# Welcome to the Summer Food Service Program (SFSP) Training

#### Office of Child Nutrition



**February 27, 2020** 





# **House Keeping Details**

- Staff Introductions
- Training Material
- Silence all Cell Phones
- Keep talking to a minimum during lecture time
- Ask Questions for clarity ("I have a Question Card")
- Beverage Breaks
- Restrooms



#### **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



#### MISSISSIPPI STATE BOARD OF EDUCATION

#### STRATEGIC PLAN GOALS

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 HighQuality 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



# SFSP Application and Agreement Process

**SFSP Training 2019** 

February 27, 2020



**Chequetta Harper** 

Policy Analyst Charper@mde.k12.ms.us



# Let's look at the SFSP application module in MARS module

# **Accessing the System**

1

2

3

Enter the URL in your web browser



You should click on the SFSP Module







https://cnms.mdek12.org/prod/splash.aspx

# **Logging In**



Enter your assigned User ID and password



### **Enter the SFSP Module**





# **Starting the Application Packet**



Select the link for the 2019-2020 Application Packet to begin the annual enrollment process.

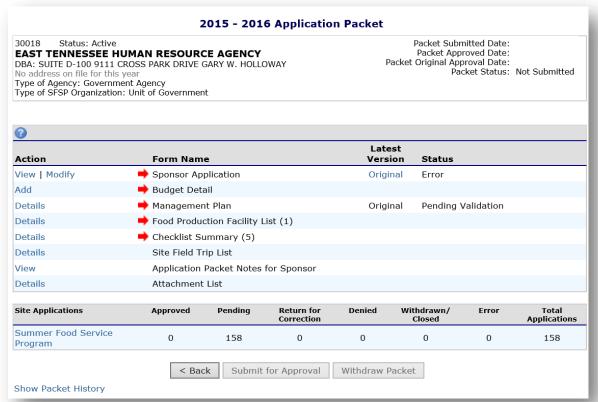


# **Application**



Ensuring a bright future for every child

# **SFSP Application Packet Overview**



This dashboard contains a series of forms necessary for SFSP enrollment

The "Submit for Approval" button is enabled *only* when all required forms have been completed correctly



# **Application Packet Components**

# SFSP Application Requirements

- Sponsor Application
- Management Plan
- Food Production Facility List
- Site Application(s)
- Budget Detail
- Checklist Item (i.e., supporting documents)

Action	Form Name	Latest Version	Status
View   Modify   Admin	Sponsor Application	Original	Submitted
Details	Management Plan	Original	Pending Approval
View   Modify   Admin	Budget Detail	Original	Pending Approval
Details	Food Production Facility List (1)		
Details	Checklist Summary (4)		
View	Application Packet Notes for Spons	or	
Details	Attachment List Pay atte	ention to the A	Attachment List

REMEMBER: Site Field Trip submissions can only occur *after* approval of the SFSP Application Packet!



# **Order of Completing Forms**



#### Why does the order even matter?

 Data from preceding forms populate to the succeeding form. For example:

> A Central Kitchen or Vendor contracted with the Sponsor is defined on the Food Production Facility (FPF) form; it is then available for selection on the Site Application so Sponsor can select which FPF they are using at each site



# **Order of Completing Forms**

Sponsor Application Management Plan Food Production Facility Site Applications Budgets Checklist Items

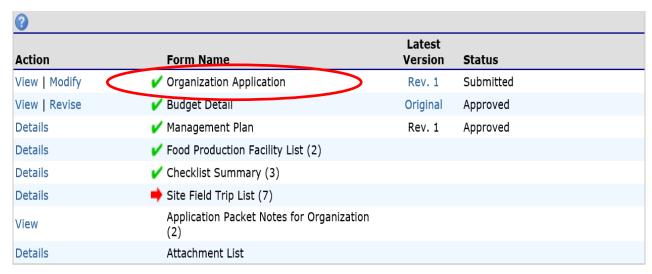
#### Why does the order even matter?

- The Budget determines anticipated reimbursement based on Meal Types, Number of Operating Days and ADP from the Site Application(s)
- Checklist items are attachments to be submitted with the application and are determined based on answers provided in the application packet

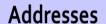


# Step 1: Complete Org. Application

#### **Contains basic information regarding the Sponsor**



Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8



Contacts

Racial/Ethnic Makeup

**Training Attendance** 

Outreach

**General Questions** 



# Organization Application (cont.)

0	rganization Type	
1.	Type of Agency:	Private Non Profit Organization
2.	Type of SFSP Organization:	Private Nonprofit
P	hysical Address	
3.	Address Line 1:	
	Address Line 2:	
4.	City:	
5.	State:	MS Zip: USPS Zip Code Lookup
6.	County:	<b>∨</b>
м	ailing Address	
	☐ Same as the Physica	I Address
7.	Address Line 1:	
	Address Line 2:	
8.	City:	
9.	State:	MS Zip: USPS Zip Code Lookup
10	. County:	<b>∨</b>
S	ummer Food Service	Contact (i.e., School Food Service Administrator, Program Director)
		Salutation First Name M.I. Last Name
11	. Name:	
12	. Date of Birth:	(mm/dd/yyyy)
13	. Email Address: 🔩	
14	. Phone:	Ext: Fax:
	MISSISSIPPI DEPARTMENT OF	
	EDUCATION	

- Some of the information may have prepulated from last year's application
- Review and correct this data
- Enter all other fields

# Organization Application (cont.)

#### Certification

I hereby certify that neither the Organization nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Organization, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Organization does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: YBacon1 on: 3/7/2016 11:34:53 AM Modified By: YBacon1 on: 3/7/2016 11:34:53 AM



The Application has been saved with errors and warnings.

Information entered is either incomplete or is not in compliance with the Department of Health rules and regulations. All errors listed on the form must be corrected before the Application can be processed.

You may correct the errors now by clicking '< Edit' or you may return to the Application later.



When you have completed the application,

-read and check the Certification

-click the Save button

If errors exist, the system will display an error message. You can correct the errors now (by clicking sedits) or return later by clicking

Finish



# Sample Error Messages

Code	Error Description
201110	Physical Address - Address must be completed. Address line 2 may be blank.
201111	Mailing Address - Address must be completed. Address line 2 may be blank.
201120	Summer Food Service Program Contact - Contact must be completed. Ext and Fax may be blank.
201136	Authorized Representative contact information must be completed.
201150	Claims Contact - Contact must be completed.
201173	Food Service Contact - Contact must be completed.
201170	Monitoring Contact - Contact must be completed.

Errors in red must be fixed to submit the application

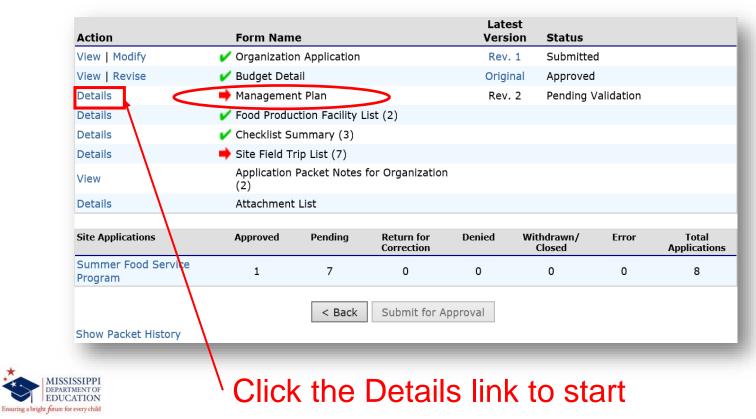
Code	Warning Description
201225	General Questions - Please add supporting documentation to the Free and Reduced Price Policy Statement checklist item. Attach to the checklist item a listing of the publicly funded programs in which the Sponsor, and its principals, have participated in the past seven years and currently participate in.

Errors in blue ("warnings") are informational

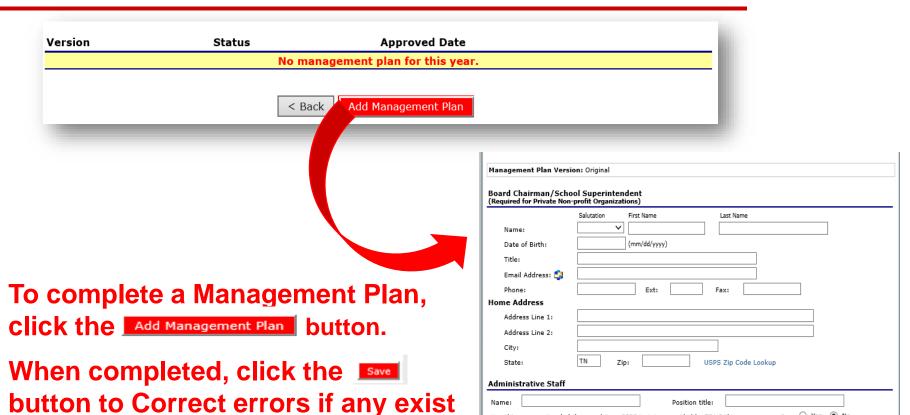


# **Step 2: Complete Management Plan**

#### Collects information regarding personnel, area of responsibility, and training



# Management Plan (cont.)





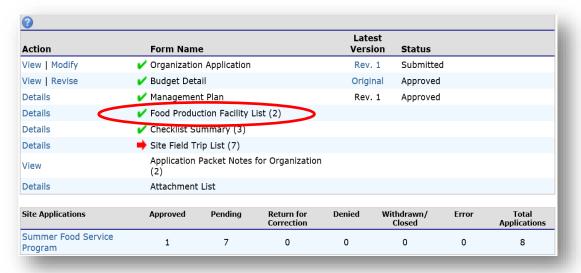
Position title:

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? O Yes O No

Has this person attended the mandatory SFSP training provided by TDHS this program year?

# **Step 3: Complete Food Production Facility**

Identifies whether sponsor has food prepared at a central kitchen and/or is vended.



- Must identify all food preparation facilities that will be used by any of your sites
- Click the Details link to start MISSISSIPPI DEPARTMENT OF

Ensuring a bright future for every child

# **Food Production Facility (FPF)**



# Food Production Facilities must be entered <u>prior to</u> completing the Site Applications

Foo	od Production Facility Infor	mation						
1.	Food Preparation Type:	Central Kitche	en 🗸					
2.	Facility Name:	Mary's Kitchen					A Fo	
Fac	cility Address							
3.	Address Line 1:	820 Hillside Street						whe
	Address Line 2:	820 Hillside						n roa
4.	City:	Midnight						proc
5.	State:	MS	Zip:	39115-0123		USPS Zip Code Lo	ookup	_ P
Fac	cility Contact							
6.	Name:	Salutation	First	Name	L	ast Name		- R
		Honorable 🗸	Mar	y Ella	١	Williams		
7.	Email Address:	mawilliams@y	ahoo.	com				
8.	Phone:	(662) 987-65	43	Ext: 234	Fax	k: (664) 235-6789		
9.	Title:	Superwoman						
Vei	nded Facility Information							
10.	If vended by a School Food Aut by an entity other than an SFA						zation name	. If vended
11.	If meals will be vended, indicat approved alternate form or is e							reement),
		I will be u	sing th	ne State's Contr	act Te	emplate (2-page agr	reement)	
		O I am exen	npt fro	m competitive	biddin	ng and will use a sim	ple written	agreement
		I have rec	eived	state approval t	to use	e an alternate form		
12.	Is the Organization extending t	he Food Service	Mana	gement Compa	ıny (F	FSMC) contract for w	hich it went	out for bid?

A Food Production Facility is the location where the meals served to children are produced. Meals are usually either:

- Prepared on-site (i.e., "Central Kitchen")
- Received from a Vendor (i.e., "Vended")

- •Multiple facilities may be added
- Once facilities are entered,
   they will display as selection
   options on the Site Application

# Food Production Facility Form (cont.)



To complete a Food Production Facility form, click the Add Facility button

	Sı	ımmer F	000	d Service	Program	*	MISS DEPAR EDU	SISSIPPI ETMENT OF CATION
Ap	plications Claims Compliance	Reports My Ac	count	Search		Year	Help	Log Out
Арр	lications > Application Packet > Food	Production Facility List	>			Pro	gram Year	: 2015 - 2016
						VIEV	MODI	FY   DELETE
		Food	Prod	uction Facility				
DB/ 612 612 Ind Typ Typ	0032547 Status: Active TTRACK COMMUNITY DEV.  \(\)\text{Stunflower Ave Ext Bildg 4} Stunflower Ave Ext Bildg 4 lanole, MS 38751-1224 e of Agency: Private Non Profit Ore of SFSP Organization: Private No.  od Production Facility Info	ganization onprofit						
1.	Food Preparation Type:		~					
2.	Facility Name:		_					
Fac	cility Address							
3.	Address Line 1:			·	·			
	Address Line 2:							
4.	City:							
-	State	MS	Zip:		Tuess We seek to be			

When completed, click the **Save** button

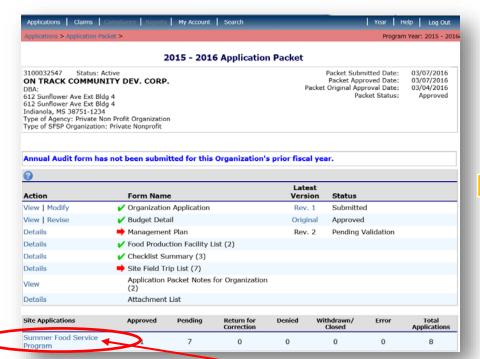


Correct errors if any exist



# **Step 4: Complete Site Application(s)**

#### Contains specific information regarding each SFSP site

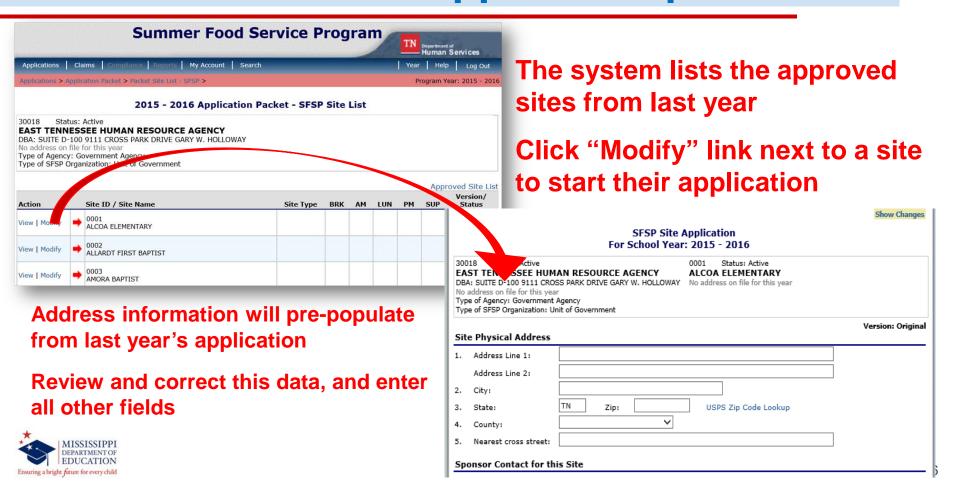






Click Summer Food Service Program to see a list of last year's approved sites

# List of Sites ... 1 Application per Site

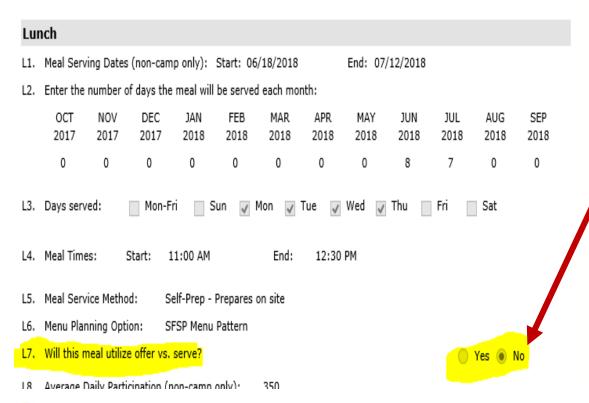


## Memo: SFSP 01-2019- Rescission

- Offer versus Serve (OVS) is allowable <u>only if</u> you utilize the NSLP/SBP Meal Pattern
- <u>Do NOT check **yes**</u> for OVS if you are utilizing the Summer Meal Pattern.
   Because there is NO SUCH THING as OVS with the Summer Meal Pattern.
- If you want to implement OVS, you MUST either:
  - 1. Submit a waiver to USDA, or
  - 2. Implement the NSLP/SBP meal pattern



### Memo: SFSP 01-2019- Rescission

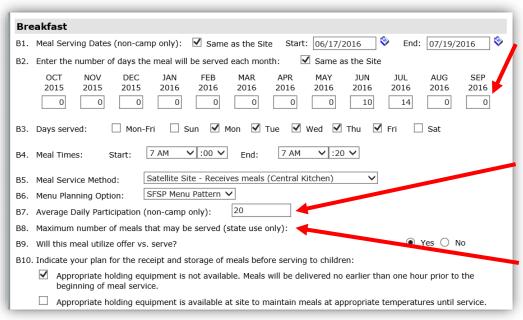


At the site Application at L7 (Lunch) and B-7 (Breakfast) the answer is **NO** OVS



# **SFSP Site Applications: Meal Information**

# Site-level claiming that uses the Site Application data to validate the data entered by the Sponsor on the budget and the claim



Number of days entered affect anticipated Budget reimbursement amounts and when a claim can be submitted

Average Daily Participation (ADP) affects anticipated Budget reimbursement amounts and claim edits

Maximum number of meals approved by the State is used as an edit on the claim

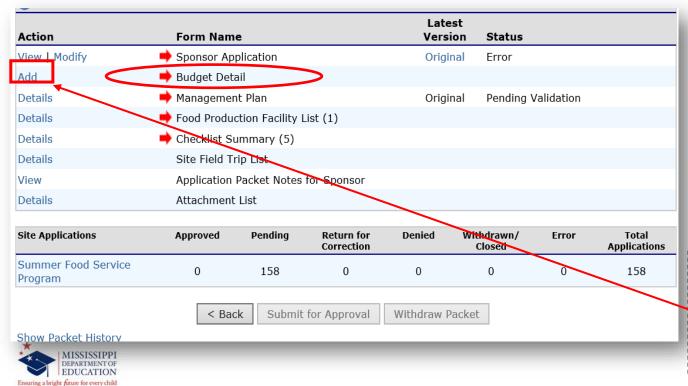


# **Site Operation**

Site	Operation .		
27.	Indicate your system for serving meals to attending children:  Cafeteria Style		
	Unitized meal		
	Family Style (for Closed Enrolled and Camp sites only)		
	Other (provide explanation)		
28.	Describe the method used for making adjustments in the daily number of meals delive the number of children attending:	ered in accordance with	
	STUDENTS WILL BE BASED UPON THE ENROLLMENT OF THE SITE		
29.	Indicate how the site supervisor will communicate the number of meals that will be no	eeded for the following day:	
	Site Staff will contact the Organization to order meals		
30.	Is this a mobile/outdoor site?	Yes  No	
31.	Are you requesting a waiver for the First Week Site Visit?	Yes No	
32.	List the types of scheduled activities at this site, or write "NA" if no activities.		
	N/A		

# **Step 5: Complete Budget**

# TIPS will identify anticipated reimbursement based on Site Application information; Sponsor identifies expenses



Click the "Add" link to begin

# **SFSP Budget Detail**



#### Budgets must be completed after all Site Applications are completed

Meal	Sites	Total Meals	Total
Breakfast	1	1,800	\$3,312.00
unch	1	2,000	\$6,420.00
6nack	0	0	\$0.00
Supper	0	0	\$0.00
		Sub Total	\$9,732.00

Admin	istrative	Reim	burser	nent
-------	-----------	------	--------	------

Meal	Sites	Total Meals	Total
Breakfast	1	1,800	\$328.50
Lunch	1	2,000	\$670.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
		Sub Total	\$998.50

The Operating and Administrative Reimbursement estimates are based on Site Application data

Display only!

#### By meal type, the system calculates anticipated reimbursement based on:

- Sites = Total # of sites based on site applications completed
- Total Meals = Total # of operating days \* Average Daily Participation entered on site application



**Total** = Operating Reimbursement Rate \* Total Meals
Administrative Reimbursement Rate \* Total Meals

## SFSP Budget Detail (cont.)

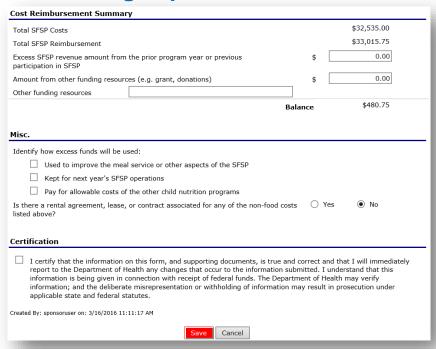
Projected Operating Costs		
Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	14,000.00
Total Food Expenses	\$	15,000.00
Facilities and Space (Educational Facilities only)	\$	0.00
Supplies	\$	500.00
Rental Equipment	\$	0.00
Purchased Services	\$	0.00
Media Costs	\$	35.00
Contracting Organization Cost	\$	0.00
Other	\$	0.00
Indirect Cost 10.00 %	\$	0.00
Total Operation	ng Costs	\$29,535.00
Projected Administrative Costs		
Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	3,000.00
Facilities and Space	\$	0.00
Supplies	\$	0.00
Rental Equipment	\$	0.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	0.00
Contracting Organization Cost	\$	0.00
Other	\$	0.00
Indirect Cost 0.00 %	\$	0.00
Total Administrativ	ve Costs	\$3,000.00

- Enter projected budget values for each Operating Costs line item
- Enter projected budget values for each Administrative Costs line item



## SFSP Budget Detail (cont.)

#### **Entering expense information**



- •Enter SFSP revenue from the prior program year
- Enter any amounts from other funding resources
- Answer questions on miscellaneous funding

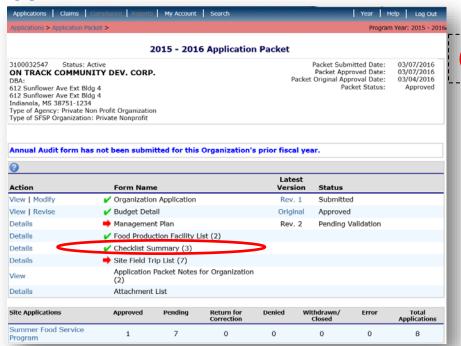
When completed, click the button

**Correct errors if any exist** 



# **Step 6: Upload Checklist Docs**

Based on answers within the application, the system will identify if supplemental information that must be submitted with the packet



**Called "Checklist Summary"** 

Click the "Details" link to view your list of required documents to attach to the application



# **Checklist Summary**

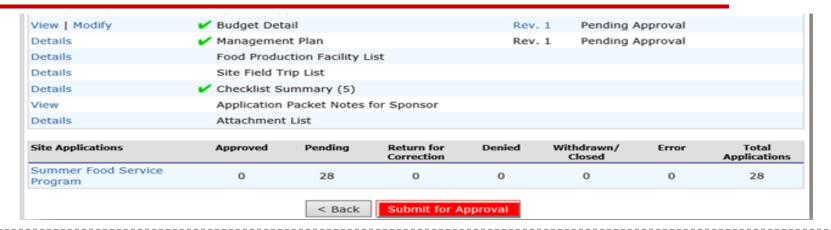
Organization	Total Items	Submitted Items	Approved Items
ON TRACK COMMUNITY DEV. CORP.	2	2	2
Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items

- •Sponsor may be required to submit additional documentation as a part of the Application Packet
- •Checklist items are generated by the system based on pre-defined criteria (rules) based on answers on Sponsor and Site Application
- Sponsor can attach documents

Required Forms/Docume to send to MDE			Document Submitted to MDE	Date Submitted to MDE	Document on File w/MDE	Status	Status Date	Last Updated By
Board Minutes		<b>O</b>	~	03/01/2016	~	Approved	03/04/2016	YBacon1
Copy of FSMC Co	ontract(s)	Ø	<b>✓</b>	03/01/2016	~	Approved	03/04/2016	YBacon1
Action Checklist Item		Comment			Attachment Date/Time			
View   Modify	Copy of FSMC Contract(s)					-	3/4/2016 6:48	:13 AM



# Submitting the Packet for Approval



#### **Visual Check!**

Forms requiring completion and/or contain errors display a red arrow.



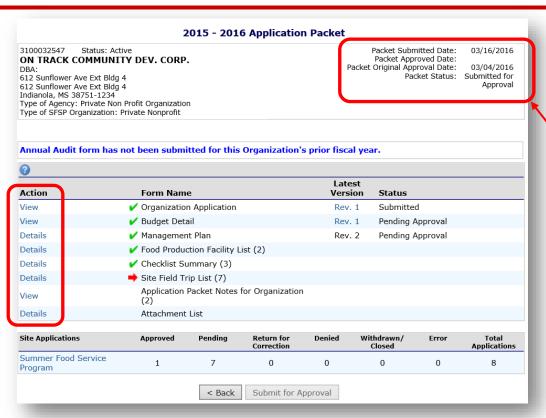
Forms that are completed and error-free display a green checkmark



Submit for approval button is enabled only when all required forms have been properly completed.



# **Submitted Application Packet**



- Packet Status displays "Submitted for Approval"
- Forms are now view-only to the Sponsor
- MDE-OCN will review the packet



# Final Steps in the Actual "Live" Process

- The State Agency will review the Sponsor's submission; during this time, the Application Packet is view-only to the organization
- The State Agency will either approve the entire packet or return some/all packet components to the Organization for additional work



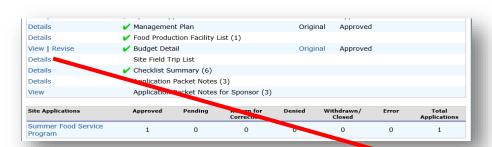
# Final Steps in the Actual "Live" Process

- An email is sent by the system to the Organization's SFSP Program Contact when the packet is Returned, Approved, or Denied by the State
- The State Agency will enter comments viewable at the top of the application packet item screen requesting data correction or additional information



# **SFSP Field Trips**

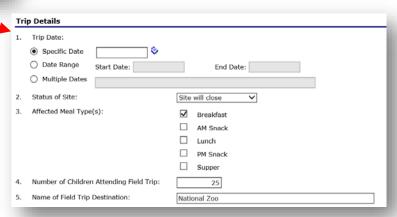
# Completed by Organization approved sites... <u>after</u> the SFSP Application Packet is approved



To complete a site field trip form, click the "details" link and then click the Create New Field Trip button

When completed, click the "Save" button. Correct errors if any exist









# Sponsors, Monitors & Site Supervisors Responsibilities

SFSP Training 2020

February 27, 2020



#### **Mary Burks**

Director, School Support MDE/CNP (601) 576-4955

# **Discussion Points**

- Pre-Approval Visits
- Number and type of meal
- Time restrictions for meal service
- Mealtime requirements
- Duration of the meal service
- Staffing Duties



# **Pre-approval visits**

- New Sponsors
- All applicant sponsors which, as a result of operational problems noted in the prior year, the State agency has determined need a pre-approval visit; and
- All sites which the State agency has determined need a preapproval visit.



# **Number and Type of Meals**

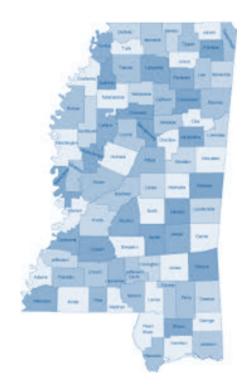
- Sponsors may serve one or two (2) meals a day at
  - open,
  - restricted open, and
  - enrolled sites.
- With State Agency approval, <u>camps</u> may serve up to three (3) meals including snacks each day.



# Who participates free of charge?

#### **Children 18 and Under**



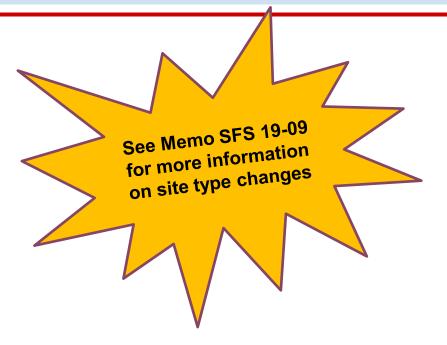


Do all site types use "area" eligibility to establish free meals?

NO!



# **SFSP Site Types**



# Site Types

## **Open Site**

# **Restricted Open Site**

#### **Closed Enrolled Site**

Residential or Nonresidential Camp

**NYSP Site** 

Migrant or Homeless Site

**Upward Bound Site** 



# **Definitions of Program Site Types**

# **Open Site**

a site at which meals are made available to all children in the area and which is located in an area in which at least 50% of the children are from households that would be eligible for free or reduced-price school meals under the NSLP and the SBP, as determined in accordance with the definition of areas in which poor economic conditions exist.



# **Definitions of Program Site Types**

# **Restricted Open Site**

a site which is **initially open** to **broad community** participation, but at which the sponsor restricts or limits attendance for reasons of **security**, **safety**, **or control**. Site eligibility for a restricted open site shall be documented in accordance the definition of areas in which poor economic conditions exist.



# **Definitions of Program Site Types**

#### **Closed Enrolled Site**

a site which is open only to enrolled children, as opposed to the community at large, and in which at least **50%** of the enrolled children at the site are eligible for free or reduced-price school meals under the NSLP and the SBP, as determined by approval of applications in accordance with 225.15(f).



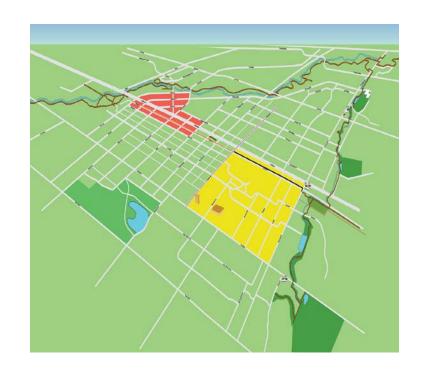
# **SFSP Site Types**

# **Area Eligibility:**

School data is the most commonly used data to establish free meals. In order for a site to be determined area eligible, school data must indicate that the proposed meal site is located in a school attendance area where at least 50% of the children are eligible for free or reduced-price school meals.

Site Types that can utilize area eligibility include:

- Open Sites
- Open Restricted Sites





# SFSP Site Types: Restricted Open

#### **Restricted Open–Eligibility Details**

- Initially open to community
- Must restrict or limit the meal site's attendance for reasons of space, security, safety, or control
- Sponsors must publicize that the site is open on a first-come, first serve to all children
- 50% free and reduced area



# **SFSP Site Types: Closed Enrolled**

#### Effective Summer 2019

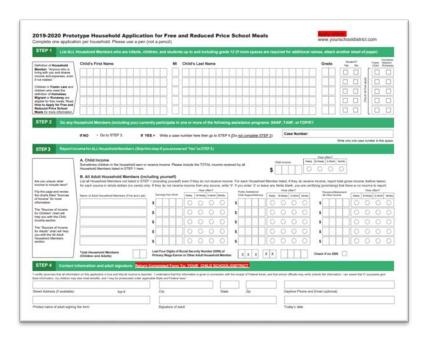


Closed Enrolled sites may no longer utilize "area eligibility" to provide free meals. The Following options may be used.

- Free/Reduced Meal Apps minimum 50% of enrolled children qualify for F/R meals
- Community Eligibility Provision (CEP) data (site level) for the school site participating in the SFSP (if available).
- Listing of F/R eligible children from the local school system, if this data can be shared.

\* Please note that academic summer school sites are not automatically closed sites. Meal services must be open to children in the community, unless the site applies as closed enrolled.

## **Documentation Necessary for Closed Enrolled Site**



- Ask the parent/guardian of each enrolled child to complete a household application
- Obtain lists by name and eligibility status of enrolled children for free or reduced-price meals from schools operating the NSLP or SBP.



\* Please note that academic summer school sites are not automatically closed sites. Meal services must be open to children in the community, unless the site applies as closed enrolled.

# **Allowable Meal Combinations**

According to regulation [7 CFR 225.16(b)] - Sponsors may serve one or two meals a day at all open, restricted open, and enrolled sites.



- Breakfast only
- Lunch only
- Snack only
- Supper only
- Lunch & Snack

- Breakfast & Lunch
- Breakfast & Supper
- Breakfast and Snack
- Supper and Snack
- Two Snacks



# **Un-Allowable Meal Combinations**

Lunch and supper combination on the same day is not allowed!



# **Meal Time Restrictions**

#### **Length of Meal Service**

the max duration of meal services are as follows:

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



#### **Time Between Meals**

- a minimum of three (3) hours
   must elapse between the start
   of one food service (including
   snack) and the start of the next.
- In the case of sites where both lunch and supper are served (with no snack in between), a minimum of four (4) hours must elapse between the start of each.

Meals served outside of the period of approved meal service shall not be eligible for Program payments!



# **Quiz Time**

1. Given what we know about meal time restrictions, is this schedule allowable?

Breakfast 8:00 am – 9:30 am

Lunch 10:30 am – 12:30 pm

2. If Breakfast starts at 7:30, what time can lunch start?

3. If lunch starts at 10:30, what time can afternoon snack start?



# **Quiz Time**

1. Given what we know about meal time restrictions, is this

schedule allowable?

Breakfast 8:00 am – 9:30 am

Lunch 10:30 am – 12:30 pm

NO! breakfast can only run for 1 hour, and lunch cannot begin until 11:00 if breakfast starts at 8:00

- 2. If Breakfast starts at 7:30, what time can lunch start? 10:30 am
- 3. If lunch starts at 10:30, what time can afternoon snack start? 1:30 pm



# Site Information Sheets CFR 225.6 (c)(2)

# Organization requirement for approving Application

- New sponsors
- New sites
- Mobile sites
- Experienced significant operational problems in the prior year



# **Sie Information Sheet**

#### APPLICATION AND PLANNING

#### SUMMER FOOD SERVICE PROGRAM

#### Application Requirements for New and Experienced Sponsors/Sites

Once a sponsor's initial program application has been approved by the State agency, the sponsor enters into a permanent agreement with the State agency and is required to submit more limited annual updates to the application. This chart indicates the elements of the application that are not required beyond the initial application. However, State agencies may require more information annually from sponsors that have demonstrated past operational problems.

Requirement	New Sponsors/Sites and Sponsors/Sites with Past Operational Problems	Experienced Sponsors/Sites
Site Information Sheet: 7 CFR 225.6(c)(2)(i) and (3)(i)		
Organized and supervised system for serving meals to children	Required	Not Required
Estimated number and types of meals to be served and times of service	Required	Required
Arrangements for delivery and holding of meals and storing leftovers for next day meal service	Required	Not Required
Arrangements for food service during periods of inclement weather	Required	Not Required
Access to means of communication for making necessary adjustments for number of meals to be served at each site	Required	Not Required
Whether the site is rural or non-rural and whether the site's food service will be self-prepared or vended	Required	Not Required
Open sites and restricted open sites: documentation supporting area eligibility determination	Required	Required  Documentation must be submitted every five years when school or census data is used, or earlier if requested by the State agency.
Closed enrolled sites: the projected number of children enrolled and projected number of children eligible for f/rp meals for each site	Required	Required
NYSP sites: certification from sponsor that all children who will receive SFSP meals are enrolled participants in NYSP	Required	Not Required
Camps: number of children enrolled in each session who meet Program income standards	Required	Required

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# **Site Information Sheet Requirements**

#### APPLICATION AND PLANNING

Application Requirements for New and Experienced Sponsors/Sites, Continued

	New Sponsors/Sites		
Requirement	and Sponsors/Sites with Past Operational Problems	Experienced Sponsors/Sites	
Migrant sites: certification from migrant organization that site serves children of migrant worker families. If site also serves non-migrant children, sponsor must certify that the site primarily serves migrant children.	Required	Not Required	
Homeless meal sites: information that demonstrates that site is not a residential child care institution; description of method used to ensure that no cash payments or other inkind services are used for meal service; certification that site only claims meals served to children	Required	Not Required	
Other Application Requirements: 7 CFR 225.6(c)(2)(ii) and (3)(ii)			
Information that demonstrates that applicant meets requirements in §225.14; extent of Program payments needed including advance and start-up payments (if applicable); staffing and monitoring plan	Required	Not Required	
Complete administrative and operating budget which includes projected administrative expenses and information of how sponsor will operate the Program within estimated reimbursement	Required	Not Required	
Summary of how meals will be obtained; if invitation for bid is required, sponsors must submit a schedule for bid dates and a copy of their IFB	Required	Required If IFB is required, sponsors must submit schedule for bid dates and copy of IFB if a change has occurred from previous year. If method for procuring meals has changed from previous year, sponsors must submit a summary of how meals will be obtained.	
For sponsors seeking approval as unit of local, municipal, county or State government, certification that it will directly operate the Program in accordance with §225.14(d)(3).	Required	Not Required	



# **SFSP Sponsor Responsibilities**

- Demonstrate Financial & Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a Nonprofit Food Service
- Provide Year-Round Service
- Exercice Management Control Over Sites
- Conduct Pre-Operational Visits
- Sign Written Agreements
- □ Take part in State Agency (SA) training





# SFSP Sponsor Responsibilities (cont.)

- □ Hire, train, and supervise all SFSP staff and volunteers
- Provide overall management and supervision of the SFSP
- Select sites
- Submit application/agreement to the SA
- Monitor all sites each summer in accordance with the USDA Federal requirements
- Prepare (verify accuracy of supporting records) claims for reimbursement
- Ensure that the sites are sustainable
- Maintain all program documents for 3 years, plus the current year





# SFSP Sponsor Responsibilities (cont.)

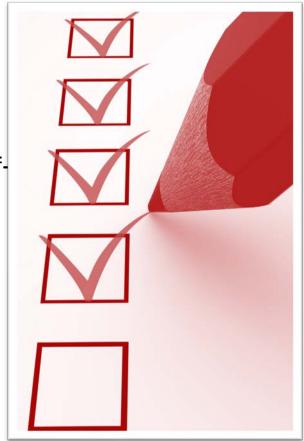
- □ Correspond with State Agency (SA)
- Coordinate and conduct outreach efforts
- Hire, train, and supervise staff
- Arrange for food preparation or delivery
- Ensure that monitoring requirements are met
- Adjust meal orders
- Submit reimbursement claims
- Ensure civil rights compliance
- Handle all negotiations with vendors (if any/all sites are vended)





# SFSP Sponsor Responsibilities (cont.)

- Delegate outreach responsibilities
- Maintain all program documents for 3 years plus current
- Ensure site information is current and correct
- Ensure that site supervisors know if meals are selfprep or vended and that they know the menu
- Ensure that all sites have an "And Justice for All Poster"





# **IMPORTANT NOTICE!**

# We have a NEW "And Justice for All" Poster!





# **Monitor Responsibilities**

#### Monitors are the eyes and ears of the SFSP

- provide valuable feedback regarding site operations
- visit the sites regularly
- observe meal service
- critical to the successful operations of the SFSP sites

USDA recommends no less than 1 monitor for every 15 to 20 sites to meet Program monitoring requirements for urban areas. More may be needed for rural areas depending on the geographical area to be covered.





# Monitor Responsibilities (cont.)

#### Monitors should:

- Ensure that site personnel maintain records
- Ensure the Program operates in accordance with requirements
- Visit all sites within the 1<sup>st</sup> week of food service operations
- Review all sites food service operations within the 1<sup>st</sup> four weeks of the program
- Prepare reports of visits and reviews



## Monitor Responsibilities (cont.)

- Report unresolved or critical issues to the director
- Revisit sites as necessary
- □ For any problems encountered, suggest corrective action
- Ensure corrective action is implemented
- Conduct on-site training as necessary





## Site Supervisor Responsibilities

#### Site Supervisors should:

- Attend sponsor training
- Properly implement civil rights
- □ Remain at the site for the entire meal service
- Inform Director/Assistant Director of field trips
- Inform Director/Assistant Director of any changes to meal service





## Site Supervisor Responsibilities (Cont.)

- Serve meals
- Clean up after meal service
- Keep site safe and sanitized
- Comply with local health and safety standards to ensure the safety of the food
- Receive and account for delivered meals (if vended site)





## Site Supervisor Responsibilities (Cont.)

- Ensure that meals are consumed on site
- Plan and organize daily activities including nutrition education
- During inclement weather, arrange alternate food service sites
- Take accurate point of service meal counts (unless the State Agency has approved an alternate system that provides accurate meal counts)





## **Any Questions**





#### **Non-Discrimination Statement**

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

https://mdek12.org/sites/default/files/documents/ocn/usdanondiscrimination-statement-2016.pdf





## **Mary Burks**

Director, School Support
Mississippi Department of Education
Office of Child Nutrition
P.O. Box 771
Jackson, MS 39205-0771
(601) 576-4955 (601) 354-7595 (Fax)
mburks@mdek12.org

## SITE VISITS AND REVIEWS/ FOOD SAFETY INSPECTIONS

SFSP Training 2020

February 27, 2020



#### **RODNEY MILLER**

NSLP Program Specialist rmiller@mdek12.org

## **Different Types of Site Visits/Inspections**

What	When	Where	Who
Pre-Operational Visit	Prior to Operations	New sites; sites with prior issues	Sponsor
First Week Visit	1st week of operation	All sites	Sponsor
Site Review	1 <sup>st</sup> four weeks of operation	All sites	Sponsor
Health Inspection	Sponsor must Request inspection prior to operation	First year, non-school sites	MS State Dept. of Health



## Visits & Reviews: Pre-Op Visits



Pre-operational Visits, 7 CFR 225.15(d)

- Sponsors should record the date of the Pre-Operational Site Visit for each site with the name and title of the staff member that conducted the site visit
- School sponsors are strongly encouraged to conduct Pre-operational Site Visits of all new nonschool sites and sites that had Operational issues in the previous year



## **Pre-Operational Visit Form**

	name:			Site nu	umber:				
Site a	address:			10000000000	2,000,000,00777				
Site t	telephone number:								
Perso	on to contact for use of	site:							
Type	of site (check appropri	iate type)							
	Recreation center School Church Park		Residential camp Play street Playground Settlement house			velopn	nent (RD)/Hi elopment (H		Other
			e could serve:		The second second		per of needy	children	in area:
			ded to adequately contri		22.00				
	the present facilities ad swer is no, comments:	lequate fo	or an organized meal se	rvice?		res	□ No		
	the estimated number		en, does the site have:		Yes	No			
St Ac Ac Ac Ac	helter for inclement we dequate cooking faciliti dequate storage for pre- torage space for record dequate refrigeration? ccess to a telephone? is site for-profit?	eather? ies (if app epared or ds at site?	dicable)? delivered food?  Yes			No O			
St Ac Ac Ac Ac	helter for inclement we dequate cooking faciliti dequate storage for pre- torage space for record dequate refrigeration? ccess to a telephone? is site for-profit?	eather? ies (if app epared or ds at site?	dicable)? delivered food?	it this site		No D			
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Ac A	helter for inclement we dequate cooking faciliti dequate storage for pro- torage space for record dequate refrigeration? ccess to a telephone? is site for-profit? It types of organized act	pather? les (if applepared or ds at site?  Livities ar	delivered food?  Yes No e possible or planned a			No D			



#### **Visits & Reviews: First Week Site Visits**

Site Visits, 7 CFR 225.15 (d) (2) and (3)

Sponsors must visit each site at least once during the first week of operation.

Example: Should the organization stop counting if the site is closed and re-start once the site re-opens?

Operation, by definition, is the state of being functional. At the time sponsors are approved to administer the SFSP, they are considered to be in operation from that date until the last day of meal service per their Program agreement.



## **First Week Visit Form**

#### FOOD SERVICE Sample First Week Visit Form

Date of site visit:	Monitor's arrival time:		Departure Time:
Site name:	Site add	iress:	
Discussion with site staff	(list names):		
Area	s of Discussion		Notes and Observations
Has the site supervisor a	ttended training session?		
Are meals being counted	and signed for?		
Are all required records	being completed?		
Are meals served as seco	ond meals excessive?		
Do meals meet meal patt	ern requirements?		
Is there proper sanitation	n/storage?		
Is the site supervisor foll meal order adjustments?	owing procedures established to make		
Are meals served at the t	time approved by the State agency?		
Are all meals served and (Note if State agency and grains to be taken off site	sponsor allow fruits/vegetables/		
Is each meal served as a	unit?		
Are there any problems v	with delivery?		
Is there documentation of o	children's income eligibility, if applicable?		
Is there an "And Justice f on display in a prominent	or All" poster, provided by the sponsor, t place?		
List any problems that we	ere noted, and any corrective actions to	hat w	ere initiated to eliminate the problems:
Monitor's Signature			Date



## **Visits And Reviews: Site Reviews**

Site Reviews, 7 CFR 225.15(d)(3)

- Requires monitor to determine if the site is in compliance with all program requirements
- The Monitor Staff must observe a complete meal service from beginning to end



### **Visits And Reviews: Site Reviews**

- Sponsors must conduct a review of the Summer Feeding Program a minimum of once in the first four (4) weeks of Program Operations.
- If the site operates less than four (4) weeks, the sponsor must still complete a site review



## **Site Review Form**

#### FOOD SERVICE Sample Site Review Form

NOTE: To be completed during first fou	r weeks of operation					
Sponsor:	Site:					
Site Contact Name:						
Site Address:						
Date of site visit:Moni	itor's arrival time:	Departure Time:				
Site Supervisor:						
Open site		•				
· –	rfast AM Snack	_	_			
Day of visit	Breakfast AM Snack	Lunch PM Snack	Dinner			

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					

<sup>\*</sup> Test meal cannot be claimed for reimbursement but should be recorded.





#### **Health And Sanitation**

When sponsors have chosen their prospective sites:

Sponsors must *notify* the health department *in writing* of all prospective site locations

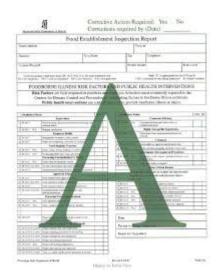
 Sponsors are required to enter into an agreement with the State Agency that their sites will maintain proper sanitation and health standards

In conformance with all applicable State and local laws and regulations



## **Health And Sanitation Inspection**

- 1. School Sites (food prepped in School Cafeteria)
  - a. May utilize current cafeteria site health permit.
- 2. Non-School Sites sponsored by the School District
  - b. Must obtain a pre-operational and operational health inspection





## **QUESTIONS**





# Meal Counting and Claim Preparation

Summer 2020

February 27, 2020



#### **Bobby Wilkerson**

Program Specialist bwilkerson@mdek12.org

#### **MEAL COUNTING: Point of Service (POS) Requirements**

- Meal counts must be taken for <u>each</u> meal service at <u>each</u> site <u>at the time</u> of the meal service.
- Meal counting systems at each site must capture separately:
  - all reimbursable 1st meals served to eligible children
  - any/all 2<sup>nd</sup> meals served to eligible children
  - all adults meals.
- Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.



#### **Hint Hint!**



During a Monitoring Visit, the POS / meal counting process is closely reviewed.



## **Acceptable Counting Methods**

- Manual Meal Count Sheets (pencil and paper)
- Electronic POS (all children coded free)
- Clicker

NOTE: If a clicker is utilized, the final count must still be transferred to a record that accounts for all complete1st and 2nd(if applicable) meals served to children (with any adult meals accounted for separately by type\*).





## **POS Systems that are NOT allowed**

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



Reimbursement must always be based upon the # of reimbursable meals that were **SERVED** to eligible children

## **Important Meal Service Reminder**

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

 OVS is not permitted when using the SFSP Meal Pattern without a waiver from USDA.

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



#### Remember!

Staff members working at the POS should not only be capturing accurate meal counts, but should also be trained on how to identify reimbursable meals!

Unless there is a waiver for OVS, each child must have all components.











## **Critical Daily Documentation**

✓ Production Records

✓ Daily Meal Count Records

✓ Satellite Delivery Receipts-when meals are delivered to SFSP sites from another location (or site)





## **SFSP Delivery Receipt**

- If you are delivering meals to any sites, you should maintain delivery receipts!
- Daily adjusted delivery receipts are changed to reflect adjusted meal order
- Meals must be correctly packaged and loaded for delivery
- Site must follow food safety requirements



## SFSP- Sample Delivery Receipt

			Service Prog		
	Deliver	ry Receipt	-Satellite S	ites Only	
Central Kitch	en Name:		Date of	Delivery	
Site name:		Meal	Date of Type (please ci	ircle one): B L	S Snack
			-)1- (1		
To be comple	ted by the Ce	entral Kitcher	Representative	•	
Item	Milk		Vegetable/Fruit		Grain
Individual					
Serving Size					l
Quantity Sent					
					l
Temperature					
at Central					l
Kitchen					l
Isitellell					
Time the					
Food left the					
Central			l		l
Kitchen					
			•		•
Signature of Cer	ntral Kitchen R	epresentative:		Date:	
By signing you are	verifying that all i	information in the	chart above is true.		
To be comple					
Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity					
received at					l
site					
Temperature					
at Site Time					
Received at					
Received at			l		I

Date:

Signature of Site Supervisor:

By signing you are verifying that all information in the chart above is true.



Note Temp record columns

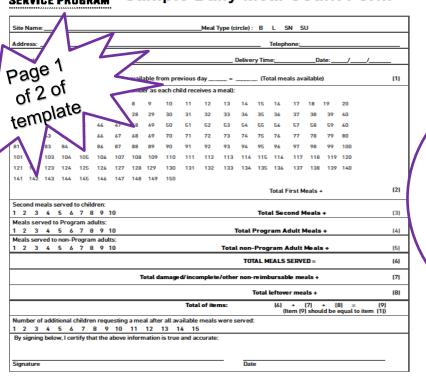
## **SFSP Delivery to Satellite Sites**

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

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



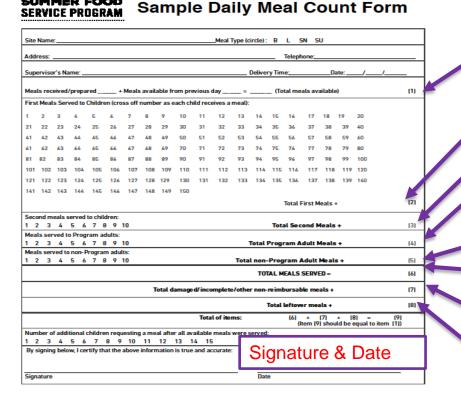
SUMMER FOOD SERVICE PROGRAM Sample Daily Meal Count Form



Can be found in the "Reference Materials" section in the latest USDA Administrative Guidance for Sponsor book



## MANAGING THE MEAL SERVICE **SUMMER FOOD**



#### **Please Note The Following:**

- 1) Site Level Details
- (2) "1st meal" reimbursable meal counts
- (3) "2<sup>nd</sup> meal" count, as applicable
  - (4) Program adult meals, as applicable

- (5) Non-program adult meals, as applicable
- (6) Total Meals
- (7) Non-reimbursable meals (i.e. damaged, incomplete)
- (8) Total Leftover Meals



## **Question**

Which section(s) of the meal count form contain the number of meals that may be claimed for reimbursement?

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



## **Answer Key**

#### Question

Which section(s) of the meal count form contain the number of meals that may be <u>claimed</u> for reimbursement?



(2) "1st meal" reimbursable meal counts

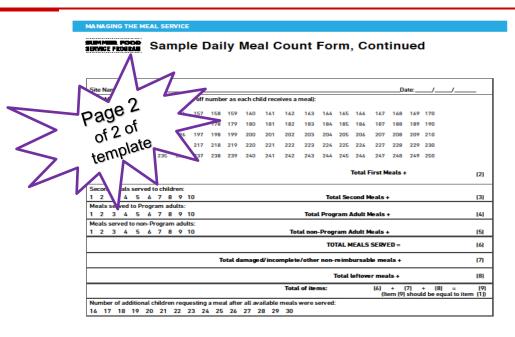


(3) "2<sup>nd</sup> meal" count, as applicable

NOTE: the total number of second meals

claimed cannot exceed 2% of the number of second means





When a site serves more than 150 children per day at a given meal service, the supplemental (Page 2) form may be used along with the first page.

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

See the Reference Materials available in the USDA SFSP Administrative Guide for Sponsor.





## **Weekly Consolidated**

MANAGING THE MEAL SERVICE

#### SUMMER FOOD Sample Meal Count SERVICE PROGRAM (Weekly Consolidated)

Site Name:										
Site Supervisor: Week of://_										
Meal Type: (Circle) B L Sn Su	Monday	Tuesday	Wedne sday	Thursday	Friday	Saturday	Sunday	Total For Week		
Number of meals received/prepared										
2. Number of meals available from previous day										
Number of first meals served to children										
4. Number of second meals served to children										
Number of meals served to Program adults										
Number of meals served to non-Program adults										
7. Number of incomplete/ damaged meals										
8. Number of leftover meals										
Number of additional children requesting a meal after all available meals were served										
10. Money collected/to be collected for adult meals										
Remarks:	Remarks:						Signature of Site Supervisor:			



### **Meal Count Consolidation Form**

SUMMER FOOD SERVICE PROGRAM Sample Meal Count - Consolidation Form of First (1st) and Second (2nd) Meals Served

Claim Period: / / to / /

Site	Brea	kfast	Lui	nch	Sn	ack	Sup	per
	1" Meal	2™ Meal	1" Meal	2 <sup>rel</sup> Meal	1= Snack	2 <sup>nd</sup> Snack	1= Meal	2 <sup>red</sup> Meal
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
Total								

Meal Type	(A) Total 1= Meals/Snacks Served	(B) Total 2 <sup>rd</sup> Meals/Snacks Served	(C) 2™ Meal/Snack Limitation (.02 x A)	(D) Allowable 2 <sup>rd</sup> Meals/ Snacks – Lesser of (B) or (C)	(E) Allowable Total Meals/ Snacks (A) + (D)
Breakfast					
Lunch					
Snack					
Supper					



# **Requirements for Claims**

- Daily meal counts, by site, verified as accurate by each site supervisor (for each approved meal service), are ultimately placed in the OCN website (MARS) in the "Claims" feature by the sponsor in order to request reimbursement for meals served.
- Claims for reimbursement must reflect only meals that meet SFSP requirements and are actually served to eligible children during the claiming period.
- Since the NSLP rates change on July 1, the June and July claims cannot be combined

# **Questions**





# **Budgets/Advances/Reimbursement Rates/Summer Codes**

SFSP Training 2020

February 27, 2020



**Rodney Miller** 

NSLP Program Specialist rmiller@mdek12.org

# Advance Payments (7CFR 225.9(c))

- Operating costs
- Administrative costs
- Both Operating and Administrative costs



### **Advance Payments-Operating Costs**

#### 7 CFR 225.9 (c)(1)

- Request 30 days before payment dates (June1, July 15, August 15) except for SFA (Exception: If an organization submits an advance request after the deadline, it will be processed within 30 days.)
- Certification of staff training on program requirements for sponsor and site personnel for a second advance.
- Operating at least 10 days for the month of the advance



### **Advance Payments for Administrative Costs**

#### 7 CFR 225.9 (c)(2)

- Request 30 days before payment dates (June1, July 15, except for SFA.
- Advance is not available if operating less than 10 days



# **Advance Payments Calculation**

- 7 CFR 225.9(c)(ii)
- Vended Sponsor: 50% of the amount determined be the State agency to be needed that month for meals
- Self-Prep: 65% of the amount determined by the State agency to be needed that month for meals
- Each payment will not exceed 1/3 of the total amount in which the State agency determines the sponsor will need to administer the Program



# **Advance Payments Calculation**

#### **Previous Year Sponsors**

- Estimated total number of meal sites compared to prior year
- Estimated total number of meals for current year compared to prior year
- ✓ Available prior year SFSP excess reimbursement



# **Advance Payment Calculation**

- Outstanding debt to the State agency
- ✓ Payment Plan
- Denied request offered opportunity to appeal



#### **Advance**

 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 sufficient administrative and managerial capability to justify a larger payment.



## **Advance Request Procedures**

- 1. Locate the "Advance Requests" link on the Application dashboard in MARS.
- 2. Click on the Advance Request link, then click 'Add" next to the requested advance month
- 3. Check the type of advance, Operating and/or Administrative and enter the requested amount of each type.
- 4. Ensure the certification statement box is selected and click "Save" to submit the request.



#### **Advance**

- Advance payments requests will be considered upon the approval of the annual SFSP application.
- Recovery of all or part of an advance will be made through an adjustment from SFSP 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





#### **SFSP Costs**

- Necessary
- Reasonable
- Properly allocated
- Approved in the budget
- Documented



# Completing the budget



Or	perating	Reimb	ursement
_			

Meal	Sites	Total Meals	Total
Breakfast	1	3,300	\$6,567.00
Lunch	1	4,400	\$15,268.00
Snack	0	0	\$0.00
Supper	5	1,625	\$5,638.75
		Sub Total	\$27,473.75

#### **Administrative Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	1	3,300	\$651.75
Lunch	1	4,400	\$1,595.00
Snack	0	0	\$0.00
Supper	5	1,625	\$589.06
		Sub Total	\$2,835.81



Projected Operating Costs			
Total Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	3,471.30
Total Food Expenses		\$	14,000.00
Facilities and Space (Educational Facilities only)		\$	0.00
Supplies		\$	800.00
Rental Equipment		\$	0.00
Purchased Services		\$	0.00
Media Costs		\$	0.00
Contracting Organization Cost		\$	0.00
Other		\$	0.00
Indirect Cost	0.00 %	\$	0.00
	Total Operat	ing Costs	\$18,271.30



Projected Administrative Costs				
Total Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	6,018.00	_
Facilities and Space		\$	0.00	
Supplies		\$	150.00	
Rental Equipment		\$	0.00	
Purchased Services		\$	0.00	
Financial Costs		\$	0.00	
Media Costs		\$	0.00	
Contracting Organization Cost		\$	0.00	
Other		\$	0.00	
Indirect Cost	0.00 %	\$	0.00	
	Total Administrat	ive Costs	\$6,168.00	



Cost Reimbursement Summary		
Total SFSP Costs		\$24,439.30
Total SFSP Reimbursement		\$30,309.56
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	24,186.83
Amount from other funding resources (e.g. grant, donations)	\$	0.00
Other funding resources 0		
	Balance	\$30,057.09

#### Misc.

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs 

No listed above?

#### Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.



- Analyze the budget line by line
- Ensure allowable and shared costs have been reported accurately
- Upload supporting documents







### REIMBURSEMENT RATES

SFSP Training 2020

February 27, 2020



#### **RODNEY MILLER**

NSLP Program Specialist rmiller@mdek12.org

# **Session Topics**

- 1. Identify reimbursement rates for 2020
- 2. Budget calculation
- 3. Claim preparation
- 4. Allowable and unallowable expenses
- 5. Identify operational and administrative expenses



#### **Reimbursement Rates**

OPERATIONAL RATES BREAKFAST: \$2.09

LUNCH/SUPPER:\$3.65

SNACK: \$.085



#### **Reimbursement Rates**

ADMINISTATIVE RATES: RURAL OR SELF PREP SITES

BREAKFAST: \$.2075

LUNCH/SUPPER:\$.3825

SNACK: \$.1025



### **Reimbursement Rates**

ADMINISTATIVE RATES: OTHER TYPES SITES

BREAKFAST: \$.1650

LUNCH/SUPPER: \$.3175

SNACK: \$.0825



#### **Allowable Costs**

- 1. Food
- 2. Labor
- 3. Nonfood Supplies
- 4. Travel



# **QUESTIONS**





# Recordkeeping

SFSP Training 2019

February 27, 2020



**Tina Thomas, Policy Analyst** 

School Support TThomas@mdek12.org

#### **Meal Count Records**

- Sponsors must use daily site records to document the number of program meals served to children
- Sponsor should collect site records at least every week
- Site supervisors are responsible for keeping records each day



#### **Meal Count Records**

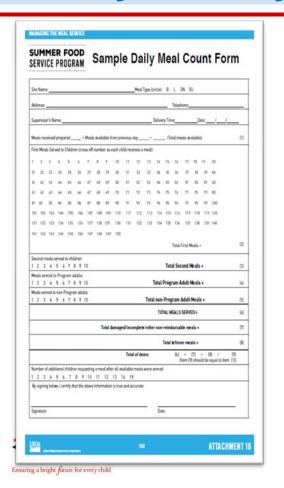
#### Daily site records should include the number of:

- Meals delivered or prepared by type
- First meals served to children by type
- Second meals served to children by type
- Excess meals or meals leftover
- Non-reimbursable meals
- Meals served to program adults
- Meals served to non-program adults

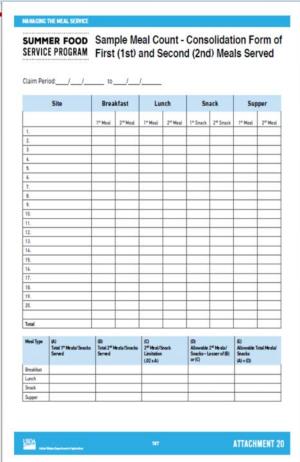




# Daily/Weekly/Consolidated Meal Counts





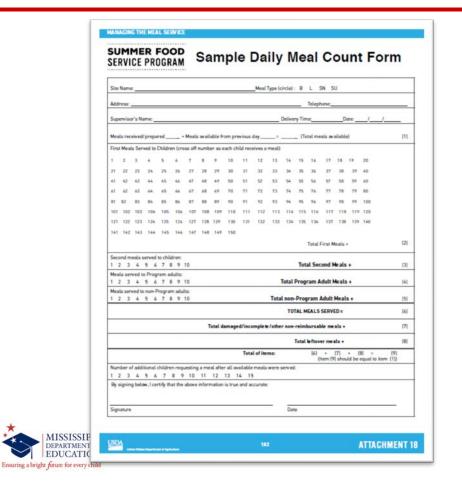


#### **Meal Count Sheets and Delivery Receipts**

Remember, if you have satellite sites, you will need daily meal count sheets, AND delivery receipts!



#### **Comparison of Meal Count Sheets and Delivery Receipts**



Central Kitch	nen Name:	,	pt –Satellite Si Date of I	Delivery	
Site name:	hen Name: Date of Delivery Meal Type (please circle one): B L S Snack				S Snack
To be completem	Milk	Meat Meat	hen Representative	Vegetable/Fruit	Grain
ndividual	NIIIK	Nical	v egetable/ Fluis	v egelaoier i tutt	Otalii
Serving Size					
Quantity Sent					
gamini, beni					
Temperature					
st Central					
Kitchen					
Γime the					
Food left the					
Central					
Kitchen					
Signature of C	entral Kitche	en Representativ	re-	Date:	
By signing you ar	e verifying tha	t all information in	the chart above is true.		
To be some	loted by t	he Site repre	contativa		
tem	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity					
received at					
site					
Temperature at Site					
Time					
Received at					
site					1

# **Training Records**

- Date(s) of training for site and administrative personnel
- Attendees' signature
- Topics covered at each training session





# **Training Records**

#### APPLICATION AND PLANNING

### SUMMER FOOD Training Checklist SERVICE PROGRAM for Site Staff

### 1. General explanation of the Program

- \_\_\_ Purpose of the Program
- \_\_\_ Site eligibility
- \_\_\_ Importance of accurate records especially meal counts
- Importance of organized activities at sites

### 2. How sites operate

#### A. For vended sites:

- Types of meals to be served and the meal pattern requirements (provide planned menus)
- \_\_\_\_ Delivery schedules (give exact times)
- \_\_\_\_ Adjustments in the number of meals delivered
- \_\_\_\_ Facilities for storing meals
- Who to contact about problems (name and phone number)
- \_\_\_\_ Approved level of meal service

### B. For self-preparation sites:

- \_\_\_\_ Meal pattern requirements
- \_\_\_\_ Inventory (use inventory forms)
- \_\_\_\_ Meal adjustments (use production records)
- \_\_\_\_ Meal preparation adjustments

### 3. Recordkeeping requirements

- \_\_\_\_ Daily recordkeeping requirements
- \_\_\_\_ Delivery receipts (provide sample forms)
- \_\_\_\_ Seconds, leftovers and spoiled meals
- \_\_\_\_ Daily labor actual time spent on food service and time and attendance records
- \_\_\_ Collection of daily record forms
- \_\_\_\_ Maintain copies of meal service forms

#### 4. Monitors' responsibilities (use site visit and review forms)

- \_\_\_\_ Duties and authority
- \_\_\_\_ Introduce monitors and discuss areas of assignment

### APPLICATION AND PLANNING



### Training Checklist for Site Staff, Continued

### 5. Civil Rights requirements (use Site Supervisor's Guide)

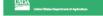
#### Other policies/issues

- \_\_\_\_ What to do in inclement weather and alternate service areas
- \_\_\_\_ How to handle unauthorized adults trying to eat meals
- ..... How to handle discipline
- ...... Review equipment, facilities, and materials available for recreational activities
- ... Review trash removal requirements
- .... Discuss corrective action
- Nutrition education





ATTACHMENT 15, CONTINUED



ATTACHMENT 15, CONTINUED

## Racial and Ethnic Data Form

- Sponsor should complete this form for each site each year
- Sponsor may use visual identification to determine a participant's racial and ethnic category
- Sponsor must retain data for 3 years after the end of the fiscal year of operation





# **Racial & Ethnic Data Form**

	onsor:	Site:				
	e Contact Name:	1.55%				
	te Address:	Tit 0/ come possesses				
	e Supervisor:					
211	e super risur					
	Ethnic Categories	Number or Participating Children				
	Hispanic or Latino					
_	Not-Hispanic or Latino					
_	American Indian or Alaska Native					
	Racial Categories	Number or Participating Children*				
	American Indian or Alaska Native					
	Asian					
	Black or African American					
_	Native Hawaiian or Other Pacific Islander					
_	White					
•	American Indian or Alaska Native: A person having origins in a (including Central America), and who maintains tribal affiliation					
•	Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.					
•	Black or African American: A person having origins in any of the can be used in addition to "Black or African American."	he black racial groups of Africa, Terms such as "Haitian"				
•	Native Hawaiian or Other Pacific Islander: A person having ori Samoa, or other Pacific Islands.	gins in any of the original peoples of Hawaii, Guam,				
	White: A person having origins in any of the original peoples of	Europe, the Middle East or North Africa.				



# **SFSP Operating Cost**

### **Food Cost**

- Receiving reports that record amount of food received from supplier
- Purchase invoices
- Cancelled checks or other forms of payment
- Delivery slips for vended meals



# **SFSP Operating Cost**

### **Labor Cost**

- Compensation for labor to prepare and serve meal
- Compensation for labor to supervise children during the meal service
- Compensation for labor to clean up after meal service
- Must keep accurate time and attendance records





# **Staff Time Sheet**

SUMMER FOOD SERVICE PROGRAM			Rep			٥.		01-46	
LATIOL I ROURAM	Site	a	na r	.00	a	56	rvice	Staff	
Site/Sponsor name:						_	Site/Spor	sor Number:	
Site/Sponsor address:									_
Week of:				Date:	_/_	_/	-		
	1	Hours	Worked	in Fo	od S	ervic	0		
Name	Но	urs r Day					Total Hours	Hourly Wage	Total Claimable
		ruay					Weekly	wage	Ctalmable
	5	М	T W	T	F	S	7	_	
					-				
	-			+		H		-	
necessary of the									
I understand that this informa misrepresentation may subje									eliberate
					_	_			
ite supervisor's signature					-	Dat	te		
	f conden etc.			te		to be	and the second second		
ise this form for all site-lovel and food cooks, supervising children at the site	service staff po	ar formitt	g ope rating	costs (ar	ed, this	es, tass	ics erectly related	I III THE SERVE	w jug meat servers,



# **SFSP Operating Cost**

### **Other Operating Cost**

- Non-food supplies
- Rental cost for building, food service equipment, and utility cost
- Mileage allowance





# **Staff Mileage Form**

Name of Employee:								
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	ltinerary	A			
				100	1			
	4	/						
	-							
	-			1				
	-			+				
				+				
	Employee r any staff performing an ope		related to the food serv	Date  One (e.g. sife staff, cooks, et	c. transporting meals).			



## **SFSP Administrative Cost**

### **Administrative Cost**

Related to planning, organizing, and administering the program

### Labor cost

Payroll and daily time and attendance records for administrative personnel





# **Admin Staff Time Sheet**

Sponsor name:							. Sp	onsor Numb	per:	
Sponsor address:										
Week of:				-						
	Hour	s Wo	rked	in Si	FSP A	Admi	nistr	ation		
Name		urs r Day						Total Hours Weekly	Hourly Wage	Total Claimable
	S	М	T	W	T	F	S			
	_									+
		-	0						1	
I understand that this informisrepresentation may sub	nation is being ject me to pros	given ecutio	in con	nection app	on with	h the r e Stat	e and	t of Federal ft Federal crim	ands and that d inal statutes.	deliberate
upervisor's signature							Dat	e		



## **SFSP Administrative Cost**

### Rental cost

Rental agreements for office equipment or space

# Office supplies

Purchase invoices

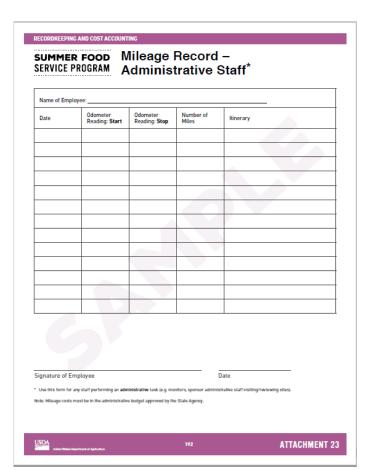
### **Travel**

Mileage records





# **Admin Staff Mileage**





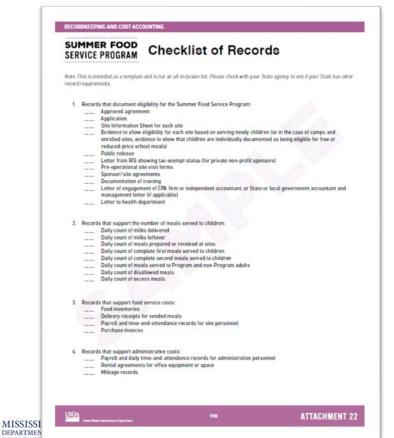
# Recordkeeping

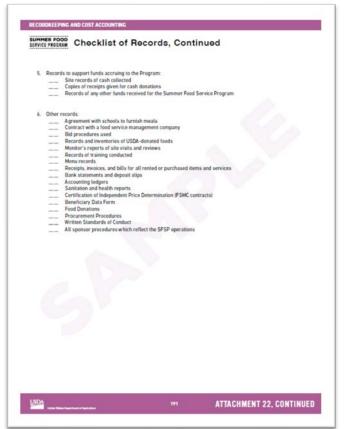
- Full and accurate records
- Records of meal counts taken daily
- Records of program operating costs, including food and other cost
- Records of program admin. cost, including labor and supplies
- Records of funds accruing to the program
- Training records Reviews
- Ethnic and Racial including Civil Rights Training
- Visits and Data
- Must be maintained for 3 years after the end of the fiscal year of operation





## **Checklist of Records**





# **Questions**





# **Summer Meal Patterns 2020**

**Summer: Lunch & Snacks** 

SFSP Training 2020

February 27, 2020



### **Mary Burks**

Director of School Support Division mburks@mdek12.org



# Summer Meal Patterns Requirement

Pages 58- 60 - Administrative Guidance ~ 2016

Pages 8 – 15 - Nutrition Guidance ~ 2018



# Summer Meal Pattern Chart

Page 11 (Nutrition Guidance)

Attachment 3 – Administrative Guidance



# **Summer Meal Patterns Chart**

PROGRAM BASICS

### SUMMER FOOD SERVICE PROGRAM

### **Meal Pattern For Children**

Select the appropriate components for a reimbursable meal

Food Components and Food Items	Breakfast Serve all three	Lunch/Supper Serve all four	Snack Serve two of the four
Milk	Required	Required	
Fluid milk (whole, low-fat, or fat-free)	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>
Vegetables and Fruits Equivalent quantity of any combination of:	Required	Required	
Vegetable or fruit or	Y₂ cup	% cup total4	% сир
Full-strength vegetable or fruit juice	Y <sub>2</sub> cup (4 fluid ounces)	¾ cup <sup>4</sup>	% cup (6 fluid ounces)
Grains/Breads* Equivalent quantity of any combination of:	Required	Required	
Bread or	1 slice	1 slice	1 slice W
Cornbread, biscuits, rolls, muffins, etc. or	1 serving	1 serving	1 serving
Cold dry cereal or	% cup or 1 ounce?		% cup or 1 ounce?
Cooked cereal or cereal grains or	У₂ cup	1/₂ cup	Y₂ cup
Cooked pasta or noodle products	У₂ cup	1/₂ cup	Y₂ cup
Meat and Meat Alternates Equivalent quantity of any combination of:	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products <sup>a</sup> or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	Y2	1	<i>Y</i> <sub>2</sub>
Cooked dry beans or peas or	⅓ cup	½ cup	¼ cup
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds* or	i	1 ounce=50%10	1 ounce
Yogurt <sup>11</sup>	4 ounces or ¥₂ cup	8 ounces or 1 cup	4 ounce or 1/2 cup

<sup>\*</sup> For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.



<sup>&</sup>lt;sup>3</sup> Served as a boverage or on cereal or used in part for each purpose.

Served as a beverage.

Serve two or more kinds of vegerable or fruits or a combination of both. Full-strength vegerable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>\*</sup> Juice may not be served when milk is served as the only other component.

<sup>&</sup>lt;sup>4</sup> Bread, pasta or moodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Combread, biscults, rolls, mulfiles, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched or fortified.

Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.

<sup>7</sup> Either volume (cup) or weight (ounces), whichever is less. 6 Must meet the requirements of 7 CFR 225 Appendix A.

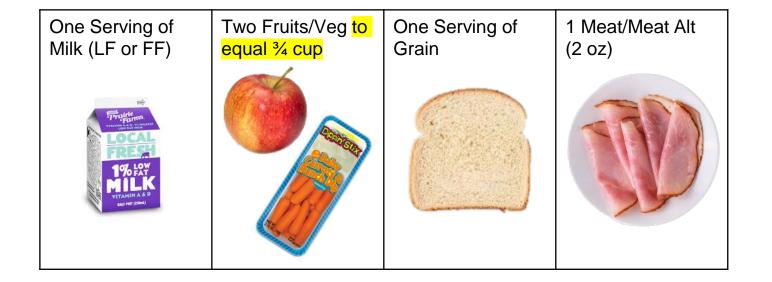
<sup>9</sup> Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.

<sup>10</sup> No more than 50 percent of the requirement shall be metwith nuts or seeds. Nuts or seeds shall be combined with another measurement alternate to fulfill the requirement. For purposes of determining combinations, one ounce of routs or seeds is equal to one ounce of cooked lean

meat, poultry or fish.

11 Plain or flavored, unsweetened or sweetened.

# **SFSP Lunch Components**





# **Meal Pattern Requirements**

## Summer Lunch & Supper

- Five food items must be offered:
- One servings of meat/meat alternate
- Two servings of fruit and/or vegetables (two different food items)
- One serving of bread/bread alternate



# **Meal Pattern Requirements**

## Summer Lunch & Supper

 One serving of fluid milk (low-fat or fat-free) Milk served may be flavored or unflavored

Select All Four Components for a Reimbursable Meal!

**No OVS** in the Summer meal Patterns unless you apply for and are approved for a waiver by USDA!



# **SFSP Meal Patterns**

Lunch or Supper	Component	Minimum Amount
Required	Meat/Meat Alternate	2- ounces
Required	Vegetable and Fruit	2 different servings totaling 3/4 cup
Required	Grains/Breads	1 (slice bread, serving), hot cooked cereal or pasta or noodles or grain - ½ cup)
Required	Milk	8 fluid ounces



## **Summer Meal Patterns**



Fruit or vegetable juice must be fullstrength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement,



## **Summer Meal Patterns**

Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.





# **Summer Meal Pattern Requirements**

### **IMPORTANT NOTICE!**

- Effective Summer 2019, there is no longer an option to utilize Offer Verses Serve (OVS) under the SFSP meal pattern.
- This applies to ALL sponsor types.
- OVS will only be allowed for SFAs that elect to utilize the traditional School Food Service (SFS) meal pattern followed during the school year (for the NSLP and SBP).

## SFSP Meal Patterns ~ No OVS

### What does this OVS change mean?

 If you are a sponsor following the SFSP meal pattern you must offer and the children must select all of the required meal components in the minimum-required portions



# Meal Requirements (Snack)

- Two food items from different components.
- Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.



## **SFSP Snack**

### **Select Two of the Four Components for a Reimbursable Snack**

Component (Select 2)	Minimum Amount
Meat/Meat Alternate	1 ounce
Vegetables and Fruits	3/4 cup (6 oz)
Grain/bread	1 serving
Milk	8 ounces (1 cup)



# Required: SFSP Snack

# Sponsors may not serve two beverages as a reimbursable snack.

If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).



# Required: SFSP Snack

- 2 Food Items from 2 different food components
- Juice cannot be served when milk is the other item.
- Example:
- Juice and crackers OK!
- Juice and milk- NOT OK!
- Apple and mixed fruit juice- NOT OK!



## **Non-Discrimination Statement**

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

https://mdek12.org/sites/default/files/documents/ocn/usdanondiscrimination-statement-2016.pdf



# **Questions**



# Summer: Breakfast & Field Trips

SFSP Training 2020

February 27, 2019



### **Marianna Chauvin**

Division Director II mchauvin@mdek12.org

# Summer Breakfast







#### Summer Meal Patterns Requirement

Pages 58-60 - Administrative Guidance

Pages 7 – 11 - Nutrition Guidance



#### **Summer Meal Pattern Chart**

Page 11 (Nutrition Guidance)

Attachment 3 – Administrative Guidance



#### **Summer Meal Patterns Chart**

#### SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	REQUIRED	REQUIRED	
Fluid milk (whole, low-fat, or fat-free)	1 cup <sup>1</sup> (% pint, 8 fluid ounces) <sup>2</sup>	1 cup (%pint, 8 fluid ounces) <sup>8</sup>	1 cup (X pint, 8 fluid ounces) <sup>2</sup>
Vegetables and Fruits – Equivalent quantity of any combination of	REQUIRED	REQUIRED	
Vegetable or fruit or	% cup	% cup total*	% cup
Full-strength vegetable or fruit juice	% cup (4 fluid ounces)		% cup (6 fluid ounces) <sup>8</sup>
Grains/Breads* — Equivalent quantity of any combination of	REQUIRED	REQUIRED	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving <sup>7</sup>	1 serving	1 serving
Cold dry cereal or	% cup or 1 ounce*		% cup or 1 ounce*
Cooked cereal or cereal grains or	% cup	% cup	% cup
Cooked pasta or noodle products	% cup	% cup	% cup
Meat/Meat Alternates Equivalent quantity of any combination of	OPTIONAL	REQUIRED	
Lean meat or poultry or fish or	lounce	2 ounces	1 ounce
Alternate protein products or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	×	1	×
Cooked dry beans or peas or	% cup	% cup <sup>1</sup>	% cup <sup>1</sup>
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds or		1 ounce=50% <sup>11</sup>	1 ounce
Yogurt	4 ounces or % cup	8 ounces or 1 cup	4 ounces or % cup

1 For the purposes of the requirement outlined in this table, a cup means a standard measuring cup

2 Served as a beverage or on cereal or used in part for each purpose

3 Served as a beverage 4 Serve two or more kinds of vegetable or truits or a combination of both. Full strength vegetable or fruit juice may be counted to meet not more than

one-half of this requirement 5 Juice may not be served when milk is served as the only other component 6 Bread, parts or needle products, and cereal grains (such as rice, bulgur, or com articl shall be whole-grain or enriched, Combread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour. Cereal

shall be whole-grain, enriched, or fortified

7 Serving sizes and equivalents will be in guidance materials to be distributed by PNS to State agencies

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

9 Must meet the requirements of 7 CFR 225 Appendix A 10 Tree nuts and seeds that may be used as meat alternate are listed in

program guidance 11 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat

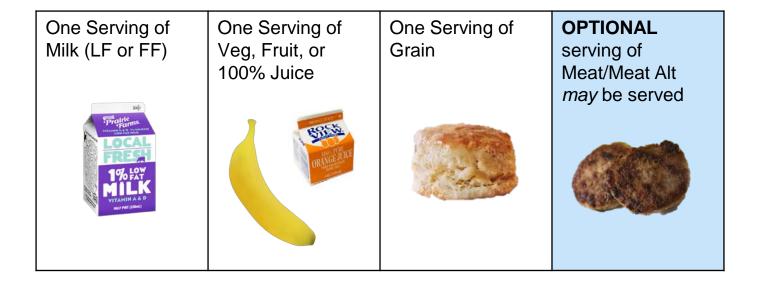
alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish

12 Plain or flavored, unovertished or sweetened



#### Meal Pattern Requirements (Breakfast)

For a breakfast to be a reimbursable meal, it must contain:





#### **SFSP Meal Patterns**

Breakfast	Components	Minimum Amount
Required	Vegetable, Fruit or Juice	½ cup
Required	Bread or Bread Alternate	1 serving
Required	Milk	8 ounces
Optional	Meat/Meat Alternate	1 ounce



#### **Meal Pattern Comparisons**

- The Summer Meal Pattern is much simpler than the National School Lunch Program (NSLP) or the School Breakfast Program (SBP) meal patterns.
- No requirement for nutrient analyses in the SFSP
- However, in the Summer Meal Pattern, you must serve every component of the meal pattern to each child.
- There is <u>NO SUCH THING</u> as OVS within the Summer Meal Pattern <u>WITHOUT</u> a waiver in place!
- If you want to practice OVS in the SFSP, you must either
  - -Apply for a Waiver, or
  - -Implement the NSLP/SBP meal pattern

#### **Meal Pattern Comparisons: Milk Requirement**

Summer Meal Pattern (Breakfast)	School Breakfast Program	
1 Cup Milk	1 Cup Milk	
Milk is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.	If OVS is implemented, a student can create a reimbursable meal without selecting milk.	



#### **Meal Pattern Comparisons: Fruit Requirement**

Summer Meal Pattern (Breakfast)	School Breakfast Program
1/ Cup Fruit	K-8: ½ Cup
1/2 Cup Fruit  Fruit is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.	9-12: 1 Cup*
There is no OVS without a waiver.	*OVS allows exception to pick up ½ cup



#### Meal Pattern Comparisons: Grain Requirement

Summer Meal Pattern (Breakfast)	School Breakfast Program
1 slice bread or 1 serving cornbread/biscuit/roll/muffin or 3/4 cup cold dry cereal 1/2 cup hot cooked cereal 1/2 cup pasta/noodles/grain	1 oz eq. Grain
Must be made from WG or enriched meal/flour Grain is one of 3 components that MUST be selected for a reimbursable meal. There is no OVS without a waiver.	If OVS is implemented, a student can create a reimbursable meal without selecting grain



#### **Meal Service Requirements**

- Serve the same meal to all children
- Ensure that children eat all meals on site
- Ensure all children receive a meal
- Adhere to local health and sanitation regulations
- Plan for inclement weather
- Serve meals on-time



## Field Trips



#### **Key Points regarding Field Trips**

## 1. Notification

# 2.Approval



#### Field Trips

- Must notify SA prior to meal service for a field trip
- Field trip must be approved before the Field trip takes place
- Failure to meet requirement results in the disallowance of meals
- Field trips are submitted in MARS for approval
- SA should receive the notification 24 hours before the Field trips and approved



#### **Meal Service Options**

- Taking Food Components Offsite
- Field Trips during Meal Service Times

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)		



#### **Meal Services Options- Field Trips**

#### Trip Details

Trip Date:

06/14/2017 Specific Date

Multiple Dates

Status of Site:

Affected Meal Type(s):

Site will remain open

Breakfast

AM Snack

Lunch

PM Snack

Supper

Number of Children Attending Field Trip: 100

Name of Field Trip Destination:

Children Museum in Jackson, MS

Will meals be properly stored or delivered no less Yes earlier than one hour prior to the beginning of meal service?





Cancel Request:



#### **Questions**



### **Mobile Feeding**

#### Summer 2020

February 27, 2020



#### **Marianna Chauvin**

Division Director II mchauvin@mdek12.org

#### Why Mobile Feeding?

 Mobile Feeding solves the problem of reaching children in remote areas with limited capacity to travel long distances.

 In many cases, Mobile Feeding increases participation in areas with the most need.



#### How does this work?

- A truck or bus delivers food to locations on a set delivery route targeting areas where children will be <u>congregated</u>
- May include allowing children to board the bus/vehicle to consume meals

With this model, <u>congregate</u>
 <u>feeding is still required</u> and there
 must be a site supervisor present
 during the entire meal service



#### Mobile Feeding: entering application in MARS

- OCN will need to know the exact route [i.e. all stops (addresses) where children will be fed] that the mobile feeding truck/bus will take.
- Please be sure to add each mobile feeding site to your Contract in MARS



#### **Critical Control Points**

 Time / temperature control becomes even more essential as food is transported to designated locations

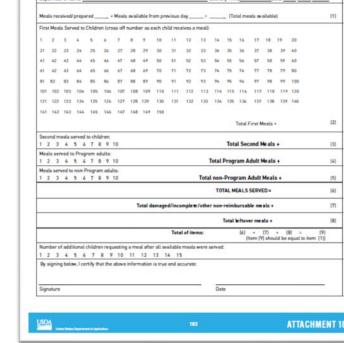
 Site Supervisors must be <u>trained</u> and <u>equipped</u> to take and record temperature readings of prepared food items

Hint: utilize your delivery receipts!



#### **Point of Service**

 A designated Point of Service (POS) is still required and the same types of documents are needed to support meals served



Sample Daily Meal Count Form

Meal Type (circle): B L SN SU

121

131

[4]

[6]

MANAGING THE MEAL SERVICE SUMMER FOOD

SERVICE PROGRAM



#### **Average Daily Participation (ADP)**

 ADP must still be reported to the SA through the online system (MARS), with revisions made to ADP as the need arises





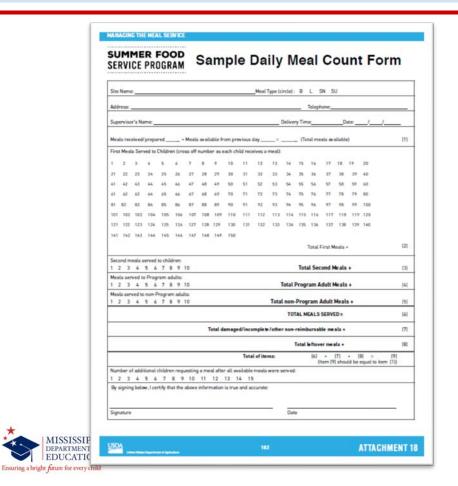
#### **Delivery Receipts and Meal Counts**

- All Satellite sites <u>must</u> utilize and retain delivery receipts <u>in</u> <u>addition</u> to the meal count forms.
- Even if food is picked up rather than delivered, the delivery receipt still required.
- You can use the SA template or produce your own.



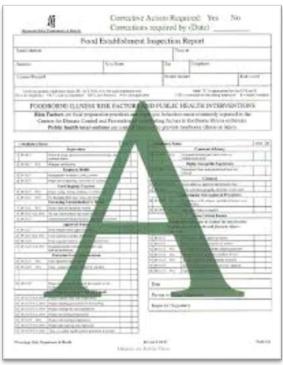
			pt –Satellite Si		
Central Kitch	nen Name:		Date of I	Delivery	
Site name: _		M	Date of I eal Type (please cir	rcle one): B L	S Snack
			hen Representative		
Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual					
Serving Size					
Quantity Sent					
Quantity Sent					
Temperature					
at Central					
Kitchen					
Time the					
Central					
Kitchen					
Signature of Co	entral Kitch	en Representativ	70;	Date:	
By signing you ar	e verifying tha	t all information in	the chart above is true.		
T- 1-		h a Cita			
to be comp	Milk	he Site repre		Vegetable/Fruit	Grain
Quantity	MIIK	Nicat	v egetable/ r tult	vegetablerrun	Oracii
received at					
site					
Temperature					
at Site					
Time					
Received at					
			1		1

#### **Comparison of Meal Count Sheets and Delivery Receipts**



Central Kitch	nen Name:	,	pt –Satellite Si Date of I	Delivery	
Site name: _		M	Date of I eal Type (please cir	rcle one): B L	S Snack
tem	Milk	Meat	hen Representative	Vegetable/Fruit	Grain
ndividual		111041		· ogometer z min	0111111
Serving Size					
Quantity Sent					
Temperature					
it Central Kitchen					
Kitchen					
Time the					
Food left the					
Central Kitchen					
Kitchen					
Signature of C	entral Kitche	en Representativ	/¢;	Date:	
By signing you ar	e verifying tha	t all information in	the chart above is true.		
To be comp	leted by t	he Site repre	esentative:		
ltem	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity					
received at site					
Temperature					
at Site					
Time					
Received at					

#### **Health Inspection**



Mobile sites are NOT EXEMPT from health inspection requirement



#### Handwashing

Do you have a plan for proper sanitation?

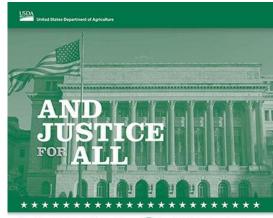
Health Department Requires a hand washing station.





#### **AJFA Poster**

# Must be present at EACH mobile feeding site!



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

Program information may be made available in languages other than English. Promove with dissolities whe require steemans makes of communication for program information (e.g., Braille, large point, audictages, and American Grigh Language) should contact the responsible State of tocal Agency but administers the program or USDA NOGET Center of program or USDA NoGET Center of program or USDA NoGET Center of program or USDA Sender of Center of the Center of the ad TTI) or contact USDA Procept her federal Ringle Sender or and TTI) or contact USDA Procept her federal Ringle Sender or sender o

To file a program discrimination complaint, a complainant should complete a file m 3 ozer, 1930 M period m Sociemandro Complaint a file m 3 ozer, 1930 M period m Sociemandro Complaint filem, which can be detained online, from any 900 period to 1930 M period m 1930 M per

U.S. Department of Agriculture Office of the Assistant Secretary for Chill Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410: or

fax: (833) 256-1665 or (202) 690-7442;

email: program intake@unda.gov.

program intakewisca.gov.

This institution is an equal opportunity provider.

Form 80-675 in character Fraction Section (key 2018)

onforme a la ley foderal y las politicas y regulaciones de derechas civiles del Departamento de Agricultura de los Estados Unidos (ISDA), esta institución tiene prohibido discriminar por motivos de sizas, colles, origen nacionals, sexo, edad, discapacidad, vengunarse e representa por actividades en el pasado relacionacias con los direcchos civiles (no todos los principios de prohibición palicina a todos los apronaments.

La información del programa punde estar disponible en otros idiones ademissa del rigido. Las perisonis con discopiciolides que requirera medios de comunicación alternativos para obtener información sobre el programa por engenios. Benish i tenta agrandicada, gelbación de audio y infoquije de señas americand deben comunicarse con la agración estario la color inspromedia que administrar programa con la seguido estario la color inspromedia que administrar programa con la seguido estario la color inspromedia que administrar programa con la color del programa del programa por la color del programa con la color del programa por la c

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corres postal: U.S. Department of Agriculture Office of the Assistant Societary for Civil Rights 1400 Independence Assisue, SW Washington, D.C. 20050-9410; of

(833) 256-1665 o' (202) 690-7442; correa electrónica; program intakel/usós gov

Esta institución ofrece igualdad de oportunidades.



#### **On-Site Consumption**

Meals must be consumed on site.

Children cannot walk up to the van/distribution site, grab a meal, and walk off







#### **Marianna Chauvin**

Division Director II mchauvin@mdek12.org

# CIVIL RIGHTS COMPLIANCE AND ENFORCEMENT

**SFSP 2020** 

February 27, 2020



**Marianna Chauvin** 

mchauvin@mdek12.org

#### **FNS Instruction 113-1**

The purpose of FNS Instruction 113-1 is to:

- Establish and convey policy;
- Provide guidance and direction
- Ensure compliance with and enforcement of the prohibition against discrimination.



#### **Civil Rights Training**

- 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 <u>annual basis</u>.



#### **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
- 2. Effective public notification systems
- 3. Complaint procedures
- 4. Compliance review techniques



#### Required Topics cont'd...

- 5. Resolution of noncompliance
- Requirements for reasonable modifications for persons with disabilities
- 7. Requirements for language assistance
- 8. Conflict resolution
- 9. Customer service



#### **Protected Base**

#### 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 (FNS)**

#### Child Nutrition protected bases are:

1. Race

4. Age

2. Color

5. Disability

3. National Origin

6. Sex

7. Reprisal or Retaliation



## **Protected Bases (CN Programs)**

#### Child Nutrition protected bases are:

1. Race

4. Age

2. Color

5. Disability

3. National Origin

6. Sex



#### **And Justice for All**

- Display where benefits are issued/received.
- Reproductions must be at equal size (11x17)
- If copied as black & white, use Form AD-475
  - -A Rev Dec 2015





#### **Short Non-Discrimination Statement**

This institution is an equal opportunity provider.



#### DO NOT CHANGE THE STATEMENT!

#### **CORRECT VERSION:**

This institution is an equal opportunity provider.

#### INCORRECT VERSIONS!

- This institution is an equal opportunity employer.
- Yoknapatawpha County Schools is an equal opportunity provider.
- USDA is an equal opportunity provider.



#### **Collection and Use of Data**

- State and Local agencies are required to obtain data by race and ethnicity.
- 2. Self identification or self-reporting is preferred method of obtaining data
- 3. Applicants/participants may not be required to furnish information on their race or ethnicity.
- 4. Where an applicant/participant does not provide this information, the collector shall through visual observation secure and record the data,



## **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 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 OCR may develop complaint forms, <u>but</u> the use of such forms must not be a prerequisite for acceptance of a complaint.



## **Complaint Procedures cont'd...**

- **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



## **Complaint Procedures cont'd...**

- What 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(s) which the alleged discriminatory actions occurred or duration of such actions



## **Complaint Procedures cont'd...**

SEE ATTACHMENT (FLOW CHART)



## **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. Selection criteria; 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., 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.



#### Reasonable Modifications for Persons with Disabilities

#### This is a requirement!

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). What factors should be considered to determine what constitutes reasonable steps?

- 1. 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 come in contact with the program;



#### Requirements for Language Assistance cont'd...

- 3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
- 4. The resources available to the grantee/recipient and costs.

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.



## LEP

USDA LEP Policy Guidance can be found at:

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

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



#### **Conflict Resolution**

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



#### 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



#### **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



#### **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 refers to resolving the dispute to the approval of one <u>or</u> both parties.

- Remain calm and approachable.
- Enter the process with an open mind.
- Don't prejudge others.
- Don't over-react.
- Attack the problem, not the person and listen to understand their concerns!

Alternate Dispute Resolution (ADR)

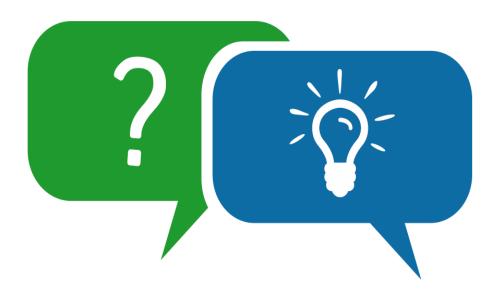
Use of a neutral 3<sup>rd</sup> party to resolve informally a complaint of discrimination through the use of various techniques (e.g. fact finding, mediation, facilitating etc.)



#### **Customer Service**

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

## **Questions**







## **Presenter Name**









# Summer Food Service Program Vending and Procurement

SFSP Training 2020

February 27, 2020



#### **Charles Crawford**

Accountant/Auditor III ccrawford@mdek12.org

## **Sponsor meal options**



#### Self Prep

Purchase Meals from a School





Purchase Meals from a FSMC



## **Self-Prep**



- Sponsors receive higher administrative reimbursement rates.
- Can deliver to different/multiple sites.
- Must keep production records and delivery receipt logs.



## **Purchasing Meals from Schools**

- 7 CFR 225.15(b), 16 (f)
- Contact the local superintendent of the school or the principal of local non-profit schools
- Organization may enter into a non-competitive agreement to purchase meals
- Schools participating in NSLP/SBP are accustomed to preparing meals that meet federal requirements.



## **Purchasing Meals From Schools**

- 7 CFR 225.15(b), 16 (f)
- Sponsors that use local SFA facilities must enter into a written agreement with the school but are not required to utilize the competitive bid procedures.
- Generally, sponsors may not contract with a school using a FSMC unless the contract included the provision of SFSP meals.



## **Purchasing Meals from a FSMC**

- 7 CFR 225.15 (m)
- Food Service Management Company (FSMC)

Any commercial enterprise or non-profit organization with which a sponsor may contract for the preparation of unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operation in accordance with limitations set forth in the Program regulations on management responsibilities of sponsors



## Purchasing meals from a FSMC

- FSMC may be
  - (a) public agencies or entities
  - (b) private non-profit organizations
  - (c) private for-profit companies
- Meals must be <u>unitized</u>: meal components (except milk or juice)
  must be packaged, delivered, and served as a unit.



## Purchasing meals from a FSMC

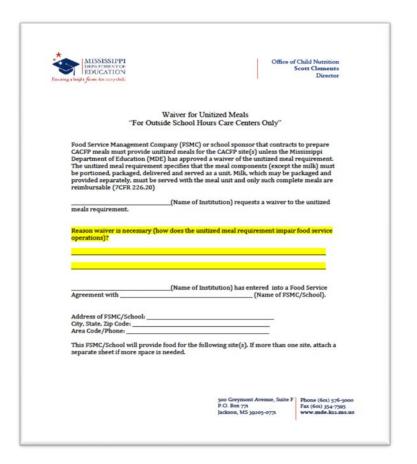
## Specific management responsibilities that sponsors <u>may not</u> contract out:

- monitoring,
- staff training,
- enforcing corrective action, and
- preparing program applications and claims for reimbursement

Sponsors remain legally responsible for these items



## **Unitized Meal Waiver Application**





## **Agreement to Furnish Foods for the SFSP**

Regulation 225.6 (h) 2

Each State Agency shall develop a standard form of contract for use by sponsor in contracting with food service management companies.

Please refer to the Agreement to Furnish Foods for the SFSP



## Agreement to Furnish Foods for the SFSP

This agreeme	s agreement is made and entered into <u>between</u>						
	Name of FSMC Providing Meals						
and			WHEREAS the				
Na	and WHEREAS the			Name of FSMC Providing Meals			
	and a dellar		- d l - / l (l l			1- 11	
agrees to prov	vide daily u	nitiz	ed meals/snacks (inclu		exclusive) of mil	k/ju	ice to
					one opiion		
	famous a		for	the ra	ites herein listed	:	
Name	of SFSP Organi	zation					
	1	_		Ť	# of Operating	_	Estimated Total Cost
Price per Meal	Meal Type	х	# Meals Needed Per Day	x	Days for Contract Period*	-	of Food Service Contract
s	Breakfast	x		x		-	s
S	AM Snack	x		x		-	s
S	Art Strack	^		-		-	3
	Lunch	x		X		-	S
s	PM Snack	x		x		-	s
s		65					
	Supper	х		x	Total Estimated Cost	=	S
					Food Service for Contract Period		s
			extend beyond one year.			of ope	eration days should eq
total number of	f days the sit	e(s) v	vill be open for food servi	ice du	ring the summer.		
It is further as	rood that				, pursua	nt to	the
it is itti tiler ag	greed that _		FSMC		, pursua	ne co	the
provisions of			l regulation, 7 CFR Part				uide, attached copies al pattern requirem



## What is Procurement?

The act of acquiring goods, services, or works from an external source. It is favorable that the goods, services or works are appropriate and that they are obtained at the best possible price to meet the needs of the purchaser in terms of quality, quantity, time, and location.



#### **Applicable SFSP Regulations**

- 7 CFR 225.17: Procurement Standards
  - (a) State Agencies and sponsors shall comply with requirements of 2 CFR Part 200, subpart D concerning the procurement of supplies, food, equipment and other services with Program Funds
  - (b) The State Agency shall make available to sponsor information on 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415, as applicable



#### **Applicable SFSP Regulations: Procurement Standards**

7 CFR 225.17: Procurement Standards

(c) Sponsors may use their own procurement procedures which reflect applicable State and local laws and regulations, provided that procurements made with Program funds conform with this provision



#### **Applicable SFSP Regulations: Minority Business Enterprises**

- (d) The SA shall ensure that each sponsor is aware of the minority business enterprises
  - (1) Minority Business Enterprises on solicitation list
  - (2) Soliciting Monitoring Business enterprises whenever they are potential sources
  - (3) Dividing Total Requirements, when economically feasible into smaller tasks or quantities
  - (4) Establish delivery schedule
  - 5) Using the services and assistance of the Small Business Adm. and the Office of Minority Business Enterprise

#### **Applicable SFSP Regulations: Geographic Preference**

#### 7 CFR 225.17: Procurement Standards

- (e) Geographic preference
  - (1) Sponsor may apply a geographic preference when procuring unprocessed locally grown or locally raised agriculture products
  - (2) "Unprocessed locally grown or locally raised agricultural products", means only those agricultural products that retain their inherent character.



## Other Applicable SFSP Regulations

#### 7 CFR 200.317 -200.321

- 200.317 : Procurement by States
- 200.318 : General procurement standards
- 200.319 : Competition
- 200.320: Methods of procurement to be followed
- 200.321 Contracting with small & minority business, women's business enterprises, & labor surplus area firms

# Other Applicable SFSP Regulations

#### 7 CFR 200.323-200.326

- 200.323 : Contract cost and price
- 200.324 : Federal awarding agency or pass-through entity review
- 200.325 : Bonding requirement
- 200.326 : Contract provision



## **Minority Business**

Mississippi Development Authority

Minority and Small Business Development Division
Bob Covington

- (601) 359 3448
- https://www.mississippi.org/home-page/businessservices/minority-women-owned-business/





## **Small Business Association (SBA)**

- Mississippi District Office
- 210 E. Capitol Street Suite 900 Jackson, MS
- https://www.sba.gov/offices/district/ms/jackson
- Phone: 601-965-4378
- Fax: 601-965-4378 or 601-965-4294





## **Type of Procurement Methods**

#### Micro Purchase

- <\$5k (goods)
- <\$10k (services/food)</p>
- No quotes

#### **Small Purchase**

- Informal
- \$10k-\$250k
- Price/rate quotes

#### Large Purchase

- Formal
- \$250k +
- IFB
- RFP
- Reverse Auction

Non-Competitive Proposals



## Micro Purchase

- \$5k (goods)
- <\$10k (services/food)</p>
- No quotes



#### Micro-Purchase

- Any purchase below \$5,000(goods) or 10,000 (services/food) is considered a micro purchase.
- Micro-purchase may be awarded without soliciting any quotes if the price is considered reasonable
- Defined by CFR 200.320 and 200.67
- Federal Guidelines for a Micro-Purchase is \$10,000 and under



### Micro-Purchase

- Aggregate amount, per transaction, does not exceed micro threshold
- Must distribute micro purchased equitable among qualified suppliers (share your wealth!)
- No quotes are required.



## Small Purchase

- Informal
- \$10k-\$250k
- Price/rate quotes



### **Small Purchase**

- Used when using Federal Funds for a contract or single item/service costing less than the establish threshold
- Between \$10,000 and \$250,000, or most restrictive threshold
- Comparison Shopping
- Use simple and informal, such as price/rate quotes



### **Small Purchase**

- Must ensure free and open competition. Price/rate quotes obtained from adequate number of vendors
- Use the same specs for all price/rate quotes
- Document the date, vendors consulted, and quotes received
- Store ads may be considered documentation
- Utilize the Small Purchase Documentation Form (see handout)



# Large Purchase

- Formal
- \$250k +
- IFB
- RFP
- Reverse Auction



## **Large Purchase**

- Formal Procurement
- For contracts or single items/services costing more than the established threshold.
- Typically more than \$250,000 or most restrictive threshold: when purchases are estimated to exceed the most restrictive small purchase threshold



## **Large Purchase**

- Contact State Agency!
- Know the solicitation procedures: Refer to pages 87 of the Administrative Guidance Manual- "Competitive Sealed Bid Procedures for FSMC exceeding \$250,000.
- Sponsors must conduct a cost or price analysis (2 CFR Part 200.323)



## Formal Procurement- IFB (Invitation for Bid)

- Procurement by Sealed Bids "Bids"
- Fixed price contract only
- Lowest priced responsive, responsible bidder
- Price is the ONLY factor
- Bids public opened and awarded
- Must have more than one qualified source willing and able to compete.



#### Formal Procurement- RFP (Request for Proposal

- Procurement by Competitive Proposals
  - -Fixed-price or Cost Reimbursement Contract
  - -Must have an evaluation criteria (Score Card)
  - -Contract is awarded to the proposal that is most advantageous to the program
  - -Cost must still be the primary factor (highest weighted)
  - -Proposal received, evaluated, then awarded



## Allowable cost

 Expenditures for foods that may not be served as part of the reimbursable meal based on the SFSP meal patterns are not allowable costs.

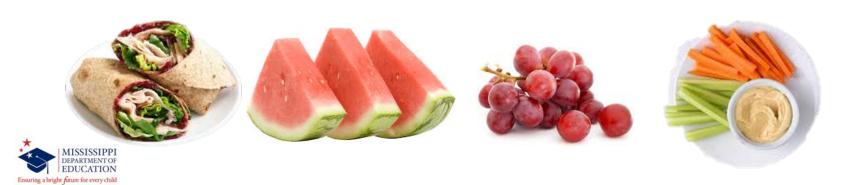
-Condiments served w/ a creditable food are exempt from restriction.

 Non-Program funds must be used for additional foods that do not meet SFSP meal pattern standards



### Allowable Cost cont.

Sites with additional funds available are encouraged to use the funds to **improve the reimbursable meals served** by using fresher, healthier, more nutritious products, such as fresh fruits and vegetables, lean meats, and unprocessed cheeses.



# **Suspension and Debarment**

- Suspension and debarment actions prevent companies and individuals from participating in government contracts, subcontracts, loans, grants and other assistance programs.
- Part 417-Nonprocurement Department and Suspension
- CFR 180.700 (G) Suspension
- CFR 180.800 (H) Debarment





### **Debarment**

 Debarment is the state of being excluded from enjoying certain possessions, rights, privileges, or practices and the act of prevention by legal means. For example, companies can be debarred from contracts due to allegations of fraud, mismanagement, and similar improprieties. Firms, individuals, and non-governmental organizations can be debarred.





#### **Debarment**

Prior to entering into an agreement with a contractor, the organization must ensure that the contractor has not been debarred or suspended.

The organization may do the following:

- Request that the contractor signs a certification statement indicating that they have not been debarred or suspended.
- Search Registry at <a href="https://uscontractorregistration.com/">https://uscontractorregistration.com/</a>



## **Procurement Ethics**

Participating organizations are required to have a <u>written</u> Code of Conduct to direct the performance of all employees engaging in procurement. The standards must prohibit employees from soliciting gifts and other incentives from potential contractors. The standards must prohibit employees from participating in the selection, award, or administration of any contract if they have a personal or financial connection. The Code of Conduct must contain methods of disciplinary action if the standards are violated.



# **Questions**





# **The Compliance Review Process**

How to Survive a SA Monitoring Visit

February 27, 2019



#### **Marianna Chauvin**

Division Director II mchauvin@mdek12.org

## **Our Goal**

We are invested in your success, not your failure!





## Who will receive a Compliance Review?

- New Sponsors
- Problematic Sponsors
- Biennial Reviews
- Aggregate Reimbursement (Large Reimbursements)

If Sponsoring Org is Reviewed, SA will visit Ten Percent (10%) of Sponsor's sites or One Site (whichever is greater)



## What is a Compliance Review?

There are two parts to a Compliance Review:

- 1. Unannounced Site Visits (typically occurs June/July)
- 2. Announced Sponsor Review (typically occurs Aug/Sept)



## **Compliance Review – Site Visit**

The SA may conduct a site visit at any time during your operation period!

An unscheduled, on-site visit conducted by a Summer Food Service Program (SFSP) Program Monitor will assess:

- Program operations,
- Use of Program funds, and
- Compliance with SFSP regulations.



## **Compliance Review – Site Visit**

	Action	Form	Reviewer	Status
		Administrative Review (4)		
Θ		Site - Level (4)	7	
	View   Modify	100 - Meal Ordering	T	Completed
	View   Modify	200 - Delivery and Meal Service Observation		Completed
	View   Modify	300 - Site Recordkeeping		Completed
	View   Modify	400 - Civil Rights	T	Completed



## **Vended Sites**

If an organization is receiving vended meals, the SA will inspect the food service management company's facilities as part of the review as required by 7 CFR Part 225.7 (d) (6).



#### **Compliance Review – Sponsor Visit**

A scheduled, on-site visit conducted by a Summer Food Service Program (SFSP) Program Monitor will assess:

- Use of Program funds
- Compliance with SFSP regulations

The review period = most recent month for which a claim for reimbursement has been filed by your organization.



#### **Compliance Review – Sponsor Visit**

Action	Form	Reviewer	Status
	Administrative Review (13)		
	Sponsor - Level (10)	<b>T</b>	
View   Modify	100 - Training	•	Completed
View   Modify	200 - Monitoring	<b>T</b>	Completed
View   Modify	300 - Foodservice	•	Completed
View   Modify	400 - Meal Count Records	<b>T</b>	Completed
View   Modify	500 - Financial Management	<b>T</b>	Completed
View   Modify	600 - Claim Validation	<b>T</b>	Completed
View   Modify	700 - Eligibility	•	Not Applicable
View   Modify	800 - Procurement	•	Completed
View   Modify	900 - Civil Rights	<b>T</b>	Completed
View   Modify	1000 - Administrative Responsibilities	•	Completed



#### **SFSP Sponsor Review**

The following records will be reviewed by the Program Monitor:

- □ Program application, agreement, and supporting documentation
- Administrative and site training documentation
- Site monitoring records: pre-approval, first week visits, fourth week visits, and follow-up reviews as applicable
- Accounting records, bank statements, and check ledgers



#### **SFSP Sponsor Review (continued)**

- Invoices and receipts
- Daily meal count records for each site
- Menus and other food service records
- Milk Analysis
- Meal Delivery receipts
- Health and safety inspections
- □ Documentation of corrective action from prior review, if applicable



#### SFSP Sponsor Review (continued)

## Did we mention we are doing a milk analysis?





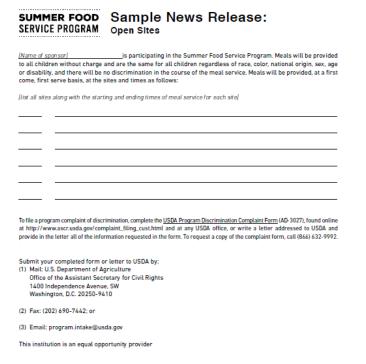
# Failure to Advertise your Program

- Didn't save any of your newspaper articles
- Advertised some sites, but not others
- Didn't include the non-disc statement



#### **USDA Sample News Release**

### Pg. 172 Admin Guide





### Failure to Adjust ADP

 Contract in MARS says I serve 100 kids every day, but my meal count sheets show an average of 10



#### Meals claimed for unapproved sites

- Different buildings on the same campus
- Taking a "field trip" every day to another site
- Claiming two sites under one profile in MARS because it is "easier"
- "But they are so close, I could walk there!"



### Meals Served Outside the Approved Meal Service Times

- Contract in MARS says you serve at 11:00, but on the day the monitor shows up unannounced, the food doesn't even arrive until Noon.
- You advertise breakfast at 7:00 in the newspaper, but you are really serving at 8:30
- You are supposed to stop serving at 1:00, but you've packed and left by the time little Johnny walks up at 12:45 looking for his only meal that day



#### Incomplete Meal Count Records

- You serve exactly the same number of meals that you prepare each day
- You can show us how many meals were delivered, but not how many were served
- The site supervisor just circles the number of kids served at the end of the day based on a guess rather than counting each child as they go through the line.



### Meals Served did not meet Pattern Requirements

- Implementing OVS without a waiver
- Milk invoices indicate you purchased only 500 units of milk, but claimed 1,000 meals.
- You didn't realize the fruit/vegetable component had to be ¾ cup at lunch. Today, you're only offering an apple with no veggies



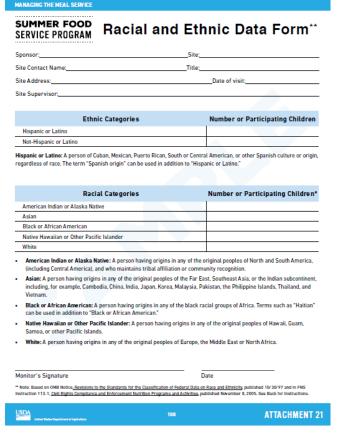
## No documentation of staff training, site monitoring, racial/ethnic participation

- Did not conduct any first week visits
- Didn't request a health inspection for your new site
- Didn't complete the Racial/Ethnic form
- SA cannot tell if you covered all the required topics at your civil rights training.



#### Racial/Ethnic Data Form – Attachment 21

**Good Idea!** – Take this form with you on your first week visit. You only have to record this information once for each site. It does not have to be recorded daily.





#### Poor Financial Management

- Can't separate SFSP from NSLP account
- Not using the correct funding code
- No documentation of costs



#### What happens after the Review?

- 1. Compliance Review Report detailing the areas covered during the review. copies left with the Site/Sponsor before the monitor leaves the District.
- 2. A Findings Letter outlining specific deficiencies, sent by USPS (certified mail if Fiscal Action assessed)
- 3. Sponsor's Submission of Corrective Action Plan (CAD) and Check if Fiscal Action is assessed.

Findings are areas of noncompliance with Federal regulations, FNS Instructions, and SFSP policy memoranda. They require immediate attention and must adequately addressed by the organization.

1. CAP Approval and Closure



#### **Fiscal Action**

- Fiscal Action is a result of improper meal counts and missing meal components (milk analysis)
- If Fiscal Action is assessed, you CANNOT use Child Nutrition Program funds to settle the difference. It MUST come from non-federal sources, typically the school district's general fund.



#### **Corrective Action Plans**

Upon receiving a Findings letter from the State Agency, each organization 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 each area of non-compliance;

what will be done to correct the issue;

how the organization will ensure continued compliance;

when these actions will take place; and

where your organization will maintain the supporting documentation.



#### 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 SA will issue a letter to the institution indicating that its response was acceptable, and the review is closed.



#### If the CAP is NOT Accepted:

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 SA must proceed to declare the organization seriously deficient.



#### The Serious Deficiency (SD) Process

• Identify the Serious Deficiency Step • Prepare the Serious Deficiency Notice Assess the Corrective Action Step 3 • Prepare the Termination Notice Step Hold the Appeal Hearing Step • Terminate the Agreement and place the Organization on the State Disqualified List (SDL)

Ensuring a bright future for every child

#### **Questions?**





#### "Turnip the Beet"

**SFSP Training 2020** 

February 27, 2020



Tina Thomas, Policy Analyst School Support Staff tthomas@mdek12.org



#### WHAT IS IT?

- An Award by the U.S. Department of Agriculture's (USDA)/Food and Nutrition Service (FNS).
- Recognizes OUTSTANDING summer meals sponsors across the NATION who works hard to offer high quality, appealing and nutritious meals during summer months.





#### Why is it Important?

- Sponsors offer High Quality & Nutritious Meals.
- Impact children's physical & mental development.
- Teach children to develop healthy eating habits.





#### Who is Eligible to Apply?

- ALL summer meal program Sponsors:
  - \* NSLP School Districts
  - \* Private/Non-Profit Sponsors

#### Nominated sponsors:

- MUST be in compliance & in good standing with all SFSP/NSLP regulations (no major findings or program violations).
- MUST have completed and implemented all corrective actions (if any).
- NOT found Seriously Deficient in the past two (2) years.
- NEVER terminated from the SFSP.



#### **How are Sponsors Nominated?**

- Self-Nomination or Nominated by another party
- Complete the Turnip the Beet Nomination Form
- Answer five (5) short answer questions.
- Submit one (1) month Summer Meals Menu (MUST meet criteria's)
  - \* Are Fruits & Veggies fresh, frozen, canned, dried.
  - \* Type of milk (fat free, low-fat, flavored or unflavored etc.).
  - \* Identify Whole Grain-Rich (WGR) and use of LOCAL FOODS.
- Submit packet to <u>April Catchings</u> in the Office of Child Nutrition.





#### **Local Foods**

#### Who benefits from LOCAL FOODS:

- \* Farmers
- \* Children
- \* Sponsors
- \* Everyone



#### How often should local foods be USED and PROMOTED:

\*at least one (1) time per week, per meal type.

\*example: if a summer site serves breakfast & lunch, local foods must be served at a minimum of 1 breakfast and 1 lunch per week.



#### What are the Prizes?

- Bronze, Silver and Gold winners: featured in USDA's/FNS Summer Newsletter and receive a certificate.
- Silver and Gold winners: featured on USDA's blog.
- Gold Award winners: identified as a "TURNIP the BEET" winner on FNS
  Capacity Builder (<a href="https://www.fns.usda.gov/capacitybuilder">https://www.fns.usda.gov/capacitybuilder</a>).





### Resources available to help SPONSORS improve meal quality?

- Nutrition Guide for Sponsors
- Team Nutrition Resource Library (<a href="https://www.fns.usda.gov/tn/resource-library">https://www.fns.usda.gov/tn/resource-library</a>)
- Farm to School Website (<a href="http://www.farmtoschool.org/">http://www.farmtoschool.org/</a>)
- Summer Meals Tool Kit (<a href="https://www.fns.usda.gov/sfsp/summer-meals-toolkit">https://www.fns.usda.gov/sfsp/summer-meals-toolkit</a>)



#### What is the Evaluation Criteria?

- Nominations must clearly illustrate how meals are:
  - \* appetizing
  - \* appealing
  - \* nutritious





This institution is an equal opportunity provider.



## Seamless Summer Option (SSO) ~ Rural Designations ~ Media Release

Summer Training 2020

February 27, 2020



**Mary Burks** 

#### **Seamless Summer Option (SSO)**

- Schools participating in the National School Lunch or School Breakfast Program are eligible to apply for SSO
- SFAs participating in the SSO are required to serve meals meeting the NSLP meal pattern.
- Only School Food Authorities (SFAs) administering the NSLP or SBP may participate.
- Standard NSLP/SBP reimbursement rates apply for SSO.
- Currently used NSLP/SBP meal patterns must be followed in the SSO.



#### SSO

- Meals are reimbursed at the free rates for school lunches, school breakfasts, and afterschool snacks, which are slightly lower than the Summer Food Service Program rates.
- Located in eligible areas (50%) may serve free meals to children, age 18 years and under.
- Meals served under the SSO are reimbursed at the "free" rates



# **Rural Designations**

Memo: SFSP 04 - 2015 (v.3)

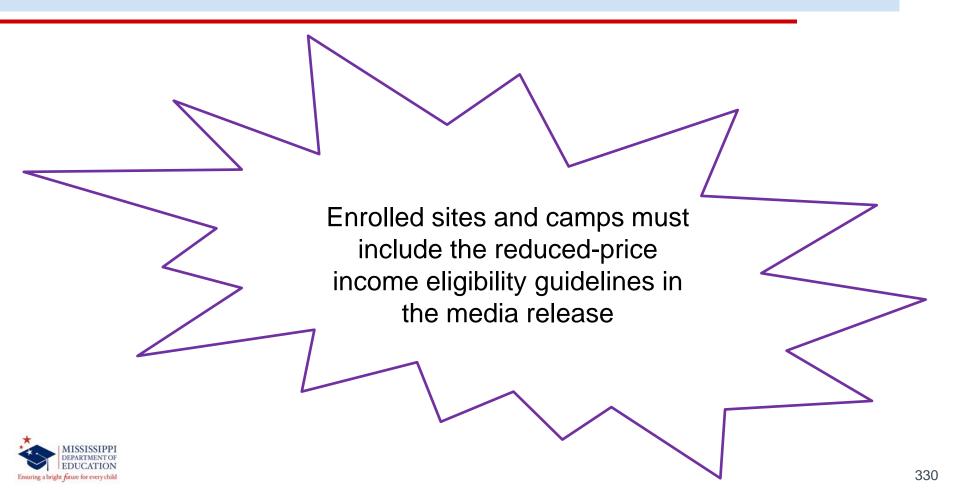
- Rural means NOT in a Metropolitan Statistical Area or any 'pocket' within one that, at the option of the State with FNS concurrence, is geographically isolated from urban areas
- Rural Designation Map, a tool designating which sites are rurales or urbans
- Rural areas receive a higher reimbursement rate



 Sponsors are required to inform families of the availability and location of free meals when school is not in session [7 CFR 210.12(d)].



 The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy, and complaint procedures if an individual wishes to file a complaint for violation of non-discrimination policy.



 Provide a copy of a proposed media release with the application. The application may not be approved without it.





### **Public Releases**

 Attachment 13 provides sample news releases for open and closed enrolled sites that sponsors can use as templates to craft their outreach message



## Sample News Release

**APPLICATION AND PLANNING** 

#### SUMMER FOOD SERVICE PROGRAM

### Sample News Release:

**Enrolled Sites and Camps** 

Acceptance and participation requirements for the Program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows:

[list all sites and the starting and ending times of meal service for each site]

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





# **Documents to upload in MARS**

- Amend Signature
- Request for Satellite or Self Prep Sites Inspection
- Vended meals ~ a copy of the agreement
- Media Releases



## **Questions Licensure**

Memo - Handout

MSDH's Bureau of Child Care Licensure



## **Application Deadline**

Due in MARS May 1, 2020







### **Non Discrimination Statement**

This institution is an equal opportunity provider.

Full Non Discrimination Statement link:

https://mdek12.org/sites/default/files/documents/ocn/usdanondiscrimination-statement-2016.pdf

