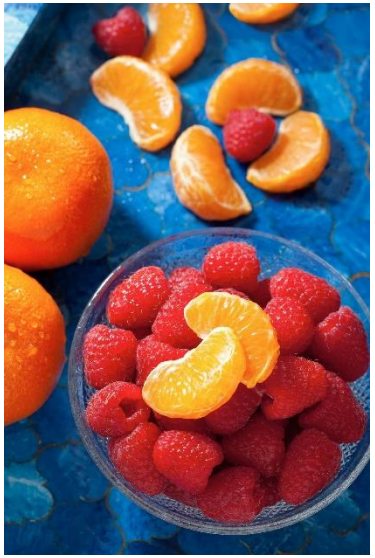
Summer Food Service Program Training

April 15, 2020

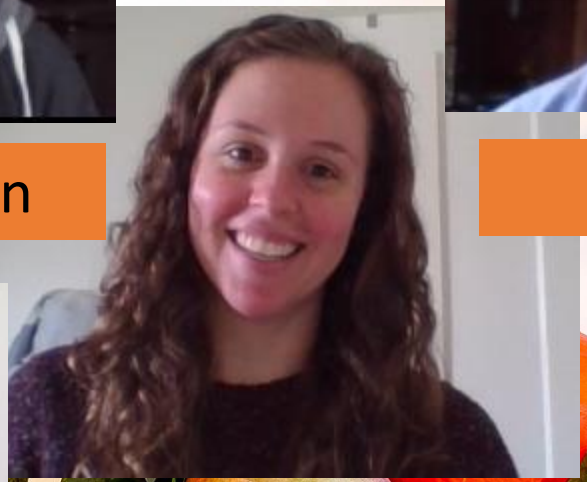


NH Department of Education
Division of Learner Support
Bureau of Student Wellness
Office of Nutrition Programs and Services

Meet the team!

Patty Carignan

Marty Davis



Guest presenter:
Katie Daley

Guest presenter:
Alexis Dwyer

Thank you for all you have done during the COVID-19 emergency! The NH community has come together in amazing ways to make sure kids are still being fed.

We are also grateful for your patience today as we present the training via Zoom, we're still learning and may have some speed bumps along the way!

AS YOU CAN CLEARLY SEE IN SLIDE 397...
www.dilbert.com scottadams@aol.com
GAAAAH!
Z
Z
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"POWERPOINT" POISONING.

Purpose of the Program

The Summer Food Service Program (SFSP) is federally funded, state administered program. The SFSP reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session.

Civil Rights and Federal Protected Classes

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

- Race
- Age
- National Origin
- Color
- Disability
- Sex
- Reprisal or Retaliation for prior civil rights activity

- ***Not all prohibited bases will apply to all Programs and/or employment activities.***

Civil Rights and the State Protected Classes

- The State of New Hampshire has additional protections for individuals. The classes protected under the State of NH are:

  - Sexual orientation
  - Religion
  - Marital status
  - Familial status
  - Physical or mental disability
  - Gender identity

Limited English Proficiency (LEP)

- NH Commission for Human Rights offers telephone interpretation of 150 languages for immediate or scheduled intake services or general questions. The contact information is: 603-271-2767, press #0 to request a language interpreter, or the individual may email the Commission at humanrights@nh.gov and make an appointment for language interpretation.

I Speak Statements

https://fns-prod.azureedge.net/sites/default/files/cnd/Ispeak.pdf

Children with Special Dietary Needs

Definition of Disability

- A person with a physical or mental impairment that *substantially limits* one or more major life activities.
- A person who has a record of an impairment.
- A person who is regarded as having an impairment.
- https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

Expanded Definition of Disability

Revises "Substantially Limits"

- Need not prevent, or severely/significantly restrict a major life activity
- Individualized assessment
- Without regard to ameliorative effects of mitigating measures
- May include an impairment that is episodic or in remission if it would substantially limit a major life activity when active

Civil Rights

This Institution is an equal opportunity provider.

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 retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

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

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

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

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A—Assisted Poster/ Revised September 2019

Afiche complementario al Formulario AD-475-A / Revisado Septiembre 2019

This Institution is an equal opportunity provider.

Sponsor Civil Rights Requirements

- At each site and the sponsor's office, the USDA's non-discrimination, *"**And Justice for All**" poster* must be displayed in a *public location* and *highly visible to participants and families*.
- Make reasonable effort to provide translation information regarding the availability and nutritional benefits of the program.

For more information, please refer to the most current Administrative Guidance for Sponsors.

https://www.fns.usda.gov/sfsp/handbooks

Sponsor Civil Rights Requirements

How do you make Civil Rights requirement information available to the public?

- **Program Information**: Include the non-discrimination statement and instructions for filing a complaint in public release and in any program information directed to parents or guardians of current or potential participants.

- **While At the Site**: Ensure that all children have equal access to services regardless of their race, color, national origin, age, disability, sex, reprisal or retaliation for prior civil rights activities.

- **While Viewing Meals**: Ensure that meals are served to all attending children regardless of their race, color, national origin, age, disability, sex, reprisal or retaliation for prior civil rights activities.

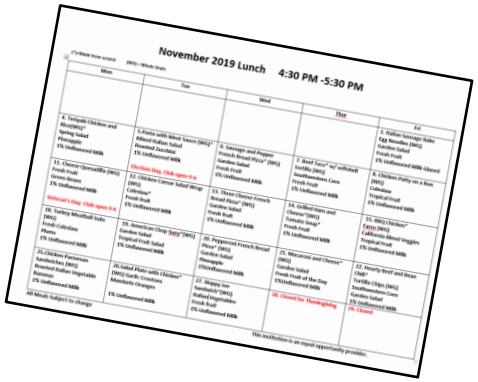
Racial/Ethnic Data

- From census data, public school enrollment data, or by visual identification, the sponsor must determine the number of potentially eligible participants by ethnic/ racial category for the area served annually at the *beginning of each summer program season for each session*.

Example: if the sponsor has multiple sessions, with different participants, the form will need to be completed for each session. **Note:** Do not ask child their race or ethnicity.

Public Notification and Outreach

- The USDA non-discrimination statement must be included on all materials that mention USDA child nutrition programs – this includes websites, menus and printed materials.



- **Special Note**: If the area for placement is too small to permit the full non-discrimination statement, the material will at a minimum include the statement, in print size no smaller than the document text that "***This institution is an equal opportunity provider.***"

Reasonable Modifications

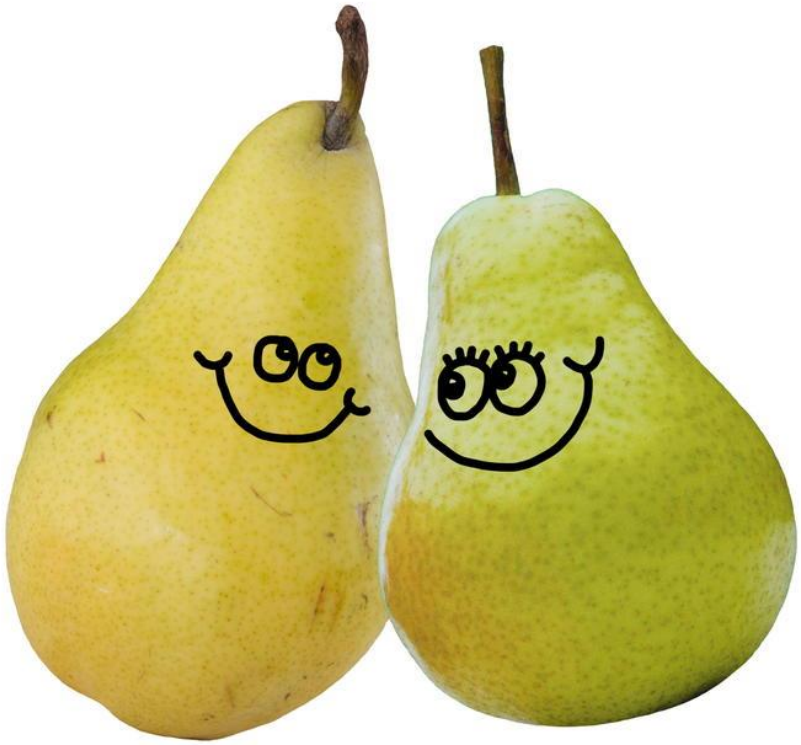
- A change or alteration in policies, practices, and procedures to accommodate a disability
- Duty to negotiate over modification. This means simply saying "no" is almost never appropriate.
- Providing appropriate modifications – not ferreting out whether the child has a disability or any possible abuse of the process – is the primary objective
- On a case-by-case basis

Reasonable Modifications

- The modification requested should be related to the disability or limitations caused by the disability
- The modification requested does *not* have to be the modification provided
- Providers must still accommodate even where the person requesting modification believes more should be done

Exception: *Modifications are not required that would fundamentally alter the nature of the program. Providers are advised to consult with FNS before relying on this exception.*

What are twins favorite fruit?



Reasonable Modifications: Key Considerations

- Consider the costs/resources available and age of the child.
- "Stereotypes" regarding certain conditions or individuals can never drive decisions. Only facts.
- Lifestyle choices (ex. vegetarian) are not considered disabilities and need not be accommodated unless related to an underlying disability.

Special Dietary Medical Statement

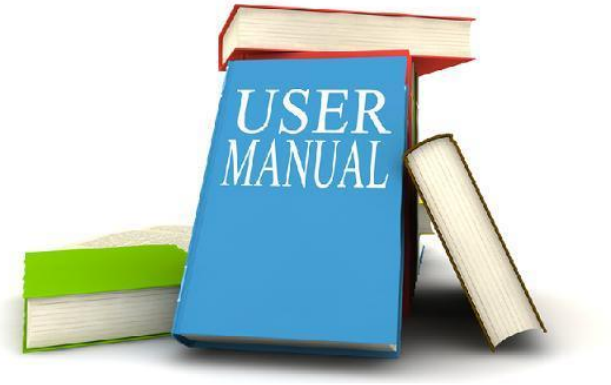
- The Form has been revised to include only three essential components:

1. The food to be avoided
2. Brief explanation of how exposure to the food affects the child. No disability listed.
3. Recommended substitute(s)

- The form has two sections – modifications outside the meal pattern (needs medical prof. signature) and modifications within the meal pattern.
- https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition

Accommodating Children with Disabilities Manual revised 7/25/2017

https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf



NH Commodity Foods

Presented by:
Katie Daley, Surplus Food Distribution Manager

Sponsor Responsibility

7 CFR 225.7(a) and 225.15(d)(1)

Sponsors are required to:

1. Attend the annual State agency training;

2. Train all administrative staff, site staff and volunteers before they undertake their responsibilities; and

3. Trainings must be documented. *(i.e., date of training, agenda, sign in sheets, what training covered.)*

Written Agreements

- Approved sponsors must sign a written permanent agreement with the State Agency.

- *SFSP Memorandum 03-2011, Child Nutrition Reauthorization 2010: Permanent Agreements, January 14, 2011.*

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition

Written Agreements

continued . . .
Deadline for Submitting On-Line Applica

- 7 CFR 225.6 (b)(1) *Approval of sponsor applications* states that sponsors must submit their application electronically to the State Agency for participation in the SFSP prior to **June 15***. However, State Agencies may establish an earlier deadline for the Program application submission.

- The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is ***Monday, May 11, 2020.*** (*Note: In order for your online application to be processed quickly by the State Agency, please have your online application completed and submitted by the deadline date.*)

- When the sites for the program are known, please contact the schools in the attendance area so that they can fulfill their outreach requirements (*and help boost your numbers for feeding kids.*)

*Failure to meet the USDA **June 15th deadline** will result in an inability to participate in the program for the 2020 Summer Food Service Program. There are **no** exceptions!

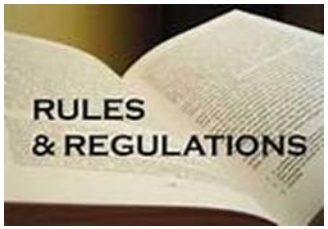
Not Be Seriously Deficient

WHAT DOES IT MEAN

- To be approved, applicants must not have been declared seriously deficient* or terminated from the SFSP or any other Federal Child Nutrition Program in previous years.

- However, such an applicant may be approved if the State Agency determines that they have taken appropriate corrective actions to prevent recurrence of the deficiencies and has repaid any outstanding debts.

**Seriously deficient* - *the status of an institution that has been determined to be non-compliant in one or more aspects of its operation of the Program.*



Serve Low-Income Children

- The mapping tools can be used to identify eligible sites, enhance outreach efforts, and boost the credibility of other summer meal expansion efforts.

https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs

Area Eligibility Mapper

This allows users to confirm eligibility of summer meals sites by accessing census tract and census block group data. https://www.fns.usda.gov/areaeligibility

In the absence of an approved waiver, closed enrolled sites cannot use census data to qualify for SFSP participation. If a closed enrolled site was approved using area eligibility in a previous year, the site must re-establish eligibility in 2020 by collecting income eligibility forms from children enrolled at the site.

SP Policy Memorandum 8-2017:

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

Area Eligibility Mapper

SFSP Link: https://www.fns.usda.gov/areaeligibility

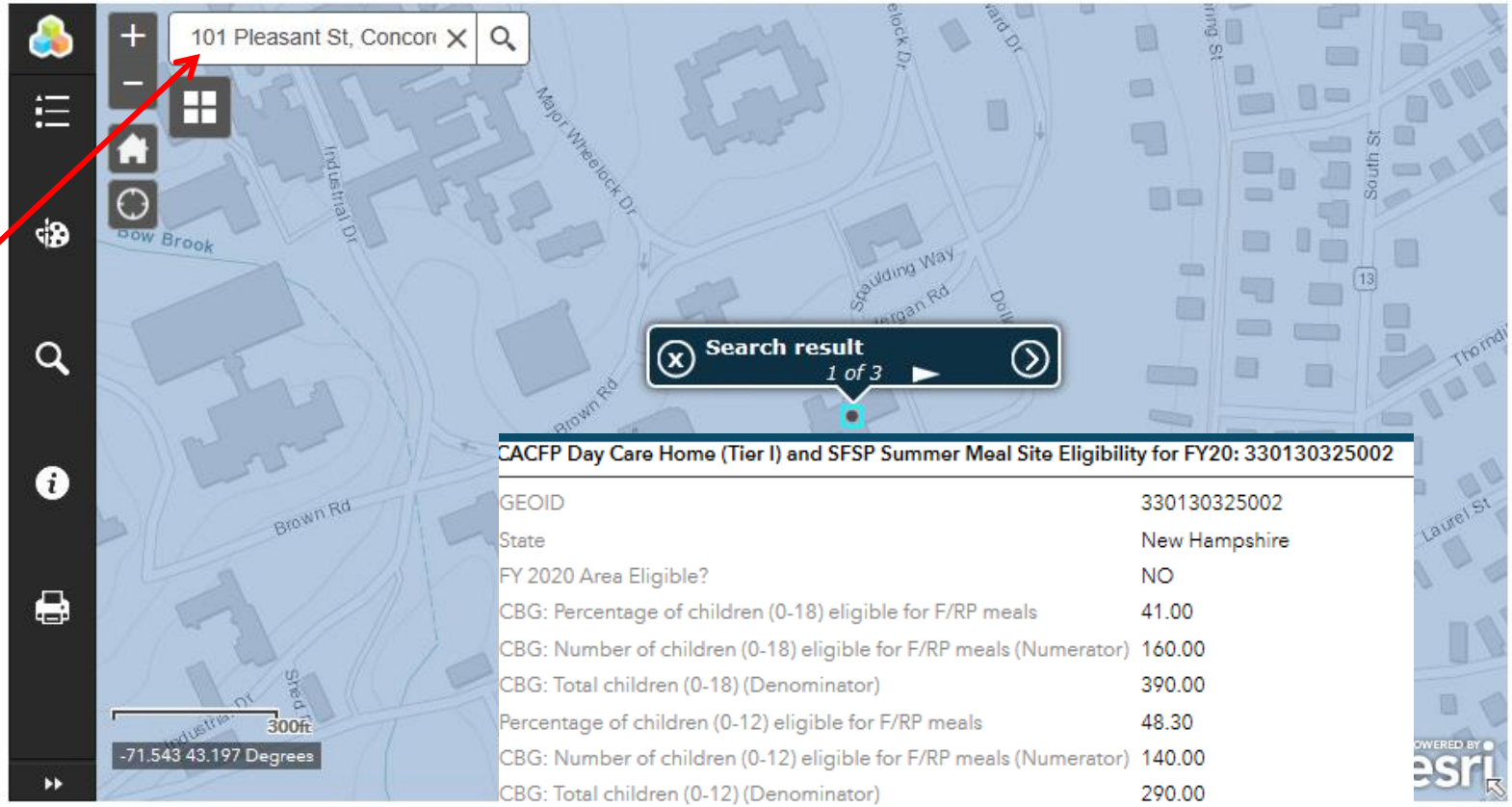
Yes or NO

Draw

Search

Instruction

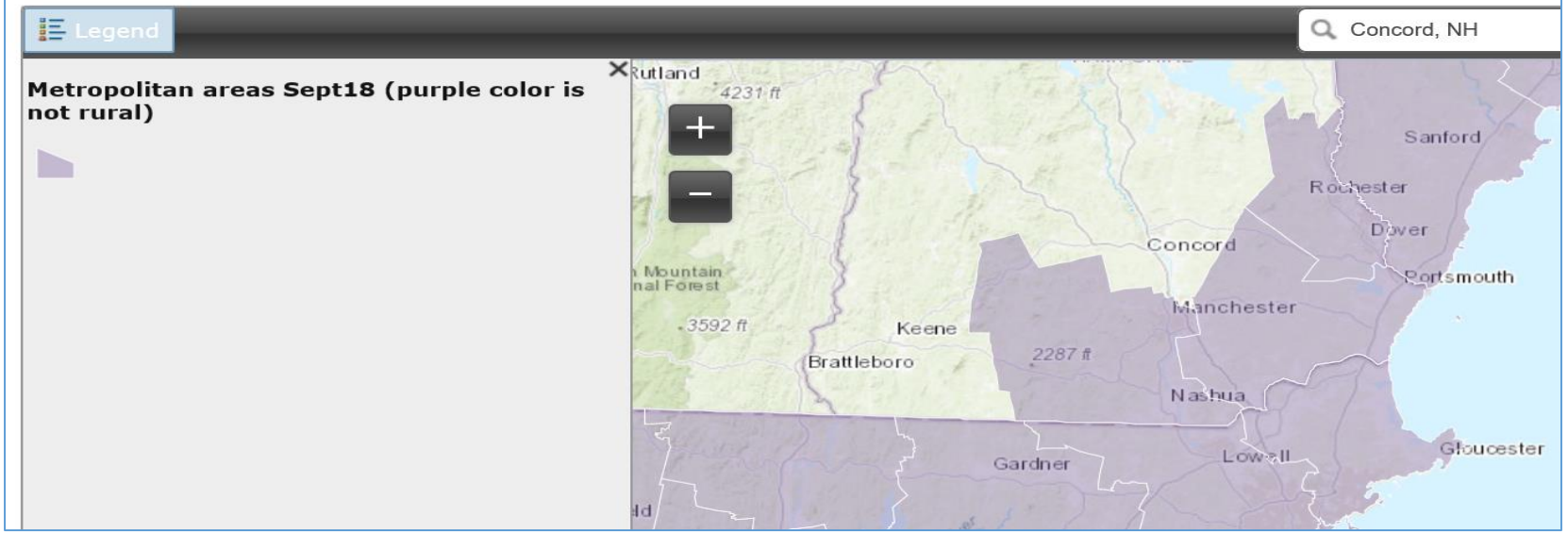
Printing



Rural Designation

This tool is used to determine if a proposed site may be designated as rural for purposes of SFSP.
https://www.fns.usda.gov/rural-designation

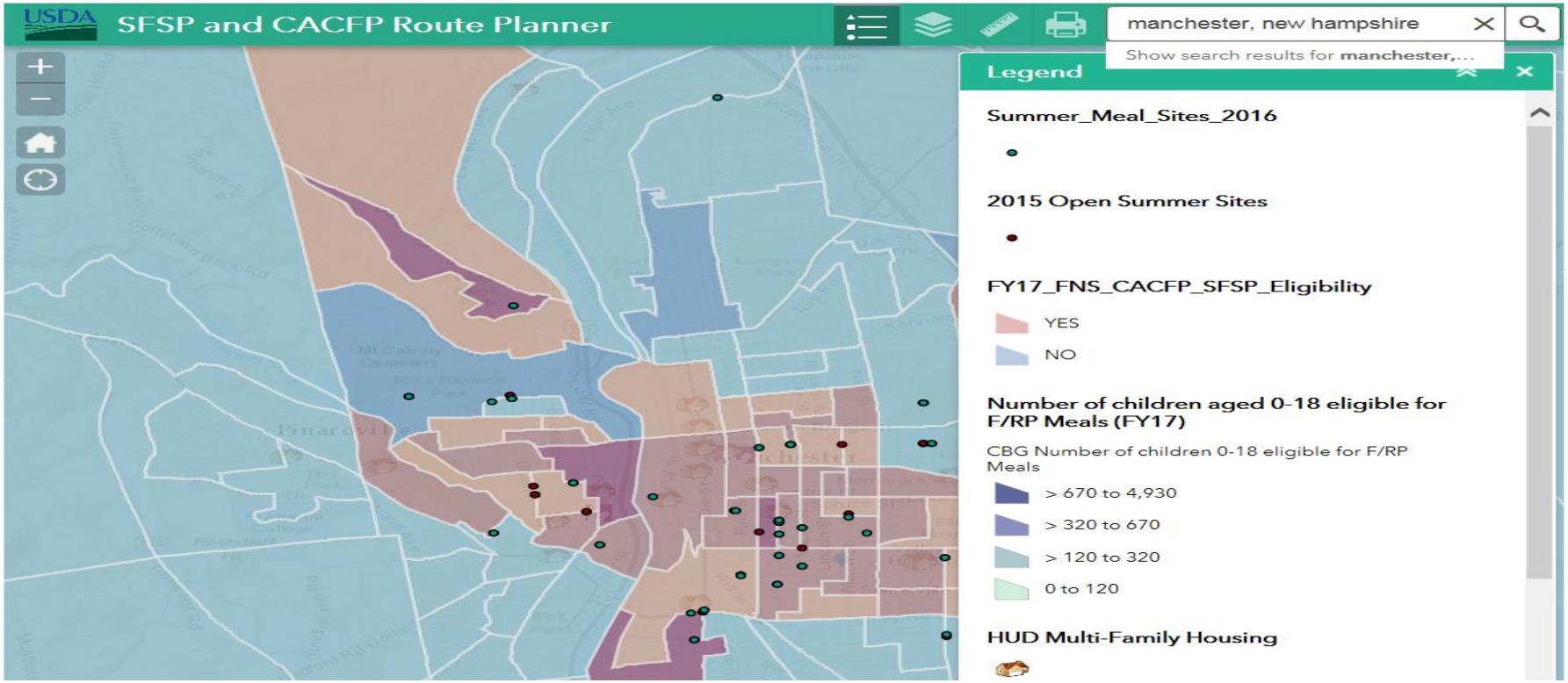
State agencies and sponsors may use this tool to determine if a proposed site may be designated as rural for purposes of SFSP. To use the map, enter the address of the proposed site in the "Find Address or Place" box located on the right side of the screen. By pressing enter, the map will zoom to the location specified, where a location colored purple indicates a non-rural area and a location unshaded, meaning not colored purple, indicates it is rural.



Mobile Route Maker

This tool helps in routing the less densely populated areas, such as rural areas. Will help to allocate resources efficiently and in a cost effective way.

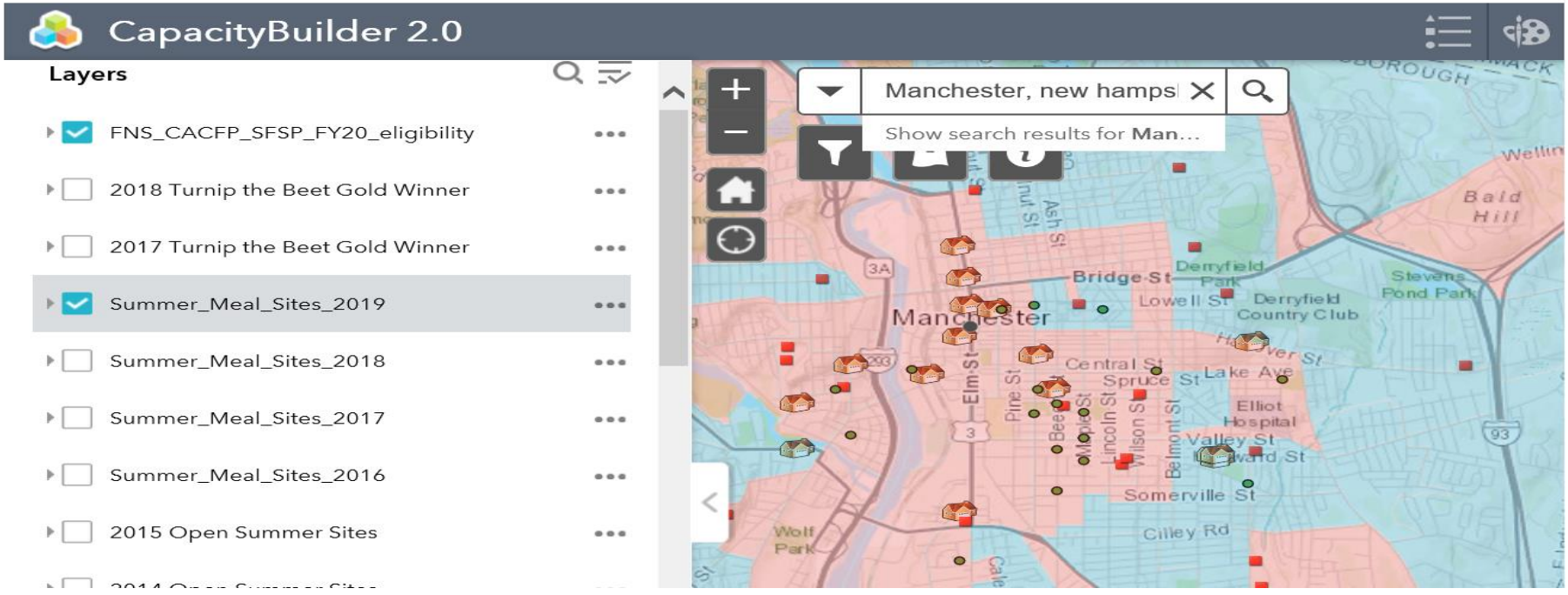
https://www.fns.usda.gov/mobile-route-maker



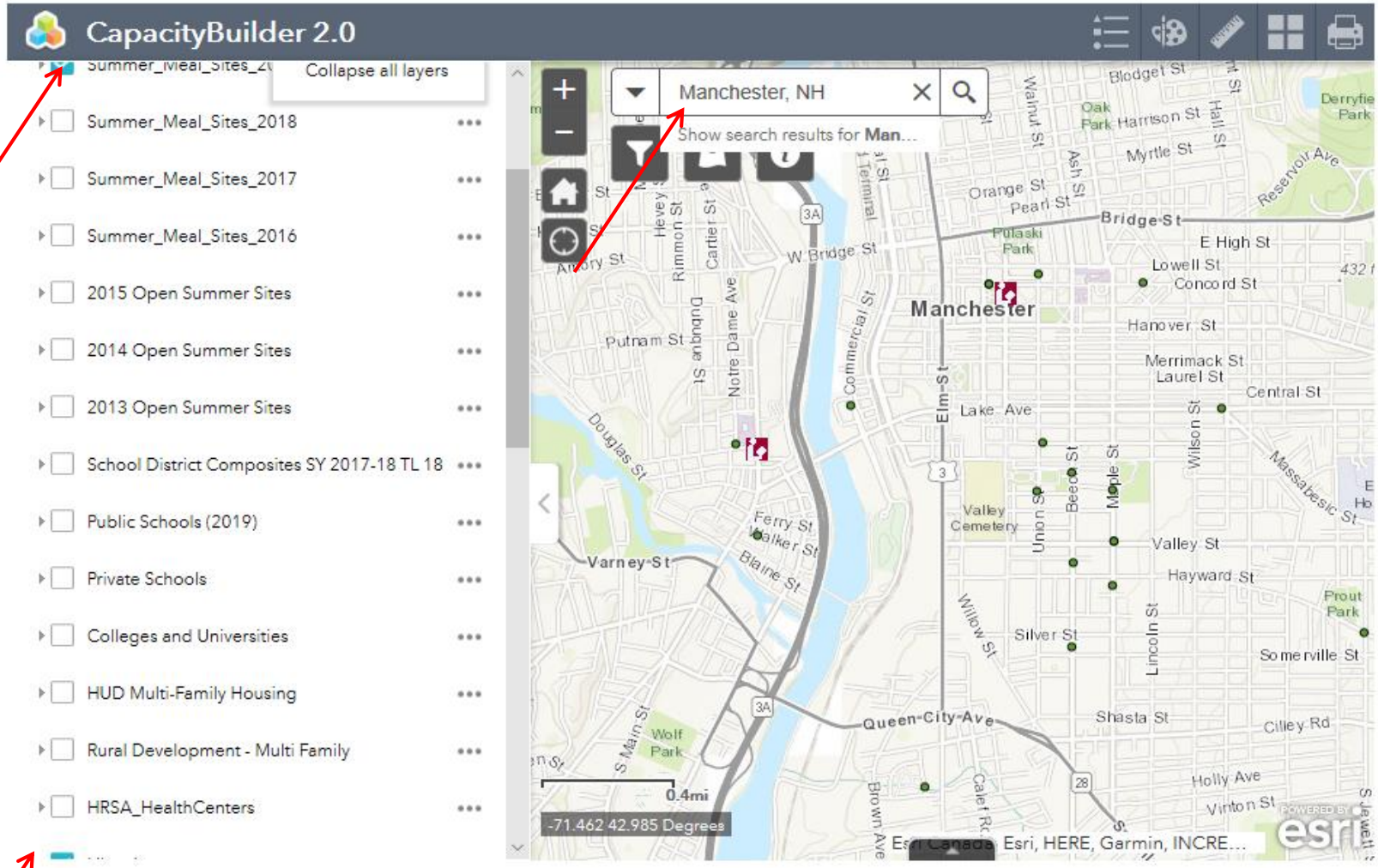
http://www.fns.usda.gov/farmtoschool/farm-summer

Capacity Builder

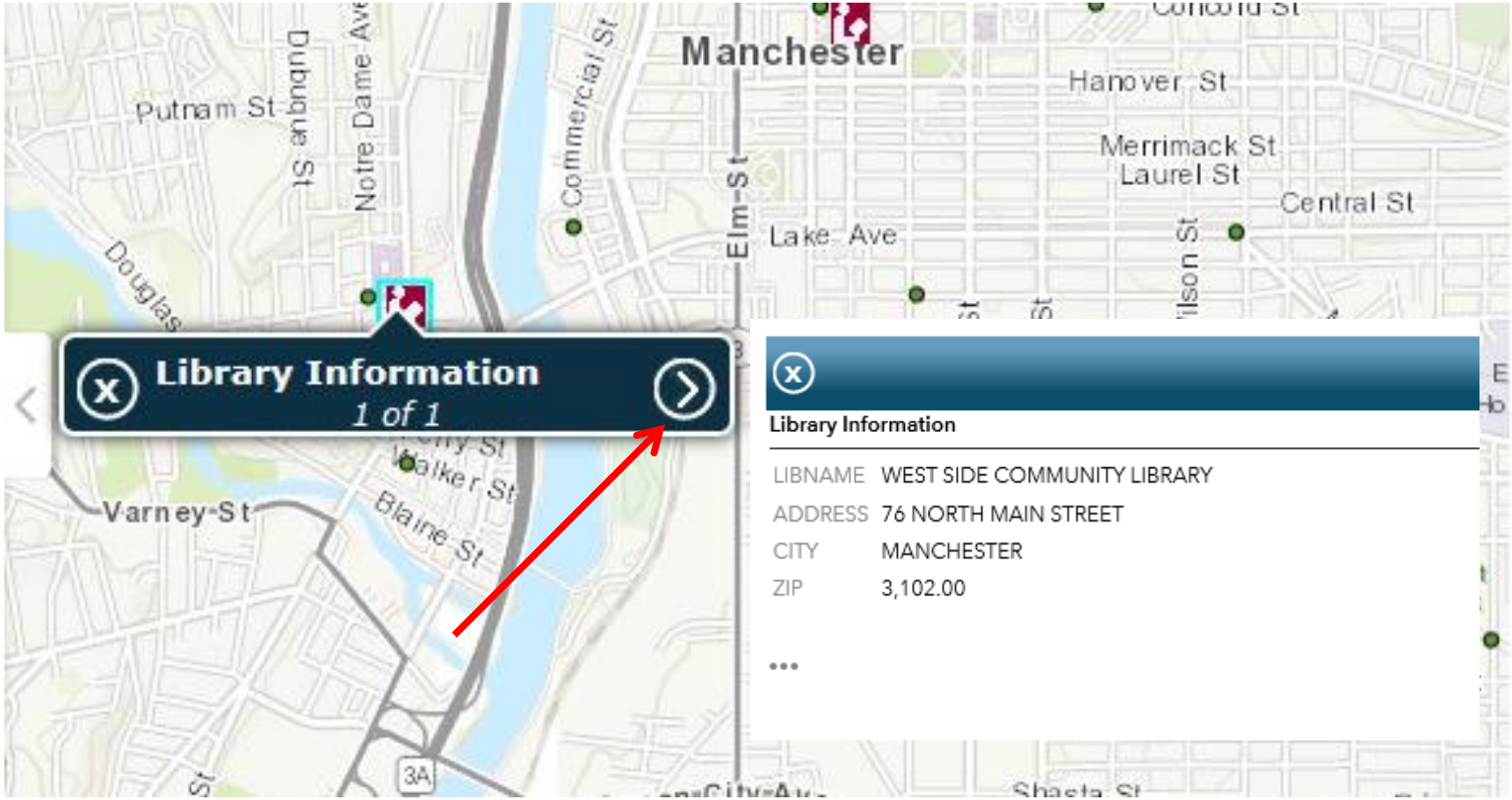
This map allows users to visualize “layers” of information, such as area eligibility data, existing sites and potential site locations (multi-family housing units, libraries, museums, and schools and more). The map is located at https://www.fns.usda.gov/capacitybuilder



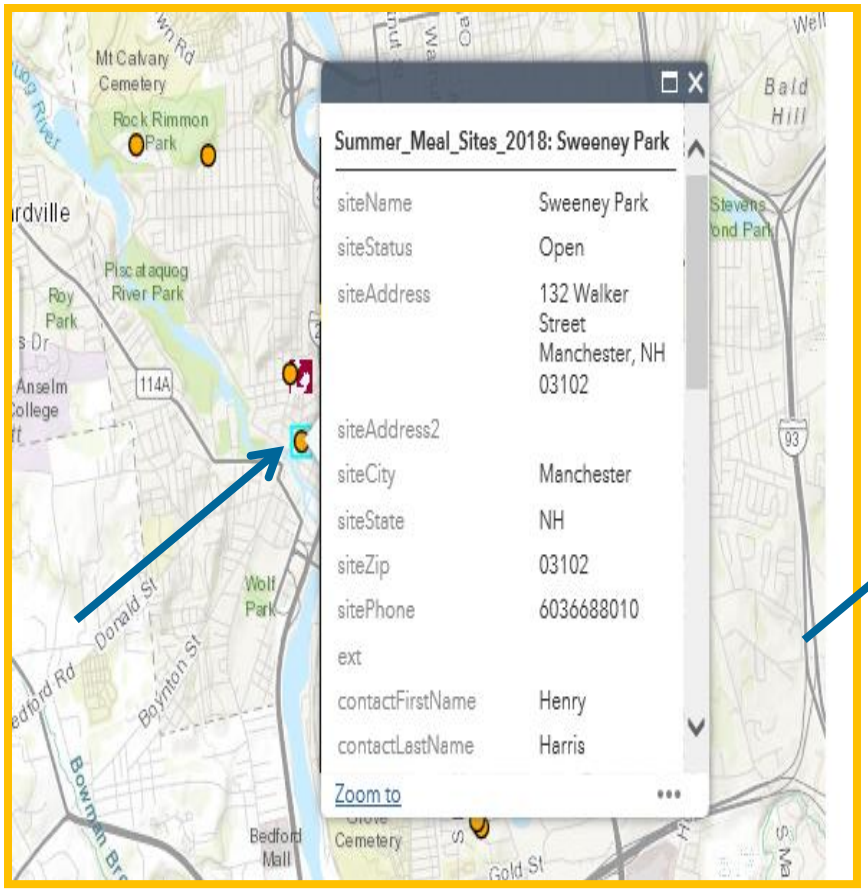
https://www.fns.usda.gov/capacitybuilder

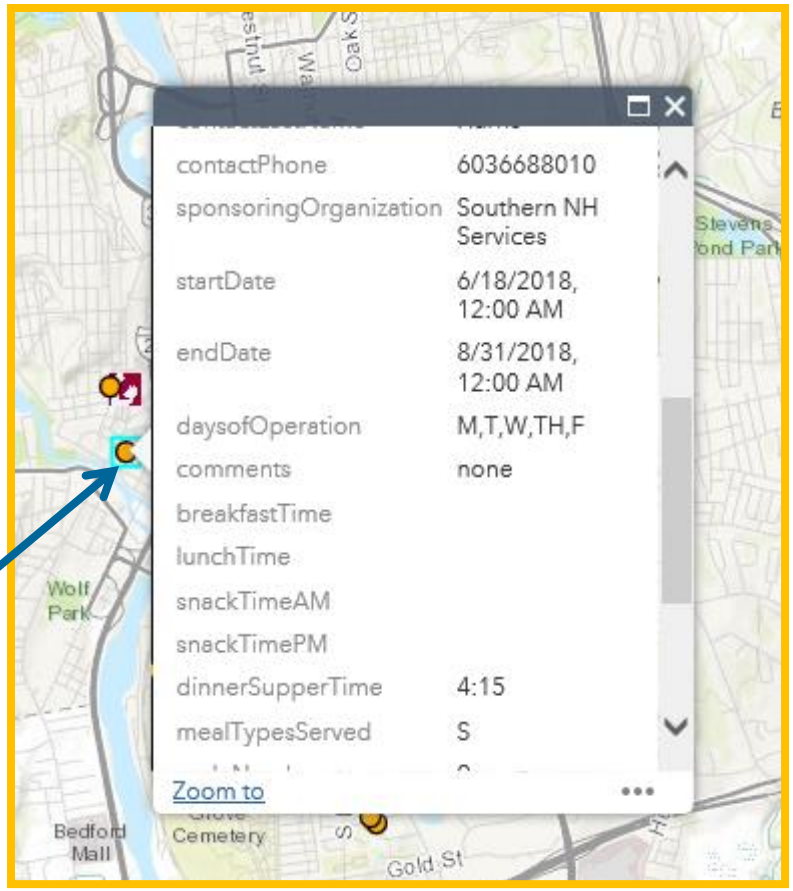


To Show **Library** in the Capacity Mapper



To Show **Sites** in the Capacity Mapper





Why did the Grape stop in the middle of the road?

Serve Low-Income Children

- Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas (called "areas in which poor economic conditions exist") or
- They must agree to serve low-income children.

Note: Residential and Non-residential camps do not need to meet this criterion.*

7 CFR 225.2 Definitions, Attachment 1
(found in 2016 Administrative Guidance for Sponsors; pages 16-18)

**Unlike open, restricted open and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain on site individual Free and Reduced-Price School Meals Family Applications. Camps are reimbursed only for those enrolled children who meet the free and/or reduced price eligibility standards.*

Conduct a Nonprofit Food Service

Sponsors must conduct not-for-profit food services through the Summer Food Service Program.

A sponsor is operating a nonprofit food service if:

- the food service operations conducted by the institution are principally for the benefit of participating children, and

- all of the program reimbursement funds are used solely for the operation or improvement of such food service.

This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a nonprofit summer food service.

Exercise Management Control Over Sites

Management control of the meal service means that the sponsor is responsible for:

- maintaining contact with meal service site staff,
- ensuring that there is adequately trained meal service staff on site, and
- monitoring site operations throughout the period of program participation.

Conduct Monitoring Visits

- Sponsors must certify that all sites have been visited and are capable of providing meal service for the number of children as planned.

7 CFR 225.14(c)(6) and 225.15(d)(2) and (3)

- Sponsors must ensure that the following minimum monitoring requirements are met:

✓Pre-operational Visits
✓Site Visits
✓Site Reviews

- https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSPSponsorMonitorsGuide2017.pdf

Pre-operational Visits

- Sponsors ***must*** visit all new and problem sites before they begin operations. These visits are required to make sure that the sites have facilities to provide meal services for the number of children expected to attend.
- This form can be found in the 2017 Sponsor Monitoring Handbook pages 26.

1st Week Site Visits

- In the absence of an approved waiver, all Sponsors are required to conduct both the first week site visit and a review of the food service operations within the first four weeks of program operations as outlined in 7CFR 225.15(d)(2) and (3).

- The 1st Week Site Visit form can be found in the 2017 Sponsor Monitoring Handbook pages 27.

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

Waived regulatory requirement at 7 CFR 225.15(d) for sponsors to conduct site visits during the first week of program operations for returning sites that operated successfully during the previous summer and had no serious deficiency findings.

If Waiver is approved this form will need to be filled out and uploaded to you 2020 SFSP Application Attachments.

2020 First Week Site Visits

Sponsor Name:

NAME OF SITE	ADDRESS	TOWN	START DATE OF SITE	REASON FOR REQUEST

Site Visits

- Sponsors must review all sites at least once during the first four weeks of program operations. After this initial period, sponsors must conduct a “reasonable” level of monitoring. If a site operates less than one week, the sponsor must still conduct a review and this site review may be conducted at the same time as the first week site visit.

- This form can be found in the 2017 Sponsor Monitoring Handbook pages 28-30.

Who helps the little pumpkins cross the road on the way to their summer food sites?

Viable, Capable and Accountable (VCA)

What does it mean to be VCA?

The federal regulations require all participating institutions to be financially **viable**, administratively **capable**, and have controls for **accountability**. This is to make sure that tax payer's money is being used effectively for the intended purpose.

•Financial viability means that the institution has adequate financial resources to maintain operations, even if there is a disruption in normal income or a delay in a SFSP reimbursements. You should be able to document your institution's financial viability through audit reports or financial statements.

•Administrative capability means that the institution has enough qualified staff members to meet all SFSP requirements. Also, the institution has management procedures in place to ensure that SFS{ requirements are met.

•Accountability means that the institution follows sound management and accounting practices. Systems must be in place to ensure fiscal integrity and prevent improper financial activities. In addition, non-profit organizations must have an independent board of directors that has the power to replace the executive director.

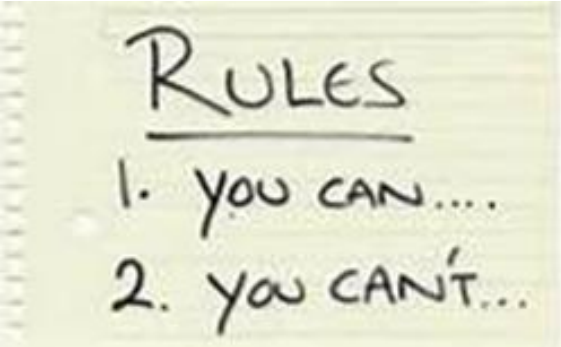
Sponsors already participating in the SFSP must continue to be viable, capable and accountable. The State Agency will monitor viability, capability and accountability by requesting updates on program operations and conducting administrative reviews. Institutions that do not demonstrate viability, capability and accountability may be subject to financial penalties or termination from the SFSP.

Demonstrate Financial and Administrative Capability

1. Financial and Administrative Capability
2. Allowable Costs
3. Unallowable Costs
4. Procurement
5. *Minority Business Enterprise*
6. *What are affirmative steps*

Financial and Administrative Capability

- Potential and returning sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. They must accept final financial and administrative responsibility for all of their sites.



Allowable Costs

Those costs that are necessary and reasonable.

- **Direct** -

  Allowable cost that is necessary and reasonable and can be identified as allocable to the program.

  Examples of Direct Allowable Costs

  --Labor to prepare and deliver meals, order food, prepare menus

  --Purchase of food and non-food items

- **Indirect** -

  Allowable cost that is necessary and reasonable, but is not identified as directly allocable to the program. Therefore, it is pro-rated appropriately among all other programs and only a portion is allocated to the meals program.

  Example of Indirect Allowable Cost

  --Utilities to run a site that cannot be separated from the meals program.

Unallowable Costs

Those costs that are incurred, but may not be covered by federal funds.

Those costs that are ***NOT*** necessary nor reasonable, even if they can be identified as Direct Costs.

Example of Unallowable costs

- *Purchase of food for year-end staff party.*
- *Transfer of funds to cover year-round program's deficit.*
- *Not taking the low-bid and not maintaining document justification for the purchase*
- *Purchase of unneeded items "just because it was a good price."*

Procurement

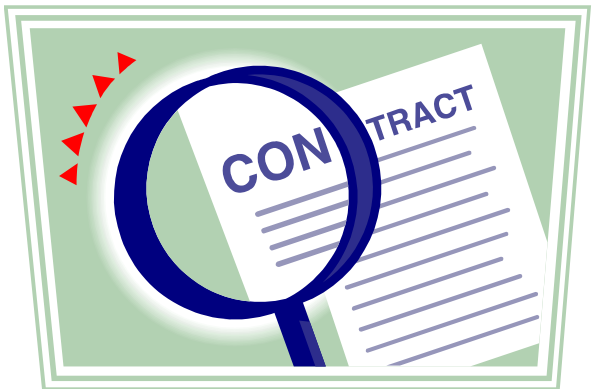
The purchase of anything such as food, equipment, non-food products, or services.

Procurement Process

- Planning
- Writing Specifications
- Advertising the Procurement
- Awarding a Contract
- Managing the Contract

Good Procurement Principles

- Fair and Open Competition
  - Fairness and Integrity
    - Responsive and Responsible Contractors
      - Transparency



Procurement

Contracted Meals

If the site is provided meals by a Food Service Management Company or a vended meals contractor, the contract must be approved by the State Agency PRIOR to the delivery of service.

Failure to have State Agency approval of a Food Service Management Contract or a Vended Meals Contract prior to the delivery of service will result in the inability to claim the meals served.

Minority Business Enterprise
(2CFR 200)

- All sponsors are encouraged to take affirmative steps to ensure that minority firms and women's business enterprises are used whenever possible.
- For services and assistance regarding minority business enterprises, please contact the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.
- https://www.commerce.gov/bureaus-and-offices/mbda

What are affirmative steps?

- Placing minority firms or women's businesses on solicitation lists.
- Ensuring these businesses are solicited whenever they are deemed potential sources.
- When economically feasible, sponsors may wish to divide their total procurement needs into smaller quantities to facilitate participation by minority business enterprises.
- Sponsors may also establish delivery schedules that will help minority businesses meet deadlines.

How do you fix a broken Tomato?

A PERFECT MATCH

SFSP AND FARM TO SCHOOL

NH DOE Office of Nutrition Programs and Services

PROCURING LOCAL FOODS

FINDING THE RIGHT FIT

In New Hampshire, summer is our primary growing season. Items like carrots, broccoli, cucumbers, zucchini, salad greens, and tomatoes are readily available as local product! All great items to include in your summer meals.

There are different options for sourcing local foods and finding the right fit for your program is important.

Some ways to procure local foods

DIRECT FROM THE FARM

Some farms may be able to offer direct delivery or to set up a weekly pick up at the farm or at another convenient location.

EXISTING DISTRIBUTOR

Ask your distributor what local products they currently provide. Clearly communicate what your definition of local is, example grown in NH or 20 miles from the meal site.

A FARMERS' MARKET

A farmers' market can be a great fit if you are purchasing a small volume. Be sure to keep your receipts to fully document your purchases.

FOOD HUB

Food hubs help distribute product from local farmers. Similarly to working with a distributor, a small purchase model could be used to partner with a food hub throughout the summer.

HOW TO PURCHASE YOUR LOCAL PRODUCE

SUMMER LOVES LOCAL

Small Purchase

Use the small purchase model if you are comparing prices. You need to compare or receive quotes from a minimum of two producers or distributors to have your purchase qualify as a small purchase.

Example: If you compare cost of carrots per pound from Farmer A and carrots per pound from Farmer B, you're already under a small purchase model! Be sure to document your comparisons.

Micro-Purchase

Use the micro-purchase model if no cost comparisons are being made. Each transaction is a one time purchase under your locally determined micro-purchase threshold.

If you use this model throughout the summer, be sure to document fair and equitable distribution of purchases. Remember to run the RAN test to make sure the produce is Reasonable, Allowable, and Necessary.

The federal small purchase threshold is $250,000 and the federal micro-purchase threshold is $10,000. Please refer to your governing body to find out what your thresholds are for small and micro-purchases.

USDA Farm to School Resources

https://www.fns.usda.gov/cfs

UNH Cooperative Extension – NH Food Access Map

- The map is a central resource for those needing food, and those looking to donate or volunteer in their community.
- We will be working with UNH Cooperative Extension to add Summer Food Service Program Meal Locations to this map to assist families in finding where they can get meals for children 18 and under.
- UNH Cooperative Extension is currently adding fields to their Survey page to include questions regarding Summer Food Meals.
- When Cooperative Extension has added the SFSP questions, we will ask you to complete the survey online and put your site information into the mapper. This is another way that we can provide families of NH locations of meals being served through the Summer Food Program.
- This is the link: extension.unh.edu/resource/new-Hampshire-food-access-map

LEARN MORE ABOUT PROPER FOOD SAFETY

FOOD PICKUP SITES

These sites provide food that must be picked up from the site

PICK UP | ANY FOOD

Any type of food

PICK UP | NON-PREPARED FOOD

Non-perishable: canned, boxed, dried
Perishable: fruit, vegetables, bread, eggs, dairy, meat

PICK UP | PREPARED FOOD

Meals, ready-to-eat food

FOOD DELIVERY SITES

These sites provide food that can be delivered to your home

DELIVERY | ANY FOOD

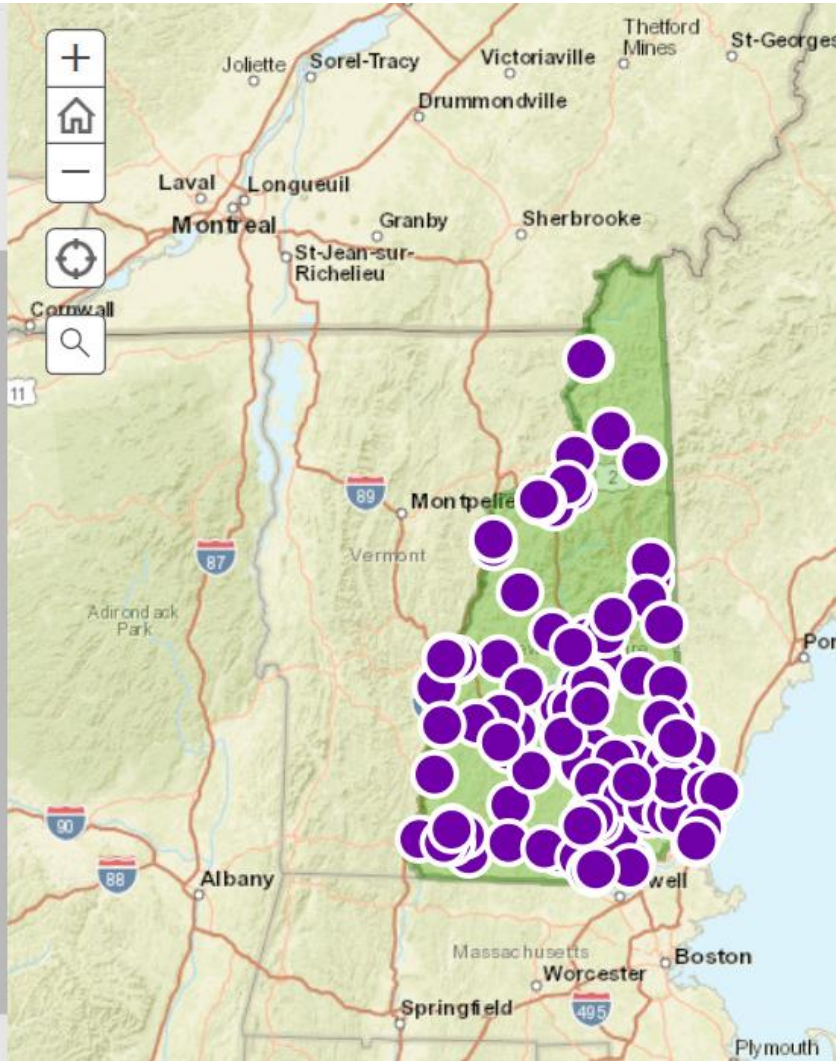
Any type of food

DELIVERY | NON-PREPARED FOOD

Non-perishable: canned, boxed, dried
Perishable: fruit, vegetables, bread, eggs, dairy, meat

DELIVERY | PREPARED FOOD

Meals, ready-to-eat food



Meal Pattern Requirements

https://fns-prod.azureedge.net/sites/default/files/sfsp/USDA_SFSP_NutritionGuide.pdf

Meal Pattern Requirements for Reimbursable Meals

4 Food Components

- Milk
- Vegetables and/or Fruits
- Grains and Breads
- Meat and Meat Alternates

Unitized meals. All food components (menu items) that make up the reimbursable meal are served to each child all at the same time.

Taking food off-site: Program regulations require sponsors to ensure children eat meals on site; however, sponsors may let a child take one fruit, vegetable or grain item off-site to eat later**.**

Offer Versus Serve (OVS): OVS must be indicated on the site application and absent a waiver, is only available for SFA Sponsors. OVS permits a child to refuse one or more items that they do not intend to eat. OVS helps to reduce plate waste by giving children greater flexibility to select only the foods they intend to eat. SFA SFSP Sponsors that choose OVS must follow the NSLP meal pattern including vegetable subgroups.

If Waiver is approved this form will need to be filled out and uploaded to you 2020 SFSP Application Attachments.

2020 Offer vs. Serve

Sponsor Name:

NAME OF SITE	ADDRESS	TOWN	START DATE OF SITE	REASON FOR REQUEST

Breakfast Meal Pattern

Serve food items from all 3 required food components

Required:

- **Milk**: 8 fl. oz. or 1 cup *(stand alone food component)*
- **Vegetable or Fruit or Full Strength Juice**:½ cup
- **Grains and Bread**
  - Bread: 1 slice
  - Cornbread, biscuits, rolls, muffins:1 serving
  - Cold dry cereal: ¾ cup or 1 oz.

Optional:

- *Meat/Meat Alternate*
  - Lean meat, poultry, fish or cheese:1oz.
  - Egg: ½ large egg
  - Peanut butter: 2 Tbsp.
  - Yogurt: 4oz. or ½ cup

Note: Bacon is **not** considered a meat/meat alternate.

Lunch or Supper Meal Pattern

Serve food items from all 4 food components

- **Milk**: 8fl.oz. or 1cup *(stand alone food component)*
- **Vegetables and/or Fruits:** 3/4 cup total
  2 different types to equal ¾ cup
  - 2 different vegetables = ¾ cup
  - 2 different fruits = ¾ cup
  - 1 vegetable and 1 fruit to = ¾ cup

- **Grains and Bread**
  - Bread: 1slice
  - Cornbread, biscuits, rolls, muffins:1 serving
  - Pasta or rice: 1/2 cup
- **Meat/Meat Alternate (M/MA)**
  - Lean meat, poultry, fish or cheese: 2oz.
  - Eggs: 1 large egg
  - Cooked dried beans/peas (legumes): ½ cup
  - Alternate protein product: 2 oz.
  - Peanut butter: 4 Tbsp.
  - Yogurt: 8 oz. or 1 cup
  - Nuts or seeds 1 oz. = 50% (only counts for ½ of the M/MA requirement)

Snack Meal Pattern

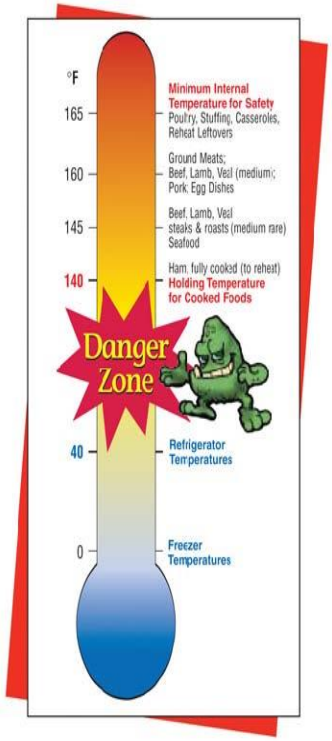
Serve 2 of the 4 food components

- **Milk**: 8 oz. or 1 cup *(stand alone food component)*
- **Vegetable or Fruit** : 3/4 cup or 6 fl. oz. of full 100% strength juice
- **Grains and Bread**
  - Bread: 1 slice
  - Cornbread, biscuits rolls, muffins: 1 serving
  - Cold dry cereal: ¾ cup or 1 oz.
  - Cooked pasta: ½ cup
- **Meat/Meat Alternate**
  - Lean meat, poultry, fish or cheese: 1oz.
  - Large egg: ½
  - Alternate protein product: 1 oz.
  - Peanut butter: 2 Tbsp.
  - Nuts or seeds: 1 oz.
  - Yogurt: 4oz. or ½ cup

Please note: That you can not do OVS for the Snacks

Food Safety

Keep Hot Foods Hot and Cold Foods Cold At All Times



- Hot foods: must be kept at 135°F or above
- Cold foods: must be kept at 40°F or below

Food Safety and Kitchen Rules

Keep These Food Safety Rules in Mind

- Bacteria can grow rapidly between 40°F and 135°F, which includes room temperature. This is known as the *danger zone*.
- Avoid holding foods in this temperature *danger zone*. Do not hold a food in the temperature *danger zone* for longer than two **hours.** After two hours discard the food.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40°F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 135°F or more.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.
- Train food service employees on safe food handling, on the safe use of all types of equipment, and on personal hygiene.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

Core Messages of Food Safety

The four core messages will help you keep your food safe to eat.

★ Clean

★ Separate

★ Cook

★ Chill

Food Safety Checklist

Subheadings for each category

Use the **Food Safety Checklist** found in the ***2018 Nutrition Guidance for Sponsors*** manual, pgs. 89– 94. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference**.**

- Personal Hygiene
- Food Preparation
- Hot Holding
- Cold Holding
- Refrigerator, Freezer and Milk Cooler
- Food Storage and Dry Storage
- Cleaning and Sanitizing
- Utensils and Equipment
- Large Equipment
- Garbage Storage and Disposal
- Pest Control

Hand Washing

Proper hand washing procedures for both food preparers and children are extremely important.

- **For children:** careful hand washing with soap and warm water for 20 seconds will reduce the risk of spreading pathogens.
- **For young children:** frequent supervised hand washing with soap is particularly important. Children should always wash their hands before eating.

Hand Washing Procedure

- Wash hands thoroughly, paying special attention to germs that may be trapped under nails and in crevices.
- Rinse well to remove all traces of soap.
- Dry hands with paper towels.
- Use a paper towel to turn off the faucet after washing hands.

- Allow hands to dry thoroughly after cleansing (before contact with anything).

Hand Washing Videos

On-Line Applications and Claims

- As discussed previously in the *Sponsor Responsibility* section, the sponsor application, site application(s) and attachment documents must be updated annually.
- The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is ***Monday, May 11, 2020***. (N*ote: In order for your application to be processed quickly, please have your online application completed by the State Agency deadline date.)*
- 7 CFR 225.6 (b)(1) *Approval of sponsor applications:* Sponsors must submit their application to the State Agency for participation in the SFSP prior to **June 15***. However, State Agencies may establish an earlier deadline for the Program application submission.

– **Failure to meet the USDA **June 15 deadline** will result in an inability to participate in the program for the 2020 Summer Food Service Program. There are **NO** exceptions.*

On-Line Applications and Claims

In order to have access to the NH on-line system, **new users** must:

- Step 1:

  Create an account in the *myNHDOE* Single Sign On System *https://my.doe.nh.gov/myNHDOE/Login/Login.aspx*

  (If you already have an account in the Single Sign On, ***DO NOT*** create another account).

AND

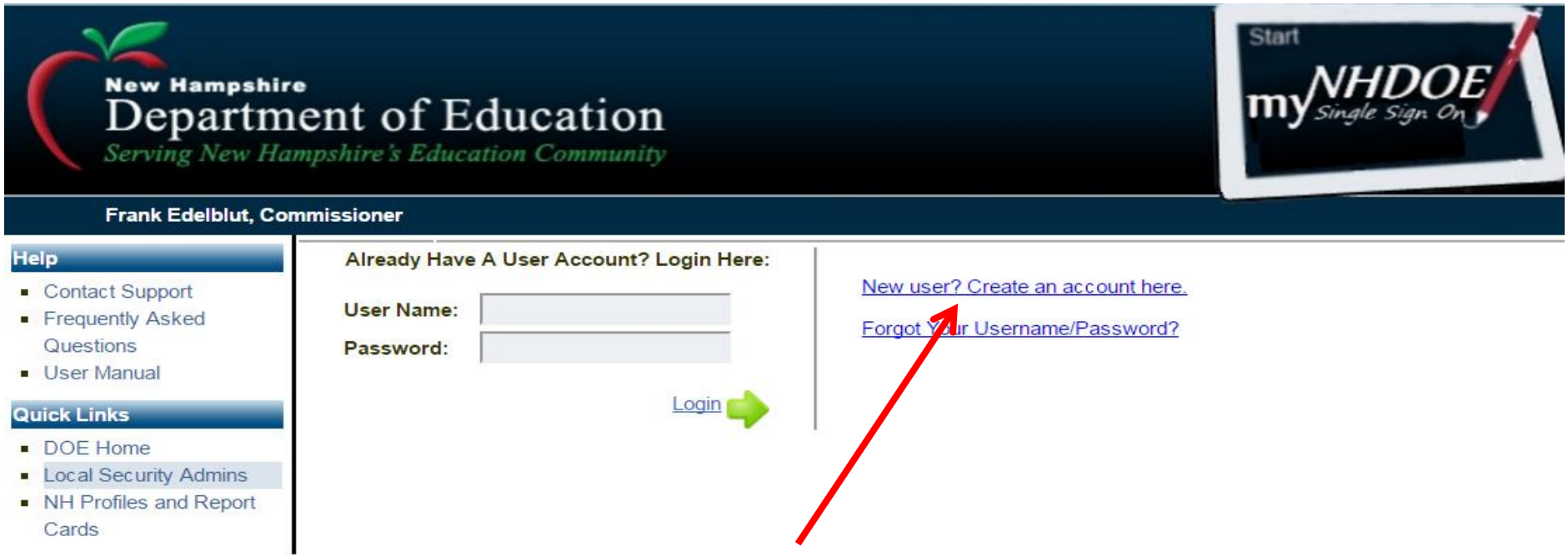
- Step 2:

  Complete and submit a SFSP *Program Authorization Form which can be found on the SFSP page of our website and we attached it with the forms.* *https://www.education.nh.gov/program/nutrition/index.htm*

Once ***both*** steps have been completed, users of the system will be linked to the on-line computer security for SFSP.

Creating a User Account in the myNHDOE Single Sign On System

Log in to: [*https://my.doe.nh.gov/myNHDOE/Login/Login.aspx*](https://my.doe.nh.gov/myNHDOE/Login/Login.aspx)



If you ***DO NOT*** already have a user account, click on "Create New User Account" and follow the steps.

*If you have forgotten your user name or password, click on the "Forgot Your Username/Password?" link. *The State Agency does not keep a list of passwords for users.*

SFSP Program Authorization Form

Please complete the following chart and return to Jane Levesque at jane.levesque@doe.nh.gov. We must have this completed chart **AND** you must create user accounts in the Single Sign On System of *myNHDOE* before applications and claims can be entered into the system. Go to *https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition* for form.

SAU/RA LEVEL

SAU/RA Name: _____ **SAU#/RA#:** _____
Address: _____ **E-mail:** _____
_____ **Phone #** _____

Entry/Submit Information for Claims ☐ **NSLP** ☐ **CACFP** ☐ **SFSP** ☐ **SMP** ☐ **FFVP**

Claim Entry Person:
User ID: _____ **Name:** _____

Claim Submit Person:
User ID: _____ **Name:** _____
(The claim "entry" person CANNOT be the same as the claim "submit" person.) If multiple persons will be entering claims, please insert additional lines/sheets, as needed.

Entry/Submit Information for Annual Application ☐ **NSLP** ☐ **CACFP** ☐ **SFSP** ☐ **SMP** ☐ **FFVP**

Application Entry Person:
User ID: _____ **Name:** _____

Application Submit Person:
User ID: _____ **Name:** _____

Direct Certification Information ☐ **NSLP**

Direct Certification Person:
User ID: _____ **Name:** _____

***SAU Verification Summary Official** ☐ **NSLP**

Verification Summary Person: **Only One individual assigned per SAU.*

User ID: _____ **Name:** _____

I certify that the individuals listed are employees of this SAU/RA and are authorized to enter or submit applications and/or claims for reimbursement on behalf of this SAU/RA for which federal monetary reimbursement will be received. I understand and acknowledge the responsibility of maintaining password confidentiality and integrity of claim submissions. The Department of Education also recognizes the confidentiality of password information and, therefore, will not have access to user passwords. I further agree to provide written notice of termination for the above, authorized individuals within thirty (30) days to the Department of Education, Office of Student Wellness, Bureau of Nutrition Programs and Services.

Signature: _____ Date: _____
Superintendent of Schools or Executive Director of Organization

This institution is an equal opportunity provider.

SFSP Program Authorization Form

The Office of Nutrition Program & Services will use the SFSP Program Authorization Form submitted by the sponsor to assign designated roles to those people listed on the form.

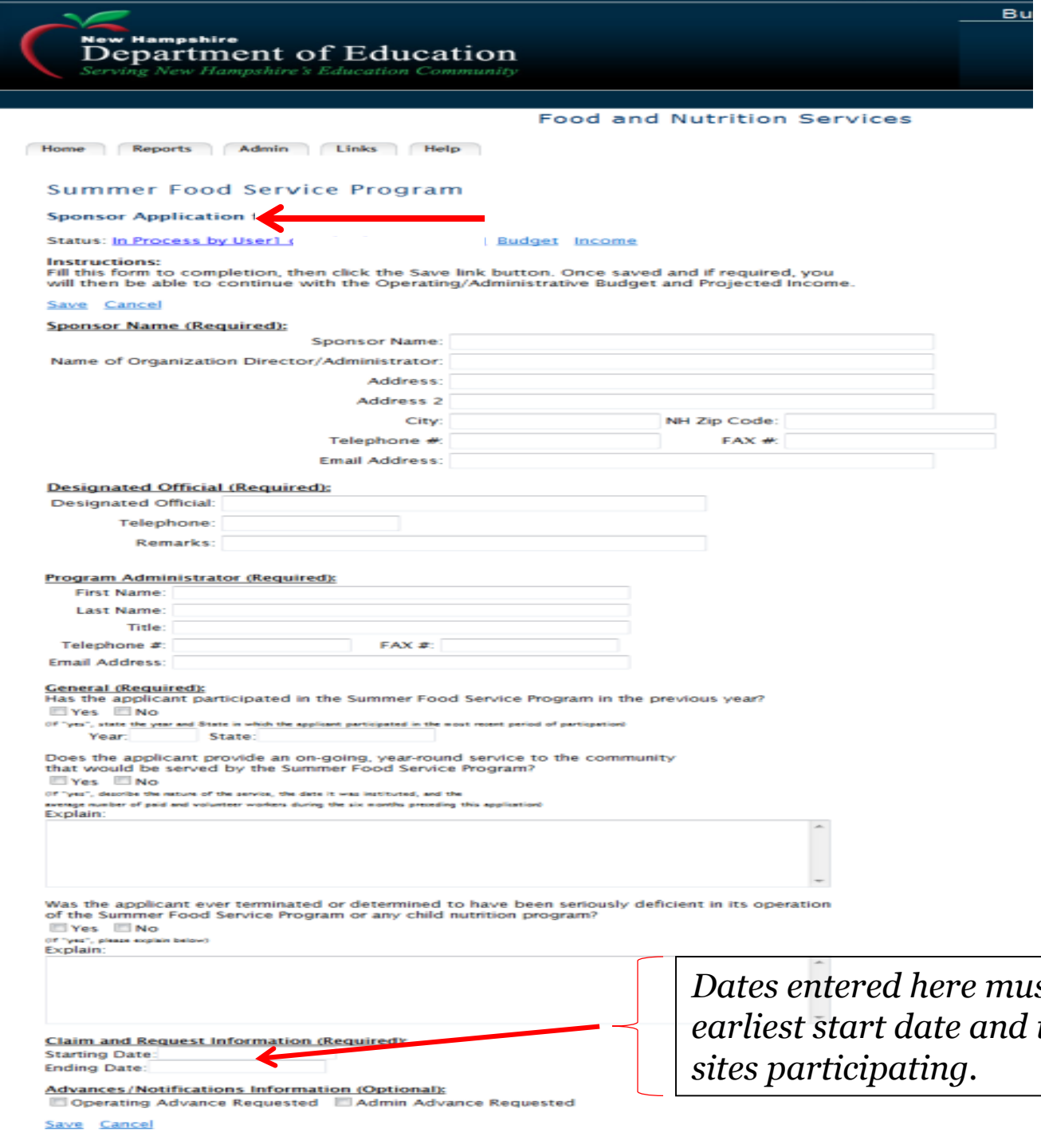
★As a reminder, you are NOT allowed to share your user id and password information with anyone.

APPLY NOW

What is a Complete SFSP Application Packet?

1. Sponsor Application* – *all sections completed*
2. Site Application(s) - *all sections completed*
3. Attachment Documents – *upload all pertinent documents*
4. Budget completed (n/a for public schools *unless* the public school is new to the SFSP)
   - Estimated Operational Costs (Food Service)
   - Estimated Administrative Costs
   - Projected Income to support your program

***Application deadline is May 11, 2020**



 # 1.
Sample

On-Line Sponsor Application* Page

**No Forms will be rolled over from the previous year's application.*

Dates entered here must reflect the actual earliest start date and the latest ending date of sites participating.

Example: Site Start Date/End Date

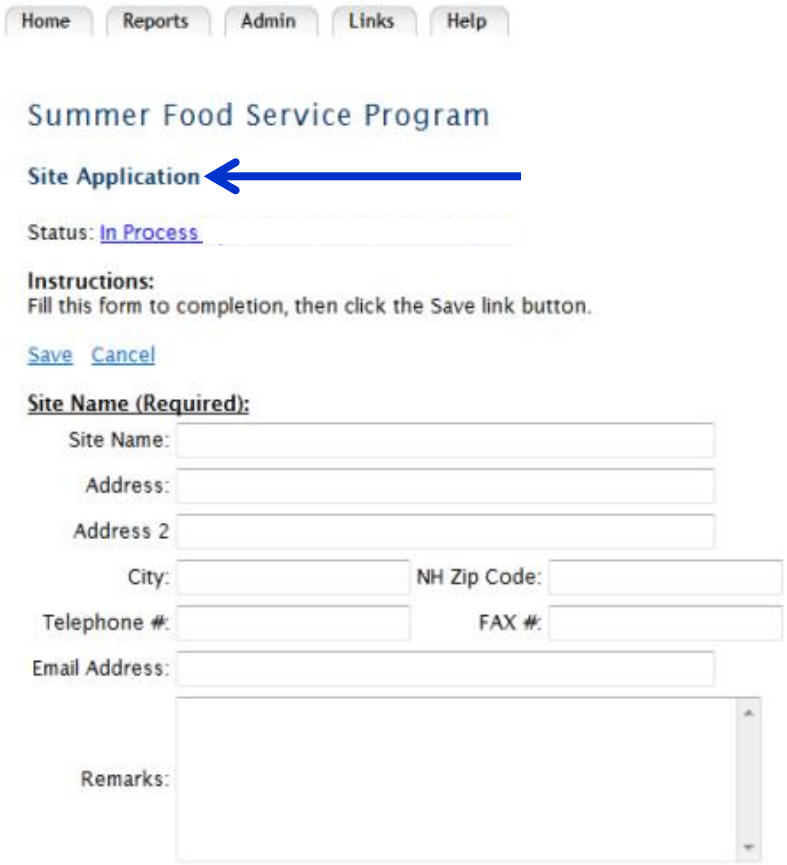
Site Operating Data (Required)		
Site A	Starting Date:	Ending Date:
	7/11/2020	09/02/2020
Site B	Starting Date:	Ending Date:
	6/23/2020	7/29/2020
Site C	Starting Date:	Ending Date:
	06/28/2020	08/03/2020
Site D	Starting Date:	Ending Date:
	06/21/2020	09/01/2020

Earliest Start Date:	Latest Ending Date
06/21/2020	09/02/2020

Based on the Earliest Start Date and the Latest Ending Date of the sites listed above, the **Claim and Request Information** on the Sponsor Application **must read:**

Starting Date:	6/21/2020	**NOT**	Starting Date:	1/1/2020
Ending Date:	9/2/2020		Ending Date:	12/31/2020

Food and Nutrition Services



Site Application – Page 1*

**Some information will be rolled over from the previous year's application. Please review the information and make appropriate changes.*

Site Contact (Required):

First Name: MI: Last Name:

Title:

Telephone #: FAX #:

Email Address:

Cell Phone #:

Fiscal Agent (Required):

Please select a site, then select a fiscal agent from this list. Please contact the Bureau if there are no selections available.

Eligibility (Required):

Enrollment Type: Select...

Program Type: Select...

Qualification:

If open site using school data, please supply the eligible school:

Eligible School: Select A School...

If enrolled site, please supply enrolled site data:

The drop down for Enrollment Type is Enrolled or Open

Program Type: Homeless Shelter, Non Residential Camp, School, Upward Bound

Qualifications: Area Eligible, Census Data, Income Application Collected, Other Information (please don't use), Restricted School Data, School Data

If Waiver is approved this form will need to be filled out and uploaded to you 2020 SFSP Application Attachments.

2020 Closed Enrolled Sites				
Sponsor Name:				
NAME OF SITE	ADDRESS	TOWN	START DATE OF SITE	REASON FOR REQUEST

Days of Operation:
- [x] Monday
- [x] Tuesday
- [x] Wednesday
- [x] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday

Closed Dates can be accessed from the Site Application read-only page.

Personnel (Required):
Personnel can be accessed from the Site Application read-only page.

Meals Claimed (Required):

Meal	ADP	Wkdy Begin Meal Time	Wkdy End Meal Time	Wknd Begin Meal Time	Wknd End Meal Time	Request Waiver	CAP	State CAP
Breakfast	125	8:30 AM	9:00 AM			☐	150	
AM Snack	0					☐	0	
Lunch	0					☐	0	
PM Snack	0					☐	0	
Supper	0					☐	0	

Service/Site Data (Required):

*Type of Service: Sack/ Cold Lunch
*Rural or Metro: Metro
*Indoor/Outdoor: Indoor
*Prep Type: Select...
*FSMC or SFA Name:

If an outdoor site, where will meals be served when weather prevents the outdoor service of meals? Give address and describe location.

(500 character limit; 500 remaining.)

Describe the meal service area:

Site Application, Page 2

Data entered must accurately reflect what the site is actually operating.

If Waiver is approved this form will need to be filled out and uploaded to you 2020 SFSP Application Attachments.

2020 Meal Service Time Restriction				
Sponsor Name:				
NAME OF SITE	ADDRESS	TOWN	START DATE OF SITE	REASON FOR REQUEST

Site Application: Service/Site Data

What is entered in this section directly affects the site claim.

- Service/Site Data (Required):

Type of Service: Select...

- Cafeteria Style
- Family Style
- Sack/Cold Lunch

Rural or Metro: Select...

*_**Metro** selection receives the lower rate of Administrative Costs._

- Rural
- Metro*

Prep Type: Select...

- Self-Prep
- Vended by FSMC**
- Vended by SFA

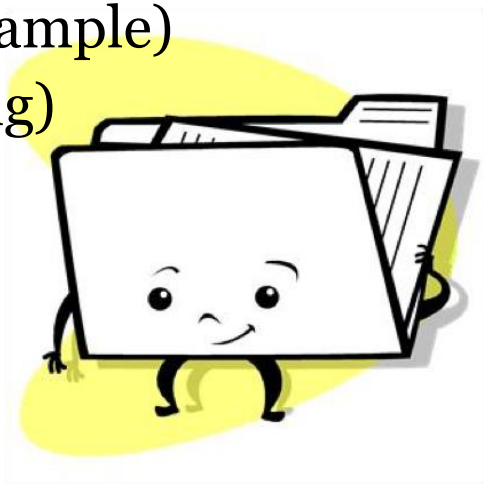
FSMC or SFA Name:

Vended by FSMC** receives the lower rate of Administrative Costs.

Attachment Documents

The following documents (if applicable) will need to be completed, scanned and uploaded into the computer system to accompany your annual application for participation in the SFSP. https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition

- ❖Application Certification Signature Page
- ❖Camp License (current)
- ❖Corrective Action Form Procedures (send an example)
- ❖Racial/Ethnic Data Form (form you will be using)
- ❖Free Meal Policy Statement – Charging
- ❖Free Meal Policy Statement – Non-Charging
- ❖Local Health Department Letter



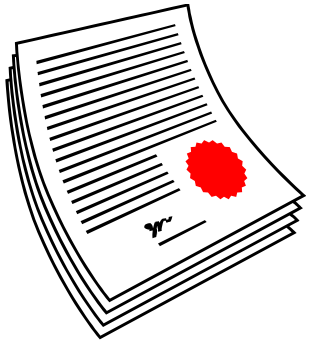
Summer Food Service Program Site Determination Form

SPONSOR NAME			Instructions are on 2nd tab below		
Site Name	Rural or Metro	Prep Type	FSMC or SFA	Eligibliity	Date Eligible

1. Please list your sites by name
2. Please list if you site is Rural or Metro
3. Please list how the meals are preppred. Such as Self Prep, Satalite from School, Vended Meals Contract
4. Please list if the site is a Food Service Management Company or a School Food Authority that has a Vended Contract
5. Please list how the site is Eligible, such as school data (list school name), area eligible, census data, etc.
6. Please list what year the site is Eligible. You are able to qualify a site for 5 years with documentation

Attachment Documents

- Meal Counting and Claiming Worksheet – Enrolled Sites
- Meal Counting and Claiming Worksheet – Open Sites
- Free and Reduced Price School Meals Family Application
- Parent Letter (placed on Sponsor Letterhead)
- Permanent Agreement with State Agency (updated for 2017)
- Public News Release for Enrolled Sites and Camps
- Public News Release for Open Sites
- Site Closure Procedures
- Site Monitoring Schedule
- Training Schedule
- Upward Bound Letter (*for colleges only*)



Why did the people dance to the vegetable band?

Sponsor Application Budget

SFSP sponsors must complete the on-line **annual budget** for administrative costs. The application budget is part of the sponsor application packet and must be approved by the State Agency.

- ❑ N/A for public schools currently under an agreement with the State Agency.
- ❑ However, **new** public schools that wish to participate must provide a budget.

Sponsor Application Budget

Food and Nutrition Services

Home | Reports | Admin | Links | Help

Summer Food Service Program

Sponsor Application Operational and Administrative Budget for Manchester – 37

Instructions:
Fill this form to completion, then click the Save link button. Once saved you can work with the Projected Income or move back to the sponsor application

Save Cancel

Estimated Operational Cost (Food Service)				Estimated Administrative Costs			
		Sponsor Amount	FNS Approved Amount			Sponsor Amount	FNS Approved Amount
Food			$0.00	Total Administrative Salaries (See 13 above)			$0.00
				Rent of Office Space (Attach Contract)			$0.00
	Site		$0.00	Utilities			$0.00
				Office Supplies			$0.00
Labor	Kitchen		$0.00	Audit Fees (Attach letter)			$0.00
				Transporation (Administrative and Monitors)	Rental		$0.00
Non-Food Supplies			$0.00		Mileage		$0.00
				Telephone			$0.00
Utilities			$0.00	Postage			$0.00
				Legal Fees			$0.00
Kitchen or Truck Rental (Attach contract)			$0.00	Use Allowance			$0.00
Equipment Rental (Attach contract)			$0.00	Office Building Maintenance (Not included in Rental Agreement)			$0.00
Other (specify)			$0.00	Other (specify)			$0.00
				Indirect Cost (Rate) (Attach copy of cognizant agency's approval)			$0.00
Sub-Total		$0.00	$0.00	Sub-Total		$0.00	$0.00

Save Cancel

Summer 2020 Reimbursement Rates

Maximum Per Meal Reimbursement Rates

Operating Costs

Breakfast	$2.16
Lunch/Supper	$3.76
Snack	$0.87

Administrative Costs

Rural/Self-Prep Sites	
Breakfast	$.2150
Lunch/Supper	.3925
Snack	.1075

Other (Vended Sites)	
Breakfast	$.1700
Lunch/Supper	.3275
Snack	.0850

Advance Payments
7CFR 225.9(c)

Advance Payments can assist sponsors in meeting operating costs and administrative expenses. The process is highly regulated and will need State Agency approval. Advances are not guaranteed.

Dates for Advance payments:

- *Operating costs:* June 1, July 15, and August 15

  *A sponsor shall not receive advance operating cost payments for any month in which it will participate in the Program for **less than ten days**. Except for school food authorities, sponsors must conduct training sessions before receiving the second advance payment. Training sessions must cover Program duties and responsibilities for the sponsor's staff and for site personnel.*

- *Administrative costs:* June 1 and July 15

  *A sponsor shall not receive advance administrative costs payments for any month in which it will participate in the Program for **less than 10 days**. However, if a sponsor operates for less than 10 days in June but for at least 10 days in August, the second advance administrative costs payment shall be made by August 15.*

Claims for Reimbursement

Prior to sponsors submitting claims for reimbursement, a complete application packet must be approved by the State Agency.

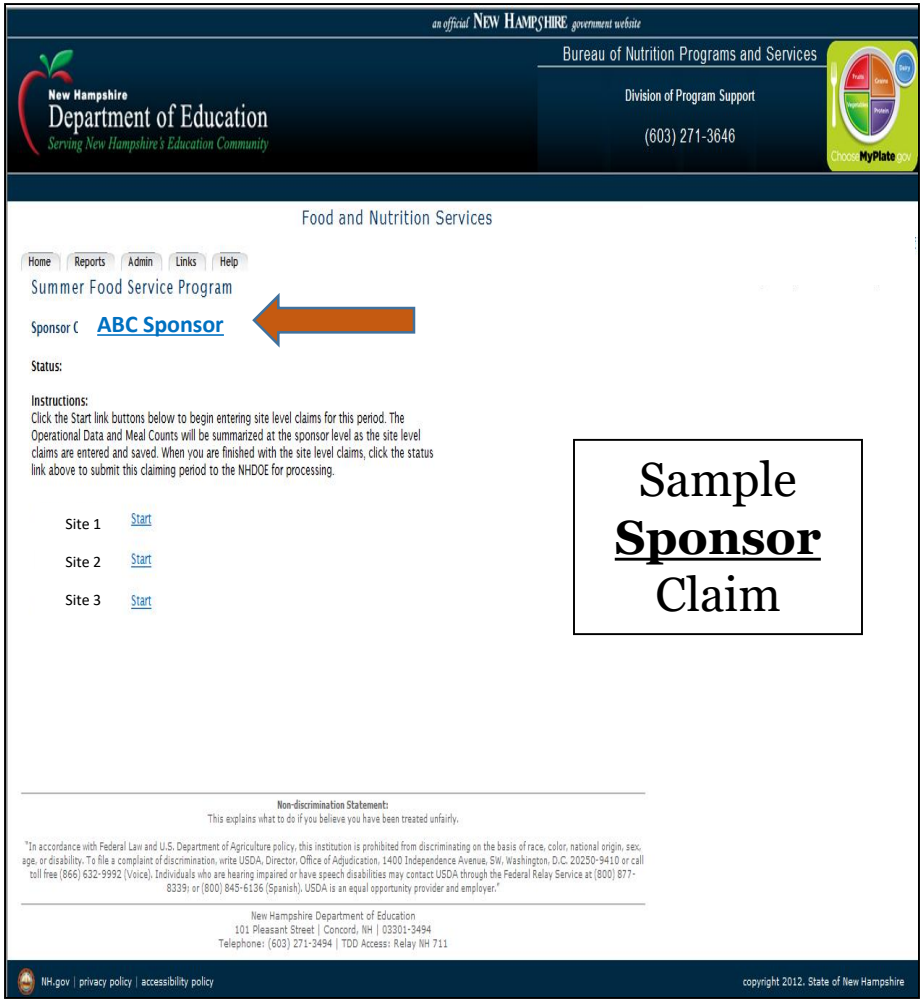
- Claims for reimbursement must be entered and submitted to the State Agency by the 10th of the following claiming month.
  - Claims require two individuals:
    - Entry Person
    - Submit Person

★*Failure to submit original claims or claim revisions by the 60th day following the claiming month will result in Corrective Action. Payment will not be made until a Corrective Action Plan has been approved by the State Agency. Sponsors will be under Corrective Action for a period of three years (36 months). Subsequent late claims during this three year (36 months) period will not be paid by the State Agency. 7CFR 225.9(d)(6)*

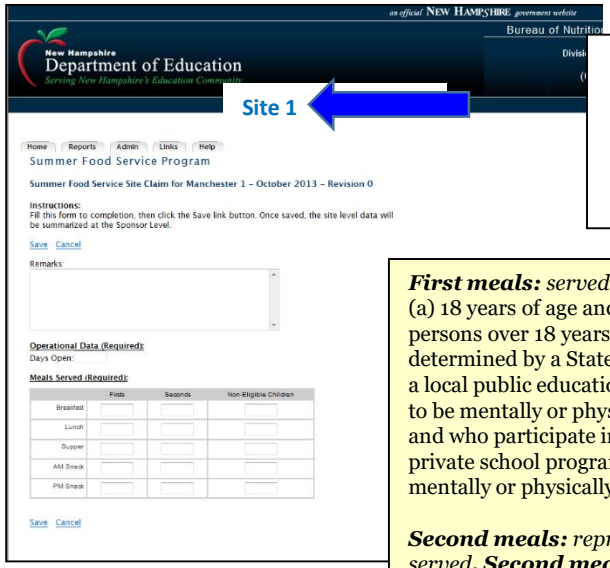
7 CFR 225.9(d)(6):
Program Assistance to Sponsors - Reimbursement

(6) A final Claim for Reimbursement shall be postmarked and/or submitted to the State agency not later than 60 days after the last day of the month covered by the claim. State agencies may establish shorter deadlines at their discretion. Claims not filed within the 60 day deadline shall not be paid with Program funds unless FNS determines that an exception should be granted. The State agency shall promptly take corrective action with respect to any Claim for Reimbursement as determined necessary through its claim review process or otherwise. In taking such corrective action, State agencies may make upward adjustments in Program funds claimed on claims filed within the 60 day deadline if such adjustments are completed within 90 days of the last day of the month covered by the claim and are reflected in the final Program Operations Report (FNS-418). Upward adjustments in Program funds claimed which are not reflected in the final FNS-418 for the month covered by the claim cannot be made unless authorized by FNS. Downward adjustments in Program funds claimed shall always be made without FNS authorization, regardless of when it is determined that such adjustments are necessary.

Sponsor and Site Claim



Sample **Sponsor** Claim



Sample **Site** Claim

First meals: *served to Eligible Children* (a) 18 years of age and under, and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

Second meals: *represents only meals served.* ***Second meals*** *served* **cannot** exceed 2% of first meals served. There is no rounding up of meals. 2nd meal counts must be supported with appropriate documentation.

USDA 60 Calendar Rule For Submission of Claims

Late SFSP claims and claim revisions follow the FNS 60 day guidance. Sponsors may be granted a one-time per 3 year waiver for a late claim. Any further late claim in any program, made during the 3 year period will be denied. If currently on the exemption list, claims will not be processed.

7 CFR 210.8(b)(1)

Claim Month	60 Day Federal Due Date
January	April 1
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1

Claim Warnings/Errors
(examples)

Warnings

Remarks (Required if Warnings Exist)

Warnings/Errors:

- Warning - Meal Participation Exceeds acceptable tolerance Breakfast Free
- Warning - Meal Participation Exceeds acceptable tolerance Lunch Free

Remarks:

Claim submit person verified that the claim data entered for free breakfast and free lunch meals participation is valid.

*The remarks needs to be entered on the site claim **AND** the sponsor claim.*

Errors

Errors must be corrected prior to submitting the claim to the State Agency.

Warnings/Errors:

- Error - Second breakfasts in excess of 2% of the total first breakfasts cannot be claimed.
- Error - Second lunches in excess of 2% of the total first lunches cannot be claimed.

Meals Claimed (Required):

	Meals Claimed			
	Firsts	Seconds	Non-Eligible Children	Total
Breakfast	285	36	0	321
Lunch	786	92	0	878
Total	1071	128	0	1199

Disregards/Disallowances
7 CFR§225.10(c)

- *Disregards – Claims*
- For any fiscal year, the State agency conducting audits or management evaluations may disregard an overpayment which ***does not exceed $100.***
- An overpayment in excess of the threshold or when there is substantial evidence of violation of criminal law or civil fraud statutes will ***not*** be disregarded.
  - When there are unpaid claims for the same fiscal year, the overpayment can be deducted from future positive claims within the same fiscal year.
  - When there are unpaid claims for different fiscal years, the sponsor must submit a check in the amount of the overpayment to the State Agency.

Appeal Procedures
7 CFR §225.13

(a) Each State agency shall establish a procedure to be followed by an applicant appealing:

- A denial of an application for participation;
- a denial of a sponsor's request for an advance payment;
- a denial of a sponsor's claim for reimbursement (except for late submission under §225.9(d)(6));
- a State agency's refusal to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim;
- a claim against a sponsor for remittance of a payment; the termination of the sponsor or a site;
- a denial of a sponsor's application for a site;
- a denial of a food service management company's application for registration, if applicable;
- or the revocation of a food service management company's registration, if applicable.
- Appeals shall not be allowed on decisions made by FNS with respect to late claims or upward adjustments under §225.9(d)(6).

The complete NH Appeal Procedures for the Summer Food Service Program can be located on the Office's web page list below:

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

New Sponsor Training and Responsibilities

All potential new sponsors must provide documentation that they are financially viable to participate in the SFSP, Financial documents that will be requested during the application process will include at a minimum (additional information may also be requested):

- Balance Sheet utilizing an accrual or modified accrual accounting principles for the most current month ended;
- Bank statements (same month as balance sheet);
- Income Statement/Profit & Loss Statement for 12 months ending the same month as the balance sheet;
- If potential new sponsor is a non-profit agency, a copy of the last submitted 990 Form;
- Non-profits must have an independent board of directors.

The SFSP is funded through the United States Department of Agriculture (USDA) and administered by the New Department of Education, Office of Nutrition Programs and Services to provide reimbursement to sponsor organizations for serving healthy meals and snacks to children.

The goal of the SFSP is for sponsoring organizations to serve well-balanced meals and encourage good eating habits in all SFSP settings. Participation in the SFSP must help ensure the delivery of benefits to the neediest children in your community. All program funds come from tax dollars, all funds must be spent on food-related costs for the SFSP and all participating agencies must account for how these funds are used.

New Sponsor Training and Responsibilities

Who does the program serve?

- Children through age 18;

What kinds of meals are served?

SFSP facilities must follow meal patterns established by the USDA:

Breakfast: consists of a serving of fluid milk, fruit or vegetable, and a grain or bread.

Lunch or dinner: required fluid milk, grain or bread, meat or meat alternative, and a serving of fruit and vegetable.

Snacks: includes two of the four components: fluid milk, fruit or vegetable, grain or bread, or meat or meat alternative.

How does SFSP work?

SFSP reimburses participating centers for serving nutritious meals according to the USDA meal patterns. The New Hampshire Department of Education, Office for Child Nutrition Programs & Services approves sponsoring organizations to operate the program locally. They also provides training, monitors the program, and provides guidance and assistance to assure that sponsors are meeting program requirements.

Key Sponsor Responsibilities

- Maintain program eligibility;
- Serve meals that meeting program requirements;
- Keep daily records of participants and number of meals served;
- Comply with all regulations and instructions relating to the SFSP

Retention of Records 7 CFR 225.8(a)

As a sponsor, you must maintain all records for **three years** after the end of the fiscal year of operation, or longer if required by the State agency. These records must be accessible to Federal and State agency personnel for audit and review purposes. Further, these records can only be disposed of after three years if there are no unresolved audit findings or the program is not under investigation.

SFSP Review Schedule 2020

- Belknap/Merrimack CAP
- Berlin Park and Recreation Department
- Boys & Girls Club of Haverhill, MA Camp Tasker
- Camp Starfish
- Claremont Soup Kitchen
- Contoocook Valley School
- Nashua School District
- NH Food Bank
- Strafford County Head Start
- Wediko Children's Service Camp
- Any New Sponsors

Resources

NH Office of Nutrition Programs and Services
Summer Food Service Program

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition

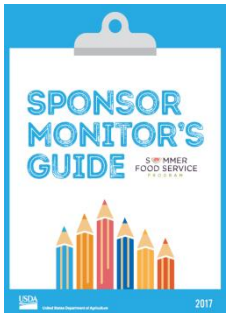
The following slides will provide you with a wealth of information to have a successful 2020 Summer Food Service Program season.

As always, if you should have any questions or problems, please contact the Office of Nutrition Programs and Services at (603) 271-3862.

Resources

Summer Food Service Program – Food That's in When School is Out!

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library



We recommend every sponsor access the handbooks for ease of program responsibilities and to assist you with the day-to-day operations of running a successful Summer Food Service Program.

Eligibility Manual for School Meals Determining and Verifying Eligibility School Year 2017-2018

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

Food Buying Guide for Child Nutrition Programs

https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs

Additional Summer Resources

- https://www.fns.usda.gov/tn
- https://theicn.org/

Child Nutrition
Recipe Box
Healthy Recipes for Child Nutrition Professionals

Resources

- ***Food Item and Component Definitions***

  https://www.fns.usda.gov/meal-service-requirements-summer-meal-programs-questions-and-answers-%E2%80%93-revised

- ***How to Do Offer Versus Serve (OVS)***

  https://fns-prod.azureedge.net/sites/default/files/sfsp/SMT-OfferVersusServe.pdf

Summer Food Service Program Resources and Guidance Links

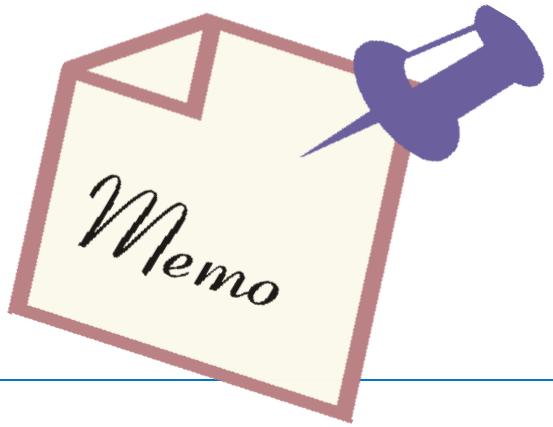
https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

Description
USDA Summer Toolkit: https://www.fns.usda.gov/sfsp/summer-meals-toolkit
USDA Summer Food Handbooks: https://www.fns.usda.gov/sfsp/handbooks
How to be a Summer Meals Chamption: https://www.fns.usda.gov/sfsp/best-practices
USDA Summer Food Service Program Meal Patterns: https://www.fns.usda.gov/sfsp/meal-patterns
USDA Summer Food Mapping Tools: https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs
USDA Summer Meals Webinars & Videos: https://www.fns.usda.gov/sfsp/2015-summer-meals-webinars
USDA SFSP Fact Sheet: https://www.fns.usda.gov/sites/default/files/sfsp/SFSP-Fact-Sheet.pdf
USDA SFSP Asked Questions: https://www.fns.usda.gov/sfsp/frequently-asked-questions
USDA SFSP Federal Register Documents: https://www.fns.usda.gov/sfsp/federal-register-documents
USDA SFSP Legislation: https://www.fns.usda.gov/sfsp/legislation
USDA SFSP Policy: https://www.fns.usda.gov/sfsp/policy
USDA SFSP Regulations: https://www.fns.usda.gov/sfsp/regulations

USDA Summer Food Service Program 2017-2020 Communication Memos

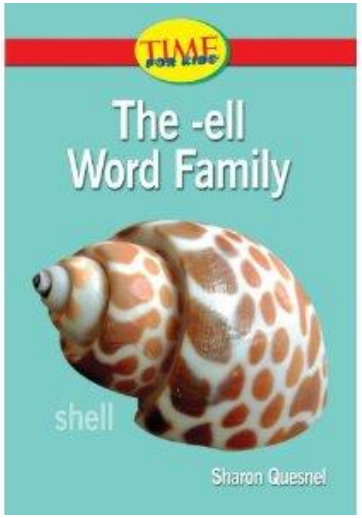
https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library

- 03-2020 Meal Service During Unanticipated School Closures
- 01-2019 SFSP Memoranda Rescission
- 02-2019 Update of Food Crediting in the Child Nutrition Programs
- 05-2019 Flexibility for the Administrative Review Cycle Requirements
- 14-2019 Farm Bill Implementation Memo Donated Traditional Food and Civil Liability.



Fun Incentives to Increase Participation in SFSP

- First Book – www.firstbook.org offers low cost books to needy kids
- Have local police or fire bring equipment to a site to allow kids to see
- Bring in a performance artist
- Trip to the State House
- Have local attorney run a mock court for older kids



Fun Incentives to Increase Participation in SFSP

- Offer anti-bullying, games, and/or a nutrition education class through local agencies
- Trip to local farm or have them come to you
- Create a Prize Box with a different physical activity suggestion in the box each week
- Have a community garden at the site
- Go on a fishing trip

Spotlight: Copper Cannon Camp

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