



Summer Food Service Program

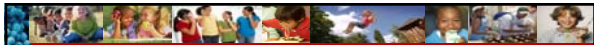
New Sponsor Training 2012

Food That's In When School Is Out!

<http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/>

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
Bureau of Community Food and Nutrition Assistance
888-435-1464

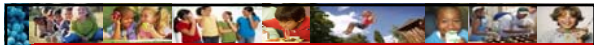
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Agenda

- Welcome and Introductions
- Purpose of SFSP
- Planning the Program
 - Sponsor and Site Eligibility
 - Meal Pattern/Meal Service Requirements
 - Staffing
- Administering the Program
 - Training
 - Monitoring
 - Civil Rights Requirements
 - Recordkeeping
 - Program Payments
- Application/Agreement
- Sponsor Monitoring Reviews

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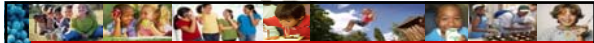


SFSP in Missouri 2011

Total Meals Served	3,116,188
Reimbursement to Sponsors	\$8,402,975
Number of Sponsors	257
Number of Sites	888



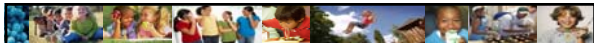
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Planning the Program

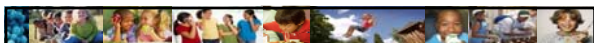
- Sponsor Responsibilities
- Site Eligibility
- Meal Service Requirements
- Staffing





Who Can Be a Sponsor?

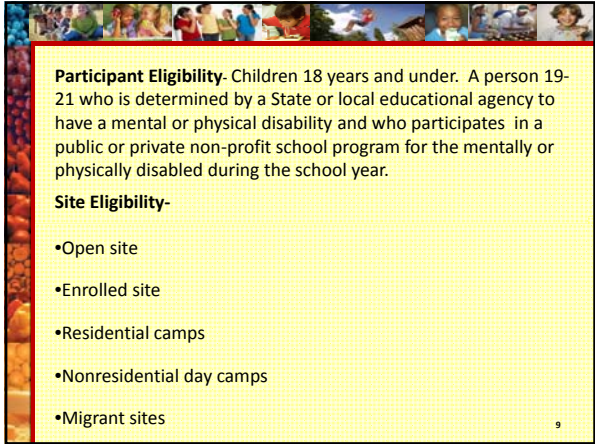
- A public or private nonprofit school food authority
- A unit of local, county, municipal, State or Federal government
- A public or private nonprofit college or university participating in the National Youth Sports and Upward Bound Programs
- A public or private nonprofit residential camp
- Any other type of private nonprofit organizations



Planning the Program

- Sponsor Responsibilities
- Site Eligibility
 - Participant Eligibility
 - Types of Sites
 - Site Selection
- Meal Service Requirements
- Staffing



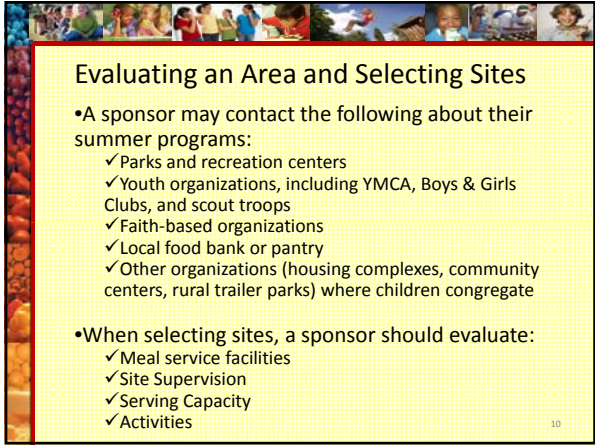


Participant Eligibility- Children 18 years and under. A person 19-21 who is determined by a State or local educational agency to have a mental or physical disability and who participates in a public or private non-profit school program for the mentally or physically disabled during the school year.

Site Eligibility-

- Open site
- Enrolled site
- Residential camps
- Nonresidential day camps
- Migrant sites

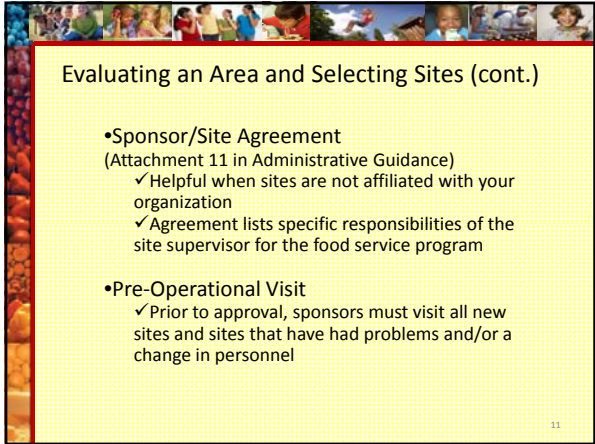
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Evaluating an Area and Selecting Sites

- A sponsor may contact the following about their summer programs:
 - ✓Parks and recreation centers
 - ✓Youth organizations, including YMCA, Boys & Girls Clubs, and scout troops
 - ✓Faith-based organizations
 - ✓Local food bank or pantry
 - ✓Other organizations (housing complexes, community centers, rural trailer parks) where children congregate
- When selecting sites, a sponsor should evaluate:
 - ✓Meal service facilities
 - ✓Site Supervision
 - ✓Serving Capacity
 - ✓Activities

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Evaluating an Area and Selecting Sites (cont.)

- Sponsor/Site Agreement
(Attachment 11 in Administrative Guidance)
 - ✓Helpful when sites are not affiliated with your organization
 - ✓Agreement lists specific responsibilities of the site supervisor for the food service program
- Pre-Operational Visit
 - ✓Prior to approval, sponsors must visit all new sites and sites that have had problems and/or a change in personnel

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Planning the Program

- Sponsor Responsibilities
- Site Eligibility
- Meal Service Requirements
 - Meal pattern
 - Guidelines for food components
 - Menu planning
 - Meal service requirements
 - Production records
- Staffing



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Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance		
Food Chart – Summer Food Service Program		
Breakfast	Fluid Milk	1 cup (8 fluid ounces) ¹
	Juice or Fruit or Vegetable	½ cup
	Bread, or	1 slice
	Cold Dry Cereal, or	¾ cup or 1 ounce ²
	Cornbread, Biscuits, Rolls, Muffins, etc., or	1 serving
Lunch or Supper	Cooked Cereal or Cereal Grains	½ cup
	Pasta, Cooked Noodles	½ cup
	Fluid Milk	1 cup (8 fluid ounces) ¹
	Meat, Poultry, Fish, Cheese, or	2 ounces
	Egg, or	1 large egg
Snack ⁷ Serve 2 of 4 components	Cooked Dry Beans, Peas, or	½ cup
	Peanut Butter or other Nut Butters, or	4 tablespoons ⁴
	Peanuts, Soynuts, Tree Nuts or Seeds, or	1 ounce = 50% ⁵
	Yogurt, plain or sweetened, flavored	1 cup
	Vegetables and/or Fruits (must serve at least two different varieties)	¾ cup total,
	Grains/Breads	1 serving
	Fluid Milk	1 cup (8 fluid ounces) ¹
	Juice or Fruit or Vegetable	¾ cup
	Meat or Meat Alternate	1 ounces
	Grains/Bread	1 serving

1. Serve as a beverage, or as cereal, or use part of it for each purpose.

2. Either instant cereal, or whole-grain cereal, whole wheat or rice.

3. Must be served as a beverage.

4. At least 100 mg. must serve as additional requirement, alternate with peanut butter.

5. No more than 50% of the requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement.

6. Serve two or more kinds. Full-strength juice may be counted to meet one more than one-half of this requirement.

7. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

Note: All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole grain, enriched, or fortified. Beans and eggs are counted the same as enriched or whole-grain meal or flour.

This Institution is an equal opportunity provider.

06-0007



Guidelines for Meat & Meat Alternates





Guidelines for Grains/Breads



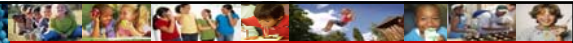
The image shows a single loaf of white bread on the left and a bowl of cereal with milk on the right. The cereal appears to be a bran or oat-based cereal.

Fluid Milk

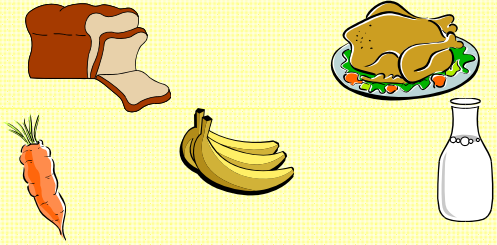
- Milk must be fluid milk.
- Required at breakfast, lunch and supper.
- Must be served as a beverage at lunch and supper.
- OK to serve over cereal at breakfast or snack.



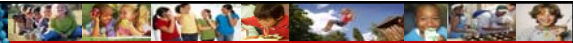
A simple line drawing of a milk carton with the word 'MILK' written on it.



Menu Planning



Nutrition Guidance for Sponsors – Contains sample menus, food safety, nutrition education activities, sanitation, food purchasing and other helpful information
<http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/Laws.html>



OVS & Reimbursable Meals using Combination Foods

➤ **Combination Foods:** A combination food is a single serving of food that contains two or more of the required meal components. Combination foods served as an entrée or main dish may be **credited as the meat/meat alternate plus a maximum of two of the required meal components** (3 total) if amounts of each are sufficient to meet the meal pattern requirements.

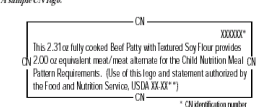
➤ Combination foods **may not be declined for breakfast** because a child may only decline one of the three required items.

➤ Combination foods containing three food items may not be declined during lunch or supper because a child may only decline two food items.

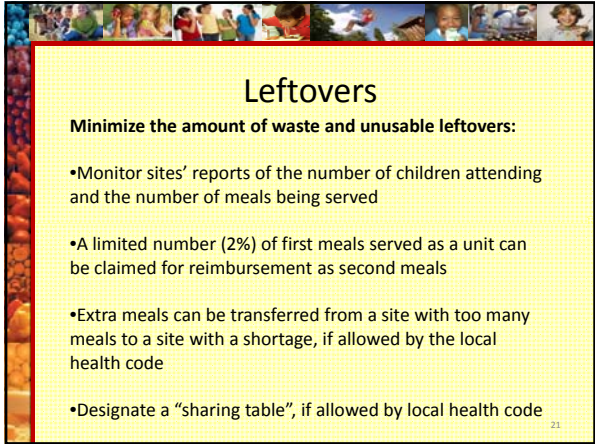


Child Nutrition (CN) Label Documentation is *REQUIRED* for Processed Food – A CN LABEL tells how a product contributes to the Meal Pattern Requirement(s) that We Cannot Determine for Ourselves

A sample CN label:







Leftovers

Minimize the amount of waste and unusable leftovers:

- Monitor sites' reports of the number of children attending and the number of meals being served
- A limited number (2%) of first meals served as a unit can be claimed for reimbursement as second meals
- Extra meals can be transferred from a site with too many meals to a site with a shortage, if allowed by the local health code
- Designate a "sharing table", if allowed by local health code

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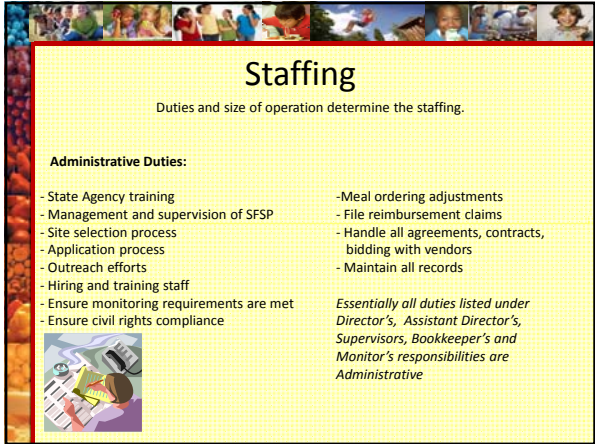


Planning the Program

- ☼ Sponsor Responsibilities
- ☼ Site Eligibility
- ☼ Meal Service Requirements
- ☼ Staffing
 - Administrative Duties
 - Operational Duties
 - Determining Staffing Needs



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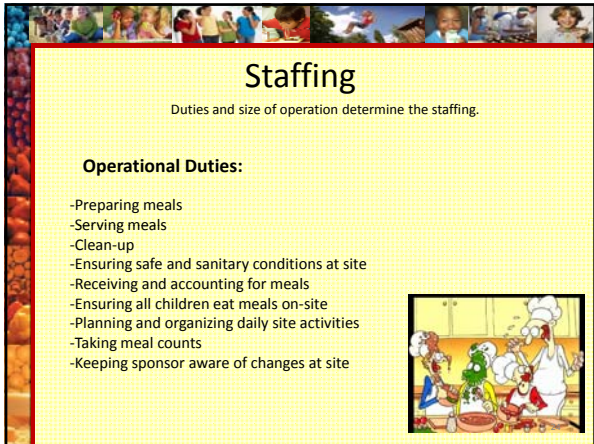
Staffing

Duties and size of operation determine the staffing.

Administrative Duties:	
- State Agency training - Management and supervision of SFSP - Site selection process - Application process - Outreach efforts - Hiring and training staff - Ensure monitoring requirements are met - Ensure civil rights compliance	-Meal ordering adjustments - File reimbursement claims - Handle all agreements, contracts, bidding with vendors - Maintain all records

Essentially all duties listed under Director's, Assistant Director's, Supervisors, Bookkeeper's and Monitor's responsibilities are Administrative





Staffing

Duties and size of operation determine the staffing.

Operational Duties:

- Preparing meals
- Serving meals
- Clean-up
- Ensuring safe and sanitary conditions at site
- Receiving and accounting for meals
- Ensuring all children eat meals on-site
- Planning and organizing daily site activities
- Taking meal counts
- Keeping sponsor aware of changes at site





Administering the Program

- ☀️ Training
- ☀️ Monitoring
- ☀️ Civil Rights Requirements
- ☀️ Recordkeeping
- ☀️ Program Payments





Training

Training is one of the sponsor's major administrative responsibilities.

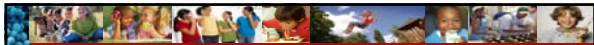
•Sponsor Requirements:

- Training of monitors
- Training of site supervisors
- Training of site staff

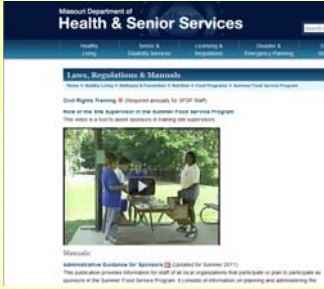
•No food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions.

- Training required for the release of second advance payment
- Training must be documented with an agenda and sign-in sheet of those attending

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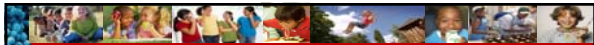


Training Resources



www.health.mo.gov/sfsp

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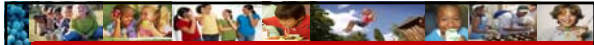


Administering the Program

- Training
- Monitoring
 - Monitoring Requirements
 - Monitoring Reports
 - Reviewing Reports
- Civil Rights Requirements
- Recordkeeping
- Program Payments



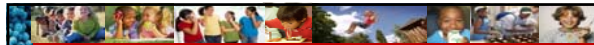
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Monitoring

- Pre-operational Visits
 - Required for new sites and sites that had problems in prior years
- First Week Reviews
 - Must visit all sites at least once during 1st week of operation
- Fourth Week Reviews
 - Must review each site during the first 4 weeks of operation
- Additional Reviews
 - Monitoring must continue throughout the summer at a level sufficient to ensure that sites comply with program regulations
 - Conduct on-site training as necessary

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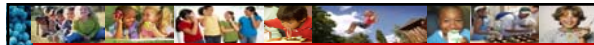


Administering the Program

- ✿ Training
- ✿ Monitoring
- ✿ Civil Rights Requirements
 - Basis of Civil Rights Today
 - Compliance Areas
 - Training
- ✿ Recordkeeping
- ✿ Program Payments



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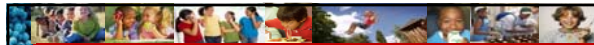


Definitions

Civil Rights	Discrimination
"The nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and by acts of Congress."	"The act of distinguishing one person from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes."



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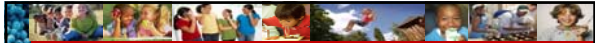
Protected Classes

The United States Department of Agriculture (USDA) statutes and regulations prohibit discrimination in Child Nutrition Programs based on:

- Race
- Color
- National Origin
- Age
- Sex
- Disability



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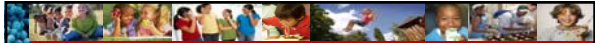


Civil Rights Legislation

- Title VI -- Civil Rights Act of 1964**
Prohibits discrimination based on race, color, and national origin
- Title IX of Education Amendments of 1972**
Prohibits discrimination based on sex under any education program or activity that is receiving federal financial assistance
- Section 504 of the Rehabilitation Act of 1973**
Prohibits discrimination based on disability
- Age Discrimination Act of 1975**
Age
- Americans with Disabilities Act (ADA) of 1990**
Prohibits discrimination based on disability
- USDA Regulation 7 CFR Part 16, Equal Opportunity for Religious Organizations**
- FNS Instruction 113-1**

<http://www.fns.usda.gov/cr/crregulation.htm>

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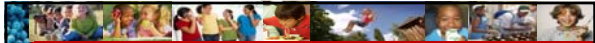


Civil Rights Requirements

- I. Public Notification
- II. Data Collection and Reporting
- III. Compliance Reviews
- IV. Complaints Procedure
- V. Civil Rights Training of Staff
- VI. Reasonable Accommodation
- VII. Limited English Proficiency



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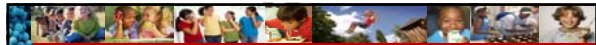


Administering the Program

-  Training
-  Monitoring
-  Civil Rights Requirements
-  Recordkeeping
 - Types of Records
 - Resources
-  Program Payments



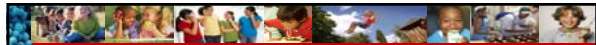
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How do you keep records organized?



- All SFSP records must be maintained for three years plus the current year
- Records must be available for review at all times

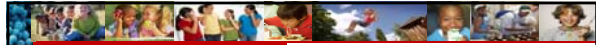


Site Management, Recordkeeping & Documentation



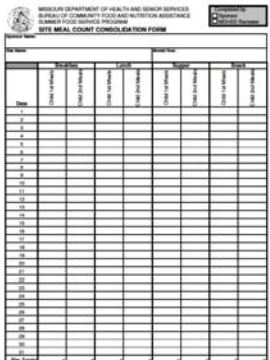
- Administrative Guidance
- Nutrition Guidance
- Site Supervisor's Guide
(in English and in Spanish)
- Monitor's Guide
- Vended Sponsor's Guide

www.health.mo.gov/sfsp



Daily Meal Count





Missouri Department of Health and Senior Services
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
SNACKER FOOD SERVICE PROGRAM
SITE MEAL COUNT CONSOLIDATION FORM

Site Name: _____ Date: _____

Site Type: _____

Site Type	Breakfast	Lunch or Supper	Supplement
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Site Meal Count Consolidation Form

Available as an Excel spreadsheet under Applications and Forms.



Administering the Program

- ☛ Training
- ☛ Monitoring
- ☛ Civil Rights Requirements
- ☛ Recordkeeping
- ☛ Program Payments
 - Reimbursement Rates
 - Other Program Income
 - Allowable Costs and Documentation



Administering the Program

☛ Training

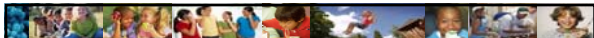
☛ Monitoring

☛ Civil Rights Requirements

☛ Recordkeeping

☛ Program Payments

- Reimbursement Rates
- Other Program Income
- Allowable Costs and Documentation



SFSP Reimbursement Rates 2012

Rural or Self-prep Sites	
Breakfast	\$1.9350
Lunch or Supper	\$3.3800
Supplement	\$0.7975

Urban Vended Sites	
Breakfast	\$1.8975
Lunch or Supper	\$3.3250
Supplement	\$0.7800

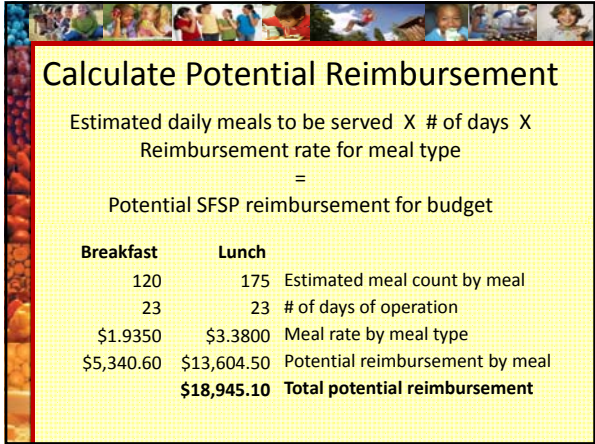
SFSP Reimbursement Rates 2012

Rural or Self-prep Sites

Breakfast	\$1.9350
Lunch or Supper	\$3.3800
Supplement	\$0.7975

Urban Vended Sites

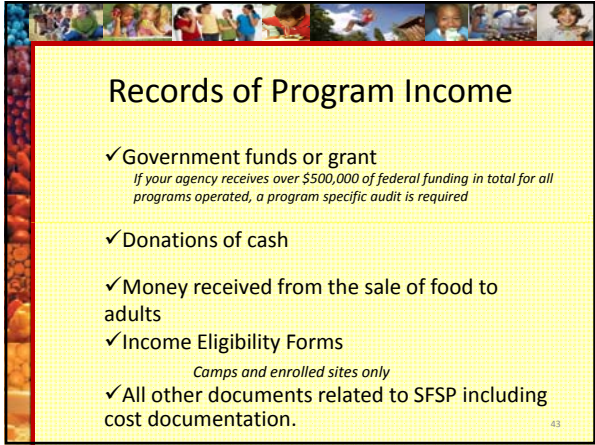
Breakfast	\$1.8975
Lunch or Supper	\$3.3250
Supplement	\$0.7800



Calculate Potential Reimbursement

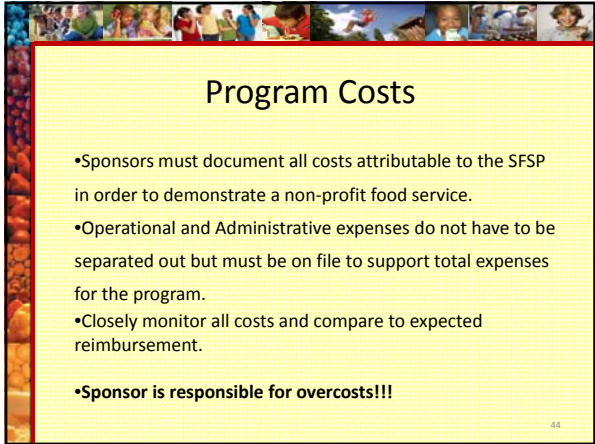
Estimated daily meals to be served X # of days X
Reimbursement rate for meal type
=
Potential SFSP reimbursement for budget

Breakfast	Lunch	
120	175	Estimated meal count by meal
23	23	# of days of operation
\$1.9350	\$3.3800	Meal rate by meal type
\$5,340.60	\$13,604.50	Potential reimbursement by meal
	\$18,945.10	Total potential reimbursement



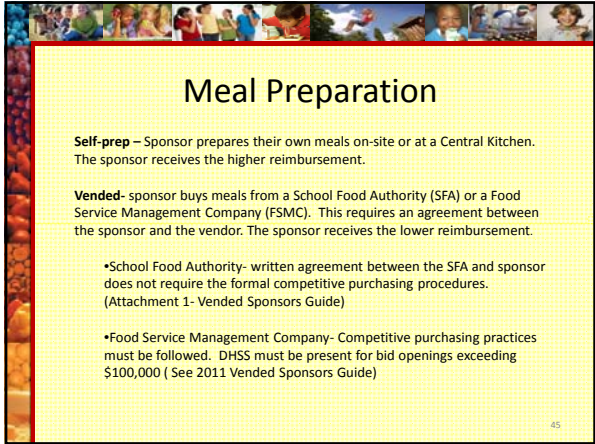
Records of Program Income

- ✓ Government funds or grant
If your agency receives over \$500,000 of federal funding in total for all programs operated, a program specific audit is required
- ✓ Donations of cash
- ✓ Money received from the sale of food to adults
- ✓ Income Eligibility Forms
Camps and enrolled sites only
- ✓ All other documents related to SFSP including cost documentation.



Program Costs

- Sponsors must document all costs attributable to the SFSP in order to demonstrate a non-profit food service.
- Operational and Administrative expenses do not have to be separated out but must be on file to support total expenses for the program.
- Closely monitor all costs and compare to expected reimbursement.
- Sponsor is responsible for overcosts!!!**



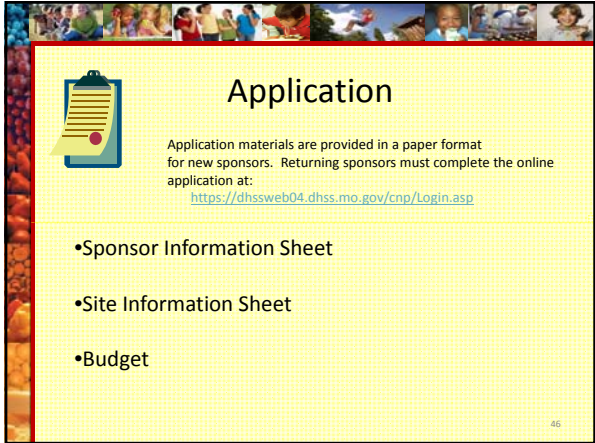
Meal Preparation

Self-prep – Sponsor prepares their own meals on-site or at a Central Kitchen. The sponsor receives the higher reimbursement.

Vended- sponsor buys meals from a School Food Authority (SFA) or a Food Service Management Company (FSMC). This requires an agreement between the sponsor and the vendor. The sponsor receives the lower reimbursement.

- School Food Authority- written agreement between the SFA and sponsor does not require the formal competitive purchasing procedures. (Attachment 1- Vended Sponsors Guide)
- Food Service Management Company- Competitive purchasing practices must be followed. DHSS must be present for bid openings exceeding \$100,000 (See 2011 Vended Sponsors Guide)

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Application

Application materials are provided in a paper format for new sponsors. Returning sponsors must complete the online application at:
<https://dhssweb04.dhss.mo.gov/cnp/Login.asp>

- Sponsor Information Sheet
- Site Information Sheet
- Budget

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Application Deadlines

By April 1, 2011 for May commodities

By May 1, 2011 for June commodities

By May 1, 2011 for advance in June

All due at least 30 days prior to start of operations or by May 15, 2011 WHICHEVER IS EARLIER.



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Policy Statements

Policy statements are only required for sponsors who have not participated previously in the program.

Open Sites Policy Statement – A, B, J, K, & L

Camps and Enrolled Sites Policy Statement – A through I

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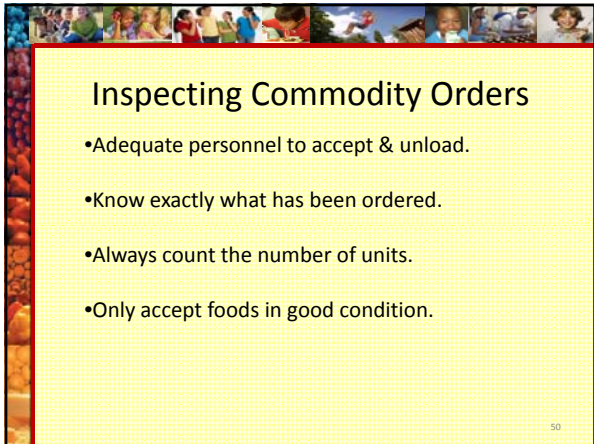
Sign and Return Your Contract!

When you receive the contract be sure to read it thoroughly. Then **SIGN IT** and return it to the address specified.



Also complete and return the applicable attachments

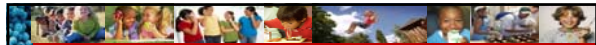
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Inspecting Commodity Orders

- Adequate personnel to accept & unload.
- Know exactly what has been ordered.
- Always count the number of units.
- Only accept foods in good condition.

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MAKE CHANGES ON-LINE

it's quick and easy

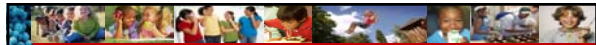
If changes are not submitted:

- Meals may be disallowed and reimbursement reduced.
- System may reject claims.

Log onto the web-based system at: <https://dhssweb04.dhss.mo.gov/cnp/Login.asp>
or <http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/>

NOT for NEW sites or permanent LOCATION changes—these require a new Site Information Sheet (download from Applications and Forms at: <http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/>)

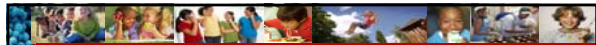
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FIELD TRIPS

- Sponsor must notify CFNA on-line at <http://dhssweb04.dhss.mo.gov/cnp/>
- If BCFNA is not notified prior to the field trip, meals served may be considered “consumed off-site” and will not be reimbursed
- Sponsors must ensure the safety and quality of the meals when transporting them
- OPEN sites--If all children are going on the field trip, signage must be posted one day in advance informing the community that there will be no SFSP meals on the date of the Field Trip

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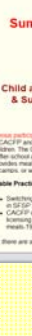
Requesting Advances

Programs in operation three months may request up to three operational and two administrative advances.

Deadlines for requesting advances:

- 1st – submit SFSP application by May 1st
- 2nd – submit information by June 15th
- 3rd – submit information by July 15th

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Welcome to the Summer Food Service Program Web-Based System

Page Updated: March 21, 2010

The Welcome page has important
announcements and information.

PLEASE READ IT!

Dual Participation in the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSF)

Printed on: 3/20/10

Somewhat participation in both CACFP and SFSF for the same children is not allowed. Both the CACFP and the SFSF are federally funded programs that provide free meals to needy children. The CACFP provides meals at daycare, school day care, family day care homes, after school care programs, and emergency/homework shelters (see menu). The SFSF provides meals from May through September, when school is out of session at either such as, school, camps, or otherwise means children participate

Unlimited Participation:

- Switching back and forth between participation in CACFP and participation in SFSF to serve the same children.
- CACFP entities or homes obtaining meals from an SFSF site. (This is also a licensing violation as all treatment child care facilities are required to provide meals. 78 C.S.R. 1206.202-202.11A(3).

However, there are some situations where dual participation may be allowable:

State Offices Will Be Closed...

Thursday, March 18, 2010

Please note that State Offices will be closed on the following days. Some of the essential activities may fall on any other daylines for the following children. The deadline for State information will not be altered, as please plan accordingly!

Holiday	Day of Week	Date
State Day	Monday	March 8, 2010
Good Friday	Friday	March 12, 2010
Children's Unlabeled	Monday	March 15, 2010
Good Friday	Friday	March 19, 2010
Children's Unlabeled	Monday	March 22, 2010

Recall Notice

Click Here for a list of food recalls.

MISSOURI SFSF

Missouri SFSF
P.O. Box 186
Jefferson City, MO 65101-0186

Toll Free Number: (800) 426-1466
Fax Number: (573) 526-2470
Website: <http://www.missouri.gov/missouri>
E-Mail: csf@missouri.gov

[\[Home\]](#)

Program Year Selection

Program Year	Program Begin Date	Program End Date
4999	October 1, 2009	September 30, 2017
2009	October 1, 2007	September 30, 2008
2009	October 1, 2008	September 30, 2009
2010	October 1, 2009	September 30, 2010
2011	October 1, 2010	September 30, 2011

[Sponsor Summary](#)
[AAATest Sponsor \(55522\)](#)

Period	Participants	Cases	Participants	Cases
January 2011	2009	12/2/2011	2009	12/2/2011

[Print Log](#)

[Sponsor Summary](#)

AAATest Sponsor (55522)

January 2011
 Period: 12/2/2011
 Print Log

Claims for Reimbursement

Click "Save" to get started.

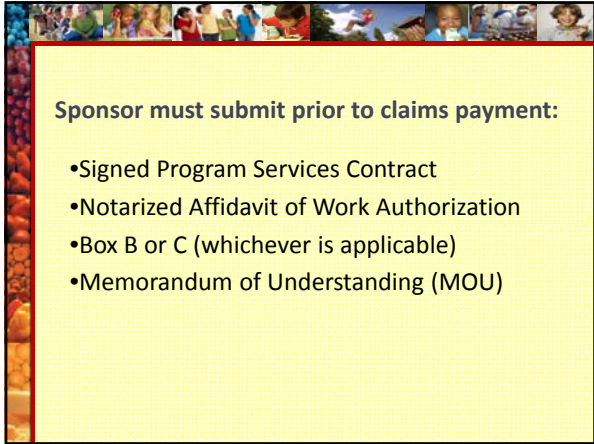
[Sponsor Summary](#)

AAATest Sponsor (55522)

January 2011
 Period: 12/2/2011
 Print Log

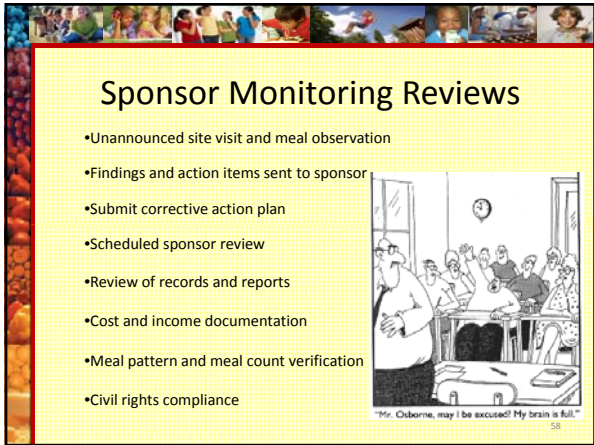
AAATest Sponsor (55522)

January 2011
 Period: 12/2/2011
 Print Log



Sponsor must submit prior to claims payment:

- Signed Program Services Contract
- Notarized Affidavit of Work Authorization
- Box B or C (whichever is applicable)
- Memorandum of Understanding (MOU)

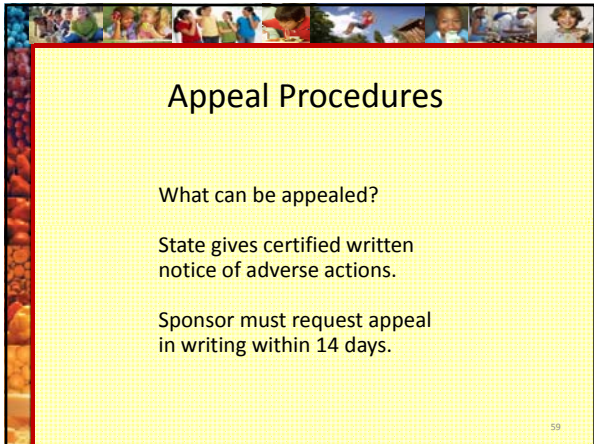


Sponsor Monitoring Reviews

- Unannounced site visit and meal observation
- Findings and action items sent to sponsor
- Submit corrective action plan
- Scheduled sponsor review
- Review of records and reports
- Cost and income documentation
- Meal pattern and meal count verification
- Civil rights compliance



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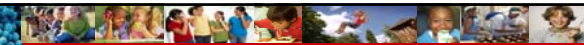
Appeal Procedures

What can be appealed?

State gives certified written notice of adverse actions.

Sponsor must request appeal in writing within 14 days.

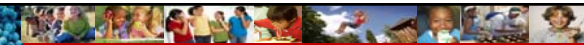
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Questions?



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Thank you!

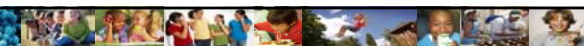


You help make Missouri's future bright by nourishing our children with the *food that's in when school is out.*

Missouri SFSP

<http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/>

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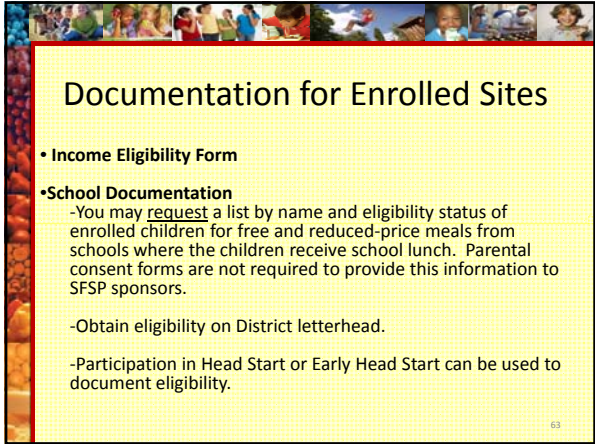
Enrolled Sites

Enrolled sites serve only identified groups of children on a daily basis. Children qualify for an enrolled site by:

- Free/Reduced Status
- Income Eligibility Form



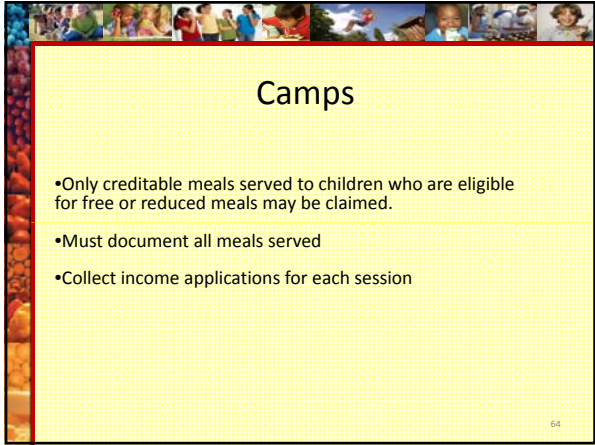
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Documentation for Enrolled Sites

- **Income Eligibility Form**
- **School Documentation**
 - You may request a list by name and eligibility status of enrolled children for free and reduced-price meals from schools where the children receive school lunch. Parental consent forms are not required to provide this information to SFSP sponsors.
 - Obtain eligibility on District letterhead.
 - Participation in Head Start or Early Head Start can be used to document eligibility.

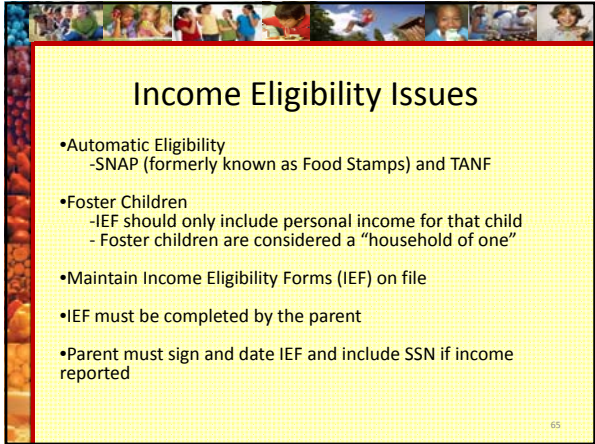
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Camps

- Only creditable meals served to children who are eligible for free or reduced meals may be claimed.
- Must document all meals served
- Collect income applications for each session

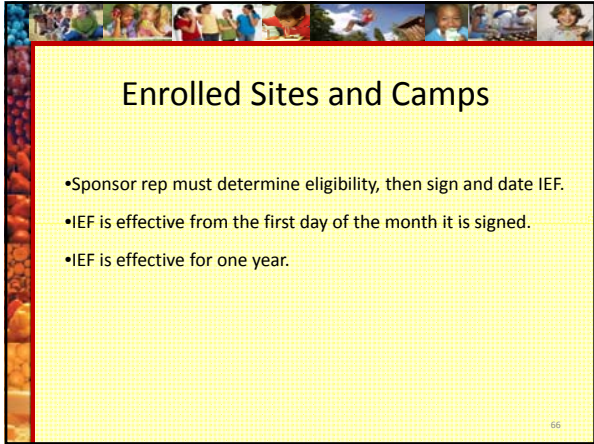
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Income Eligibility Issues

- Automatic Eligibility
 - SNAP (formerly known as Food Stamps) and TANF
- Foster Children
 - IEF should only include personal income for that child
 - Foster children are considered a “household of one”
- Maintain Income Eligibility Forms (IEF) on file
- IEF must be completed by the parent
- Parent must sign and date IEF and include SSN if income reported

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Enrolled Sites and Camps

- Sponsor rep must determine eligibility, then sign and date IEF.
- IEF is effective from the first day of the month it is signed.
- IEF is effective for one year.

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