

SUMMER FOOD SERVICE PROGRAM

Food That's In When School is Out!

What is the Summer Food Service Program (SFSP)?

- The SFSP is a program funded by the U.S. Department of Agriculture (USDA) and administered by the Missouri Department of Health & Senior Services-Bureau of Community Food and Nutrition Assistance (CFNA).
- The SFSP provides nutritious meals to needy children age 18 and under during the summer months when school lunch and breakfast programs are not operating. The program also provides meals to individuals aged 18-21 who are determined by a State educational agency to be mentally or physically disabled, and who participate in a school program for the mentally or physically disabled during the regular school year.
- SFSP Sponsors receive financial and technical support to operate and administer the program.

What is a sponsor?

- A sponsor is an organization that agrees to operate the SFSP.
- Sponsors accept full final administrative and financial responsibility for all sites under their jurisdiction. (A site is the location where meals are served to participants.)

What types of organizations can sponsor the program?

- Schools, both public and private, who participate in the National School Lunch Program (NSLP)
- Local, county, district, or state government agencies
- Residential summer camps
- National Youth Sports Programs (NYSP) and Upward Bound programs
- Private nonprofit (PNP) organizations

What types of sites are approved for operation?

A site can be anywhere that is accessible to and accommodates children and has the necessary facilities to serve meals. Sites can be indoors or outdoors; for example, a school cafeteria, park or church.

- Open Site – located in an area where at least half of the children are eligible for free or reduced-price meals through the NSLP.
- Enrolled Site – at least half of the enrolled participants at the site are eligible for free or reduced-price meals based on properly completed Income Eligibility Forms.
- Residential Summer Camp – a residential camp that offers regularly scheduled food service as part of an organized program for enrolled participants.
- Migrant Feeding Site – food service sites that primarily serve children from migrant families, where regularly scheduled meal services are available.



How are meals provided?

A Sponsor may provide meals to children by:

- Preparing meals in a central kitchen or on-site at each location; or
- Obtaining complete meals from a vendor, which could be a public agency, a private nonprofit organization, a school district or a commercial food service management company. Federal, state and local procurement standards must be met.

What must be served for meals to qualify?

- To qualify for reimbursement, meals must meet specific meal pattern requirements and must contain the required quantities of each component.
- The four meal components are: milk; vegetable, fruit or juice; grains or bread; and meat or meat alternate.
 - ✓ Breakfast – milk; vegetable, fruit or juice; grain or bread
 - ✓ Lunch & Supper – milk; two different vegetables and/or fruits; meat or meat alternate; grain or bread
 - ✓ Snack – Choose two of the four components.

Which meals can be served?

- The type of site operated determines the number and type of meal services that are approved.
- Sites may be approved for one or two meal service times; for example, lunch only, breakfast and lunch, or lunch and a snack.
- Residential and nonresidential camps and sponsors of programs for children of migrant workers may be approved to serve either three meals or two meals and one snack.

How is a sponsor reimbursed?

- Reimbursement is based on claims for reimbursement that the sponsor submits to the CFNA. The amount the sponsor is reimbursed is equal to the number of eligible meals served to children multiplied by the current reimbursement rates.

The meal reimbursement rates for 2017 are listed below.

Meal	Meal Reimbursement Rates	
	Self-prep/Rural Sites	Vended/Urban Sites
Breakfast	\$2.1875	\$2.1450
Lunch/Supper	\$3.8325	\$3.77
Snack	\$0.9075	\$0.8875



What about recordkeeping?

- Sponsors must keep full and accurate records of the number of meals served to children to support each claim for reimbursement.
- Sponsors must maintain records of allowable costs such as food, kitchen labor, nonfood supplies, administrative labor, office supplies, printing, advertising, and travel for site monitoring or training, in order to show operation of a non-profit food service.
- Sponsors must maintain all of these records for at least three full years after the end of the current fiscal year.
- These records must be made available upon request to Federal and State administering agencies for audit and review purposes.

What are a sponsor's administrative responsibilities?

Administrative responsibilities include but are not limited to the following:

- Attend any training required by the State administering agency, train all personnel involved in the sponsor's SFSP, and keep records of all training conducted;
- Ensure sites are properly monitored and comply with Civil Rights requirements;
- Keep full and accurate records to substantiate the claim for reimbursement and to demonstrate a non-profit food service, such as allowable costs and daily records of the number of meals received/prepared and served; and
- Submit claims for reimbursement.

What about monitoring the program?

- Sponsors must provide personnel to monitor sites regularly and document the review. The sponsor's monitors will ensure that its sites operate according to program guidelines and requirements, communicate any problems to the sponsor, and ensure correction of problems.

Will the program be reviewed?

- New sponsors will receive an administrative review by the CFNA and/or USDA that will include both an administrative review at the sponsor's office and at least one meal service site. After the first year of operations, sponsors will be reviewed at least every three years.
- Sponsors must make SFSP records available for the administering agency review and must take any corrective actions required by the administering agency.
- Results of an administrative review may affect the amount of reimbursement the sponsor's program will receive.
- The review will involve an assessment of how the claim for reimbursement was prepared and a look at the supporting records maintained by the sponsor. Site operations will be assessed via an observation of the meal service operation and the record-keeping of one or more sites.

How do I apply?

On March 1, 2017, prospective new sponsors may download the application from the Internet at: <http://health.mo.gov/sfsp> (click on "Applications & Forms" then on "The entire 2017 SFSP Application Packet in one file"). If you do not have Internet access, call toll-free at 888-435-1464 (voice) or RELAY MISSOURI for Hearing and Speech Impaired at 800-735-2966, or e-mail sfsp@health.mo.gov to request an application packet.



The application must be reviewed and approved by the CFNA before the organization can become a sponsor. The application deadline is **May 15, 2017**, or 30 days prior to the first day of operation, whichever is earlier. Because it can take up to 30 days to process and approve a complete application for a new sponsor, the sooner you submit it, the better.