Welcome to the Summer Food Service Program (SFSP) Training

CACFP/SFSP Division

601-576-5000

mdek12.org

MISSISSIPPI
DEPARTMENT OF
EDUCATION

February/March 2022

1 **ALL** Students Proficient and Showing Growth in All Assessed Areas

2 **EVERY** Student Graduates from High School and is Ready for College and Career

3 **EVERY** Child Has Access to a High-Quality Early Childhood Program

4 **EVERY** School Has Effective Teachers and Leaders

5 **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6 **EVERY** School and District is Rated "C" or Higher

MISSISSIPPI DEPARTMENT OF EDUCATION

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

Introduction
Summer Food Service Program

2022 SFSP Training

Purpose of the Summer Food Service Program

- 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.

- SFSP Meals which meet the **Federal Meal Pattern Requirements** are provided to children at approved SFSP sites in areas with significant concentrations of low-income children.

- Meals are served at **No Cost** to participants.

Introduction

Per County, June 2019 Lunch Average Daily Participation (ADP) for the Summer Food Service Program (SFSP) and the number of children enrolled in school who are approved to receive free lunch

NOTE: Counties with blank SFSP data had no sites serving lunch for the month of June

Source: MARS June 2019 SFSP Lunch Claim, MSIS October 2019 Free/Reduced Lunch Report

Recordkeeping Requirements

- Number of Program Meals

- Allowability of all SFSP Costs

- Confirmation of Good Standing with all Program requirements

SFSP Records Packet - Income Projections
- Cost Worksheet
- Production Book Request Form
- Delivery Receipt (NCR copies available)
- Donation Form
- Production Worksheet
- Records Checklist
- Sponsor/Site Agreement
- Household Application

SUMMER FOOD SERVICE PROGRAM
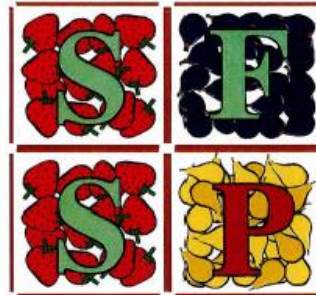
RECORDS

- Media Release
- Meal Count Forms
- Procurement Plan
- Training Checklist for Administrative Staff
- Training Checklist for Monitors
- Training Checklist for Site Staff
- Pre-Operational Visit Form
- First Week Visit Form
- Site Review Form
- Racial and Ethnic Data Form

SFSP Waiver Requests

SP 15-2018, CACFP 12-2018, SFSP 05-2018

May 24, 2018

Child Nutrition Program Waiver Request Guidance and Protocol-Revised

Provides an overview of statutory waiver authority, the waiver request and review process, and data reporting requirements

Waiver Request: Areas

First Week Site Visits

Offer versus Serve

Meal Service Time Restrictions

Area Eligibility for Closed Enrolled Sites

MISSISSIPPI DEPARTMENT OF EDUCATION

USDA United States Department of Agriculture

CHILD NUTRITION PROGRAM
STATE WAIVER REQUEST TEMPLATE

Child Nutrition Programs are expected to be administered according to all statutory and regulatory requirements; waivers to the requirements are exceptions. However, Section 12(l) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(l), provides authority for USDA to waive requirements for State agencies or eligible service providers under certain circumstances. When requesting the waiver of statutory or regulatory requirements for the Child Nutrition Programs (CNPs), including the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the National School Lunch Program (NSLP), the Fresh Fruit and Vegetable Program (FFVP), the Special Milk Program (SMP), and the School Breakfast Program (SBP), State agencies and eligible service providers should use this template. State agencies and eligible service providers should consult with their FNS Regional Offices when developing waiver requests to ensure a well-reasoned, thorough request is submitted. State agencies and eligible service providers are encouraged to submit complete waiver requests at least 60 calendar days prior to the anticipated implementation date. Requests submitted less than 60 calendar days prior to the anticipated implementation should be accompanied by an explanation of extenuating circumstances.

For more information on requests for waiving Program requirements, refer to SP 15-2018, CACFP 12-2018, SFSP 05-2018, *Child Nutrition Program Waiver Request Guidance and Protocol- Revised*, May 24, 2018.

1. State agency submitting waiver request and responsible State agency staff contact information:

2. Region:

3. Eligible service providers participating in waiver and affirmation that they are in good standing:

4. Description of the challenge the State agency is seeking to solve, the goal of the waiver to improve services under the Program, and the expected outcomes if the waiver is granted. [Section 12(l)(2)(A)(iii) and 12(l)(2)(A)(iv) of the NSLA]:

5. Specific Program requirements to be waived (include statutory and regulatory citations). [Section 12(l)(2)(A)(i) of the NSLA]:

6. Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring:

SP 15-2018, CACFP 12-2018, SFSP 05-2018
Page 1

Attachment A

7. Description of any steps the State has taken to address regulatory barriers at the State level. [Section 12(l)(2)(A)(ii) of the NSLA]:

8. Anticipated challenges State or eligible service providers may face with the waiver implementation:

9. Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. [Section 12(l)(1)(A)(iii) of the NSLA]:

10. Anticipated waiver implementation date and time period:

11. Proposed monitoring and review procedures:

12. Proposed reporting requirements (include type of data and due date(s) to FNS):

13. Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(l)(1)(A)(ii) of the NSLA]:

14. Signature and title of requesting official :

Title:
Requesting official's email address for transmission of response:

TO BE COMPLETED BY FNS REGIONAL OFFICE:

FNS Regional Offices are requested to ensure the questions have been adequately addressed by the State agency and formulate an opinion and justification for a response to the waiver request based on their knowledge, experience and work with the State.

Date request was received at Regional Office:
☐ Check this box to confirm that the State agency has provided public notice in accordance with Section 12(l)(1)(A)(ii) of the NSLA

• Regional Office Analysis and Recommendations:

SP 15-2018, CACFP 12-2018, SFSP 05-2018
Page 2

MISSISSIPPI DEPARTMENT OF EDUCATION

SFSP One-Pagers

- Introduction
- Sponsor & Site Eligibility
- Documenting Participant Eligibility
- Application Process
- Meal Pattern Requirements
- Meal Service Requirements
- Production Planning
- Accurate Meal Counting

- Procurement
- Training
- Monitoring
- Financial Management
- Civil Rights
- Program Reimbursement

Sponsor & Site Eligibility

In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI DEPARTMENT OF EDUCATION

Sponsor and Site Eligibility

Sponsor & Site Eligibility
IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors are eligible organizations that assume total responsibility for the administration of the SFSP. Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible sites, they must serve children in low-income areas or serve specific groups of low-income children.

Who can sponsor the SFSP?

- Public or private non-profit school food authorities
- Public or private non-profit colleges or universities
- Public or private non-profit residential summer camps
- Units of local, county, municipal, state or federal government
- Any other type of private non-profit organization

All sponsors must be tax exempt and demonstrate the administrative and financial ability to manage a food service effectively. Most sponsors must provide a year round public service to the area in which they intend to provide the SFSP.

Sponsor Responsibilities

At a minimum, sponsors will:

- Attend the State Agency training
- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers
- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation
- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year

Specific Eligibility Requirements for Sponsors

To be deemed eligible, sponsors must:

Demonstrate Financial and Administrative Capability – All sponsors must submit a budget with the SFSP application annually and accept final financial and administrative responsibility for all sites.

Not Be Seriously Deficient – Applicants must not have been declared seriously deficient or terminated from the SFSP or any other Child Nutrition Program. If the State Agency determines a sponsor has taken corrective action to permanently correct the deficiencies and/or the debt has been paid, the Sponsor may be approved to participate once again.

Serve Low-Income Children - Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas or they must agree to serve low-income children (except camps).

Conduct a Non-profit Food Service – The food service operation must be for the benefit of participating children and all the Program reimbursement funds are used solely for the operation or improvement of the food service.

Provide Year-round Service – Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP. Exceptions may be granted for sponsors of residential camps, migrant sites, and in certain other limited circumstances.

Exercise Management Control Over Sites – Sponsors must demonstrate in their applications that they will exercise management control over the meal service at all of their sites. This means that the sponsor is responsible for maintaining contact with meal service staff, ensuring that they are trained, and will monitor the sites throughout Program participation. For sites not legally affiliated with the sponsor's organization, the sponsor should enter into an agreement with the site official.

Conduct Pre-Operational Visits – Prior to approval, sponsors must visit new sites and sites that had operational problems the previous year.

Sign Written Agreements – Approved sponsors must sign a permanent written agreement with the State Agency.

Types of Sites & Eligibility

Sponsors may operate the SFSP at one or more sites, for any period during the summer months as long as the site and meal services have been approved by OCN prior to the start of the site operating. Sponsors may have different site types that serve different meals. When more than one sponsor operates in a community, the sponsors should work together to ensure needs are met without duplicating services. OCN can assist sponsors in determining the appropriate site types and related eligibility documentation.

Open Sites
Meals are made available to all children in the area on a first-come, first-serve basis. Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced price meals (i.e. School Data) or within a census tract that qualifies. Schools with academic summer school are required to be open to the community.

> **Meals Eligible for Reimbursement:** breakfast, lunch, supper, and snack. Open, Restricted Open, and Closed Enrolled Sites can choose to serve up to 2 meal services per day in any combination other than lunch and supper on the same day. Camps and migrant sites may serve up to 3 meal services per day.

Restricted Open Sites
Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control determined after the site opens. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above. Determining the eligibility of the site is the same as a regular open site.

Closed Enrolled Sites
Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. Many times, this site type is selected because the site is offering programs geared toward a specific group of children. Closed enrolled sites may be eligible based on area just like an open or restricted open site OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

Camp Sites
Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children. Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and /or reduced-price eligibility standards.

Migrant Sites
These sites can operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

Participant Eligibility for Closed Enrolled and Camp Sites

There are a variety of ways to determine participant eligibility for Closed Enrolled and Camp Sites. Some methods depend on the Program being offered. In most cases, participant eligibility is determined through Household Applications collected from the families OR by obtaining documentation from a school district participating in the National School Lunch Program (NSLP).

Determining Eligibility Using School and Census Data

Sponsors may use free and reduced data from elementary, middle or high schools to qualify SFSP sites. The site must be located within the attendance area of a school that has at least 50% of its children eligible for free and reduced price meals.

If not located within an eligible attendance area, sponsors may look at census data to see if the potential site(s) fall within a tract that qualifies. The USDA Capacity Builder Mapping Tool can assist sponsors in making eligibility determinations and locating eligible areas within their community: https://www.fns.usda.gov/capacitybuilder.

This institution is an equal opportunity provider. Updated January 2020.

MISSISSIPPI DEPARTMENT OF EDUCATION

- Sponsors are eligible organizations that ***assume total responsibility for the administration*** of the SFSP.

- Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible, they must serve children in low-income areas or serve specific groups of low-income children.

Who can Sponsor the SFSP?

- Public or private non-profit school food authorities
- Public or private non-profit colleges or universities
- Public or private non-profit residential summer camps
- Units of local, county, municipal, state or federal government
- Any other type of private non-profit organization

Sponsor's Responsibilities

At a minimum, Sponsors will:

- Attend the State Agency training

- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers

- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation

- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year

Sponsors may ***NOT*** contract management responsibilities of the Program:

Non-Contractible Management Responsibilities

- Meal Ordering
- Meal Count information
- Submitting claims
- Training and Monitoring administrative and site staff

Sponsors ***must*** maintain responsibility!

Specific Eligibility Requirements for Sponsors

To be deemed eligible to participate, Sponsors must:

- Demonstrate financial and administrative capability

- Not be seriously deficient

- Serve Low-Income children

- Conduct a non-profit food service

- Provide year-round service

- Exercise management control over sites

- Conduct pre-operational visits

- Sign written agreements

Types of Sites & Eligibility

- Sponsors may operate the SFSP at *one or more sites*. The site and meal services have been approved by OCN prior to the start of the site operating.

- Sponsors may have different *site types* that serve different meals.

- When more than one sponsor operates in a community, the Sponsors should work together to ensure needs are met without duplicating services.

Open Sites

- Meals are made available to all children in the area on a first-come, first-serve basis.

- Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced-price meals.

Restricted Open Sites

- There is a need to restrict or limit meal participation for reasons of space, security, safety, or control determined after the site opens.

- Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons.

MISSISSIPPI DEPARTMENT OF EDUCATION

Closed Enrolled Sites

- Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large.

- Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

Camp Sites

- **Camps** can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.

- Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that **at least 50% of the children are eligible**.

Migrant Sites

Migrant sites can ***operate like open or restricted open sites*** and are reimbursed for meals served to all attending children.

Documenting Participant Eligibility

In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI DEPARTMENT OF EDUCATION

Documenting Participant Eligibility

Documenting Participant Eligibility

FOR CAMPS AND ENROLLED SITES
IN THE SUMMER FOOD SERVICE PROGRAM

Children age 18 and under may receive meals through SFSP. A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

FOR CAMPS AND ENROLLED SITES NOT ELIGIBLE BASED ON AREA ELIGIBILITY, SPONSORS MAY DETERMINE AND DOCUMENT PARTICIPANT ELIGIBILITY IN THE FOLLOWING WAYS:

Household Applications
The household application is used to determine the income eligibility of enrolled children for all camps (residential and non- residential) and closed enrolled sites. The information collected on the household application includes household size and income or the case number for benefits received under the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program), Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR). See page 168 of the Administration Guide for the Summer Food Service Program.

Automatic Eligibility
Certain categories of children are automatically eligible for free meals and no income information is required. This is referred to as categorical eligibility. Children may be classified as categorically eligible for a period of 12 months through:

- Participation in another comparable Federal assistance program, including SNAP, FDPIR, or TANF

- Documentation that the child is homeless, runaway, or migrant, a foster child.

National Youth Sport Program (NYSP)
- 50% of enrolled children reside in low-income areas
- 50% of enrolled children are eligible for free or reduced-price meals
- Certification in writing that program meets the same income guidelines as the SFSP

Closed Enrolled Sites
- Unlike Open/ Open restricted, Closed Enrolled sites cannot use census or school data to establish eligibility.
- For a closed enrolled site to be eligible, at least 50% of participants must meet the income eligibility criteria.
- Closed enrolled sites must use household applications to determine income eligibility. This form is found on page 168 in the Administrative Guide Manual.

Camp Sites
Reimbursed only for meals served to children who meet the income eligibility criteria. These sites serve up to 3 meals or 2 meals and a snack. Household applications are required to document eligibility. Sponsors should maintain a roster and original household applications on file for each camp session.

Upward Bound
Closed enrolled sites that serve only Upward Bound participants automatically qualify for SFSP participation because at least two-thirds of the Upward Bound participants must be low-income students. Upward Bound programs operating as a camp must follow the camp eligibility requirements. Household applications are required to document eligibility. Sponsors should maintain a roster and original household applications on file.

If one child in a household is receiving SNAP, FDPIR, or TANF benefits, all other children in the household are categorically eligible to participate in the SFSP.

Foster Children can be certified eligible without an application if the sponsor obtains documentation from an appropriate state or local agency indicating the status of the child as a child in foster care. In instances where a child or family may temporarily reside with another household, that child is still considered homeless. The SFSP sponsor can determine eligibility for homeless children through documentation provided by the homeless liaison or another source.

Household Applications Must:
- include eligibility determination (needy/non-needy)
- include signature and date of determining official
- include signature of adult completing application and date
- include adult's last 4 digits of social security number, or designation that they don't have one, for applications determined based on income

Without the information noted above, applications are considered incomplete and must be determined non-needy.

Upward Bound
Upward Bound is a program funded by the U.S. Department of Education (DOE) to provide academic support to teens from low-income families preparing for college. While participants in Upward Bound are not automatically eligible for free meals under the SFSP, sponsors may use an Upward Bound application in lieu of a household application to determine individual eligibility. Those children who are determined eligible for Upward Bound based on income may be considered eligible for SFSP meals without further application. However, participants who are determined eligible for Upward Bound based on criteria other than income, such as being a potential first generation college student, must complete a household application in order to determine individual income eligibility for SFSP.

National Youth Sport Program (NYSP)
The NYSP is a national program intended to provide economically disadvantaged youth, the opportunity to receive daily sports instruction and educational programs. Although Congress does not currently fund the NYSP, children participating in NYSPs operated by higher education institutions are eligible to participate in SFSP upon showing residence in a low-income area or on the basis of income eligibility information provided for enrollment in the NYSP. Therefore, colleges and universities that offer NYSP and adhere to participant eligibility requirements that are the same as or stricter than the SFSP income requirements may consider participants categorically eligible for SFSP meals.

This institution is an equal opportunity provider. Updated January 2020.

➢ Children age 18 and under may receive meals through SFSP.

➢ A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

Closed Enrolled

- Unlike Open/ Open-restricted sites, Closed Enrolled sites cannot use census or school data to establish eligibility.

- For a Closed Enrolled site to be eligible, at least 50% of the participants must meet the income eligibility criteria.

- Closed Enrolled sites must use household applications to determine income eligibility. This form is found on Page 168 in the Administration Guide.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Camp Sites

Reimbursed only for meals served to children who meet the income eligibility criteria.

• Serves up to 3 meals or 2 meals and 1 snack

Required income eligibility documentation:

• Household Meal application

• Maintain a Roster and original Household meal applications on file for each camp session

Upward Bound

- Closed Enrolled sites that serve only Upward Bound participants automatically qualify for SFSP participation because at least 2/3 of the Upward Bound participants must be low-income students.

- Upward Bound programs operating as a camp must follow the camp eligibility requirements.

National Youth Sports Program (NYSP)

- 50% of enrolled children reside in low-income areas.

- 50% of enrolled children are eligible for free or reduced-price meals.

- Must certify in writing that program meets the same income guidelines as the SFSP.

Prototype Household Application for Free and Reduced Price Summer Meals

SUMMER FOOD SERVICE PROGRAM (For Use by Camps and Closed Enrolled Sites)

Apply online at www.abcdefgh.edu

Categorical Eligibility

- SNAP, FDPIR, and TANF

- Head Start Program

- Homeless, Runaway, Migrant, and Foster Children

Confidentiality

- A SFSP sponsor must protect the confidentiality of any information that has been provided by a household for determining eligibility for free, reduced-price, or paid meals.

- Sponsors may only use the information to determine eligibility and must not release any information that contains a SFSP participant's name or other individual information.

Scale for Free Meals
Effective from July 1, 2021 to June 30, 2022

Household Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly
1	$ 16,744	$ 1,396	$ 698	$ 644	$ 322
2	22,646	1,888	944	871	436
3	28,548	2,379	1,190	1,098	549
4	34,450	2,871	1,436	1,325	663
5	40,352	3,363	1,682	1,552	776
6	46,254	3,855	1,928	1,779	890
7	52,156	4,347	2,174	2,006	1,003
8	58,058	4,839	2,420	2,233	1,117
For each additional Family member add	+5,902	+492	+246	+227	+114

Scale for Reduced Price Meals
Effective from July 1, 2021 to June 30, 2022

Household Size	Annual	Month	Twice per Month	Every 2 Weeks	Weekly
1	$ 23,828	$ 1,986	$ 993	$ 917	$ 459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional Family member add	+8,399	+700	+350	+324	+162

MISSISSIPPI DEPARTMENT OF EDUCATION

Application Process
In The Summer Food Service Program

2022 SFSP Training

Application Process

Application Process
FOR THE SUMMER FOOD SERVICE PROGRAM

All agencies that wish to participate in the SFSP as a Sponsor must apply with the Mississippi Department of Education's Office of Child Nutrition (MDE-OCN) annually.

Step One – Determine if your organization and potential sites are eligible.

Review the *Sponsor & Site Eligibility* handout that provides details regarding who can sponsor the Program and how sites are eligible.

Step Two – Register and Attend Training

Everyone Needs to Register!
All sponsors must register to attend **New or Returning Sponsor Training**. New sponsors must register to attend training. Contact MDE-OCN's Division of Training and Program Outreach. 601-576-4970

Intensive Training (New and Returning Sponsors)
The MDE-OCN provides a two-day group training for new sponsors. This training covers program regulations, and policies. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and filing claims for reimbursement. Returning sponsors that would like a full overview of the Program, may also register to attend.

Returning sponsors attend a one-day group training. This training covers program regulations, and policies. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and filing claims for reimbursement.

Program Materials
All sponsors attending the Group Training will receive a complete set of the USDA Program Guidance Manuals, along with the *Guide to Operating the Summer Food Service Program*. These materials will be issued to training participants during the Intensive Training; participants should bring a notepad, writing utensils, highlighter, etc. The USDA Program Guidance manuals are posted to the website to reference or download at the sponsor's discretion: https://www.fns.usda.gov/sfsp/handbooks.

January - May:
- Work with community partners to explore potential sites; obtain commitment from returning sites.
- If planning to purchase prepared meals, start looking for possible vendors and reference the *Procurement* handout.
- Attend training.
- Start plans for hiring staff, volunteers and set training dates.
- Complete Online Application and submit to OCN.

Step Three – Apply

Online Application – Opens February 25th
- Access the application by going to: https://cnms.mdek12.org/prod/Splash.aspx.
- Ensure all required attachments to the application are uploaded prior to submitting.
- In order to participate in the SFSP, sponsors must enter into a permanent Program agreement with the MDE-OCN. The agreement is a legally binding document that specifies the rights and responsibilities of both the sponsor and the MDE-OCN and should be read carefully before being signed.
- Once submitted for approval, the application is reviewed by MDE-OCN Program Specialist. Contact the OCN if there is a need to further revise the application prior to it being reviewed.
- The application MUST be approved by the MDE-OCN prior to Program operation.
- Sponsors will receive notification when the application is approved by the State Agency.

Step Four – Complete Pre-operational Requirements

Notify Health Department
Sponsors should complete the Request For Satellite Site Inspection Summer Food Service Program form and/or Request For Self-Prep or Central Kitchen Site Inspection Summer Food Service Program form and submit to the State Agency prior to operation.

Provide Training to Sponsor and Site Staff
All personnel working with the SFSP are required to be trained annually, prior to site operation. Review the *Training* handout for more information.

Complete Pre-operational Visits
New sites and sites that experienced problems in the prior summer need to be visited prior to operation. For more information, review the *Monitoring* handout.

Issue the Media Release
All Sponsors are required to issue a media release prior to operation, notifying the public that the sponsor is participating in the SFSP and does not discriminate. A prototype media release can be found in the SFSP Administrative Guidance.

Conduct Outreach
Let the community know where meals will be served this summer! A SFSP poster must be displayed at the entrance of an open site.

Other things to note...

New Sponsors
The State Agency will conduct a pre-approval visit of all new sponsors. During this visit the Program Specialist will review the application, all program requirements, and conduct a walk-through of the meal preparation area.

Appeal Rights
A copy of the Appeal Rights can be found in the *SFSP Resource Packet*.

Application Changes?
Changes in operation following initial approval MUST be approved by the State Agency. Make the changes in the online application, resubmit to the State Agency and notify your assigned Program Specialist, via email, so they are aware updates to the application were submitted. **Changes to an approved application are not effective until authorized by the State Agency.**

This institution is an equal opportunity provider. Updated January 2020.

Application Process

The following elements are part of the application process:

Organization and Site Eligibility

Sponsor Training

Application Requirements

Review of Applications

State/Sponsor Agreement

Appeal Rights

Each year, State Agencies are required to offer training for their Sponsors before the application process begins.

State Agency

Sponsors

Administrative Staff

Site Staff
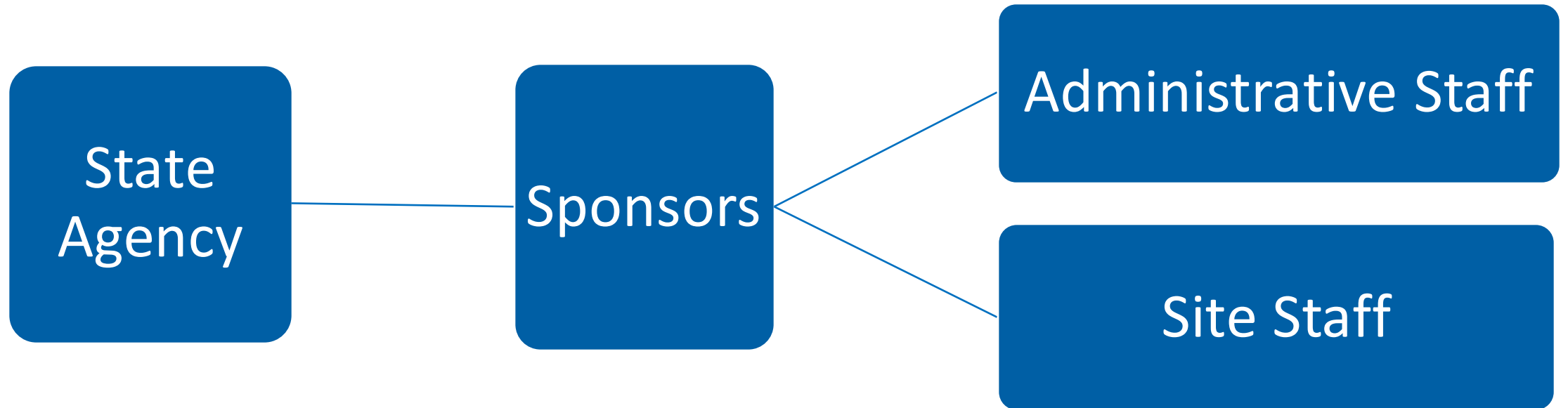
Application Requirements

The following actions are required in the approval process for *new* organizations:

- The State Agency will conduct a pre-operational visit after submission of the permanent agreement. No faxed copies!

- Sponsors must submit documentation of their tax-exempt status.

- Sponsors must submit a Certificate of Incorporation from Secretary of State's office.

- Sponsors must submit a completed W-9 Form.

- Sponsors must submit copies of the DUNS, MAGIC, and Paymode verification emails.

- DUNS is Dun & Bradstreet's (D&B) "Data Universal Numbering System".

- A **DUNS number** is a unique nine-character identification number for each physical location of your business.

- It is **free of charge** for all entities required to register with the federal government.

How to Request a DUNS Number:

- By Phone – Organizations may request a DUNS number by calling a toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant or prospective applicant.

- Over The Web – Business entities can also obtain a DUNS number through Dun & Bradstreet's website,

MISSISSIPPI DEPARTMENT OF EDUCATION

Have the following information ready when requesting a DUNS number:

- Legal name of your organization/entity (as filed with the IRS)
- Organization's address and phone number
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship, etc.)
- Year the organization started
- Primary function of business
- Total number of employees (full- and part-time)

- Go to the Vendor Registration website:

   http://www.dfa.ms.gov/dfa-offices/mmrs

- Click on **Mississippi Suppliers(Vendors).**

- Click on **State of Mississippi Supplier Registration** and complete the required online information.

- The MAGIC Call Center phone: **(601) 359-1343**

MISSISSIPPI SUPPLIERS (VENDORS)

Welcome to Mississippi's **eProcurement system**. This system is designed to streamline interactions between vendors and State government entities that purchase goods and services, and provide vendors the ability to register, get information on upcoming bids, and respond to bids electronically, and receive purchase orders electronically.

To determine whether you are a **registered supplier** (converted vendor) in MAGIC, go to the **MAGIC Vendor Information** page and follow the steps below:

. Enter the **first five characters** of your **Vendor Name** or your **11 digit SAAS Vendor Number**.
. **Click Submit**.

If you are a converted vendor, you will see your MAGIC Vendor Number, SAAS Vendor Number, Vendor Name, City, State, and Zip displayed. If your vendor information does not exist in MAGIC, you will see "The query you submitted returned no records."

Converted vendors need to submit an email via **mash@dfa.ms.gov** to request a MAGIC User ID and Password. Enter "Vendor ID Request" as the email Subject, and include the following information in your email:

MAGIC Vendor Number

Vendor Name

Contact Name

Contact Email Address

Contact Phone Number

If you are not a registered supplier and you wish to do business with the State of Mississippi, click here to register: **State of Mississippi Supplier Registration**. If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at 601-359-1343, Option 2 for assistance in locating your vendor information.

If you do not wish to use the State of Mississippi Supplier Self Registration process, you will need to complete the **Supplier Registration Form** and contact the State of Mississippi agency you desire to do business with to complete the registration process.

How to Request an Update to Your Supplier or Grantee Administrator Contact

A supplier or grantee administrator contact change can be requested by completing the **Supplier/Grantee Self-Service Request for Change form**, and submitting the form by clicking on the Submit button in the upper right hand corner of the form. You can also fax the form to: 601-359-6551.

MISSISSIPPI DEPARTMENT OF EDUCATION

Welcome to the State of Mississippi Supplier / Sub-Grantee Registration. Please complete all required fields to begin your registration process.

* Fields marked with an asterisk are mandatory.

General Company Information

On-Behalf of (Internal Only):	☑
User Id (Internal Only):	
Supplier:	☑
Grantee:	☐
Name of Company: *	
Doing Business As (DBA):	
Business Structure:	▾

Enter either FEIN or SSN *

Federal Employer Identification No	
Social Security No:	
D-U-N-S Number:	

Communication

Phone Number: *	
Fax Number:	
E-Mail Address: *	

Additional Company Information

Vendor Headquarters:	
Permanent Staffed Office in Mississippi:	☐
Vendor Type:	
Legislative/Congressional District:	
CCR/ CAGE:	
Credit Card Acceptance:	☐
Send Medium: *	

Company Address data

Street: *	
Street 1:	
Street 2:	
County:	
City / Zip Code: *	
State: *	
Country: *	US

PO Box Address

PO Box:	☐ Without Number
City / Zip Code:	
PO Box State:	

Contact Person Information

Copy Company Data

First Name: *
Last Name: *
Form of Address: *
Academic Title:
Department:

Phone Number: *
Fax Number:
E-Mail Address: *
Language: *   EN
Country: *   US

Product Categories Provided
(Required for Suppliers only)

Select the Product Categories that you want to be notified by clicking the "Add Categories Button"

This table contains list of product categories

Add Categories | Delete Categories

Category ID	Category Description
i The table does not contain any data	

Self Certified Minority Indicators

Are you a Minority Vendor? *
Please select all applicable Minority Indicators
☐ Self Certified Minority: Minority Code:
☐ Women-Owned:
☐ Veteran-Owned:
☐ Small Business:

Important Notice Must Read

☐ Yes, I have read the data privacy statement and accept the terms.: *

I understand that I am submitting a registration request to obtain access to the State of Mississippi's statewide procurement system, MAGIC. Submission of this request does not automatically mean I will be granted access to the MAGIC system. I further understand that if I am granted access, my registration may be revoked at any time. I understand that registering as a supplier/grantee in MAGIC does not mean that I will be awarded business or a grant by state government entities.

Send   Close

MISSISSIPPI DEPARTMENT OF EDUCATION

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in MAGIC. Alternatively, suppliers may submit a valid W-9 to:

Department of Finance and Administration

P. O. Box 1060

Jackson, MS 39215-1060

OR

Department of Finance and Administration

501 North West Street - Suite 701-B

Jackson, MS 39201

Phone: 601-359-3538, Fax: 601-359-5525, or ofmmagic@dfa.ms.gov

Vendors should utilize the **LOG800 External Supplier Registration** eLearning course prior to registering.

- In addition to your MAGIC registration, vendors will need to register with **PayMode** in order to receive electronic payments. Paymode is a separate product that is offered via Bank of America.

- Go to https://secure.paymode.com/px/login

- If a vendor requires personal assistance, the vendor can call Bank of America toll-free at 1-866-252-7366.

Office of Grants Management:

Ursula Smith: 601-359-2931
usmith@mdek12.org

E. Danielle Stephens: 601-359-2346
estephens@mdek12.org

The following actions are required in the approval process for *all* organizations:

- Sponsors must demonstrate financial and administrative responsibility.

- Sponsors must provide site information.

- Sponsors must provide Board Minutes which states: "*The Board accepts final financial and administrative responsibility for the SFSP.*"

- The State Agency will post a *media release* on the Capacity Builder website. Sponsors may conduct your own promotions and media releases.

- Sponsors may *apply* for advance payments, if needed.

- Sponsors must certify *training for all staff* with adequate documentation.

- Sponsors must meet the *deadline* for submission of the agreement and all required documents.

- Sponsors must file claims in manner *timely* for reimbursement.

Application Requirements

- Sponsors must sign an agreement with the State Agency. It is a legally binding document that specifies the rights and responsibilities of both parties.

- Changes to the application such as start dates, end dates, times of meal service, signature people, and site location can be amended in the online application.

MISSISSIPPI DEPARTMENT OF EDUCATION

MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION

PERMANENT AGREEMENT

for participation
SUMMER FOOD SERVICE PROGRAM
FOR CHILDREN

1. **Name and Address of Sponsor**

   (Type or Print, include zip code)

   Telephone Number: _____

   FAX Number: _____

   E-mail Address: _____

2. **INDICATE OTHER USDA PROGRAMS IN WHICH THE SPONSOR PARTICIPATES:**

   _____ NONE   _____ CHILD & ADULT CARE FOOD PROGRAM _____ AFTER SCHOOL CARE PROGRAM

   _____ NATIONAL SCHOOL LUNCH PROGRAM   _____ SCHOOL BREAKFAST PROGRAM

   _____ FOOD DISTRIBUTION   _____ SPECIAL MILK PROGRAM   _____ OTHER SUMMER PROGRAM

Pre-Operational Requirements for Sites

- Sponsor/Site Agreement

- Health and Sanitation Documentation

- Training Documentation

- Pre-operational Site Visits

- Media Release

- Outreach

- Extreme Weather Plan

- Sponsor/Site Agreement

- Health and Sanitation Inspection

- Training Documentation

- Pre-Operational Site Visits

- Media Release

- Outreach

- Extreme Weather Plan

Required Elements of an Agreement

- Must have a Permanent Agreement signed by your **highest-ranking** official for your organization. Sponsors may have an Alternate Signature person. The Agreement may be terminated by either party.

- Valid 501(C)(3) Letter from the IRS

Note: Not required if organization is a church, municipality, or a public school.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

- Sponsors must enter the application in MARS before the deadline date of *May 16, 2022*.

- Incomplete applications will delay the approval of the sponsor.

- *Don't wait!* The State Agency has 30 days to approve a *complete* application.

- The State Agency will notify Sponsors within *15 days* if their application is incomplete and provide technical assistance to help complete the application process.

- **Remember!** If your application is *not approved* the meals served are *not reimbursable.*

The State Agency has *30 days* to approve a *complete* application.

Appeal Rights

Any instance in which the State Agency makes a decision impacting Program participation, the Sponsor may request an administrative review of the decision.

Appeal Rights

The following State Agency actions may be appealed:

- Denial of a sponsor's application for participation
- Denial of a sponsor's request for an advance payment
- Denial of a sponsor's application for a site.
- Termination of a sponsor
- Termination of a site

APPEAL

Appeal Rights

- Denial of a sponsor's timely claim submittal for reimbursement

- Claims against a sponsor for remittance of a payment

- Denial of a sponsor's claim for reimbursement

- Refusal of the State Agency to forward to FNS and exception request by the sponsor (late claim payment or upward adjustment to a claim)

MISSISSIPPI DEPARTMENT OF EDUCATION

State Agency's Denial of Program Participation

- The Sponsor will be notified in writing.

- The notice will be sent by a method with proof of delivery.

- The notice will identify denied actions.

- Appeal Procedures will be provided at this time.

The Sponsor must file a written request for an appeal no later than **7 days** from the date of receipt of the notice of action.

Meal Pattern Requirements
In The Summer Food Service Program

2022 SFSP Training

Meal Pattern Requirements

SFSP Meals

- It is important for the success of the SFSP to serve *nutritious meals* that meet meal pattern requirements and that are appealing to children. Careful menu planning is necessary to meet this goal.

Purpose of Meal Pattern Requirements
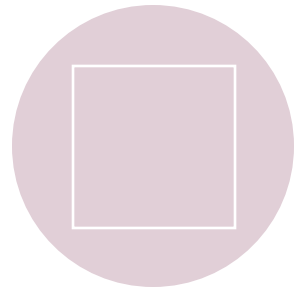
The meal pattern requirements assure well-balanced meals that supply the **kinds and amounts** of foods that children require to help meet their nutrient and energy needs.

Meal pattern establishes the *minimum portions of the various food components* that must be served to each child in order for the participating sponsor to receive reimbursement for each meal.

Meal Pattern Requirements: Breakfast

https://www.fns.usda.gov/sfsp/meal-patterns

Quantity	3-Components Required	Minimum Amount	Required
1	Fruit or Vegetable* *100% Juice*	½ cup	✔
1	Bread or Bread Alternate	1 Serving	✔
1	Milk	8 ounces	✔
1	Meat/Meat Alternate	1 ounce	Optional

MISSISSIPPI DEPARTMENT OF EDUCATION

Corn Flakes

Strawberries
Milk

English Muffin
Sliced Apples
Milk
Jelly

Waffle
Turkey Sausage
Blackberries
Milk

Meal Pattern Requirements: Lunch/Supper

https://www.fns.usda.gov/sfsp/meal-patterns

Quantity	5-Components Required	Minimum Amount	Required
2	Fruit or Vegetable* *100% Juice*	3/4 cup	✔
1	Bread or Bread Alternate	1 Serving	✔
1	Milk	8 ounces	✔
1	Meat/Meat Alternate	2 ounces	✔

MISSISSIPPI DEPARTMENT OF EDUCATION

Spaghetti with Meatballs
Green Beans
Apple
Bread Stick
Chocolate Milk

Pizza with Sausage and Pepperoni
Green Salad
Mandarin Oranges
Milk

Grilled Chicken Strips
Steamed Broccoli
Glazed Carrots
Macaroni and Cheese
Milk

https://www.fns.usda.gov/sfsp/meal-patterns

Quantity	2-Components Required	Minimum Amount	Snack
1	Fruit or Vegetable* *100% Juice*	3/4 cup	✔
1	Bread or Bread Alternate	1 Serving	✔
1	Milk	8 ounces	✔
1	Meat/Meat Alternate	1 ounces	✔

MISSISSIPPI DEPARTMENT OF EDUCATION

Snack Ideas

**Saltine Crackers
Peanut Butter
Sliced Bananas**

**Graham Crackers
Cubed Cheddar Cheese
Chocolate Milk**
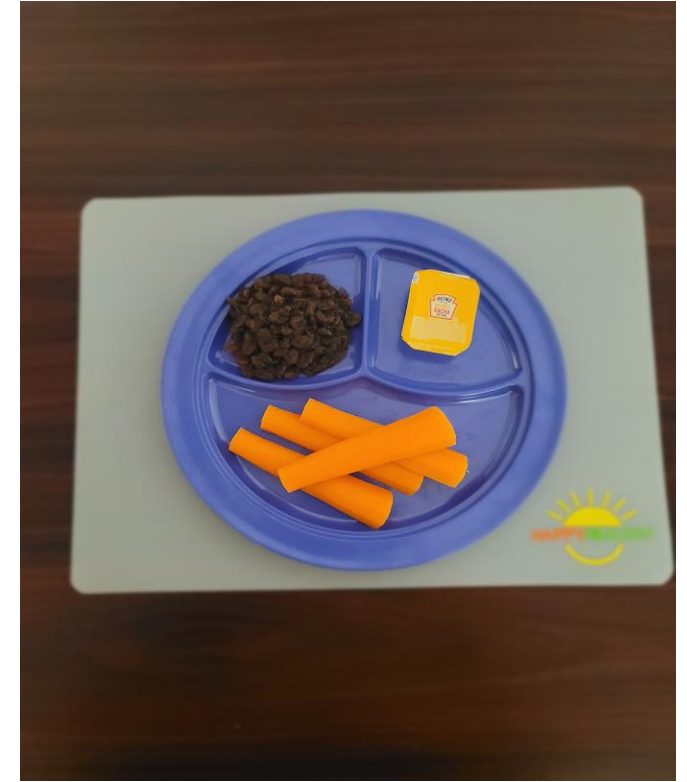
**Raisins
Sliced Carrots
Ranch Dressing**

MISSISSIPPI DEPARTMENT OF EDUCATION

Questions?

Meal Service Requirements
In The Summer Food Service Program

2022 SFSP Training

Meal Service Requirements

Meal Service Requirements

IN THE SUMMER FOOD SERVICE PROGRAM

It is important for the success of the SFSP to serve nutritious meals that meet meal pattern requirements and that are appealing to children. Careful menu planning is necessary to meet this goal.
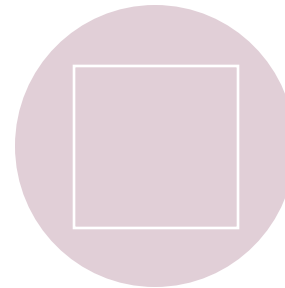
Meal Pattern

The meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal pattern establishes the minimum portions of the various food components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal. Sample menus and the meal pattern chart can be found in USDA's Nutrition Guidance manual and online at:
https://www.fns.usda.gov/sfsp/meal-patterns.

Meal Service Requirements

In addition to serving meals that meet meal pattern requirements, sponsors must comply with the following rules when serving meals at each of their sites:

- Serve the same meal to all children
- Ensure that children eat all meals on site
- Adhere to local health and sanitation regulations
- Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served.
- Make arrangements for inclement weather
- Serve meals on-time

Field Trips during Meal Service Times

Sponsors must notify the OCN of all field trips that affect the time or location of meal service. All meals taken on field trips must meet the same meal pattern requirements in order to be claimed for reimbursement. Production information must be maintained to document the meal pattern requirements have been met. A meal count form must be completed at the point of service (POS), when the meals are distributed to the children.

Taking Food Components Offsite

Sponsors may allow a child to take one fruit, vegetable or grain item offsite for later consumption without prior State agency approval. The fruit, vegetable or grain item taken offsite must be from the child's own meal. Sponsors should only allow this at sites where there are enough staff to monitor this practice.

Number and Type of Meals

Sponsors may serve one or two meals a day at **open, restricted open, and enrolled sites**. Sponsors may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed.

Allowable Meal Combinations	
Breakfast only	Snack only
Lunch only	Supper only
Lunch and snack	Breakfast and snack
Breakfast and lunch	Supper and snack
Breakfast and supper	Two snacks

With State agency approval, **camp or migrant site** sponsors may serve up to three meals (including snacks) each day. Allowable meal combinations include:

- 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

Serving meals family style can help children develop good eating habits through the personal example provided by supervising adults. Camp and closed enrolled sites offer the best setting for implementing family style meals. Family style meal service should not be used at other types of sites.

If meals at camps or closed enrolled sites are served family style, sponsors must ensure that:

- A sufficient amount of food must be placed on each table to provide the required portions of each of the food components for all children at the table and to accommodate Program adults supervising the meal service, if they eat with the children.

- Children should initially be offered the full required portion of each food component.
- When a child does not initially accept the full required portion of a meal component, the supervising adults should encourage each child to accept the full required portion for each food component of the meal pattern. For example, if a child initially refuses a food component, or does not take the full required portion of a meal component, the supervising adult should offer the food component to the child again.

If the child does not receive all components of the meal it is not a reimbursable meal and should not be claimed for reimbursement.

Dietary Substitutions and Exceptions

Sponsors are required to provide reasonable meal and snack accommodations for children whose disability restricts their diet. The accommodation must be supported by a medical statement, signed by a licensed physician or a licensed health care professional who is authorized to write medical prescriptions under State law. The medical statement must identify the disability, the foods to be omitted, and the foods that can be substituted.

Meal or food substitutions may be made at a sponsor's discretion for a child with a non-disability medical or other special dietary need. Such determinations must be made on a case-by-case basis and must be supported by a medical statement that identifies the medical or special dietary need and which foods should be omitted and foods that should be substituted. This medical statement must also be signed by a recognized medical authority.

Offer Versus Serve: *Waiver Required*

Offer versus serve (OVS) is a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch or supper. OVS is not allowed at snack. The goals of OVS are to simplify Program administration and reduce food waste and costs while maintaining the nutritional integrity of the SFSP meals served. All SFSP sites may use OVS, *if a waiver has been submitted and approved by USDA prior to operating*. For breakfast, in addition to the required 3 components, a 4th food item (fruit/vegetable, meat/meat alternate or a grains) must be offered. A child must take at least 3 different food items of the 4 food items offered. For lunch and supper, a child must take 3 of the 4 required components from the 5 items offered.

It is important to note that the OVS requirements in SFSP are different from the OVS requirements in NSLP. All non-school sponsors electing to use OVS and schools participating in SFSP and electing to follow the SFSP meal patterns are required to follow the SFSP OVS requirements.

This institution is an equal opportunity provider. Updated January 2020.

Meal Service Requirements

Serve	Serve the same meal to all children
Ensure	Ensure that children eat all meals on site
Adhere	Adhere to local health and sanitation regulations
Ensure	Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served
Plan	Plan for inclement weather
Serve	Serve meals on-time

MISSISSIPPI DEPARTMENT OF EDUCATION

Number and Type of Meals

Allowable Meal Combinations

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

Field Trips during Meal Service Times

- Sponsors **must notify** the OCN of all field trips that affect the time or location of meal service.

- All meals taken on field trips must meet the **same meal pattern requirements** in order to be claimed for reimbursement.

- A meal count form must be completed at the **point of service (POS)**, when the meals are distributed to the children.

Enter field trips during meal service times in MARS.

Action	Form Name	Version	Status
View | Revise	✔ Organization Application	Rev. 1	Approved
View	✔ Budget Detail	Original	Approved
Details	✔ Management Plan	Rev. 1	Approved
Details	Food Production Facility List		
Details	✔ Checklist Summary (1)		
Details	✔ Site Field Trip List (11)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Organization (1)		
Details	Attachment List (9)		
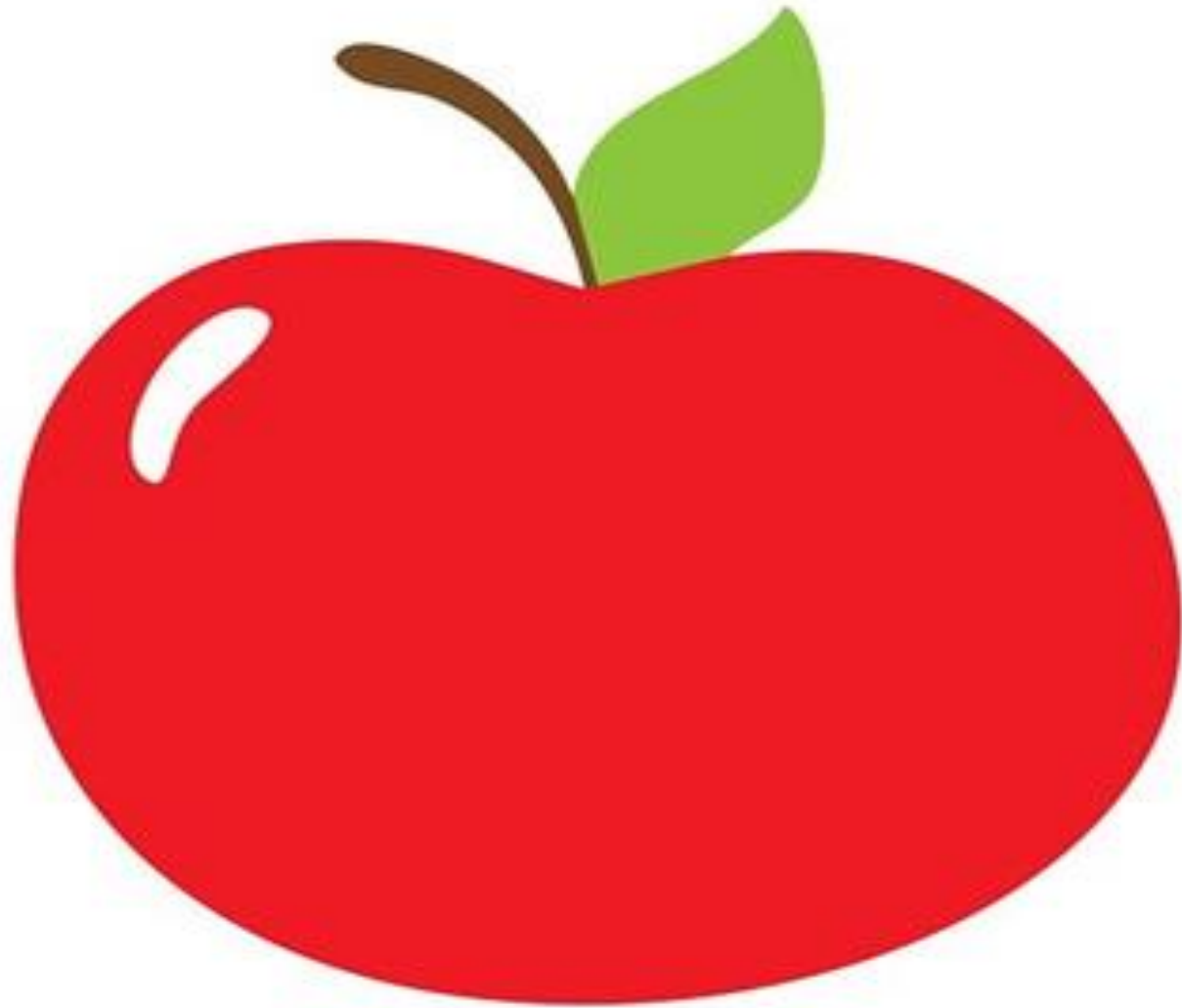
MISSISSIPPI DEPARTMENT OF EDUCATION

Taking Food Components Offsite

- Sponsors may allow a child to take **one fruit, vegetable or grain item** offsite for later consumption without prior State Agency approval.

- The fruit, vegetable or grain item taken offsite must be from the **child's own meal.**

Serving Meals Family Style

- Serving meals family style can help children develop good eating habits through the **personal example** provided by supervising adults.

- Camp and closed enrolled sites offer the **best setting** for implementing family style meals. Family style meal service should not be used at other types of sites.

- Sponsors are required to provide *reasonable meal and snack accommodations* for children whose disability restricts their diet.

- The *accommodation* must be supported by a medical statement, signed by a licensed physician or a licensed health care professional.
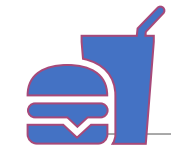
Offer Versus Serve: *Waiver Required*

- ***Offer versus serve*** (OVS) is a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch or supper.

- All SFSP sites may use OVS, ***if a waiver has been submitted and approved by USDA prior to operating***.

Meal Time Requirements

Three hours must elapse between the beginning of one meal service, including snacks, and the beginning of another meal service, except that four hours must elapse between lunch and supper if no snack is served.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Site Caps

- All SFSP sites are required to have an approved site cap.

- The purpose of a site cap is to ensure that a site does not purchase and/ or produce meals outside the capability of the site and need of the community, thereby reducing waste and protecting the integrity of the Program.

MISSISSIPPI DEPARTMENT OF EDUCATION

- All Sponsors must plan, prepare, or order meals with the goal of serving one meal per child at each meal service, and must ensure that entire meals and food components are not frequently left over and unusable.

Questions?

Morning Break

Production Planning
In The Summer Food Service Program

2022 SFSP Training

Production Planning

Production Planning

- Keeping good records is vital to having a successful Summer Food Service Program. You must keep records to make accurate reports and file a successful claim to get reimbursement.
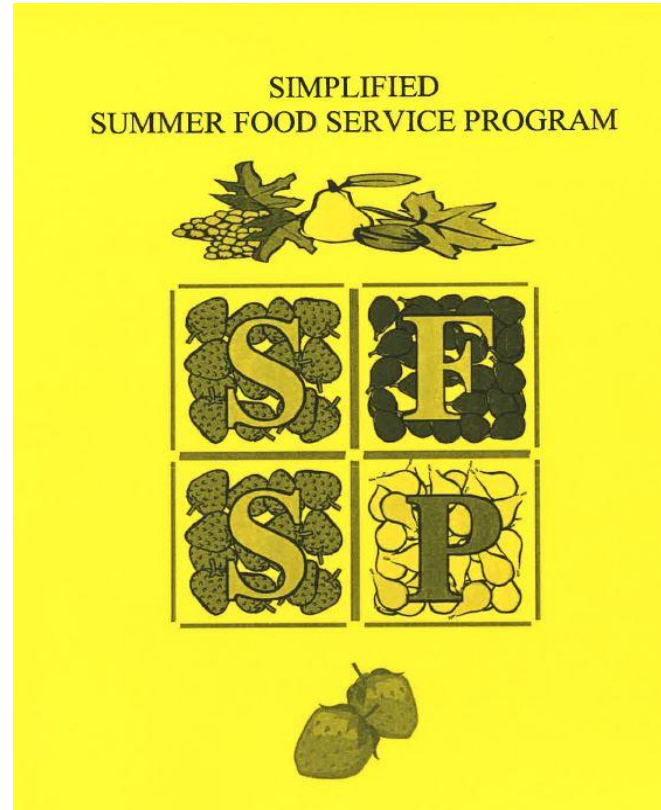
Record Production Correctly!

In this example, the site is serving breakfast and lunch, but they have not clearly indicated which fruit/vegetable was served at breakfast!

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Monitor the Production Books!

In this example, the site was only serving lunch. But they have not served enough fruit/vegetable!

Production Planning-Recipes

- Having standardized recipes makes it easy to plan the menus and production. Two online recipe sites with kid tested and kid approved recipes are listed on the handout.

- The ***What's Cooking? USDA Mixing Bowl*** site provides recipes and resources to support building healthy and budget friendly meals.

Child Nutrition Labels

- Child Nutrition (CN) Labels are available on certain food products that clearly identifies how the product contributes toward the meal pattern requirements.

- Examples are beef patties, cheese or meat pizzas, meat or bean burritos, breaded fish, and chicken portions.

A CN Label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/ FNS authorization statement
- The month and year of approval

CN 000000*

This 5.00 oz. Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetable, and 1 ½ servings of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 00/98**)

CN   CN

CN
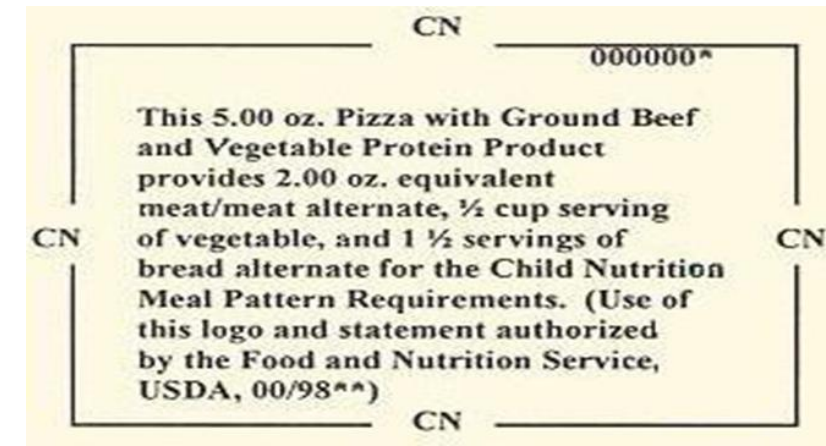
Product Formulation Statements

A Product Formulation Statement may be requested from a manufacturer which will provide specific information about the product.

Ultimately, it is the sponsor's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Production Planning Handbooks and Other Tools

1. Nutrition Guidance for Sponsors
2. Grains and Bread Chart
3. The Food Buying Guide
4. The Food Buying Guide Mobile App for Android and iPhone
5. The Food Buying Guide Calculator

Questions?

Accurate Meal Counting

In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI DEPARTMENT OF EDUCATION

Accurate Meal Counting

Accurate Meal Counting

IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors are paid based on the number of meals served to children, so keeping an accurate meal count is an essential component of making sure the claims are also accurate.

Reimbursable Meals Are:

Served to children 18 years and under
Meals served to disabled adults, ages 19 - 21, who participate in a public or private educational program may also be claimed for reimbursement. Adults can be served a meal, but the meals are not reimbursable.

Counted at the Point of Service (POS)
POS means at the point in which the child has received a complete and reimbursable meal. Typically the count is taken at the end of the service line.

Meet meal pattern requirements
Children must select a meal based on the meal pattern and offer vs serve (if a waiver has been approved) for the appropriate meal type. Children must receive the appropriate portions of all meal components.

Served during the approved meal service time
Sponsors report meal service times within the SFSP application. Sites are to serve during the approved and advertised time periods. If it is determined that time is not working out, the SFSP application can be updated by the Sponsor and approved by OCN.

Eaten Onsite
Children must eat the meal at the approved site unless the meal is served during a field trip. Based on the Sponsor's policy, only one item - a fruit, vegetable, or grain component, may be taken offsite.

What are the SFSP Meal Types?

1st Meals	Complete meal served to a child 18 and under or a disabled adult participating in an educational program.
2nd Meals	Complete 2nd meal served to a child 18 and under or a disabled adult participating in an educational program. Seconds must be served after all other children receive a 1st meal.
Program Adult Meals	Meal served to adults working directly with the operational side of the SFSP. Program Adult meals are an allowable SFSP expense, but cannot be reimbursed.
Non-program Adult Meals	Meals served to all other adults. These are not an allowable cost to the SFSP so the adult or another fund must pay for them.
Disallowed Meals	Meals served to children that are not eligible for reimbursement (incomplete, taken offsite).

Choosing the best way to count meals

There are different ways a POS count can be taken. Different methods can be chosen based on how the site operates.

Check-off or Tally Sheets
Person stands at the end of the meal service line and checks off meals by type (1st, 2nd, Program Adult, Non-program Adult, and Disallowed Meal) as they are served. Sample meal count forms can be found in USDA Administrative Guidance Manual.

Token or Popsicle Stick Method
Children pick up a token or popsicle stick at the beginning of the line and put it in a container at the end of the line after receiving a complete meal. Last server in line verifies the meal meets requirements and that the token/popsicle stick is placed in the container. Use the different color tokens or popsicle sticks method to count 2nd meals and/or adult meals.

Clicker Counter Method
Person stands at the end of the meal service line and clicks for each complete meal that is served to a child. A different clicker or method is needed to count 2nd meals and/or adult meals.

What if...

A child wants to _leave_ with a meal?
Plan ahead because it will happen! Post signs around the site, serving area, and put notices on menus that it is expected that children stay on site to eat. Make sure all staff at the site are aware of the rules so they can help. If you are unable to prevent a child from leaving with a meal, that meal is then disallowed. Establish a procedure to follow to ensure the meal is removed from the 1st meal count.

A Site is _not_ returning meal count forms?
Whichever method is chosen, develop policies and procedures to help ensure meal count integrity and train staff. Plan to check meal count records weekly for errors, missing information, fluctuations in numbers, and problems with delivery (if applicable). Establish procedures before the summer starts addressing expectations on returning meal count forms, calling in counts, and maintaining meal records. Without adequate documentation, meals cannot be claimed for reimbursement.

Organization is Key

Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services. Do not populate meals served! Copy meal count forms for the various meal services on different colored paper and use light colors if forms are faxed. For example, breakfast on yellow, lunch on pink, supper on blue and snack on green. Request completed forms to be returned by a specific day/time.

This institution is an equal opportunity provider.
Updated January 2020

Accurate Meal Counting

Sponsors receive reimbursements based on **the number of meals served** to children. Therefore, keeping an accurate meal count is an essential component of making sure the claims are accurate.
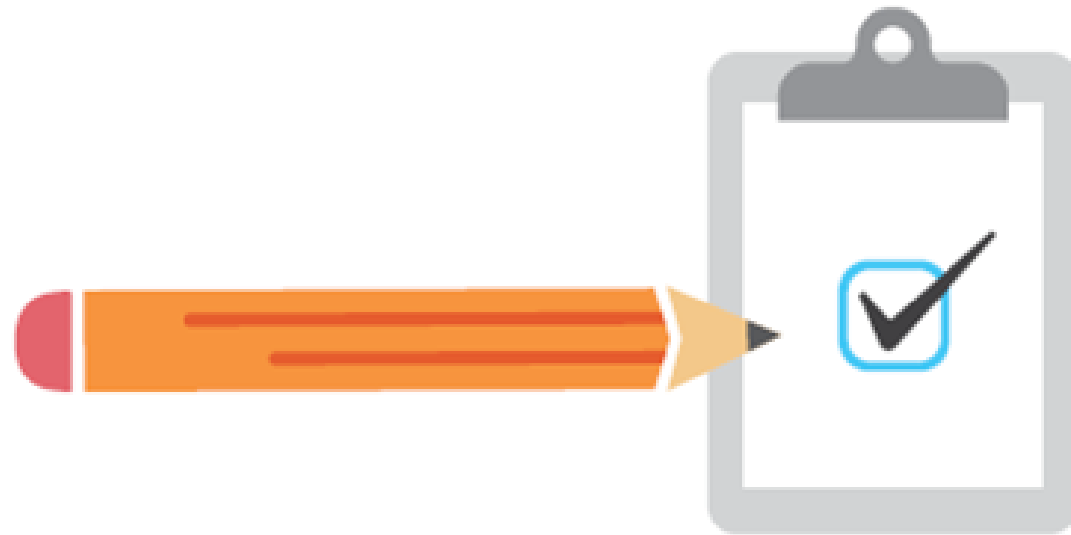
Reimbursable Meals Are:

- Served to children *18 years and under*
- *Counted* at the Point of Service (POS)
- Meet *meal pattern* requirements
- Served during the approved meal service *time*
- Eaten *on-site*

What are the SFSP Meal Types?

- 1st Meals
- 2nd Meals
- Program Adult Meals
- Non-program Adult Meals
- Disallowed Meals

Second Meals

- A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period.

- If the State Agency determines that the sponsor has failed to plan ahead and incorrectly prepared or ordered meals, second meals may be disallowed.

Meals Served to Adults

- Program Adults work directly with the meal service at the site as either volunteers or paid employees.
- Meals may be served free to adults who meet this definition.
- These meals *may not* be claimed for reimbursement but may be counted as operating costs.

- Non-Program Adults do not work in any direct way with the meal service at the site, such as a parent or guardian.
- If a Sponsor chooses to serve meals to non-program adults, the sponsor may charge a fee for the meal.

Meals Served to Adults

- If the Sponsor chooses to serve the meal at no charge, then the sponsor _**must use non-Program funds**_ to cover the cost of these meals.

- The Sponsor may include those funds as Program income and pay for these meal costs from its nonprofit food service account.

Recording Meals

Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form.

Acceptable Counting Methods

- P.O.S. by the Cashier
- Clicker Counter Method
- Check-off Tally Sheets
- Token or Popsicle Stick Method
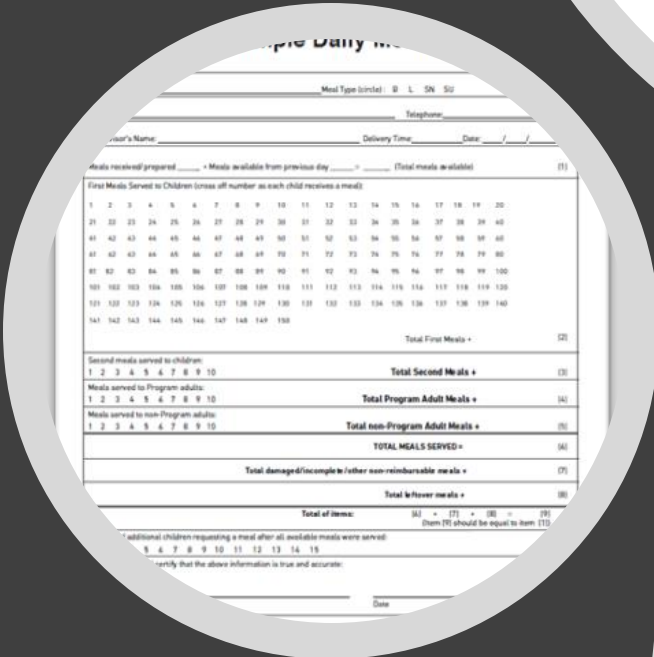
Recording Meals

- Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form.

- Meal counts based on the number trays or plates available.

- Meal counts based on the number of children in attendance.

- Meal counts based on previous meal counts.

Organization is Key!

- Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services.

- Do not populate meals served!

- Copy meal count forms for the various meal services on different colored paper.

- Request completed forms to be returned by a specific day/time.

Questions?

Procurement
In The Summer Food Service Program

2022 SFSP Training

Procurement

Procurement
IN THE SUMMER FOOD SERVICE PROGRAM

All purchasing of food, supplies, goods, and services with Program funds by Sponsors must comply with procurement standards prescribed in 2 CFR Part 200 and 7 CFR 225, as well as any more restrictive State and local standards that may be in place.

Procurement Methods

Micro-Purchase (up to $10,000)
This is a purchase method that may be used when the price of the aggregate purchase does not exceed $10,000. The purchase may be made without obtaining quotes from various vendors/suppliers providing that the price of the items being purchased is reasonable. Micro purchases must also be distributed equally among qualified vendors to the extent possible. This means the next time the same items are purchased; it should be done through a different qualified vendor.

Small Purchase (between $10,000 - $250,000)
This is a simple and informal method of purchasing that allows for the sponsor to comparison shop for the best price on goods and services. Prices are to be obtained from an adequate number (3 suggested) of vendors prior to purchasing from one of them. Documentation of the price quotes is required and should include the date, the vendor contacted, and the quotes received (verbal or written). Store advertisements may be considered as documentation. It is important when obtaining quotes that all vendors are provided with the same information (specifications for the products/services you wish to buy). The purchase is made from the most responsive and responsible vendor with the lowest price.

Large Purchase (over $250,000)
This large, formal procurement method must be used when the dollar amount of the procurement has an estimated value equal to or greater than $250,000. Sponsors may choose to utilize formal procurement even when the purchase is below $250,000 if the formal procurement method will result in the organization receiving a more competitive price. The formal purchase methods include an Invitation for Bid (IFB) and Request for Proposal (RFP). Sponsors will need to determine which procedure, the IFB or RFP, is right for the situation. The formal procurement method should result in a purchase that is cost-effective, cost-justifiable, and defendable from a competitive procurement perspective. As with any procurement, it is important to allow for sufficient time and resources; this is particularly important when using a formal procurement method.

Procurement Ethics

Sponsors are required to write a code of conduct to govern the performance of employees engaged in procurement. These written standards must prohibit employees from soliciting gifts and other incentives from prospective contracts, and also prohibit employees from participating in the selection, award, or administration of any contract to which they have a personal or financial connection. The code of conduct must also provide for disciplinary action to be applied in the event the standards are violated

> **How do you know a price is reasonable?**
>
> Compare previous purchases, have personal knowledge of the item being purchased, or compare to similar items being purchased.

Options for Buying Meals

When a sponsor does not have the adequate facilities and/or staff to prepare their own meals for the Program, they can purchase meals from a vendor (school, hospital, nursing home, caterer, etc.) or hire a Food Service Management Company (FSMC) to do the job. In doing so, the prescribed procurement process must be followed with the exception of purchasing from a school.

From a School
When purchasing meals from a school, the sponsor is not required to use the competitive bid procedures but should verify that the school has a comparable price and meal quality to commercial vendors that could potentially provide the meals. A written agreement with the school is required. A sample is provided in the *SFSP Resources Packet*.

From a FSMC or Vendor
In the SFSP, this means purchasing meals from any commercial enterprise or nonprofit organization. If the expected contracted price is below $250,000 the sponsor may use the prototype agreement for vended meals. If another agreement is used, submit to the SFSP Program Specialists for review prior to use. If the expected contract price is $250,000 or more, contact the SFSP Program Specialists for more information.

> **Details! Details! Details!**
> There are many required elements of a FSMC contract and the formal procurement process. To dig into the details, take a look at the SFSP Administrative Guidance Manual for Sponsors.

Purchasing 'Local'

Summer brings new opportunities to source local foods. Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunities for nutrition education to Program participants and to contribute to the local economy. Because Program requirements *require* fair and open competition, a sponsor may not require that a product come from a local source, however it can be communicated as a *preference* making sourcing local products possible.

Use of Small, Minority, and Women's Businesses

All sponsors are encouraged to take affirmative steps to ensure that small, minority firms and women's business enterprises and labor surplus area firms are used when possible. Affirmative steps may include placing such businesses on solicitation lists and ensuring that they are contacted whenever they are deemed as a potential source. When economically feasible, sponsors may wish to divide their total requirements into smaller tasks or quantities and adjust delivery schedules to permit maximum participation.

This institution is an equal opportunity provider.
Updated January 2020

What is Procurement?

- Procurement is the process of obtaining goods and services from vendors.

- It means getting the best value for the lowest price.

- An organization should use the SFSP funds wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.

- It is important that SFSP organizations carefully procure goods and services to make the best use of their SFSP funds.

Procurement

- Before making a purchase, an organization should check their budget to make sure that an item or service has been **approved** and is an allowable cost.

- If there are **ANY** questions concerning purchasing specific goods or services, **CONTACT THE STATE AGENCY!**

Methods of procurement for purchasing goods and services:
- Micro-Purchase
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Sole Source

PROCUREMENT CATEGORY	Previous Dollar Threshold	Revised Dollar Threshold	General Description
MICRO-PURCHASE	>$3,500	> $10,000	• No competitive quotations • Entity must consider if the price is reasonable
SMALL PURCHASE	> $150,000	> $250,000	• Price or rate quotations must be obtained from adequate number of qualified sources • Adequate number is not defined in guidance • More informal and simple method of analysis
SEALED BIDS	< $150,000	< $250,000	• Generally for construction contracts • Publicly solicited • Pricing is main factor in award
COMPETITIVE PROPOSALS	< $150,000	< $250,000	• Formal Solicitation • Fixed-price or cost-reimbursement contracts • Utilized when sealed bids not appropriate • Proposal evaluation method generally utilized
SOLE SOURCE	N/A	N/A	• Unique • No competition for the goods/services • Public emergency making competitive proposal not suitable • Requires approval from federal funding

MISSISSIPPI DEPARTMENT OF EDUCATION

Micro Purchase under $10,000

Procurement by micro-purchase is:

- acquiring supplies or services whose one-time transaction or pre-determined total cost does not exceed the micro-purchase threshold of **$10,000**.

- Purchases must, to the extent practical, be equitably distributed among qualified suppliers.

Small Purchase $10,000 - $249,999.99

- Small purchase procedures are relatively simple and informal for securing supplies, services, or other property whose one-time transaction or pre-determined total cost in similar food category, does not exceed the Simplified Acquisition Threshold of **$250,000**.
- Price or rate quotations must be obtained from an adequate number of qualified sources.

An Invitation for Bid (IFB) is:

- a competitive procurement method used when the best value is expected to result from a selection of the lowest evaluated prices and/or lowest offer based on representative sample of solicited items.

Request for Proposals (RFP) is:

- a procurement method used when the best value is expected to result from the selection of technically acceptable proposals, where the lowest evaluated price or lowest price is based on a representative sample of requested goods is not the most important factor of evaluation and when technical aspects are not clearly defined.

Sole source procurement involves:
- A lack of competition for goods or services
- Public emergency making competitive proposal not suitable
- Required approval from the State Agency

Procurement Ethics

- Sponsors are required to maintain a written **Code of Conduct** to govern the performance of persons engaged in procurement.

- The Code of Conduct must also provide for disciplinary action to be applied in the event the standards are violated.

Purchasing Local

Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunities for nutrition education to Program participants and to contribute to the local economy.

Use of Small, Minority, and Women's Businesses

Sponsors are encouraged to take affirmative steps to ensure that small, minority firms and women's business enterprises and labor surplus area firms are used when possible.

When economically feasible, Sponsors may wish to divide their total requirements into smaller tasks or quantities and adjust delivery schedules to permit maximum participation.

Options for Buying Meals

- From a School
- From a FSMC

Options for Buying Meals

From a School

When purchasing meals from a school, the sponsor is not required to use the competitive bid procedures but should verify that the school has a comparable price and meal quality to commercial vendors that could potentially provide the meals.

A written agreement with the school is required.

Training

In The Summer Food Service Program

2022 SFSP Training

Training

Training
IN THE SUMMER FOOD SERVICE PROGRAM

Training is one of the major administrative responsibilities of a sponsor. An efficiently operated Program requires sponsors to provide training throughout the duration of the Program.

Training Requirements for Sponsors

Sponsors have a dual responsibility to both *attend* and *provide* annual training regarding the SFSP. Sponsors are not only required to attend annual training conducted by the State Agency (SA), but Sponsors are also required to provide training to all administrative and site level staff before any SFSP operations begin.

Provide Comprehensive Training --- Because different staff groups (administrative, site monitors, site level staff) have different program responsibilities, many sponsors prefer to offer different training sessions to focus on each group's specific function. **Sponsors must maintain documentation** from each training session (this includes dates, lists of attendees, and training topics covered). USDA has developed several checklists, templates, and documentation forms to assist sponsors with their training responsibilities. These resources are available in the Administrative Guidance Manual.

Check for Understanding --- Training does not have to be limited to one or two sessions at the beginning of the summer. Many sponsors implement weekly or bi-weekly meetings to provide additional training and to ensure that all meals are accurately counted, recorded, and eligible for reimbursement. A comprehensive and continuous training program can lead to improved site quality and maximize the benefit received by participating children.

Communicate ---The foundation of a good training program is communication, both internally and externally. Sponsors should be diligent to create open lines of communication with the SA, school vendors or FSMCs, administrative staff members, monitors that visit each site, and site level staff. Any point of contact (i.e. meetings or calls) with key personnel or external stakeholders can provide an opportunity to ask questions, discuss operations, identify problem areas, and provide training. Communication also enables every staff member, regardless of their position in the organizational chart, to understand their essential function in the SFSP.

Assess your Needs ---- The size and type of a sponsor's SFSP will dictate many of the sponsor's staffing and training needs. The sponsor must provide adequate personnel for overall program management and monitoring at each site. The larger the staff, the more rigorous the training program should be. Examples of specific duties and responsibilities for each staff position can be found in the Administrative Guidance Manual.

Sponsor Training of Administrative Staff

The training session offered for administrative staff will explain the responsibilities and duties of all personnel helping to administer the SFSP. These personnel may include the director, assistant director, office staff, school principals, area supervisors, and monitors.

The specific training needs of sponsor administrative staff will vary. Specific areas of the training may require greater depth with different employees. However, all training for administrative staff should cover the following:

Provide a general explanation of the program, emphasizing the following topics:	Describe how the program will operate within the framework of the organization, including:
• Purpose of the Program • Site Eligibility • Recordkeeping requirements • Organized site activity • Meal requirements • Nondiscrimination compliance	• How meals will be provided • The delivery schedule (if applicable) • What records are kept and what forms are used. • Staff Responsibilities

Sponsor Training of Monitors

Monitors should be present at both the site and administrative training to ensure a comprehensive understanding of program operations at both levels.

The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide meaningful feedback to the sponsor. Since the monitoring function is so important to proper program operations and full reimbursement, sponsors should conduct separate training sessions for monitors that highlight their specific functions. This training should outline the specific duties of monitors including:

- 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 race and ethnicity data
- Considerations for personal safety

Materials to use include the site visit and review forms, monitor mileage log, Monitor's Guidance Manual and ethnic/racial data form.

Sponsor Training of Site Staff

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement.

Sponsors must document the attendance at site training sessions and schedule additional sessions for those staff that are absent. Regulations also require that at least one person who has been trained by the sponsor be present at each of the sponsor's sites during the time of the meal service. This means that if a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site. At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel:

Provide a general explanation of the Program, emphasizing the following topics:
- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Organized site activity
- Meal Pattern requirements
- Civil Rights requirements

Describe how the site will operate:
- Approved meal services, meal times, and delivery schedules
- Meal adjustments
- Sponsor's contact information
- Sponsor policy regarding adult meals, inclement weather, trash removal, etc.
- Health and Sanitation standards

Explain Recordkeeping Requirements:
- Daily Recordkeeping requirements
- Delivery Receipts
- Meal Count Sheets
- Daily Labor Records

Sites may operate until site personnel have attended a SFSP site operations training session.

This institution is an equal opportunity provider. Updated January 2020.

Why is Training Important?

Training is one of the major administrative responsibilities of a sponsor.

An efficiently operated Program requires Sponsors to provide training throughout the duration of the Program.

Dual Responsibilities

- Sponsors have a dual responsibility to both *attend* and *provide* annual training regarding the SFSP.

- Sponsors are also required to **provide** training to all administrative and site level staff before any SFSP operations begin.

All site trainings should cover:

- Site type (open, closed etc.)

- Type of meal service

- The food safety rules and sanitation guidelines

- Types of meals served

- Serving a complete meal

- Trash removal service

- Method for meal count

- Meal pattern requirements

- Reporting issues

- Nondiscrimination Policy

- Congregate feeding policy & taking food off site

- Requirements for field trips

MISSISSIPPI
DEPARTMENT OF
EDUCATION

General Information

- Purpose of the Program

- Site eligibility

- Recordkeeping requirements

- Necessity for accurate records

- Meal requirements
- Nondiscrimination compliance

- Completing the Menu book

Monitor's Training Responsibilities

- Conducting site visits/reviews

- Sites for which they are responsible

- Monitoring schedule

- Reporting procedure

- Follow- up procedure

- Office procedures

Civil Rights

All operational and administrative staff must be trained on Civil Rights.

- It is the sponsor's job to ensure all staff are trained on Civil Rights

- English:
http://www.fns.usda.gov/sites/default/files/SiteSupervsGuide.pdf

- Spanish:
http://www.fns.usda.gov/sites/default/files/sp-SiteSupervsGuide.pdf

MISSISSIPPI DEPARTMENT OF EDUCATION

Provide a general explanation of the program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Necessity for accurate records
- Meal requirements
- Nondiscrimination compliance

Describe how the Program will operate within the framework outlined in this guide.

Use the meal schedule, sample delivery receipts, and sample daily reporting forms for sites, including:

- How meals will be provided

- Mealtimes

- What records are kept and what forms are used

- Completing the Menu book

Training Site Supervisors:

- One person trained by the sponsor must be present at each of the sponsor's sites during time of meal service

- The sponsor is responsible for ensuring new site supervisors receive necessary training before taking charge of the site

Provided in USDA's Administration Guide

Provided in USDA's Administration Guide

Provided in USDA's Administration Guide

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM **Training Checklist for Administrative Staff**

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

1. **General explanation of the Program:**
   ____ Purpose of the Program
   ____ Site eligibility
   ____ Recordkeeping requirements
   ____ Organized site activity
   ____ Meal requirements
   ____ Nondiscrimination compliance

2. **How the Program operates:**
   ____ How meals will be provided
   ____ The delivery schedule, if applicable
   ____ What records are kept and what forms are used

3. **Special duties of Monitors (include if separate training is not held for monitors):**
   ____ How to conduct site visits and reviews
   ____ Sites for which each monitor is responsible
   ____ Monitoring schedule
   ____ Reporting procedures
   ____ Office procedures

USDA United States Department of Agriculture   175   ATTACHMENT 15

Questions?

Lunch

Monitoring
In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI DEPARTMENT OF EDUCATION

Monitoring

Monitoring Sites
IN THE SUMMER FOOD SERVICE PROGRAM

Monitoring is essential to making a Program successful. Having knowledgeable trained monitors will enable Program operations to comply with Program requirements and run more smoothly.

Monitor Responsibilities
Having an efficient and capable monitoring staff is one of the first steps towards successful operations. A monitor serves as a direct link between the Sponsor's administrative office and the actual food service sites. They are the **"eyes and ears,"** providing valuable feedback about how the sites are operating by visiting sites on a regular basis and observing meal services. Establishing a proper monitoring system will help prevent problems from occurring and will make it easier to correct any problems that arise during the summer. The size of the monitoring staff will depend on the size of the sponsor's Program.

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.

The sponsor must ensure that the monitor's responsibilities and authority are clear to the monitoring staff, site supervisors and office personnel.

Visits and Reviews
Monitors are required to perform site visits and site reviews at various times throughout program operations. These reviews are an important part of the sponsor's responsibility to ensure the integrity of the Program. Site visits and reviews are defined as:

- **Site Visits:**
Requires monitor to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved.

- **Site Reviews:**
Requires monitor to determine if the site is meeting all the various Program requirements. Monitors must observe a complete meal service from beginning to end, including delivery or preparation of meals, the meal service, and clean up after meals.

Sponsor Monitoring Requirements
Sponsors must ensure that the following minimum monitoring requirements are met:

Pre-operational Visits
Prior to operation, sponsors must certify that all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served.

Site Visits
Sponsors must visit each site at least once during the first week of operation to ensure the site is operating smoothly. However, the first week site visit requirement is waived for returning sites that successfully operated during the previous summer (or other most recent period of operation) and had no serious deficiency findings. Sponsors of these sites are still required to review the site within the first four weeks of operation.

Site Reviews
Sponsors must conduct a review of the food service at least once in the first four weeks of Program operations. If a site operates less than four weeks, the sponsor must still conduct a review. A monitor must observe delivery or preparation of meals, service of meals, children eating the meals, clean up after meals, and completion of site meal count paperwork. During each review the monitor should discuss any concerns or problems with the site supervisor and other site staff. The monitor must also document everything on the site visit/review form, including technical assistance and training provided.

Follow-up Visits
Sponsors must conduct follow-up visits for any serious deficiencies that were identified during a site visit or review to ensure that permanent corrective action has been implemented.

Refer to the Sponsor Monitor's Guide for detailed information on sponsor monitoring requirements.

Conducting the Review

What to know before you go:
- Site location and type of site
- Name of Site supervisor, were they trained?
- Dates of operation and approved meal service time
- Planned Menus
- Meal Delivery Schedule (if applicable)
- Meal Count history
- Planned field trips

During Meal Service:
- Observe the entire meal service... beginning to end
- Determine if meals are served within the approved meal service time and are being served in a safe and sanitary manner.
- Are children served complete meals, offer versus serve being handled appropriately, if applicable, one meal per child, eaten on site?
- If non-Program adults are being served, do the adults pay for the meals or are non-program funds used to pay for the meals? Is there a system in place for collecting and storing payment?
- Are meals counted correctly by category and at the point of service?
- Determine if meals are served to all attending children, regardless of the child's race, color, national origin, sex, age, or disability. Assure all children have equal access to services and facilities at the site.

After Meal Service:
- Check your meal count to see if it matches the site supervisor's count.
- Review daily records kept by the site. Are they complete and accurate?
- Complete the Monitor review form. Discuss any issues with the site supervisor and the action to be taken to correct them.
- Provide technical assistance and training as needed to the site supervisor.

Before Meal Service Begins:
- Arrive prior to meal delivery or during preparation
- Confirm type of site with the site supervisor
- Observe food delivery or meal prep. Are the meals held at proper temperature, delivered on time, enough prepared for anticipated number of children, meet meal pattern requirements?
- For delivered meals, is there a delivery receipt or production information, are meals being counted upon receipt?
- Check for open site posting, if applicable, as well as other required postings - "And Justice for All" poster, menu and other postings required by the sponsor.

Monitoring Reports

All visits and reviews must be documented. Records of visits and reviews will help sponsors assess the operation of sites. Records are only useful when they are carefully reviewed by sponsor personnel and when follow-up monitoring is scheduled to ensure that any corrective actions have been taken to improve site operations.

Each sponsor should design a tracking system for handling monitor reports. Sponsors should have a system that will ensure that monitors return reports frequently – if possible every day. The reports should be immediately reviewed by a specific member of the sponsor's staff who is responsible for following up on any problems. The staff member should:

- Review any problems found by the monitor
- Call the site supervisor, if necessary
- Document corrective action taken at the site
- Schedule a follow-up review, if necessary
- Sign and date the report
- Determine if site changes are required, report to OCN

The Sponsor review official should base the timing of follow-up reviews on the severity of the problem.

This institution is an equal opportunity provider. January 2020

Why is Monitoring Important?

Monitoring is essential to making your Summer Food Service Program (SFSP) successful.

Having efficient, capable, trained monitors will ensure that Program operations comply with federal and state laws.

Monitoring Sites

Monitor's Responsibilities are:

To participate in annual training and understand Program requirements, including Civil requirements

To ensure that sites operate according to Program guidelines

To carry a supply of all necessary forms during site visits and reviews

To provide training for all site personnel

To spend enough time at each site to ensure proper Program operations

Visits and Reviews

- Monitors are required to perform site visits and site reviews at various times throughout program operations. These reviews are an important part of the sponsor's responsibility to ensure the integrity of the Program.

- Refer to the SFSP Resource Packet for detailed information and sample forms.

Site Visits

- Ensure food service operation is operating smoothly
- Resolve problems immediately

Site Reviews

- Determine if the site is meeting Program requirements

- Observe a complete meal service from beginning to end

- Observe delivery or preparation of meals

Sponsor's Monitoring Requirements

Sponsors must ensure that the following monitoring requirements are met:

- Pre-operational Visits
- Site Visits
- Site Reviews
- Follow up visits

SUMMER FOOD SERVICE PROGRAM

Sample Pre-Operational Visit Form

Site name:_____ Site number:_____

Site address:_____

Site telephone number:_____

Person to contact for use of site:_____

Type of site (check appropriate type):

- ☐ Recreation center
- ☐ School
- ☐ Church
- ☐ Park

- ☐ Residential camp
- ☐ Play street
- ☐ Playground
- ☐ Settlement house

- ☐ Healthcare
- ☐ Libraries
- ☐ Rural Development (RD)/Housing and Urban Development (HUD)

- ☐ Other

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:_____

Are the present facilities adequate for an organized meal service?   ☐ Yes   ☐ No

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?	☐	☐

Is this site for-profit?   ☐ Yes   ☐ No

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

_____

_____

Improvements or corrective actions needed before site operates:

_____

_____

Did the site have any deficiencies in the previous summer?

_____

_____   _____

Monitor's Signature   Date

MISSISSIPPI DEPARTMENT OF EDUCATION

Site Visits

- Sponsors must visit each site at least once during the *FIRST WEEK* of operation.

- These visits are required to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capacity.

SUMMER FOOD SERVICE PROGRAM
Sample First Week Visit Form

Date of site visit:_____ Monitor's arrival time:_____ Departure Time:_____

Site name:_____ Site address:_____

Discussion with site staff (list names):_____

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

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

_____

_____

_____

_____

_____   _____
Monitor's Signature   Date

Site Reviews

1

Sponsors must conduct a review of the food service at least once in the first **FOUR WEEKS** of Program operations.

2

If the site operates less than four weeks, the sponsor must still conduct a review.

3

After this initial period, Sponsors must conduct a "reasonable" level of monitoring.

Conducting the Site Review

- ✓ Before the Meal Service Begins
- ✓ Observe Meal Preparation
- ✓ Observe the Meal Service
- ✓ Civil Rights
- ✓ Meal Counts
- ✓ Before Leaving the Site

SUMMER FOOD SERVICE PROGRAM
Sample Site Review Form

NOTE: To be completed during first four weeks of operation

Sponsor:_____ Site:_____

Site Contact Name:_____ Title:_____

Site Address:_____ Telephone:_____

Date of site visit:_____ Monitor's arrival time:_____ Departure Time:_____

Site Supervisor:_____

☐ Open site   ☐ Camp site   Average daily participation (if applicable): _____

Today's attendance:_____ Approved meal service time:_____

Types of meals reviewed: ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Dinner

Approved level of service: _____ _____ _____ _____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Dinner
# Meals delivered (if applicable)					
# Meals/milk from previous day					
Time meals delivered (if applicable)					
Time meals served					
# First meals served to children					
# Second meals served to children					
# Meals served to Program adults					
# Meals served to non-Program adults					
Discarded meals (dropped, spoiled, incomplete meal, test meal*, etc.)					
# Meals leftover					

* Test meal cannot be claimed for reimbursement but should be recorded.

SUMMER FOOD SERVICE PROGRAM
Sample Site Review Form, Continued

	Site Review Questions	Yes	No
1	Does the staffing pattern correspond to that listed on the approved site sheet?	☐	☐
2	Has the site supervisor attended training session?	☐	☐
3	Does the site have sufficient food service supervision?	☐	☐
4	Are meals counted/checked before signing delivery receipt?	☐	☐
5	Are accurate meal counts taken of meals served?	☐	☐
6	Are meals served as second meals excessive?	☐	☐
7	Are records of adult meals being kept?	☐	☐
8	Do meals meet approved menu?	☐	☐
9	Do meals meet meal pattern requirements?	☐	☐
10	Are meals checked for quality?	☐	☐
11	Is there proper sanitation/storage?	☐	☐
12	Is the site supervisor following procedures established to make meal order adjustments?	☐	☐
13	Are meals served within approved time frames?	☐	☐
14	Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off-site.)	☐	☐
15	Does site have a place to serve children meals in case of inclement weather?	☐	☐
16	Is each meal served as a unit?	☐	☐
17	Is the meal delivery schedule followed?	☐	☐
18	Are there provisions for storing or returning excess meals?	☐	☐
19	Is there documentation of children's income eligibility, if applicable?	☐	☐
20	Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	☐	☐
21	Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?	☐	☐
22	Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?	☐	☐
23	Is informational material concerning the availability and nutritional benefits of the Program available in appropriate languages and translations are accurate?	☐	☐
24	Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?	☐	☐
25	Are there reasonable steps in place to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?	☐	☐

SUMMER FOOD SERVICE PROGRAM
Sample Site Review Form, Continued

Explain any "No" answers below:

_____

_____

	Program Violations	Actual Count	Type of Meal
1	Adult meals included in count of meals served to children.		
2	Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor).		
3	More than one meal served at one time to children.		
4	Meal pattern not met (specify):_____		
5	Meals not served as a unit.		
6	Meal serving times not met.		
7	Other Program violations (specify):_____		

Check and explain if any of the following apply:

☐ No records   Explanation:_____

☐ Incomplete records Explanation:_____

☐ Poor sanitation   Explanation:_____

☐ Other   Explanation:_____

Corrective action discussed with (Name and Title):_____

Corrective action taken:_____

Site supervisor's comments:_____

Further action needed by (date):_____

I certify that the above information is correct:

_____   _____
Monitor's Signature   Date   Site Supervisor's Signature   Date

_____
Sponsor Representative's Signature   Date

MISSISSIPPI DEPARTMENT OF EDUCATION

Monitoring Reports

- All visits and reviews must be documented. Sponsors should carefully review this documentation to assess the operation of its sites.

- Sponsors must develop a tracking system for monitoring reports. This system should ensure that monitors submit reports frequently.

- Reports should be reviewed by a designated member of the Sponsor's staff who is responsible for following up on any identified problems.

Monitoring Reports

The staff member should:

- Review any problems found by the monitor

- Call the Site Supervisor, if necessary

- Document corrective action taken at the site

- Schedule a follow-up review, if necessary

- Sign and date the report

Reviewing Monitoring Reports

Sponsors should pay close attention to the quality of the monitor's reports. There are **indicators** that may suggest additional training is needed for a monitor.

Reviewing Monitoring Reports

Additional training is appropriate if the monitor:

Did not answer all questions on the report, or if the responses are incomplete

Rarely notes problems and does not include comments in the remarks section of the report

Observes that the number of meals delivered/served and the number of children who are in attendance are always the same but does not follow-up on this suspicious pattern

MISSISSIPPI DEPARTMENT OF EDUCATION

Reviewing Monitoring Reports

- Recommends a corrective action and fails to note the action taken or fails to initiate correction of the problems

- Fails to recommend adjustments in orders when the number of meals exceeds attendance

- Arrives at site late or does not stay for the entire meal service

MISSISSIPPI DEPARTMENT OF EDUCATION

Follow-Up Visits

Sponsors must conduct *follow-up visits* of sites if serious deficiencies that were identified during a visit or review to ensure that permanent corrective action has been implemented.

Administrative Reviews of Sponsors

- The State Agency will complete an administrative review of each Sponsor's Program operations.

- The review will consist of an inspection of the Sponsor's records.

New Sponsors

Problematic Sponsors

Biennial Sponsors

Aggregate Reimbursement

Ten Percent (10%) or One

SFSF Administrative Reviews

The following Sponsor level records will be reviewed by the Program Monitor:

- ❏ Program application, agreement, and supporting documentation
- ❏ Administrative and site training documentation
- ❏ Site monitoring records
- ❏ Financial Records
- ❏ Invoices and receipts
- ❏ Daily meal count records for each site
- ❏ Menus and other food service records
- ❏ Meal Delivery receipts
- ❏ Health, safety, and sanitation inspections
- ❏ Documentation of corrective action from prior review, if applicable

SFSP Administrative Reviews

The following Site level records will be reviewed by the Program Monitor:

- Meal Count Sheets
- Menus and Menu Books
- Delivery Slips
- Time and Attendance Records
- Health, Safety and Sanitation Records

Violations

- Findings of non-compliance with Program requirements may result in withholding or recovery of reimbursements, corrective action or termination, and exclusion from future Program participation.

- If the violations are severe, the organization may be declared seriously deficient.

Common Program Violations

Including but not limited to:

Failure to maintain adequate Sponsor or site records

Claiming meals that were not served to eligible children

Submission of false information to the State Agency

Failure to have a trained site supervisor at each site during the meal service

Using Program funds for unallowable costs

Common Program Violations

Including but not limited to:

Meal count consolidation errors

Failure to meet training and monitoring requirements

Failure to conduct point of service meal counts

Serving meals that do not meet meal pattern requirements

Children eating complete meals off-site

MISSISSIPPI DEPARTMENT OF EDUCATION

Corrective Action Plans

- Upon receipt of a Findings letter from the State Agency, each Sponsor must provide a written Corrective Action Plan (CAP).

- The CAP must address each finding and include the actions being implemented to *permanently* correct the identified deficiency.

Developing a CAP

A corrective action plan must include:

- **Who** will be responsible for correcting the issue
- **What** will be done to correct the problem
- **How** the organization will ensure continued compliance
- **When** these actions will take place
- **Where** the supporting documentation will be maintained

If the CAP is Accepted:

- When a corrective action plan is received from an organization, it is ***evaluated*** to ensure that it is complete and that each finding has been adequately addressed.

- If the CAP is satisfactory, the State Agency will issue a letter to the institution indicating that its response was acceptable, and the review is closed.
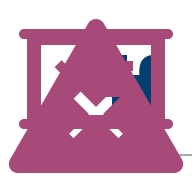
If the corrective action plan is *incomplete*, the organization will be informed of all outstanding items and allowed additional time to submit the remaining documentation.

If the corrective action plan is not submitted and/or the additional documentation is inadequate, the State Agency must proceed to declare the organization *seriously deficient*.
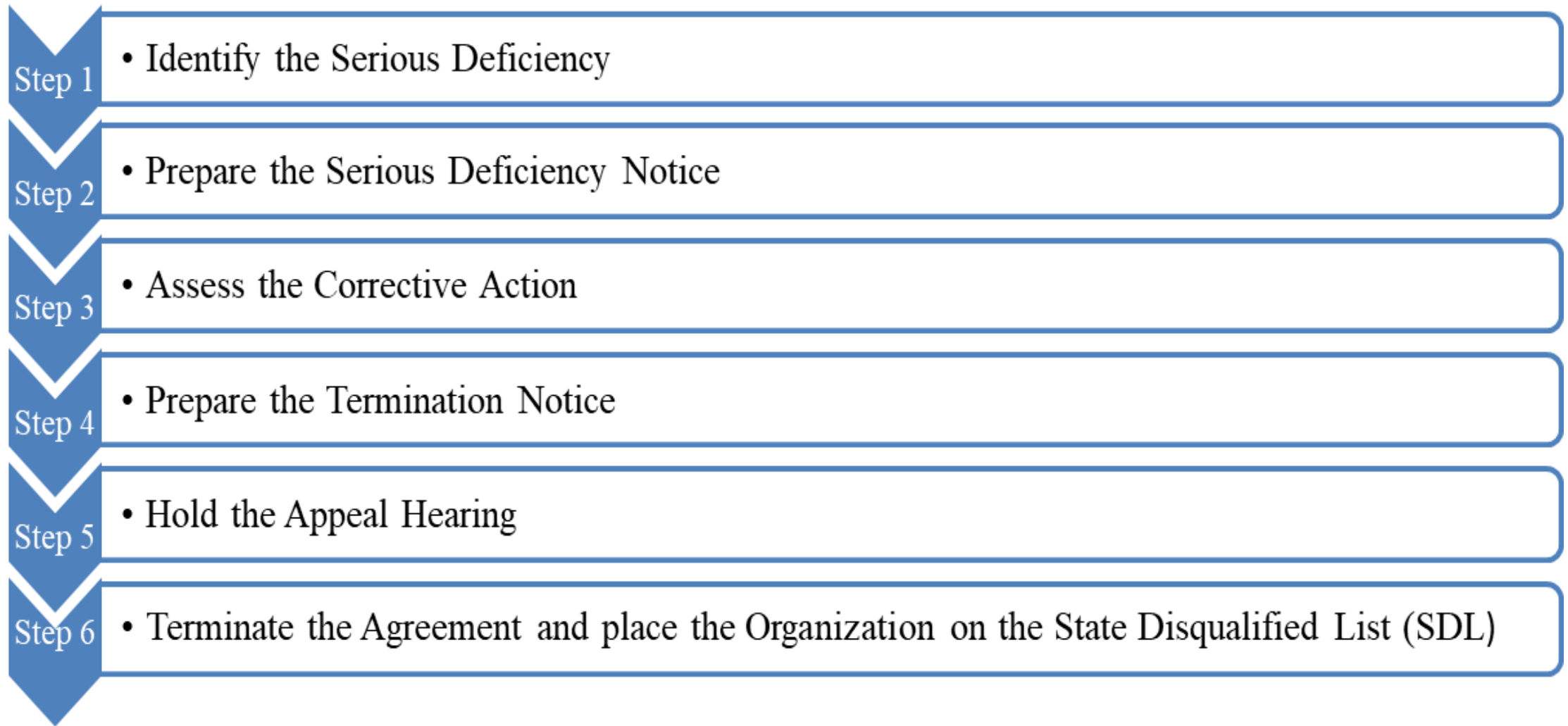
The Serious Deficiency (SD) Process

Step 1
- Identify the Serious Deficiency

Step 2
- Prepare the Serious Deficiency Notice

Step 3
- Assess the Corrective Action

Step 4
- Prepare the Termination Notice

Step 5
- Hold the Appeal Hearing

Step 6
- Terminate the Agreement and place the Organization on the State Disqualified List (SDL)

Questions?

Financial Management
In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Financial Management

Financial Management
IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors participating in the Summer Food Service Program are required to demonstrate financial viability, maintain a non-profit food service account, and manage funds according to federal and state requirements.

The Budget

The SFSP Application requires that sponsors submit an administrative plan that includes a budget. A budget assists the sponsor with planning the Program; helping to ensure enough funds are available to pay for food, supplies, transportation, food service staff, the administrative staff and the overhead it takes to operate a well-run Program.

Elements of the Budget

Revenue - income received to operate the program

Prior Year Carry-Over - Since sponsors are reimbursed for the number of meals served to children, it is possible that the actual cost of providing the meals is less than the total reimbursement received. If federal funds remain at the end of the Program year, these must either be retained for Program use the following year OR transferred into another Child Nutrition Program account (i.e. school lunch, school breakfast, CACFP At-Risk, etc.) administered by the same sponsor.

Estimated Reimbursement - Determined by the estimated number of meals served, by type (breakfast, lunch, supper, snack). Reimbursement rates are updated annually and will be provided by the State Agency.

Cash Donations, Grants - Occasionally, sponsors may receive private donations or grants to assist in funding the SFSP. These are considered income to the Program.

Other - Should the expected revenue not cover all allowable SFSP expenses, the Sponsor must show revenue from another source to off-set the cost of operating the Program.

Operational Expenditures - costs related directly to the day to day operation of the program

Food - must be creditable in order to be considered an allowable expense. Documentation sources: receipts, invoices, receiving reports, inventory reports.

Non-Food - includes paper goods, cleaning supplies, etc. Documentation sources: receipts, invoices, and receiving reports.

Labor - Food prep, service, delivery, clean-up. Documentation sources: timesheets, payroll records.

Rental – Costs for building and food service equipment. Documentation sources: rental agreements, invoices, cost allocation method.

Transportation - Food and/or children for meal service only. Documentation sources: mileage logs, receipts, cost allocation method.

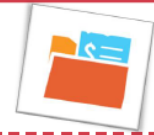**Utilities** - Kitchen, storage areas. Must be based on total cost of operating the building and square footage of kitchen/storage area used for SFSP. Documentation sources: utility bills and calculation of allocation.

Support documentation for all program expenses must be maintained on file for 3 years, plus the current year.

Administrative Expenses - costs related to managing the program

Labor - time spent planning and organizing the Program, contract completion, monitoring sites, claim consolidation & submission, bookkeeping. Documentation sources: Time sheets, payroll records.

Office Supplies - postage, printing, etc. Documentation sources: receipts, invoices.

Rent - office equipment, space. Documentation sources: rental agreements, invoices, cost allocation method.

Transportation - travel for site monitoring, training. Documentation sources: mileage logs, receipts, cost allocation method.

Utilities - Administration office use. Must be based on total cost of operating the building and square footage of office space used for SFSP. Documentation sources: utility bills and calculation of allocation.

Cost Allocations
Sometimes sponsors may operate more than one Child Nutrition Program at a time. When this happens, costs such as food, supplies, and food service labor, and possibly food transportation costs may need to be allocated between Programs. It is allowable to allocate shared costs based on the number of meals prepared for each of the Programs. However, if there are items specifically purchased for one program or another, and proper documentation is available, these items should be direct expensed (i.e. infant formula purchased for CACFP).

No supporting documentation? Then, do not use SFSP funds to pay for it.

Unallowable Costs 101

Spending SFSP funds appropriately requires consideration - is the cost necessary, reasonable and allocable? Some items considered to fall into the "no" or unallowable category include: Entertainment and fundraising costs (i.e. social activities, amusements), food that is purchased for use outside of the SFSP and/or is not creditable (i.e. coffee, ice cream, pudding), costs associated with meals served to any adult not directly working with the operation of the Program, fines or penalties resulting from the failure to follow federal, state, and or local laws and regulations, repairs that materially increase the value or useful life of a building, etc. If unallowable costs are identified, the costs must be returned to the SFSP account. Be proactive and have a system in place to review invoices and allocate costs appropriately. A separate bank account is not required but is highly recommended.

Excess Funds

Occasionally, sponsors may have funds leftover at the end of the Program. As a general rule, if the funds are more than one third of the Sponsors total budget, the amount is considered an "excess". Sponsors with excess funds should develop a spending plan to reduce the excess. Improving meal quality and program access are key areas that should be the priority for expending these funds.

This institution is an equal opportunity provider. Updated January 2020.

Receiving Donated Meal Components?

Documentation of the donation must be recorded using the State Agency's Donation Form template, along with a copy of proof of purchase. In either case the documentation should specify the date of the donation, item description, quantity, and the source.

Financial Management

Sponsors participating in the Summer Food Service Program are required to demonstrate *financial viability*, maintain a *non-profit food service* account, and *manage funds* according to federal and state requirements.

The Budget

SFSP participation requires Sponsors to submit an application, including a budget.

- *Revenue* is income received to operate the program.

- *Operational Expenditures* are costs related directly to the day-to-day operation of the program.

- *Administrative Expenses* are costs related to managing the program.

OPERATIONAL & ADMINISTRATIVE INCOME PROJECTIONS

1. Add last year's ADP or the anticipated ADP for each meal type.

   Breakfast <u>50 </u>   Lunch <u>50</u>   Supper <u>   </u>   Snack <u>   </u>

2. Total Days of Operation <u>20</u>

3. To obtain total meals, multiply number in #1 times the number in #2.

   Breakfast <u>1000</u>   Lunch <u>1000</u>   Supper <u>   </u> Snack <u>   </u>

To obtain the total projected income, write the total meals in the charts below, then multiply them by the reimbursement rates.

ADP (Average Daily Participation)

Budgets in the MARS SFSP Application

How is the budget derived in MARS?

- Question **"8"** on the **Site Application**

- The budget should be the **LAST** thing you done when completing the MARS application, because it is pulling numbers from other places. If Sponsors, do it first, the budget won't make sense!

Your ADP is going to pull into your budget in the form of a projected reimbursement.

Breakfast

B1. Meal Serving Dates (non-camp only): Start: 10/01/2020   End: 05/25/2021

B2. Enter the number of days the meal will be served each month:

OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021
21	16	14	19	19	18	20	17	0	0	0	0

B3. Days served: ☐ Mon-Fri   ☐ Sun   ☑ Mon   ☑ Tue   ☑ Wed   ☑ Thu   ☐ Fri   ☐ Sat

B4. Meal Times: Start: 7:00 AM   End: 8:00 AM

B5. Meal Service Method: Self-Prep - Prepares on site

B6. Menu Planning Option: SFSP Menu Pattern

B7. Will this meal utilize offer vs. serve?   ○ Yes   ◉ No

B8. Average Daily Participation (non-camp only):   162

B9. Maximum number of meals that may be served (state use only):   175

B10. Indicate your plan for the receipt and storage of meals before serving to children:

☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

☑ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

MISSISSIPPI DEPARTMENT OF EDUCATION

2020 - 2021 SFSP Budget Detail

Status: Active
SCHOOL DISTRICT
DBA:

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	4	121,248	$261,895.68
Lunch	4	121,248	$455,892.48
Snack	0	0	$0.00
Supper	0	0	$0.00
		Sub Total	**$717,788.16**

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	4	121,248	$26,068.32
Lunch	4	121,248	$47,589.84
Snack	0	0	$0.00
Supper	0	0	$0.00
		Sub Total	**$73,658.16**

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Cost Reimbursement Summary

Total SFSP Costs		$1,097,480.00
Total SFSP Reimbursement		$791,446.32
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	$	19.61
Amount from other funding resources (e.g. grant, donations)	$	311,510.22
Other funding resources	Extra Federal Funding District Maintenance Fund	
Balance		$5,496.15

MISSISSIPPI DEPARTMENT OF EDUCATION

SFSP Costs

- Necessary

- Reasonable

- Properly Allocated

- Approved in the Budget

- Documented

Allowable Operating Costs

- Food Costs

- Non-food supplies used in the Food Service

- Space for the Food Service

Allowable Administrative Costs

- Planning

- Organizing

- Administering

Unallowable Costs

- Spending SFSP funds appropriately requires consideration - is the cost *necessary*, *reasonable* and *allocable*.

- If unallowable costs are identified, the costs must be *returned* to the SFSP account.

- Be *proactive* and have a system in place to review invoices and allocate costs appropriately.

Types of Unallowable Costs

- Cost for excess meals

- Meals not meeting program requirements

- Cost to purchase food used outside of SFSP

- Repayment of over-claims or other Federal debts

- Costs of meals served to adults not in the operation of the food service

- Entertainment and fundraising costs

Documenting Costs in SFSP

- Supporting documentation for all program expenses must be *maintained* on file for three years, plus the current year.

- No supporting documentation? Then, *do not use* SFSP funds to pay for it.

- Documentation of donated meal components must be recorded using the State Agency's **Donation Form template**, along with a copy of **proof of purchase**.

- In either case the documentation should specify the **date** of the donation, **item description**, **quantity**, and the **source**.

Questions?

Afternoon Break

Civil Rights
In The Summer Food Service Program

2022 SFSP Training

MISSISSIPPI DEPARTMENT OF EDUCATION

Civil Rights

Civil Rights Requirements
IN THE SUMMER FOOD SERVICE PROGRAM

All participating sponsors must inform potential participants of the availability of the SFSP. In addition, all sponsors and their sites are required to:

Display the "And Justice for All" poster developed by USDA in a prominent place at the site and in the sponsor's office. Contact the State Agency for posters.

Make Program information available to the public upon request.

Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non- English languages of individuals eligible to be served or likely to be affected by the program.

Ensure that translations are accurate concerning the availability and nutritional benefits of the Program.

Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program.

Include the nondiscrimination statement, and instructions for filing a complaint, in the public release and in any Program information directed to parents of participants and potential participants. Shortened version may be used only if the print material is a page or less and there isn't enough room for the full version. "This institution is an equal opportunity provider."

Ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability.

Ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability.

RACE AND ETHNICITY DATA

Each year, every sponsor must determine the number of potentially eligible participants by racial/ethnic category for the area served and submit it within the contract application. This information may be obtained from census data or public school enrollment data.

The sponsor also must collect race and ethnicity data each year by ethnic/racial category for each of the sponsor's sites. Sponsors of residential camps must collect and maintain this information separately for each session of camp. For all other sites, the sponsor must count the participating children at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic categories.

To provide flexibility and ensure data accuracy, separate categories must be used when collecting and reporting race and ethnicity. Ethnicity must be collected first. Participants may be counted in one or more racial designations. A sample Race and Ethnicity Data Form can be found in the Administration Guide.

NEWS MEDIA RELEASE

As part of the public notification requirement, each sponsor must submit a media release to its local newspaper prior to operation each year. It is recommended that sponsors use the prototype media releases found online the Administration Guide. The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy and complaint filing procedures.

All staff who work with the USDA Child Nutrition Programs must receive training on all aspects of civil rights compliance annually. Topics to be included in the Civil Rights training:

- What is Discrimination?
- Collecting/recording racial/ethnic data
- Where to display posters
- What is a Civil Rights complaint?
- How to handle a Civil Rights complaint

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.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.

This institution is an equal opportunity provider. Updated January 2020.

Civil Rights Requirements

All participating Sponsors must inform potential participants of the availability of the SFSP. In addition, all Sponsors and their sites are required to:

- Display the "And Justice for All" Poster

- Make information available to the public upon request

- Ensure meaningful access to services for limited English proficient persons

- Accurate translations concerning availability and nutritional benefits of the Program

- Reasonable modifications for person with disabilities

- Non-Discrimination Statement (short or long versions)

- Equal access to meals to all attending children

- Equal access to services and facilities

Race and Ethnicity Data

- Determine the number of potentially eligible participants by racial and ethnicity category.

- For each site, record racial and ethnic data at least once during the site's operation.
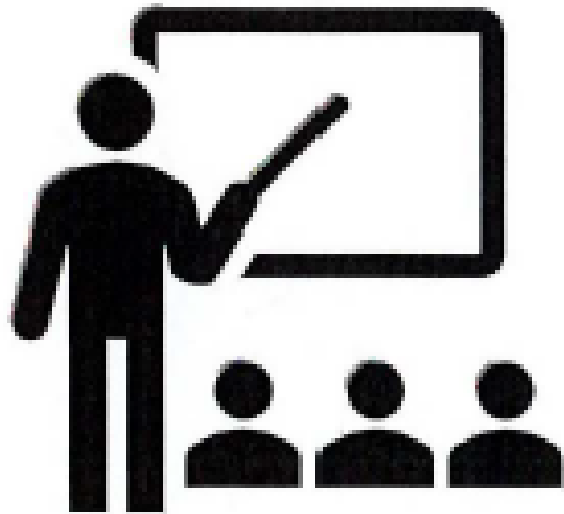
- Use the Race and Ethnicity Data Form.

News Media Release

Annual Media Release

Use prototype media releases

Announces availability of free meals, the nondiscrimination policy, and complaint filing procedures

Civil Rights Training

All staff who work Child Nutrition Programs must receive training on all aspects of Civil Rights compliance annually. Topics to be included are:

- What is discrimination?
- Collecting/recording racial/ethnic data
- Displaying AJFA posters
- Civil Rights complaints

Program Reimbursements

In The Summer Food Service Program

2022 SFSP Training

Program Reimbursement

Program Reimbursements

IN THE SUMMER FOOD SERVICE PROGRAM

Payments made to sponsors are based on the number of meals served to children. USDA determines the rates of reimbursement on an annual basis. All money received through the SFSP are federal funds, passed through the State Agency to the sponsor.

Non-camp programs

Base eligibility on area using free/reduced or census data.

Can receive reimbursement for up to 2 meals per day in any combination other than lunch and supper on the same day.

Receive reimbursement for ALL eligible 1st meals served.

Can receive reimbursement for 2nd meals that do not exceed 2% of the total 1st meals served.

Camp programs

Base eligibility on the income level of the specific children that are served.

Can receive reimbursement for up to 3 meal services per day, in any combination.

Receives reimbursement for eligible 1st meals by type (breakfast, lunch, supper, snack) served to children determined to be low income or 'needy'.

Records needed to file a claim

- Daily meal count documentation for all meals served at approved sites.
- Number of sites that operated during the claim period.
- Maximum number of days of operation during claim period.
- Production documentation verifying reimbursable meals were served.

Records needed to file a claim

- Daily meal count documentation for all meals served at approved sites, by session.
- Number of children enrolled, by session. Number of children determined Needy by session (see *Participant Eligibility* for more information).
- Production documentation verifying reimbursable meals were served.

Determining the Claim Period and Deadline for Filing Claims

The number of days of operation by month will determine how many claims should be filed and ultimately, when they are due. Once it is known how many days the Program will operate, determine what claims will need to be filed and put the due dates on a calendar to ensure claims are filed on time

Guidelines for determining claim period

- If there are 10 days or less during the initial month of operation, the claim data for the initial month can be combined with the following month.
- If there are 10 days or less during the final month, the claim data from the final month can be combined with the prior month.
- If there are 10 days or less in both the initial and final month, all counts can be combined onto one claim.
- If there are LESS than 10 days in the final month, counts from the final month MUST be combined with the prior month. The only instance this will not work is when there isn't an immediate prior month (i.e. the sponsor only operated in June and August). In that case, the final month must be filed as a separate claim.
- Claims are due 60 days from the end of the claim period. When the final claim is combined with the prior month, it is due 60 days from the last day of operation.

The Reimbursement Process

1. Log into the Mississippi Application & Reimbursement System (MARS) using the assigned username and password: https://cnms.mdek12.org/prod/Splash.aspx.
2. Enter the claim following the step-by-step instructions provided in the MDE-Overview of SFSP Claim handout.
3. After submitting a claim, a message will appear on the screen that it has been successfully submitted.
4. Processed claims will appear within MARS. To view a claim, log back into MARS, go to the SFSP claim area as instructed in the MDE-Overview of SFSP Claim handout.

Payments are direct deposited once Paymode is processed through Bank of America. Please note that only one account is allowed per organization, so if an agency operates multiple Child Nutrition Programs, the organization will need to decide on one account for all deposits. For more information regarding the direct deposits, go to http://portal.paymode.com/ms.

How are sponsors reimbursed?
A sponsor submits monthly claims in order to receive reimbursement. The SFSP reimburses sponsors by the number of eligible meals served multiplied by the current reimbursement rate, regardless of the sponsor's administrative and/or operating expenses.

Figuring the ADP

The ADA is calculated at the site level. Identify the primary meal service for each site, calculate the ADA (total meals divided by days of service for the site), always round up, and sum the ADAs for each site to get the total ADA to enter on the claim.

	Number of Operating Days during Claim Period	Number of Breakfast Served	Number of Lunches Served	Number of Snacks Served	ADA
Site 1	15	1,125	1,861*	0	125
Site 2	10	0	2,009*	1,257	201
Site 3	7	343	0	798*	114
Sponsor Total ADA					440

*Primary meal service

Tips for an accurate claim

Collect and review meal count forms for sites on a weekly basis. *Look for errors in reporting - serving more meals than what was delivered, including 2nd meals or adult meals in the 1st meal count, etc.*

✓ Contact sites to clarify questionable meal counts; document contact info and any changes on your copy of the forms.

✓ Establish a procedure where another person reviews the claim for accuracy prior to submission.

✓ If using a spreadsheet to consolidate and summarize meal count data, make sure formulas are accurate!

Sponsors may request Advance Payments when applying for the Program. Any funds advanced to a sponsor are deducted from the amount earned when the reimbursement claim is filed.

This institution is an equal opportunity provider. Updated January 2020

Advance Payments 7 CFR 225.9 (c)

- Sponsors may request *advanced payments* for program costs.

- Organizations may request advanced payments thirty (30) days before federally prescribed payment dates.

Advanced Payments

- Sponsor's must be *financially sound.*

- Advanced payments are based on a percentage of *projected* meals served during the requested month.

Advance Payment Calculation (Self-Prep)

Example: The amount calculated by MARS is $28,746 for Operational and $1,496.88 for Administrative

Operational - $28,746 x 65% = $18,684.90 , divide by 2 = $9,342.45

Administrative -$1,496.88 x 33% = $493.97 , divide by 2 = $246.98

Key Advance Information

- Advanced payment requests will be considered upon the ***approval*** of the SFSP application in ***MARS***.

- Recovery of ***all or part*** of an advance will be received by MDE/OCN through submitted ***claims for reimbursement***.

- If advance funds are still owed after the final claim, the State Agency will initiate collection efforts to ***recover the remaining*** balance.

The following scenarios are actual examples of Sponsors *receiving* and *returning* advance payments to the State Agency.
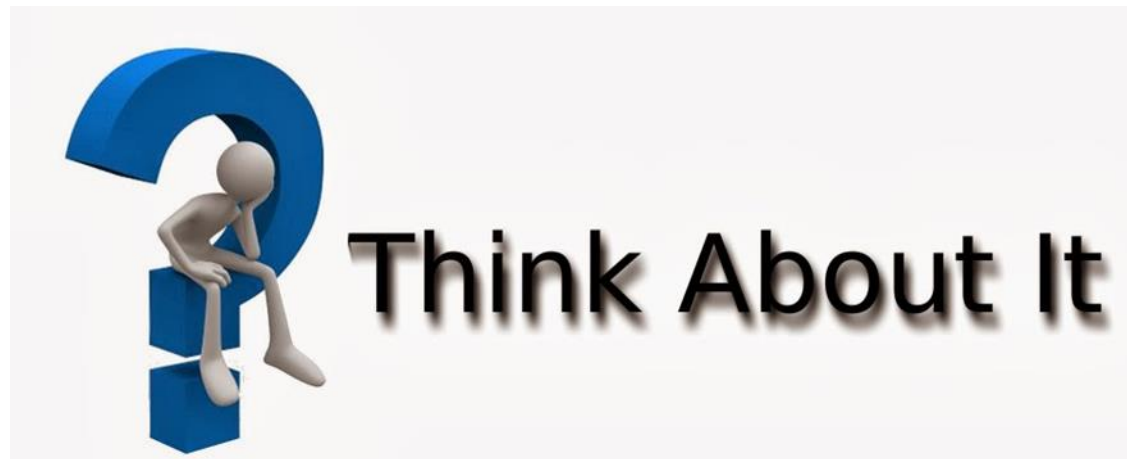
Advance Scenario #1

Organization: ABC School District

Advance request: $1,200 for the month of June 2020

Claim for June 2020: $1,250

Amount Paid to Sponsor:

$50

Organization: Eat! Eat! Eat!

Advance request: $12,000 for the month of July 2020

Claim for July 2020: $14,000

Amount Paid to Sponsor:

$2,000

Advance Scenario #3

Organization: Yummy Tummy, LLC

Advance request: $33,000 for the month of July 2020

Claim for July 2020: $25,000

Amount Sponsor must *Return* to the State Agency:

$8,000

How May Sponsors Use Advanced Payments?

Advanced payments may be used by Sponsors for:

- Operating Costs (food, non-food supplies, labor, etc.)

- Administrative Costs (labor, office supplies, etc.)

These costs must be approved in the Budget and allowable SFSP expenses!

Limits

7 CFR 225.9 (c) (4) *Limit.* The sum of the advance operating and administrative costs payments to a sponsor for any one month shall not exceed $40,000 unless the State Agency determines that a larger payment is necessary for the effective operation of the Program and the sponsor demonstrates adequate administrative and managerial capability to justify a larger payment.

Step 1

Complete Question 43 in the SFSP Organization Application.

Will the Organization be requesting Advance Payments?

General Questions

41. Does your agency provide year round public services to the community(ies) other than operating the SFSP?   ● Yes   ○ No

   If **No**, which of the following circumstance applies?

   If **Other**, please describe.

42. Describe the on-going year round service your organization provides to the community that would be served by SFSP.

   Counseling Services, Food Pantry and Religious Services

43. Will the Organization be requesting Advance Payments?   ● Yes   ○ No

44. Was your organization ever terminated or determined to have been seriously deficient in its operation of the SFSP or any other Child Nutrition Program?   ○ Yes   ● No

Step 2

Select Applications, then click on Advance Requests

Step 3

To add an Advance Request, select Add next to the selected month.

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
Add	Oct 2019				n/a	
Add	Nov 2019				n/a	
Add	Dec 2019				n/a	
Add	Jan 2020				n/a	
Add	Feb 2020				n/a	
Add	Mar 2020				n/a	
Add	Apr 2020				n/a	
Add	May 2020				n/a	
Add	Jun 2020				n/a	
Add	Jul 2020				n/a	
Add	Aug 2020				n/a	
Add	Sep 2020				n/a	

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Step 4

Select the type of advance being requested by the Sponsor.

Advance Date: Apr 2020

First Advance Request

☐ Operating

☐ Administrative

Step 5

After reading the Acknowledgement Statement, click the box.

☐ I understand that any advance payment received will be deducted from future reimbursement payments. Further I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.

Step 6

Click Save.

Save   Cancel

Step 7

Select Finish.

The Advance Detail has been saved.

< Edit   Finish

Key Reminders

- To be eligible for an advance, the Sponsor must operate at least *ten (10) days* in the month.

- Advanced payments will be *recovered* from the claim for reimbursement for the applicable month.

- If advanced funds are still owed after the final claim, the State Agency will initiate collection efforts to *recover the remaining* balance.

Warning!

- Be *conservative* when projecting the number of meals your organization plans to serve.

- *Daily Participation* and the *Number of Operating Days* may be lower than anticipated for sites.

Please keep this in mind when requesting an Advance Payment!

Claim for Reimbursement

- Sponsors assume responsibility for *all* the information submitted on the claims.

- The claim must reflect *only* meals that meet SFSP requirements and are *served* to eligible children.

- Based on number of meals multiplied by administrative and operating rates.

Records Needed to File a Claim

- Daily Meal Count Forms

- Weekly Consolidated Forms

- Consolidated Forms of First and Second Meals Served

- Production documentation verifying the service reimbursable meals

- Number of operating days for each site

- Number of sites operating

Non-Reimbursable Meals

Sponsors may claim reimbursement only for those meals that meet SFSP requirement.

Reimbursement _may not_ be claimed for :

- Meal patterns and types not approved by the State Agency

- Meals served outside approved timeframes or approved dates of operation

- Meals not served as a complete unit, except offer versus serve

- Meals consumed off-site, except approved field trips

Questions?

The purpose of FNS Instruction 113-1 is to:

- Establish and convey policy;

- Provide guidance and direction; and

- Ensure compliance with and enforcement of the prohibition against discrimination.

- Training is required so that people involved at all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives.

- State agencies are responsible for training local child nutrition administrators on an **annual basis**.

- Local agencies are responsible for training their managers and staff who interact with applicants or participants on an **annual basis**.

Required Topics

The annual training _must_ include, but not be limited to, the following training topics in the FNS Instruction 113-1:

❏ Collection and Use of Data

❏ Effective public notification systems

❏ Complaint procedures

❏ Compliance review techniques

❏ Resolution of noncompliance

❏ Requirements for reasonable modifications for persons with disabilities

❏ Requirements for language assistance

❏ Conflict resolution

❏ Customer service

Defined as:

- Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

- What are the protected bases?

Protected Bases

Child Nutrition protected bases are:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex

- **MUST** be displayed where benefits are issued/received.

- Reproductions must be at equal size (11x17)

- If copied as black & white, use Form AD-475-A Revised September 2019

Full Non-Discrimination Statement

- https://www.mdek12.org/sites/default/documents/OCN/usda-nondiscrimination-statement.pdf
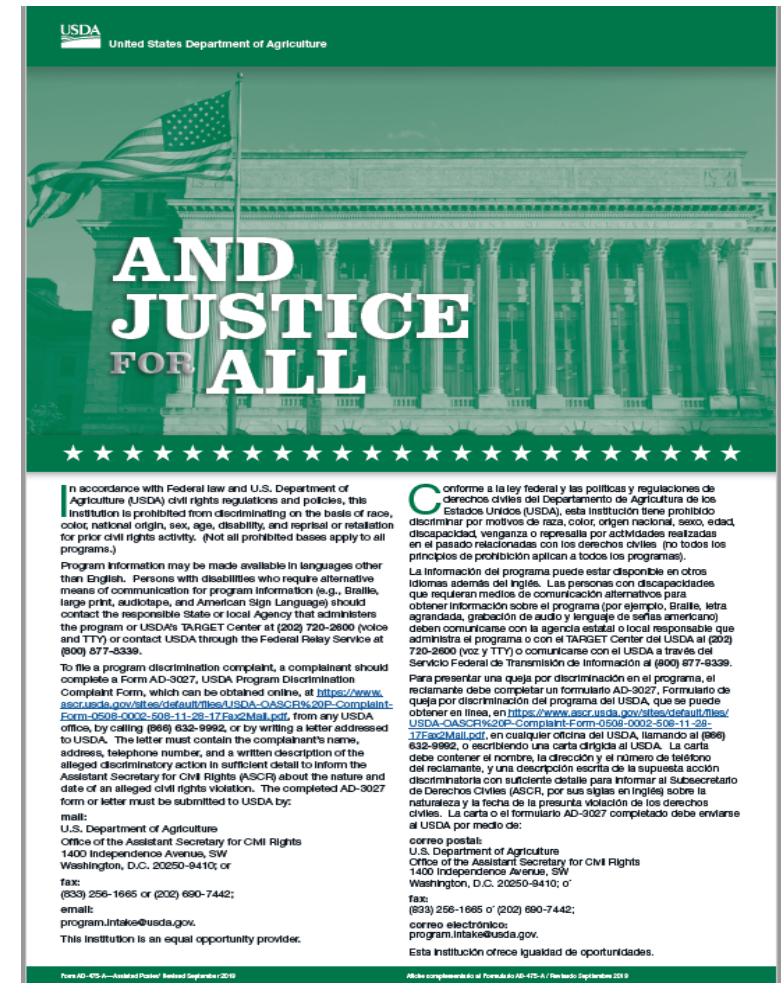
This institution is an equal opportunity provider.

Collection and Use of Data

State and Local agencies are required to obtain data by race and ethnicity.

Self identification or self-reporting is the preferred method of obtaining characteristic data.

Applicants/participants may not be required to furnish information on their race or ethnicity.

Where an applicant/participant does not provide this information, the collector shall through visual observation secure and record the data.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Effective Public Notification System

The purpose of the public notification system is to inform applicants, participants, and potentially eligible persons of:

- Program Availability
- Complaint Information
- Non-discrimination statement
- Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for Limited English Proficiency (LEP) persons.

Complaint Procedures

Right to File – anyone alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. The Secretary of Agriculture or his designee may waive the 180-filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.

Acceptance – complaints, written or verbal, must be forwarded to the appropriate FNS Regional Civil Rights Director within 5 working days. Anonymous complaints will be handled as any other to the extent feasible based on available information.

Forms – any Office of Civil Rights (OCR) may develop complaint forms, *but* the use of such forms must not be a prerequisite for acceptance of a complaint.

Complaint Procedures

Verbal Complaints – the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

Complainant Name, address & phone (email or other contacting means)

Specific location and name of Agency delivering the service or benefit

Nature of the incident or action that led the complainant to feel discriminated

The protected base (prohibited basis or protected class) the complainant feels discriminated against

Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action

The date which the alleged discriminatory actions occurred or the duration of such actions

MISSISSIPPI DEPARTMENT OF EDUCATION

Complaint Procedures

https://www.usda.gov/oascr/complaint-resolution

Compliance Reviews

Must advise the reviewed entity in writing of findings and recommendations

Federal or State reviewer must secure information as necessary to make the determination of compliance

Routine reviews conducted as required by program regulations.

Indicators of possible Civil Rights concerns may include:

- -unusual fluctuations of racial / ethnic groups in service area
- -number of discrimination complaints filed against the Agency
- -unresolved findings from previous reviews
- -information from grassroots orgs, advocacy State officials, etc.

Resolution of Noncompliance

Noncompliance - factual finding that a Civil Rights requirement is not being adhered to

Achieving Voluntary Compliance – if found noncompliant, immediate steps to become compliant must be taken

Termination / Suspension of Assistance – any action must be limited to the Agency found noncompliant and limited to the particular program which noncompliance was found

MISSISSIPPI DEPARTMENT OF EDUCATION

Requirements for Reasonable Modifications for Persons with Disabilities

The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment, State and local government services (Title II), public accommodations, commercial facilities, and transportation (Title III).

Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.

▼

Requirements for Language Assistance

Title VI of the Civil Rights Act of 1964 and its regulations require recipients of federal financial assistance, i.e., SAs, local agencies, or other sub-recipients, to take reasonable steps to ensure **"meaningful access"** to information and services they provide for individuals with limited English proficiency (LEP).

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Reasonable Steps: Factors

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee

- The frequency with which LEP individuals encounter the program

- The nature and importance of the program, activity, or service provided by the program to people's lives

- The resources available to the grantee/recipient and costs

Meaningful Access

Meaningful access is accomplished by providing reasonable, timely, appropriate, competent/qualified, accurate and effective language services to individuals with LEP when accessing recipient programs and activities.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Limited English Proficiency (LEP)

Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).

USDA LEP Policy Guidance can be found at:

https://www.fns.usda.gov/cr/limited-English-proficiency-lep

Conflict - when one or both parties are not able to secure what they need or want and are actively seeking their own goals.

Conflict Resolution

Causes of Conflict:

- Misunderstanding
- Personality clashes
- Competition for resources
- Authority Issues
- Lack of cooperation
- Differences over methods of style
- Low performance
- Value or goal differences

Conflict Resolution

Destructive conflict . . . → Diverts energy from more important issues and tasks → Deepens differences in values

Polarizes groups so that cooperation is reduced → Destroys the morale of people or reinforces poor self-concepts
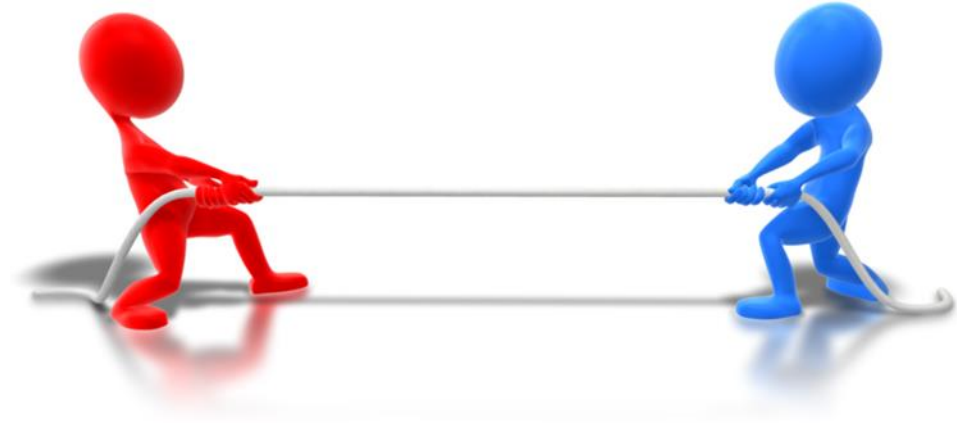
Conflict Resolution
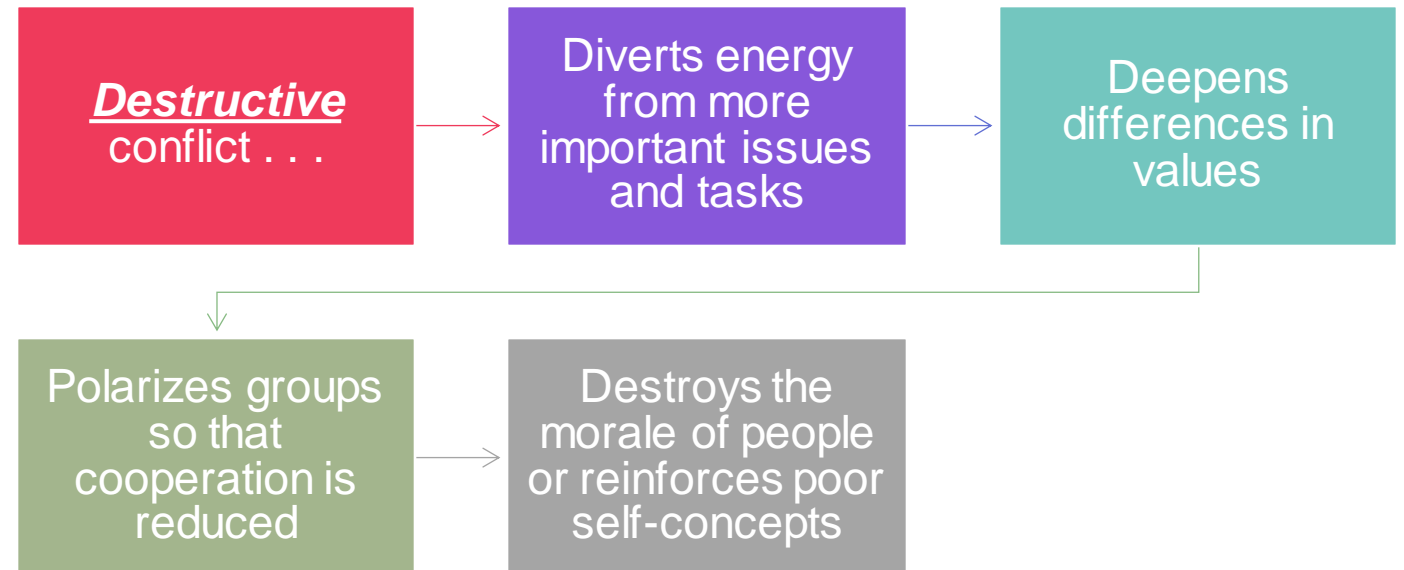
Constructive conflict . . .

Reveals issues of importance, resulting in issue clarification

Builds cohesiveness as people learn more about each other

Causes reassessment by allowing for examination of procedures or actions

Increases individual involvement

Conflict Resolution

Conflict resolution refers to resolving the dispute to the approval of one _or_ both parties. If both parties:

- Remain calm and approachable

- Enter the process with an open mind

- Don't prejudge others

- Don't overreact!

- Attack the problem, not the person and listen to understand their concerns.

Alternate Dispute Resolution (ADR)

Alternate Dispute Resolution (ADR)

Use of a neutral 3rd party to resolve informally a complaint of discrimination using various techniques (e.g., fact finding, mediation, facilitation, etc.)

Customer Service

- Be professional.
- Be courteous.
- Listen intently and take notes if needed.
- Repeat back what you have been told to ensure correctness.
- Follow up with corrective action if required.
- Remember . . You **are** providing a service!

Questions?

Regulation, Guidance, and Handbooks

SFSP Resource Packet

- Requirements and Deadlines One-Pager
- Lunch ADP and F/R Meal Data (2019)
- Application for Participation Memorandum
- Permanent Agreement (New)
- Signature Amendment (Returning)
- Site and Central Kitchen Inspection Request Form
- Agreement to Furnish Food for the SFSP
- Organization Staffing Pattern
- Procedures for Appeals
- SFSP Rate Notice Memorandum
- Advance Requests Handout
- Assessing Cost in the SFSP
- Food Allergy & Anaphylaxis Emergency Care Plan

SUMMER FOOD SERVICE PROGRAM

RESOURCE PACKET (N)

- HACCP-Based SOPS
  - Washing Hands
  - Hot and Cold Holding Time/Temperature Control
  - Serving Safe Food to Children with Allergies
  - Transporting Food to Satellite Sites
  - Using Suitable Utensils

MISSISSIPPI DEPARTMENT OF EDUCATION

What Should I Do Next?

Stage 1:

- Review the SFSP Application Memorandum
- Gather all required documents
- Submit the documents to the State Agency

Stage 2:

- One-on-One Pre-Operational Visit

Stage 3:

- Completion of the Electronic Application in MS Application Reimbursement System (MARS) beginning **March 1, 2022.**

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement.pdf

Susie Q. Evans-Gater

Director, CACFP/SFSP

susie.evans@mdek12.org

mdek12.org

MISSISSIPPI
DEPARTMENT OF
EDUCATION