



Summer Food Service Program

Prior Sponsor Training 2012

Food That's In When School Is Out!

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Bureau of Community Food and Nutrition Assistance

888-435-1464



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



Agenda

- Welcome and Introductions
- What's New
- Planning the Program
 - Site Eligibility/Changes
 - Outreach
 - Meal Planning/Menus
- Administering the Program
 - Training
 - Civil Rights Requirements
 - Monitoring
 - Recordkeeping
 - Program Payments
- Application/Agreement



New Sponsor Training - 2012

District	2011 Dates			Time
Independence	March 23	April 13	May 24	9:00-3:00
Jefferson City	March 9	April 10	May 10	9:00-3:00
Springfield	March 23	April 13		9:00-3:00
St. Louis	March 6	March 13	April 3	9:00-3:00
Cape Girardeau	March 30	April 13		9:30-3:00

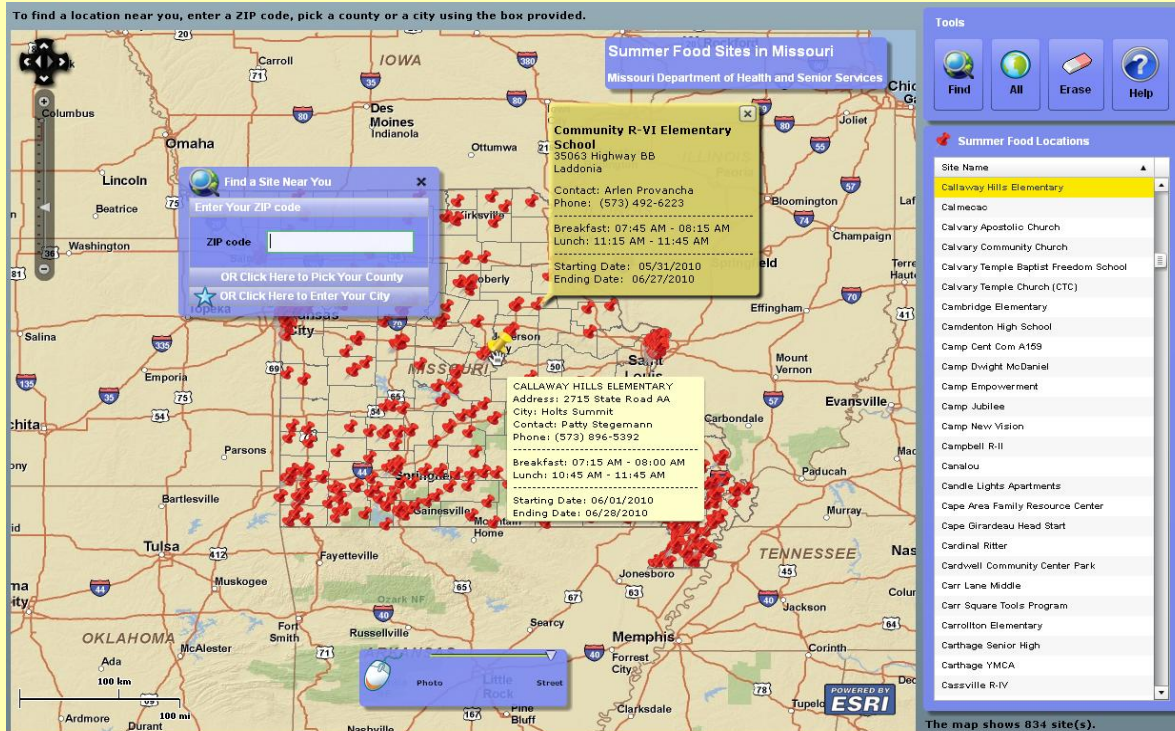
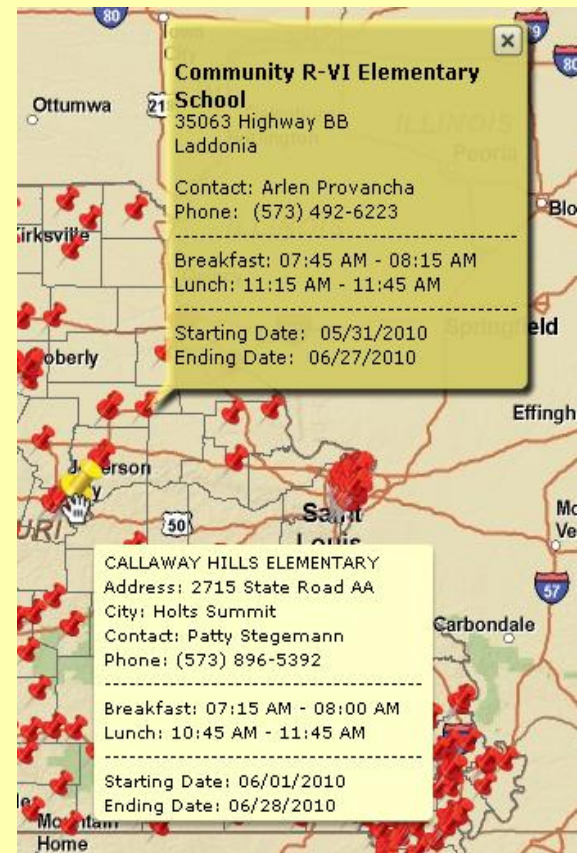
<http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/sfsp/trainings.php>

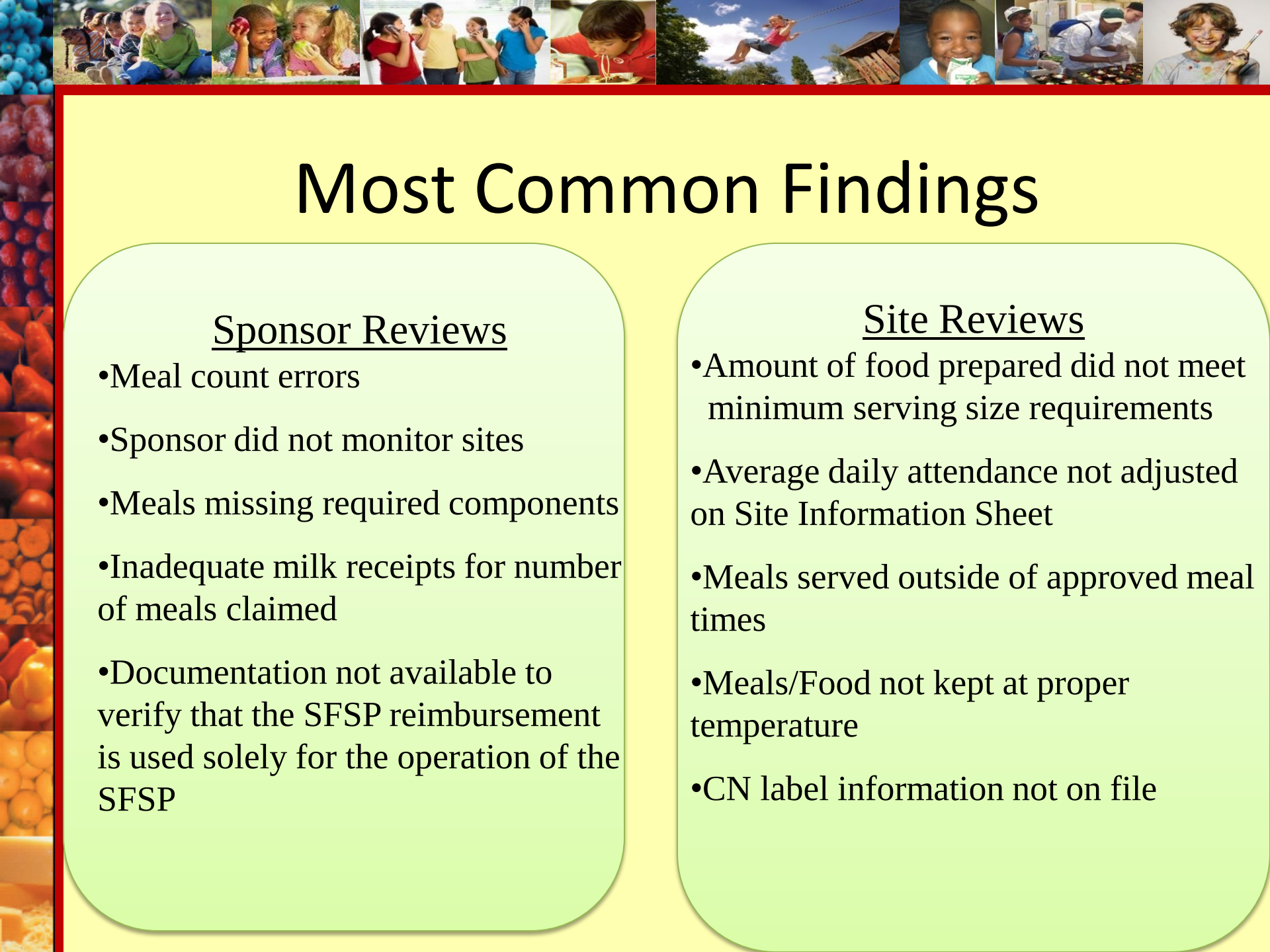
or 888-435-1464



SFSP in Missouri 2011

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





Most Common Findings

Sponsor Reviews

- Meal count errors
- Sponsor did not monitor sites
- Meals missing required components
- Inadequate milk receipts for number of meals claimed
- Documentation not available to verify that the SFSP reimbursement is used solely for the operation of the SFSP

Site Reviews

- Amount of food prepared did not meet minimum serving size requirements
- Average daily attendance not adjusted on Site Information Sheet
- Meals served outside of approved meal times
- Meals/Food not kept at proper temperature
- CN label information not on file



Planning the Program

☀ Site Eligibility

☀ Outreach

☀ Meal Planning





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



MAKE CHANGES ON-LINE

it's quick and easy

- Report ALL changes to site operations (pg. 5)

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/>)



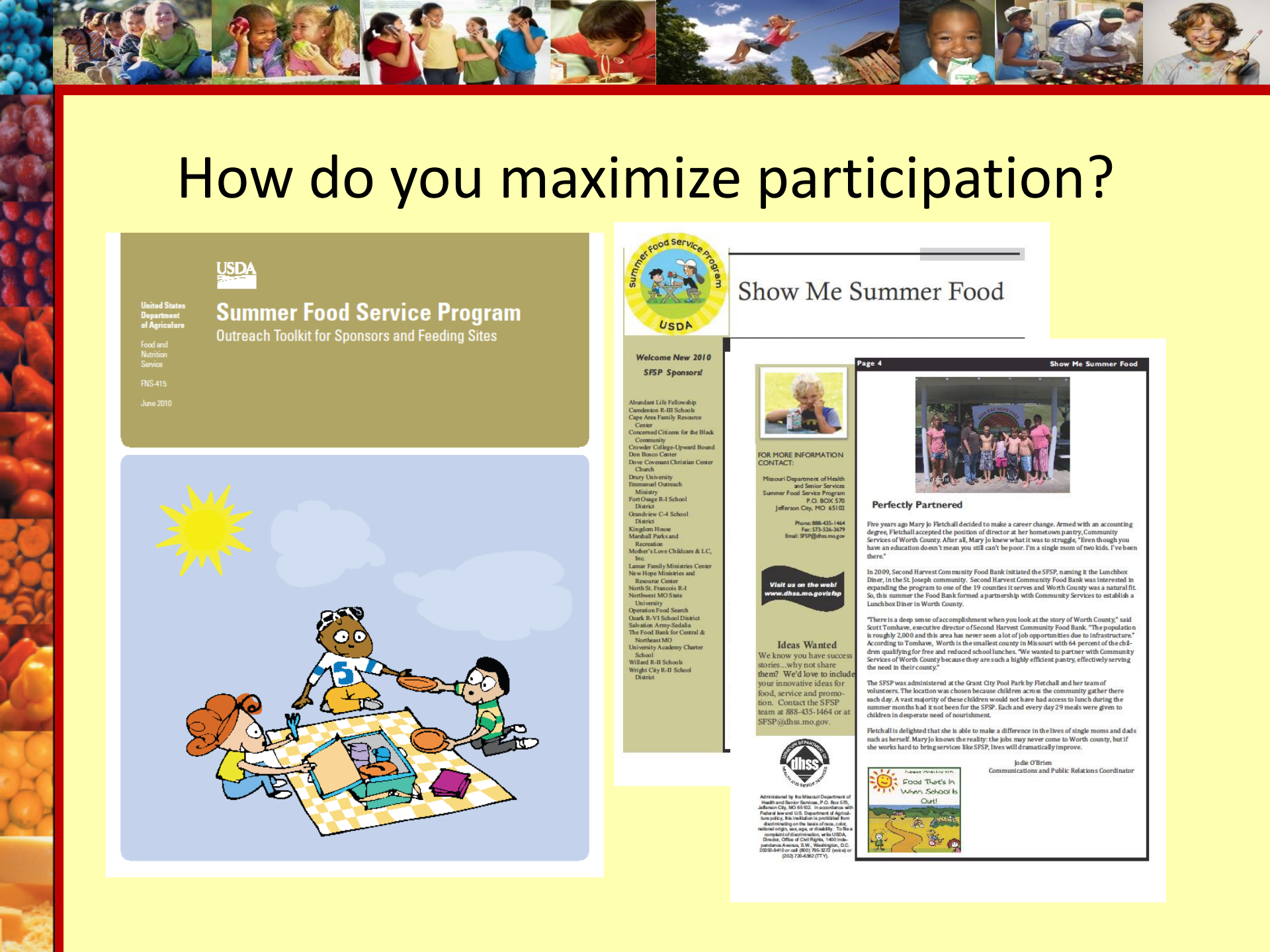
Planning the Program

☀ Site Eligibility

☀ Outreach (pg. 7.)

☀ Meal Planning





How do you maximize participation?



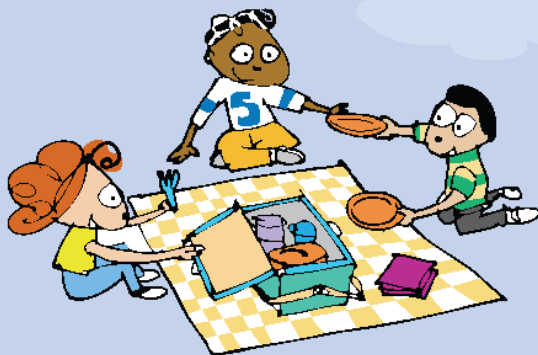
United States
Department of
Agriculture

Food and
Nutrition
Service

FNS-415

June 2010

Summer Food Service Program Outreach Toolkit for Sponsors and Feeding Sites



Welcome New 2010 SFSP Sponsors!

Abundant Life Fellowship
Camden R-III Schools
Cape Area Family Resource
Center
Concerned Citizens for the Black
Community
Crowder College-Upward Bound
Dixie House Center
Dove Covenant Christian Center
Church
Dury University
Emmanuel Outreach
Ministry
Fort Osage R-4 School
District
Grandview C-4 School
District
Kingdom House
Marshall Parks and
Recreation
Mother's Love Childcare & L.C.,
Inc.
Lamar Family Ministries Center
New Hope Ministries and
Resource Center
North St. Francis R-4
Northwest MO State
University
Operation Food Search
Ozark R-VI School District
Salvation Army-Sedalia
The Food Bank for Central &
Northeast MO
University Academy Charter
School
Willard R-II Schools
Wright City R-II School
District

Show Me Summer Food



FOR MORE INFORMATION CONTACT:

Missouri Department of Health
and Senior Services
Summer Food Service Program
P.O. BOX 570
Jefferson City, MO 65102

Phone: 888-435-1464
Fax: 573-526-3479
Email: SFSP@dhs.mo.gov

Visit us on the web!
www.dhss.mo.gov/sfp

Ideas Wanted

We know you have success
stories... why not share
them? We'd love to include
your innovative ideas for
food, service and promo-
tion. Contact the SFSP
team at 888-435-1464 or at
SFSP@dhs.mo.gov.



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Health and Senior Services, P.O. Box 570,
Jefferson City, MO 65102. In accordance with
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ture policy, this institution is prohibited from
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complaint of discrimination, write USDA,
Director, Office of Civil Rights, 1400 Inde-
pendence Avenue, S.W., Washington, D.C.
20250-9410 or call (800) 795-3272 (voice) or
(202) 726-4800 (TDD).

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Show Me Summer Food



Perfectly Partnered

Five years ago Mary Jo Fletchall decided to make a career change. Armed with an accounting degree, Fletchall accepted the position of director at her hometown pantry, Community Services of Worth County. After all, Mary Jo knew what it was to struggle. "Even though you have an education doesn't mean you still can't be poor. I'm a single mom of two kids. I've been there."

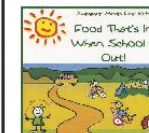
In 2009, Second Harvest Community Food Bank initiated the SFSP, naming it the Lunchbox Diner. In the St. Joseph community, Second Harvest Community Food Bank was interested in expanding the program to one of the 19 counties it serves and Worth County was a natural fit. So, this summer the Food Bank formed a partnership with Community Services to establish a Lunchbox Diner in Worth County.

"There is a deep sense of accomplishment when you look at the story of Worth County," said Scott Tomhave, executive director of Second Harvest Community Food Bank. "The population is roughly 2,000 and this area has never seen a lot of job opportunities due to infrastructure." According to Tomhave, Worth is the smallest county in Missouri with 64 percent of the children qualifying for free and reduced school lunches. "We wanted to partner with Community Services of Worth County because they are such a highly efficient pantry, effectively serving the need in their county."

The SFSP was administered at the Grant City Pool Park by Fletchall and her team of volunteers. The location was chosen because children across the community gather there each day. A vast majority of these children would not have had access to lunch during the summer months had it not been for the SFSP. Each and every day 29 meals were given to children in desperate need of nourishment.

Fletchall is delighted that she is able to make a difference in the lives of single moms and dads such as herself. Mary Jo knows the reality: the joys may never come to Worth county, but if she works hard to bring services like SFSP, lives will dramatically improve.

Jodie O'Brien
Communications and Public Relations Coordinator





RESOURCES ARE AVAILABLE

- One in five young people is overweight
- Every site is different. Resources are available.

<http://www.fns.usda.gov/eatsmartplayhard>

<http://teamnutrition.usda.gov/library.html>

- Nutrition activities may increase participation at your site.



Food Service Management Agreements

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

	Agreement with School to furnish Food Service
	FSMC Bid Packet for contracts under \$100,000
	FSMC Bid Packet for contracts over \$100,000



Planning the Program

☀️ Site Eligibility

☀️ Outreach

☀️ Meal Planning (pgs 8-11)



Food Chart – Summer Food Service Program

Breakfast	Fluid Milk	1 cup (8 fluid ounces) ¹
	Juice or Fruit or Vegetable	½ cup
	Bread, or Cold Dry Cereal, or Cornbread, Biscuits, Rolls, Muffins, etc., or Cooked Cereal or Cereal Grains	1 slice ¾ cup or 1 ounce ² 1 serving
	Pasta, Cooked Noodles	½ cup ½ cup
Lunch or Supper	Fluid Milk	1 cup (8 fluid ounces) ³
	Meat, Poultry, Fish, Cheese, or Egg, or Cooked Dry Beans, Peas, or Peanut Butter or other Nut Butters, or Peanuts, Soynuts, Tree Nuts or Seeds, or Yogurt, plain or sweetened, flavored	2 ounces 1 large egg ½ cup 4 tablespoons ⁴ 1 ounce = 50% ⁵ 1 cup
	Vegetables and/or Fruits (must serve at least two different varieties)	¾ cup total ⁶
	Grains/Breads	1 serving
Snack ⁷ Serve 2 of 4 components	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 on cereal, or use part of it for each purpose.

2. Either volume (cup), or weight (ounces), whichever is less.

3. Must be served as a beverage

4. At lunch or supper, must serve an additional meat/meat 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 not more than one-half of this requirement.

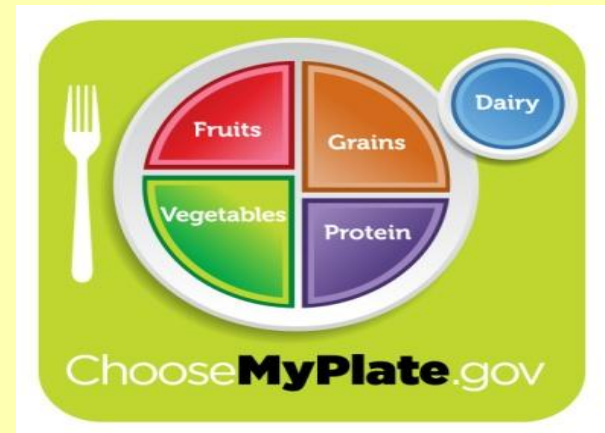
7. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

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.
Bran and germ are credited the same as enriched or whole-grain meal or flour.



Let's Eat for the Health of it

- Build a healthy plate
- Eat the right amount of calories for you
- Cut back on foods high in solid fats, added sugars, and salt
- Be physically active your way



<http://www.choosemyplate.gov/>



STRIVE for BALANCE

- We eat using our senses (sight, hearing, smell, touch and taste) but taste (flavor) determines how delicious a food is.
- Menus should include a balance of color, texture, shape, flavor /taste (sweet, sour, bitter, salty and umami) and temperature
- Balance foods for better nutrition – maximize food lower in fat and saturated fat and minimize higher fat choices





EMPHASIZE VARIETY

- Include a wide ***variety of foods*** from day to day; take advantage of seasonal food
- Vary the types of main dishes served
- Include ***different types of foods*** and prepare them in a variety of ways
- Periodically, include a small amount of a ***new or unfamiliar food*** as an extra for the kids to ***sample***.





ADD CONTRAST

- Think about the ***texture*** of foods as well as their taste and appearance.
- ***Avoid*** having ***too much of the same type of food*** in the same meal.
- Use a pleasing combination of ***different sizes and shapes*** of foods.

This Meal or This One?





THINK ABOUT COLOR

We eat with our EYES!

- ***Avoid*** using too many foods of the ***same color*** in the same meal.
- Remember that ***vegetables and fruits*** are great for adding natural color to side dishes as well as entrees.
- ***Use colorful foods*** in combination with those that have little or no color.
- Add flavor & color with herbs & spices!







CONSIDER EYE APPEAL

- Think of the ***total presentation***.
- Plan the way you will ***place the menu items*** on the tray or plate.
- Be aware of the condition of the ***sack lunches*** when they ***arrive on site***.







Evaluating Your Menu & Eating Environment

- **Daily Dated Menus** are required and must show all food items served – form on page 14
- Use the **Summer Menu Checklist** on page 15 to evaluate your menus
- **Evaluate the Eating Environment:**
 - Make mealtime a happy time
 - Consider the physical environment
 - Promote nutrition education
 - Merchandize your meals



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 logo:

— CN — XXXXXX*

This 2.31oz fully cooked Beef Patty with Textured Soy Flour provides
CN 2.00 oz equivalent meat/meat alternate for the Child Nutrition Meal
Pattern Requirements. (Use of this logo and statement authorized by
the Food and Nutrition Service, USDA XX-XX**)

— CN —

* CN identification number
** Month & Year of approval



Food Safety Should Be a Top Priority

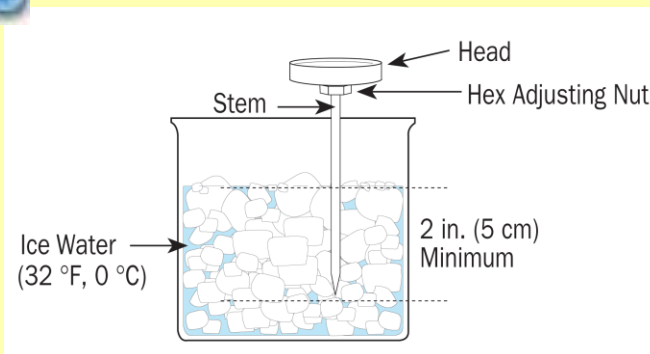
Follow these basic principles:

- Practice good hygiene
- Avoid cross-contamination
- Keep foods out of the “danger zone”
- Check food temperatures regularly



Keep Foods Out of the Danger Zone

- Store, cook, and hold foods at safe temperatures
 - Keep hot foods hot
 - Keep cold foods cold
- Use tools to check the internal temperatures and calibrate thermometer often





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
- After first meals are served to all children, a limited number of complete meals 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



Administering the Program

- ☀ Training (pg 24-25)
- ☀ Civil Rights Requirements
- ☀ Monitoring
- ☀ Recordkeeping
- ☀ Program Payments





Training Resources

Missouri Department of
Health & Senior Services

Search

Healthy Living Senior & Disability Services Licensing & Regulations Disaster & Emergency Planning Da Sta

Laws, Regulations & Manuals

Home » Healthy Living » Wellness & Prevention » Nutrition » Food Programs » Summer Food Service Program

Civil Rights Training (Required annually for SFSP Staff)

Role of the Site Supervisor in the Summer Food Service Program

This video is a tool to assist sponsors in training site supervisors.



Manuals:

Administrative Guidance for Sponsors (Updated for Summer 2011)

This publication provides information for staff of all local organizations that participate or plan to participate as sponsors in the Summer Food Service Program. It consists of information on planning and administering the

www.health.mo.gov/sfsp



Training

Training is one of the sponsor's major administrative responsibilities. Refer to workbook pages 24 & 25

- 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 – see page 24 training form



Administering the Program

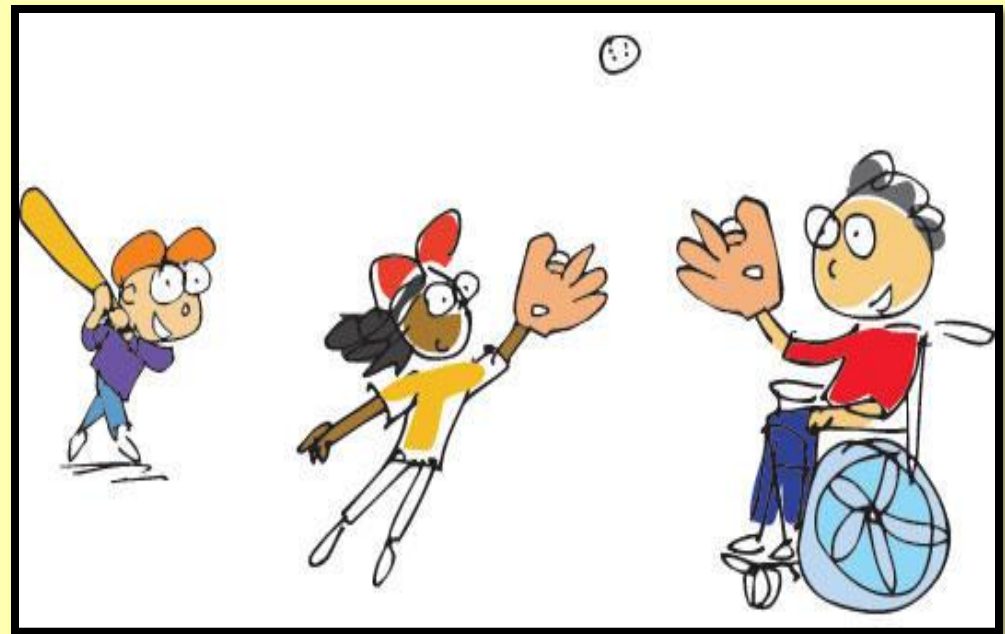
☀ Training

☀ Civil Rights Requirements (26-27)

☀ Monitoring

☀ Recordkeeping

☀ Program Payments





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





Civil Rights Compliance Areas

1. Public Notification - “and Justice for All” And Federal Relay Service posters
2. Ethnic/Racial Collection - once at each Site on 1st or 4th week monitoring form
3. Compliance Reviews
4. Complaints Procedure
5. Civil Rights Training of Staff - required Annually*
6. Reasonable Accommodation
7. Limited English Proficiency (LEP)



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



Administering the Program

- ☀️ Training
- ☀️ Civil Rights Requirements
- ☀️ Monitoring (pgs 28-34)
- ☀️ Recordkeeping
- ☀️ Program Payments





Sponsors Must Monitor Sites

- ☀️ Pre-operational monitoring (pg 27)
- ☀️ 1st and 4th week monitoring
(self-prep pg 28-29 and vended pg 30-31)
- ☀️ Ethnic/racial information required once per summer
(Beneficiary Data on back of form)



Administering the Program

- ☀ Training
- ☀ Civil Rights Requirements
- ☀ Monitoring
- ☀ Recordkeeping (pgs 34-38)
- ☀ Program Payments





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

The Summer Food Service Program

Food That's In When School is Out!

2010 Administrative Guidance for Sponsors



Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
888-435-1464
sfsp@dhss.mo.gov

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



Daily Meal Count

(pgs. 36 – 37)



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES SUMMER FOOD SERVICE PROGRAM Daily Meal Count Form

Name of Site:			Date:	
Meal: (circle one) Breakfast A.M. Snack Lunch P.M. Snack Supper			Site Supervisor:	
Delivery Time:	Total Meals Delivered:	Delivery Temperature:	Meal Service Time: Begin: End:	

First Meals Served to Children:

1	16	31	46	61	76	91	106	121	136	151	166	181	196	211	226	241	256	271	286	301	316	331	346	361	376	391	406	421	436
2	17	32	47	62	77	92	107	122	137	152	167	182	197	212	227	242	257	272	287	302	317	332	347	362	377	392	407	422	437
3	18	33	48	63	78	93	108	123	138	153	168	183	198	213	228	243	258	273	288	303	318	333	348	363	378	393	408	423	438
4	19	34	49	64	79	94	109	124	139	154	169	184	199	214	229	244	259	274	289	304	319	334	349	364	379	394	409	424	439
5	20	35	50	65	80	95	110	125	140	155	170	185	200	215	230	245	260	275	290	305	320	335	350	365	380	395	410	425	440
6	21	36	51	66	81	96	111	126	141	156	171	186	201	216	231	246	261	276	291	306	321	336	351	366	381	396	411	426	441
7	22	37	52	67	82	97	112	127	142	157	172	187	202	217	232	247	262	277	292	307	322	337	352	367	382	397	412	427	442
8	23	38	53	68	83	98	113	128	143	158	173	188	203	218	233	248	263	278	293	308	323	338	353	368	383	398	413	428	443
9	24	39	54	69	84	99	114	129	144	159	174	189	204	219	234	249	264	279	294	309	324	339	354	369	384	399	414	429	444
10	25	40	55	70	85	100	115	130	145	160	175	190	205	220	235	250	265	280	295	310	325	340	355	370	385	400	415	430	445
11	26	41	56	71	86	101	116	131	146	161	176	191	206	221	236	251	266	281	296	311	326	341	356	371	386	401	416	431	446
12	27	42	57	72	87	102	117	132	147	162	177	192	207	222	237	252	267	282	297	312	327	342	357	372	387	402	417	432	447
13	28	43	58	73	88	103	118	133	148	163	178	193	208	223	238	253	268	283	298	313	328	343	358	373	388	403	418	433	448
14	29	44	59	74	89	104	119	134	149	164	179	194	209	224	239	254	269	284	299	314	329	344	359	374	389	404	419	434	449
15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300	315	330	345	360	375	390	405	420	435	450

(Continue counting on back of form if needed.)

Total First Meals Served to Children _____

Complete Second Meals Served to Children:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Total Second Meals Served to Children _____

Meals Served to Program Adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Total Meals Served to Program Adults _____

Meals Served to Non-Program Adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Total Meals Served to Non-Program Adults _____

Total Meals Served _____
Total Damaged Meals _____

Total Leftover Meals _____
Income from Adult Meals \$ _____
(and/or a la carte items)

Site Supervisor's Signature:	Date:
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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM

SITE MEAL COUNT CONSOLIDATION FORM

Completed by:

☐ Sponsor

☐ MDHSS Reviewer

Sponsor Name:								
Site Name:					Month/Year:			
	Breakfast		Lunch		Supper		Snack	
	Child 1st Meals	Child 2nd Meals	Child 1st Meals	Child 2nd Meals	Child 1st Meals	Child 2nd Meals	Child 1st Meals	Child 2nd Meals
Date								
1								
2								
3								
4								
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28								
29								
30								
31								
Site Totals	0	0	0	0	0	0	0	0

Site Meal Count Consolidation Form (pg. 38)

Available as an Excel spreadsheet under Applications and Forms.



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





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.



Administering the Program

☀ Training

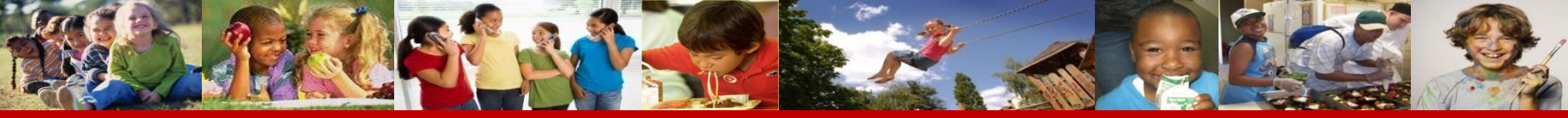
☀ Civil Rights Requirements

☀ Monitoring

☀ Recordkeeping

☀ Program Payments (pg 40)





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

120

23

\$1.88

\$5,188.80

Lunch

175

23

\$3.29

\$13,252.31

\$18,441.11

Estimated meal count by meal

of days of operation

Meal rate by meal type

Potential reimbursement by meal

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



What about costs? Are they

Allowable or
Unallowable?
(pgs 40 & 41)



Application Deadlines

- By April 1, 2012 for May commodities (see pg 44)
- By May 1, 2012 for June commodities (see pg 44)
- By May 1, 2012 for June advance
- All due at least 30 days prior to start of operations or May 15, 2012, **whichever is earlier.**



Click on “Web Log In Screen” on the Missouri SFSP Website:

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

or go to: <https://dhssweb04.dhss.mo.gov/cnp/Login.asp>



Missouri Department of Health & Senior Services

Community Food and Nutrition Assistance

Please Enter

User ID:

Password:

Login



Missouri Department of Health & Senior Services

Community Food and Nutrition Assistance

School Nutrition
Program

Child and Adult Care
Food Program

Summer Food
Service Program

Food Distribution
Program

Click on a puzzle piece above for the Child Nutrition Program you wish to access!

[Exit Web Site](#)



Welcome to the Summer Food Service Program CNPWeb System

2012 SFSP Applications are Now Being Accepted

Posted March 1, 2012

Applications for participation in the 2012 Summer Food Service Program will be accepted beginning March 1, 2012.

All forms must be in *Pending Approval* status to be approved by the state. For more information [Click Here](#) to refer to the SFSP Application Instruction Guide or go to the home page link at the bottom of this page. You may also call 888-435-1464 for more information.

When you are ready to begin entering your application, click on the CONTINUE button below.

2012 APPLICATION DEADLINES

- By April 1, 2012 if you want commodities delivered in May.
- By May 1, 2012 if you want commodities delivered in June.
- By May 1, 2012 if requesting a June advance.
- The final deadline for a completed application is **NO LATER THAN MAY 15, 2012 AND AT LEAST 30 DAYS PRIOR TO THE FIRST DAY OF OPERATION**. For example, if SFSP operations begin June 1, 2012 a completed application is due no later than May 1, 2012.

The Welcome page has important announcements and information.

[Click Here](#) for a list of food recalls.

State Offices Will Be Closed...

Posted January 9, 2012

Please note that State Offices will be closed on the following days. Some of the observed holidays may fall on or near deadlines for submitting claims. The deadline for claim submission will not be altered, so please plan accordingly.

Holiday	Day of Week	Date
Truman Day	Tuesday	May 8, 2012
Memorial Day	Monday	May 28, 2012
Independence Day (Observed)	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Columbus Day	Monday	October 8, 2012
Veteran's Day (Observed)	Monday	November 12, 2012
Thanksgiving	Thursday	November 22, 2012
Christmas	Tuesday	December 25, 2012

MISSOURI SFSP

P.O. Box 570
Jefferson City, MO 65102-0570

Toll-Free Number: (888) 435-1464

Fax Number: (573) 526-3679

Website: <http://health.mo.gov/sfsp>

E-Mail: sfsp@health.mo.gov

[Continue](#)



Program Year:

↓ Bottom of Form

Sponsor Summary

AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
January 2011	Claim should be entered between 1/25/2011 and 4/1/2011			Add
YTD Total			0.00	

↑ Top of Form

Claims for Reimbursement

Click "Save" to get started.

Sponsor Claim

AAA Test Sponsor (55523)

123 Test Street Test City, MO 11111

January 2011

Pending Submission
Original Claim

↓ Bottom of Form

Claim Detail	(A) Month	(B) ADP	(C) Number of Sites	(D) Operating Days
(1) Claim Month Selected	January	0	0	0

Eligible Meals Served to Children	(A) Breakfast	(B) AM Snack	(C) Lunch	(D) Supper	(E) PM Snack
Self-Prep or Rural-Vended Meals					
(4) First Meals	0	0	0	0	0
(5) Second Meals	0	0	0	0	0
(6) Total Meals					

Eligible Meals Served to Children	(A) Breakfast	(B) AM Snack	(C) Lunch	(D) Supper	(E) PM Snack
Urban - Vended Meals					
(7) First Meals	0	0	0	0	0
(8) Second Meals	0	0	0	0	0
(9) Total Meals					

- (19) ☐ I certify that all sites for which approval has been given were operational during the month claimed and that there has been no significant change in projected administrative costs since submission of program applications, receipt of advance payment or previous claim.

I certify that all enrolled sites had 50% or more eligible participants for the claim period represented on this form.

I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that this is in accordance with the terms of existing agreement (s). I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.

Created By: _____ Date Created: 2/9/2011 Modified By: _____ Date Modified: _____

↑ Top of Form

[Save](#) [Cancel](#)

Program Year

Missouri Department of Health & Senior Services



DHSS monitors SFSP sites & sponsors

- **Site** visits are unannounced.
- Nutritionist will observe a meal service.
- Sponsor will receive a report with required actions.
- **Sponsor** reviews will be announced.
- Sponsor will receive a report with required actions.



Share your success stories!



Show Me Summer Food

Winter 2012

From the SFSP State Team

Even though it is currently coat and glove season, the Missouri Department of Health and Senior Services-Bureau of Community Food and Nutrition Assistance is planning for Summer 2012. We look forward to working with sponsors in Missouri to make sure no child in Missouri goes hungry when school is closed this summer.

Many types of organizations can participate as either a SFSP sponsor or feeding site. A sponsor can be a school, university, camp, unit of local government or a private non-profit organization. Feeding sites can be a school, church, recreation center, park, playground, community center or any other location where children can receive nutritious meals.

During the Summer 2011, DHSS worked with 259 sponsors to provide over 3,100,000 meals to children across the state. We want to work with sponsors again this summer to provide nutritious meals by providing sponsors training, funding, technical assistance and program monitoring.

If you are interested in operating as a sponsor or site, please contact us at 888-435-1464.



Important Dates

- March 1: DHSS begins accepting sponsor applications
- April 1: Deadline for May commodity delivery
- May 2: Deadline for June commodity delivery or June advances
- May 15: Final deadline for complete applications

Welcome New 2011 SFSP Sponsors!

Apostle Doctrine Fellowship Church
 Better Family Life
 Blossom Wood Day School
 Blue Springs School District
 Boonville Academy
 Boys & Girls Club of Columbia
 Boys & Girls Club of St. Charles
 BTWF Urban Initiative Corporation
 Demetrius Johnson Foundation
 Dream Building, Inc.
 First Baptist Church of Eldon
 Good Samaritan Community Center
 Grace Lutheran Chapel School
 Greater Dimension Ministries
 Jamison Memorial
 Jennings School District
 Greater True Vine
 Greene County Juvenile Office
 Legacy Building Community Development Corporation
 Mound Ridge Camp
 Muhammad Mosque
 St. John Community Improvement
 St. Luke's United Methodist Church
 Tabernacle Memorial
 The Intersection
 Trinity Full Gospel Ministries
 United Charitable Program
 YMCA of Hannibal
 We Win, Inc.

Winter 2011 [SHOW ME SUMMER FOOD]

For More Information Contact:

Missouri Department of Health and Senior Services
 Summer Food Service Program
 P.O. Box 570
 Jefferson City, MO 65102

Phone: 888-435-1464

Fax: 573-526-3679

E-mail: SFSP@health.mo.gov



Visit us on the web!

<http://health.mo.gov/living/wellness/nutrition/foodprograms/sfsp/index.php>



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SFSP Annual Training

The first step towards a successful program is training. This means attending sponsor training from DHSS and providing training for your staff. This should include staff preparing, delivering and serving meals.

Summer Food Sponsor Training will begin in March. Training is mandatory for new sponsors. Applications will not be approved for new sponsors that do not attend training.

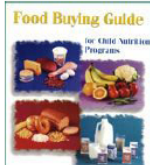
Sponsors who have participated previously in SFSP may attend previous sponsor trainings. These trainings will cover the program changes for 2012. Sponsors who have operated SFSP previously may choose between trainings provided at the district offices or the training webinar located on our website.

To register for either New Sponsor or Previous Sponsor training, call 1-888-435-1464 or complete the registration flyer located on our website <http://health.mo.gov/living/wellness/nutrition/foodprograms/sfsp/trainings.php>.



Planning SFSP Meals

The National Food Service Management Institute and Team Nutrition have developed an online calculator to be used with the USDA Food Buying Guide. This interactive and simple to use calculator allows you to build shopping lists of foods from the Food Buying Guide and determine how much of each item to purchase to provide enough servings for the children in your program. Check this helpful resource at Team Nutrition's website- <http://www.fns.usda.gov/tn/resources/foodbuyingguide.html>.





Questions?



- What did we forget?
- Ideas for the 2012 SFSP training?