting SFSP claims for reimbursement.
OVERVIEW OF CLAIMS PROCESS
CREATING/EDITING/SUBMITTING CLAIMS

• To create/edit/submit a claim, users must first log-in on the CNP website at http://cnp.doe.louisiana.gov
• Next, access the purple “Summer Feeding” tab.
• Then, on the left-hand side, click on claims.
When logged in to the CNP website, under the Summer Feeding tab, click on “claims” on the left-hand side, and then on “create new claim” as displayed above.

Then, select the appropriate month.
After creating a claim (for a specified month), the screen will default to the “Claim Summary” tab (see arrow on slide). Sponsors cannot edit any information contained on this page. Information will tally/pre-populate into this screen based on what is entered under the “Site List” tab (see circle on slide).
Once the sponsor accesses the “Site List” tab, all approved SFSP site locations will display. To access a given site, click on “View” beneath the approved meal types for a specified site.
Each approved meal service will display in a separate table for each site that is accessed.

In this example, the following is displayed:
- Breakfast meal service
- Approved operating days in July for the selected site

An “edit” button appears to the right of “each” applicable operating day, allowing the user to enter associated meal data.

Once entered (per day), the user would click “update” to save the data and proceed.

As the site’s daily meal entries are made, the totals will update/auto-populate at the top of the screen (see area in red). This information also automatically feeds over to the “Claim Summary” page as well.
Once all site-level details have been entered and verified, the sponsor user will submit the claim by:

- Accessing the initial “Claim Summary” screen
- Scrolling to the bottom of the page and clicking submit
- Certifying that the claim is true and accurate and clicking submit to finalize submission of the claim.

Once successfully submitted, the status of the claim will change from unsubmitted to “submitted” at the top of the claim screen – under either tab “Claim Summary” or “Site List”. Individuals who submit claims for reimbursement should ALWAYS check for this.
Claims for Reimbursement are paid by Electronic Funds Transfers (EFTs) into the sponsor’s bank account.

The State of Louisiana sends EFTs from the state’s bank directly to the payee’s bank once the claim has been processed and approved.

The process of EFT results in sponsors receiving payments sooner.
OVERVIEW OF CLAIMS PROCESS
CREATING/EDITING/ SUBMITTING CLAIMS

• Claim process typically occurs:
  • Within 14 days of submission
  • However, LODE Appropriation Control has up to 30 days to process incoming claims
OVERVIEW OF CLAIMS PROCESS
STATUS OF CLAIM FOR
REIMBURSEMENT

• There are two ways for SFSP sponsors to check payment status:
  
  1) Through the CNP website
  2) Through the OSRAP * Website (may provide more up-to-date results)

OSRAP Website:
https://wwwcfprd.doa.louisiana.gov/vendsearch/index2.cfm

*OSRAP = Office of Statewide Reporting and Accounting Policy
(aka state’s payment system)
- Sponsors may check claim status via the CNP website under the SFSP claims portion.
- If the user requires further details, clicking the “view” button for the claim in question can provide this information (see screenshot below).
OVERVIEW OF CLAIMS PROCESS
CLAIM STATUS VIA OSRAP WEBSITE

Sponsor will enter the organization’s Payee TIN # to proceed to payment history.
SPONSOR
REVIEWS &
APPEALABLE
ACTIONS
All participating SFSP sponsors must receive a review from the State Agency once every three (3) years (sometimes more often).
• Per USDA Regulations (at 7 CFR Part 225), SFSP sponsors must receive, at a minimum, one SFSP review every three (3) years.

• In addition, please note the following regarding SFSP Reviews:

  – All NEW private non-profit (PNP) organizations receive a review in their 1st year of operation.

  – Larger sponsors (those having received a significant portion of PY SFSP reimbursements) are typically reviewed more frequently.

  – Problematic systems also receive more frequent SFSP reviews.
SFSP REVIEWS
PROCESS & TIMELINES

• SA staff typically conduct on-site reviews of SFSP sponsors between the months of May and (early) August.
• During reviews, central office records are reviewed, along with meal service operations at select sites.
• SA staff must conduct on-site reviews at a minimum number of SFSP sites (no fewer than 10% of approved sites).

Site Selection (example):
Sponsor ABC School System is due for a SFSP review in Summer 2019. This sponsor had a total of 27 sites approved for the current year and will have 8 in operation at the time of the review.

How many sites will need to be visited by SA staff?

SA staff would visit ≥ 3 SFSP sites (of the 8 currently in operation) during the on-site review.
SFSP REVIEWS
PROCESS & TIMELINES

During a review, SA staff will review items including, but not limited to, the following:

At the sponsor level

- SFSP training documentation (*sign-in sheets, with agenda and training materials*)
- Monitoring visit(s) and review forms
- Food records – *purchases/invoices, inventory, menus, etc.*
- Program receipts
- SFSP Bank Records/Program Ledgers
- SFSP Staffing Records (time/attendance)
- Mileage logs (if applicable)
- Media Release (current year) - *for any open/restricted open sites*
- All meal count documentation (i.e. daily meal count forms) *completed, to date*
- Most recent Racial/Ethnic Site Forms

If cooking of meals is done at an alternate location, SA staff will perform a review of that central kitchen.
SFSP REVIEWS
PROCESS & TIMELINES

During a review, SA staff will review items including, but not limited to, the following:

For each review site

- Daily meal count forms  (*for the past 5 operating days*)
- Inventory – including a review of temperature logs, use of FIFO, item placement and dating, etc.
- Current permit to operate
- Health inspection, visibly posted
- Meal service – components offered, planned/offered serving sizes, planned/offered menu, etc.
- Point of service – is an accurate count being received?
- Offer versus serve, as applicable – only an option for SFAs using NSLP/SBP meal pattern in their SFSP
- Civil Rights – to ensure compliance in this area
SFSP REVIEWS
PROCESS & TIMELINES

• The current prototype review forms – both sponsor and site-level - are posted to the CNP website under SFSP Forms

• At each review conducted,
  – One sponsor-level review form is completed
  – One facility-level review form is completed – per visited site

SUMMER FOOD SERVICE FORMS: GENERAL

- 2016 SFSP Assurance for Claim Validation for July Advance
- 2016 SFSP Review List (DRAFT).pdf
- 2016 Summer Training Attestation
- 2017 SFSP Site Information Sheet
- Satellite Account Report
- SFSP Site Level Review Instrument
- SFSP Sponsor Level Review Instrument
- Standards of Conduct and Certification for Procurement

Review Instruments utilized by the SA
Violations of program requirements may result in:
  – withholding or recovery of reimbursements,
  – temporary suspension, or
  – permanent termination and exclusion from future participation in the program

Sponsors who are declared seriously deficient (SD)* and fail to submit adequate corrective action are terminated from program participation.

Termination from participation in one CNP impacts participation in any/all other Federally-funded programs.

*The SD process will be discussed in more detail later in this presentation.
SFSP REVIEWS
PROCESS & TIMELINES

PROGRAM VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Failure to maintain adequate site or sponsor records
- Failure to adjust meal orders to conform to changes in site attendance (i.e. continued over-production)
- Failure to have a trained site supervisor at each site during meal service
- Serving more than one meal to a child at one time
- Children eating complete meals off-site
- Claiming meals that were not served to eligible children

Please note that all of the above violations can be considered as serious deficiencies depending upon the severity and systematic nature of the violations.
SFSP REVIEWS
PROCESS & TIMELINES

PROGRAM VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO (CONT’D):

- Serving meals that do not include all required meal components and/or correct (minimum) amounts
- Failure to report sites to the health department
- Continued use of FSMC/commercial meal vendor that violates health codes.
- Submission of false information to the state agency
- Not adhering to competitive bid procedures
- Noncompliance with Civil Rights laws and regulations

Please note that all of the above violations can be considered as serious deficiencies depending upon the severity and systematic nature of the violations.
SERIOUS DEFICIENCY PROCESS

- The SA shall terminate the Program agreement with any sponsor which it determines to be seriously deficient (SD).

- However, the SA shall afford a sponsor reasonable opportunity to correct problems before termination the sponsor for being seriously deficient.

- This is a requirement by USDA Regulations.
Once a sponsor has been determined to be Seriously Deficient, the state will issue a Notice of Serious Deficiency (NSD) letter, indicating the:

- Program violations,
- Required corrective action, and
- Date upon which the corrective action must be submitted/implemented.
WHEN SPONSORS COMPLY WITH ALL ACTION(S) INDICATED IN THE NSD LETTER:

- If corrective action is submitted in a timely fashion and the state agency determines that the CA is adequate, then the State will not proceed to terminate the program agreement with the sponsor at that time.

- However, the SA will conduct follow-up visits/reviews to ensure that the CA has been permanently implemented.
SERIOUS DEFICIENCY PROCESS (CONT’D)

WHEN SPONSORS DO NOT COMPLY WITH ALL ACTION(S) INDICATED IN THE NSD LETTER:

- If timely CA is *not* submitted, or if the SA determines that the CA submitted is inadequate, then the State Agency staff will send a Notice of Action Letter proposing to terminate the sponsor’s program agreement.

- Please note that process mentioned in the bullet above is an appealable action that will be discussed later in the presentation.
SFSP REVIEWS
COMMON FINDINGS
THAT COULD BE DEEMED AS SERIOUS
DEFICIENCIES IN THE OPERATION OF THE SFSP:

✓ Record keeping
  ✓ Incomplete daily meal count records and/or satellite account forms
  ✓ Failure to train and/or maintain training documentation for all staff

✓ Submission of false information to the State
  ✓ Including claims for reimbursement submitted without any/all supporting documentation on file for that claim period

✓ Operating the SFSP and claiming reimbursements for meals served at sites that have not received a current health inspection/permit to operate.
SFSP REVIEWS
COMMON FINDINGS
THAT COULD BE DEEMED AS SERIOUS
DEFICIENCIES IN THE OPERATION OF THE SFSP:

✓ Meal count errors in claim for reimbursement
✓ Incorrect use of OVS – *please be reminded of OVS changes*
✓ POS errors
✓ Serving meals outside of approved meal time
SFSP REVIEWS: WHEN FINDINGS ARE CITED

• If violations are found during sponsor/site reviews, the **sponsor** will be required to correct the problems found. *Whenever possible, the SA will have the sponsor correct problems while conducting the onsite review.*

• If a high level of violations are found, the sponsor will receive a **Notice of Serious Deficiency** letter, which would require a specific **corrective action plan** (CAP).

• If the state agency determines that the CAP is adequate, then it will initiate a follow-up system to ensure that sponsors take the specific action as outlined in CAP. This includes follow-up reviews in future program years.
SFSP REVIEWS:
APPEAL RIGHTS / ACTIONS

• Any approved SFSP sponsor denied participation in the program or denied program payments may obtain a hearing by an official other than the one directly responsible for the original determination.

• In Louisiana, a judge from the Division of Administrative Law (DAL) will conduct the hearing of the appeal in court and render a decision on the appeal.
SFSP APPEALABLE ACTIONS

Items that SFSP Sponsors May Appeal include:

- Denial of sponsor’s request for an advance payment
- Denial of a sponsor’s claim for reimbursement
  (except on decisions made by FNS in regards to late claims or upward adjustments)
- Termination of a sponsor’s participation in the program
- Denial of a sponsor’s site application
- Claim against a sponsor for remittance of a payment
- Refusal by a state agency to forward to FNS an exception request by
  the sponsor for payment of a late claim or a request for an upward
  adjustment to a claim.

See the CNP website, SFSP Resource Section
(subheading ➔ state agency procedures) for more information.
TO REQUEST AN APPEAL, SPONSORS MUST:

- Respond, *in writing*, to the Notice of Proposed Action (NPA)/ Serious Deficiency (SD) Letter issued by the SA *within the timeline proposed*, indicating that the sponsor wishes to appeal.

If a timely appeal request is received by the SA, it is acknowledged and forwarded to the Division of Administrative Law (DAL) in order for the necessary proceedings to take place.
SUMMER FOOD SERVICE & CIVIL RIGHTS

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.

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 responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or call (866) 632-9992 (Toll-free), 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 complaint form or letter to USDA by:

Email: program.intake@usda.gov

This institution is an equal opportunity provider.
CIVIL RIGHTS TRAINING
OVERVIEW

• Purpose
• Training requirements
• Discrimination considerations
• Protected classes
• Collection and use of data
• Public notification systems
• Long and short statements
• Complaint procedures

• Compliance review and resolution
• Requirements for accommodation of persons with disabilities
• Requirements for language assistance
• Conflict resolution
• Customer service
• Helpful links
CIVIL RIGHTS TRAINING

PURPOSE

• To establish and convey policy and provide guidance and direction to the United States Department of Agriculture, Food and Nutrition Service and its recipients and customers.

• To ensure compliance with and enforcement of the prohibition against discrimination in all Food and Nutrition Service nutrition programs and activities, whether federally funded or not.
CIVIL RIGHTS TRAINING

REASON

• Ensure that program recipients are being treated without discrimination while participating in Child Nutrition Programs
DISCRIMINATION MAY BE:

**Denial** of benefits or services that others receive

**Delay** in receiving benefits or services that others receive

**Different** treatment than others, leading to disadvantage
CIVIL RIGHTS TRAINING
EXAMPLES OF DISCRIMINATION

• **Refusing** enrollment based on disability
• Failure to provide **reasonable accommodation**
• Serving meals at a **time, place, or in a manner** that is discriminatory
• Failing to provide **non English** materials
CIVIL RIGHTS TRAINING
PROTECTED CLASSES

• Race
• Color
• National Origin
• Age
• Sex
• Disability
As a SFSP sponsor, it’s your responsibility to ensure no one is discriminated against in your program.

ALL SFSP staff* must be trained annually on Civil Rights. Documentation of this training must be maintained by the SFSP sponsor (sign-in sheets, agenda, etc.). Civil Rights training can be a portion of staff training for other required areas (as previously discussed).

* This includes part-time workers, temporary workers, volunteers, and full-time staff, as well as both central office and site-level staff.
CIVIL RIGHTS TRAINING
ANNUAL TRAINING REQUIREMENTS

1. Collection and use of data
2. Effective public notification systems
3. Complaint procedures
4. Compliance review techniques
5. Resolution of noncompliance
6. Requirements for language assistance
7. Requirements for accommodation of persons with disabilities
8. Conflict resolution
9. Customer service
CIVIL RIGHTS TRAINING
I. COLLECTION & USE OF DATA

• Sponsors must obtain data race & ethnic data annually

• Self-reporting is preferred

• Systems for collecting actual ethnic and racial data may be program specific
All sponsors are required to complete a Site Racial or Ethnic Data Form at each site at least once during its period of operation.

A Site Racial or Ethnic Data Form and Instructions can be found in the most current USDA Sponsor Monitor’s Guidance.

Please be reminded that in completing this form, monitors must select/assign one Ethnic category and at least one (possibly more) Racial category per observed child.
CIVIL RIGHTS TRAINING
SITE RACIAL/ETHNIC DATA FORM

• Hispanic/Latino
  • A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin—regardless of race

• Not Hispanic/Latino
CIVIL RIGHTS TRAINING
SITE RACIAL/ETHNIC DATA FORM

• Black/African American
  o A person having origins in any of the groups of Africa

• Asian
  o A person having origins in any of peoples of the Far East, Southeast Asia, or the Indian subcontinent

• White
  o A person having origins in any of the original peoples of Europe, the Middle East, or North America
• Native Hawaiian/Pacific Islander
  o A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

• American Indian/Alaska Native
  o A person having origins in any of the original peoples of North America (including Central America) who maintains tribal affiliation or community involvement
CIVIL RIGHTS TRAINING

2. PUBLIC NOTIFICATION SYSTEMS

• Program availability
  o Each agency or other sub-recipient must take action to inform potentially eligible persons of their program rights

• Complaint information
  o Applicants and participants must be advised at the service delivery point of their right to file a complaint and the complaint process

• Non-discrimination poster statement
  o Prominently display the current “And Justice All” poster
CIVIL RIGHTS POSTER

“And Justice for All” Poster.

The “…And Justice for All” poster shall be displayed at each site in a prominent place where participants receive benefits.

The nondiscrimination statement changed in 2006 and again in 2013.

The most current version was received by LDOE in January 2016.

Current “And Justice for All” posters are available if needed.
**CIVIL RIGHTS TRAINING**

**PUBLIC NOTIFICATION SYSTEMS – METHODS**

- **Inform** potentially eligible applicants about the program (outreach)
- **Provide** information in alternative formats available for those with disabilities, i.e. braille
- **Include** non discrimination statement on all informational material provided to the public
- **Convey** equal opportunity message in all pictures that are used to provide program information
- **Prominently display** the current “And Justice for All” poster
All sponsor publications distributed to the public that mention United States Department of Agriculture (USDA) Child Nutrition Programs (CNPs) must include the nondiscrimination statement.
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.

See the home page of the CNP website (below log-in) or CNP memo SFS-16-13 for this complete statement.

This institution is an equal opportunity provider.
This institution is an equal opportunity provider.
Right to File - A person alleging discrimination based on a protected class has the right to file a complaint within **180 days** of the discriminatory action.

Acceptance - All complaints, written or verbal, must be forwarded to USDA. Anonymous complaints will be handled as any other complaints.

Verbal - If a person makes a verbal complaint via phone or in person and refuses or is not inclined to place allegations in writing, the person to whom the allegation are made must write up the complaint, making an attempt to collect specific information.
CIVIL RIGHTS TRAINING
HANDLING CIVIL RIGHTS COMPLAINTS

- Complaints of discrimination involving USDA programs must be documented and reported in accordance with Federal and USDA policy.

- If you receive a discrimination complaint involving the Child Nutrition Program, the Discrimination Complaint Form should be completed by the person filing the complaint.

- The form is available on the CNP Website under the SFSP Forms section.

- All complaints, written or oral, are to be forwarded to the USDA Director (it is preferred that the person filing the complaint do so).

- The most up-to-date address is on the complaint form and the updated nondiscrimination statement.
Sponsors must keep civil rights documentation

- Written civil rights complaint procedure
- Complaint forms must be available at all Child nutrition Program sites.

Complaint Forms
http://cnp.doe.louisiana.gov/DNAMemos/Forms.asp

Information must be maintained for three years plus the current year
As a SFSP sponsor, be sure that:

- All SFSP staff is trained on how to handle complaints.
- The Discrimination Complaint form is available at each approved SFSP site.
- SFSP staff allow individuals to file their complaint with as little involvement in the process as possible.
Prototype Discrimination Complaint Form

**Your Name**

**Your Address**

**Your Telephone Number**

List other ways to contact you

Name and address of person(s) or organizations against whom you are filing a complaint

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

List the names, titles and addresses of persons who may have knowledge of the above-described incidents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

**Name of individual receiving complaint:**

**Date and time complaint received:**

**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.asc.usda.gov/complaint_filing_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html) and at any USDA office. 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:

**Mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

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**COMPLAINT FORM**
CIVIL RIGHTS TRAINING
4. COMPLIANCE REVIEW TECHNIQUES

• USDA regional office is responsible for the review of State Agencies
• State agency is responsible for review of local agencies
• State agency must report any significant findings to the regional USDA office
• State and local agencies must receive a pre-approval visit for civil rights compliance determination before receiving funds
• All reports must be maintained as part of the records for future review
• If non-compliance is determined, a corrective action plan will be developed including a timeframe to bring the sponsor into compliance.

• If the sponsor is unable to bring their operation into compliance, suspension of assistance or termination may result.
Failing to provide services to Limited English Proficiency (LEP) potentially eligible persons, may be discrimination.

Take reasonable steps to assure “meaningful” access.
CIVIL RIGHTS TRAINING
6. REQUIREMENTS FOR LANGUAGE ASSISTANCE

- Enrollment forms
- Menus
- Informational brochures
- Letters to families and notification
CIVIL RIGHTS TRAINING

7. REQUIREMENTS FOR REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES

- Handicap accessibility
- Food allergies
- Accommodations/ Modifications addressed in 504 or IEP
- Call state agency for further guidance
SFS- 17-87 (SP40-2017) NEW Edition released

When a program participant has a diagnosed disability that restricts their diet, the institution must provide the prescribed food substitutions or modifications at no charge.

Requires a Medical Note from a licensed medical provider (MD, NP, or PA) OR permitted when included under a child’s IEP.

**MD = Medical Doctor**
**NP = Nurse Practitioner**
**PA = Physician’s Assistant**

**IEP = Individualized Education Program**
MEAL MODIFICATION REQUESTS

• Modifications *within* the Meal Pattern **DO NOT** require a medical statement

• Modifications *outside of* the Meal Pattern **DO** require a medical statement
  – Must include:
    • Information about the child's impairment and how it restricts the diet
    • An explanation of what must be done to accommodate the disability
    • The foods to be omitted and recommended alternatives

If the statement does not fully explain the modification needed, the SFA/sponsor needs to contact the guardian for additional information
  – Receipt of the clarification should NOT delay the SFA/sponsor from providing the modification
Discrimination vs. poorly handled conflict

Good customer service decreases the likelihood of complaints.
CIVIL RIGHTS TRAINING
SPONSOR CHECKLIST

✓ Annually train all staff and volunteers on Civil Rights
✓ Prominently display the current “And Justice for All” poster
✓ Collect and record race and ethnic data annually
✓ Offer meals to all

✓ Maintain Civil Rights complaint procedures and forms
✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs
✓ Keep all records for three years plus the current year
CIVIL RIGHTS TRAINING
HELPFUL REMINDERS

✓ Yearly
✓ All Staff
✓ Document:
  - Who is in attendance
  - Date of Training
  - Training Topics
✓ Training is available on the CNP website
CIVIL RIGHTS TRAINING
HELPFUL LINKS

• http://www.fns.usda.gov/civil-rights

• https://fns-prod.azureedge.net/sites/default/files/113-1.pdf
AMENDING YOUR PROGRAM
Amendments/revisions are needed to online SFSP applications when a sponsor wishes to:

- Adjust the number of meals served (ADP) at a given site(s) for any approved meal service
- Adjust the meal service time(s) at a site(s)
- Change the days of operation (program length) – addition or deletion of days (i.e. holidays, early closures)
- Add or delete participating sites
- Make adjustments to approved the staffing plan
- Make any adjustments to the budget (i.e. additional/less allocation for a given line item)

SFSP Sponsors are responsible for notifying the LDOE of changes to their program. Please note that the requested change is not approved until a status change occurs in the online application submission (from submitted to approved).
ONGOING COMMUNICATION WITH THE SA IS KEY

- Although an online application amendment/revision is not needed, sponsors **must** notify the state agency **prior** to serving SFSP meals off-site for field trips.

- Please email (shanna.legier@la.gov) or send a fax to the state agency (@ Shanna Legier’s attention) **prior** to the field trip.

- Please include the following details:
  - Impacted site(s) and meal service(s)
  - Date of off-site field trip
  - Estimated number of children participating

LDOE DNS Fax: (225) 342-3305
All amendments to Sponsor Applications, Site/Facility Applications, and Claims must be done in the CNP website.

The next series of slides will demonstrate how to complete an amendment for a previously “approved” Sponsor Application.

In the examples provided, the sponsor wishes to:

1. Add an additional volunteer to the Sponsor Staffing Plan and
2. Increase amount of SFSP funding allocated towards non-food supply purchases in the budget.
AMENDING YOUR PROGRAM
SFSP SPONSOR APPLICATION

STEPS FOR COMPLETION

• Log in to the CNP Website and access the purple Summer Feeding tab.

• On the left-hand portion of the screen, click on Applications → then Sponsor Application → and then click on “Revise Application”

• On the next screen that displays, click on Create Revision
The actions taken on the previous slide will allow the sponsor user to make edits to the sponsor-level online application. Near the top of the screen the user will see that they are working in a revision and that it is currently in “unsubmitted” state.

Next, the user can navigate to the page(s) where changes need to be made (in this case, page 4 for staffing updates and page 5 for budget updates).
**STAFFING PLAN UPDATE: STEPS FOR COMPLETION**

Provide the following information for all sponsor personnel who will be responsible for administering the Summer Food Service Program.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Position</th>
<th>Hours/Day</th>
<th>Days/Year</th>
<th>Hourly Salary</th>
<th>Funding Source</th>
<th>Total Salary Paid by SFSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Stracener</td>
<td>Director</td>
<td>6.0</td>
<td>44</td>
<td>$0.00</td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Babette Laniu</td>
<td>Bookkeeper</td>
<td>2.0</td>
<td>44</td>
<td>$0.00</td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Helen Folks</td>
<td>Monitor</td>
<td>3.0</td>
<td>30</td>
<td>$15.00</td>
<td>SFSP</td>
<td>$1,350.00</td>
</tr>
</tbody>
</table>

- Enter the line item details for the new staff member (volunteer) that will be added on this Sponsor revision.
- Then, click on “add” to allow the addition to display.
Clicking “next” or “save” at the bottom of page 4 (staffing plan) will allow for the most recent change to be saved. Now, we can make the last update (increasing funding allocation for the non-food supply line item).

The sponsoring organization has realized that a $1,000 budget for non-food supplies will not be sufficient for the current SFSP. They have estimated that $1,800.00 will be needed for this expense category.

To make edits to the budget, it is best to remove the figure previously entered and key in the new dollar value in the following format: **1800.00** (do not use commas or “$” signs). Scroll to the bottom of the page and click “save”.

The sponsor user will then ensure that the edit did not cause the total budget to exceed the anticipated reimbursement. If it did not, he/she can save and submit.
SPONSOR BUDGET EDIT: SCREENSHOT PROVIDED

Since the budgeted amount does not exceed the anticipated reimbursement, we may proceed.
AMENDING YOUR PROGRAM
SFSP SPONSOR APPLICATION

NOW THAT THE SPONSOR-LEVEL CHANGES HAVE BEEN DONE, WE CAN SUBMIT THIS REVISED APPLICATION FOR APPROVAL

After saving necessary changes, click on “submit applications” on the left-hand side of the screen.

Read the certification statement. Then, check the sponsor application (revision 1) that you wish to submit and click on “submit”.

Applications Available for Submission

☐ Sponsor Application (revision 1)
In submitting the Applications which I have checked, I certify that the information in the Applications is true and correct to the best of my knowledge. I understand that this information is hereby given in connection with the receipt of Federal funds; that the State Agency personnel may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Submit

Your IP Address is 10.6.41.106
• The same editing and submission process is followed when a sponsor needs to make changes to a previously approved facility application.
• The sponsor will click on the “Applications” link to the left-hand side of the screen and then click on “facility application”. Once this is accessed, the “revise application” feature will appear/expand.
• The sponsor will then need to target the site for which a revision is needed and, under the “actions” column, select revise → then “go”.

Please note that since most edits made to the facility application(s) also cause changes to the sponsor application, the website will typically also require a sponsor-application revision to accompany any facility application revision(s).
WHEN A SPONSOR APPLICATION REVISION IS ALSO WARRANTED

- The following changes to one or more facility application revisions will warrant a revised sponsor application to be submitted along with the edited facility application(s):
  - Changes to the staffing plan that involve more or less allocation for staff
  - Changes to the calendar (deletion or addition of days)
  - Changes to the ADP for one or more meal services
  - Addition or deletion of a meal service

WHEN IN DOUBT, AMEND THE SPONSOR APPLICATION AND SUBMIT IT ALONG WITH YOUR REVISED FACILITY APPLICATION(S) SUBMISSION
1. An amendment will not be effective until it is approved by the SA. The same is true of initial applications. The program is not approved to operate until the status has changed from “submitted” to “approved”.

2. The expected level of reimbursement listed in the sponsor application is calculated from the anticipated information in the site applications.

3. Changing the length of operation, the ADP, and/or adding or deleting sites or meal offerings will change the anticipated reimbursement.

4. If total number of operational days are increased (or decreased) for a given site, site staffing days should be adjusted accordingly. The same applies to the sponsor staffing plan; if adjustments to a site cause the program to run longer, sponsor staffing days will likely need adjustment.