



## Summer Food Service Program

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### FISCAL YEAR 2011

**Workshop sponsored by:**  
**ND Department of Public Instruction**  
**Child Nutrition and Food Distribution Programs**  
**Wayne G. Sanstead, State Superintendent**  
**600 E. Boulevard Ave.**  
**Bismarck, ND 58505-0440**

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## Policy Updates for SFSP

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**SFSP 01-2011** approves the use of SA funds to develop outreach materials that are general to SFSP for the expansion of outreach throughout the state.

**SFSP 01-2011** addresses the effects of busing on area eligibility in the SFSP. In situations where public schools routinely bus children from their neighborhood school to other schools, site eligibility based on school data may be determined using one of two methods. Program sponsors may determine eligibility based on the enrollment/attendance data obtained for:

- The school the children attend and are bused to, or
- The school the children would have attended were it not for the school's busing policy (the neighborhood school where the children live).

**SFSP 02-2011** All Sponsors may now be approved to operate a maximum of 200 sites and serve a maximum total average daily attendance of 50,000 children.

**SFSP 04-2011** Provides guidance on the implementation of the provision that requires schools to conduct outreach on the availability of the SFSP before the end of the schools year. Activities may include disseminating printed or of school children prior to the end of the electronic materials to families school year, which provide information on the availability, meal sites, times of service and the SFSP service institutions contact information.

The Summer Food Service Program Outreach Toolkit for sponsors and Feeding Sites includes fliers, letter to parents, and other materials that may help schools raise program awareness among students and their families. **TOOLKITS WERE MAILED TO EACH SPONSOR.** Toolkits may also be accessed at [www.nd.gov/nddip/child\\_nutrition\\_toolkit.asp](http://www.nd.gov/nddip/child_nutrition_toolkit.asp). If you are advertising using SFSP you will have to include the nondiscrimination statement. Items in the toolkit include the nondiscrimination statement.

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**SFSP 05-2011** Provides categorical eligibility for free meals, without further application, to any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household.

**SFSP 10-2011** Eligibility of children evacuated from Japan and Bahrain – USDA recognizes that many families are being evacuated from Japan due to the recent disasters. Some families are moving to safer areas, including the United States. These students are eligible for meal benefits if they enroll in a participating school or institution. This memorandum provides guidance on providing free or reduced price benefits to these students and, if applicable, their host families.

**SFSP 11-2011** Waiver of Meal Time Restrictions and Unitized Meal Requirements in the SFSP establishes a waiver of the SFSP regulations for meal time requirements and expands the option to use offer versus (OVS) to non-school sponsors.

Sponsors must continue to establish meal times for each site and provide this information to the State agency. Sites may establish meal time restrictions.

Schools electing to use OVS must use the option relevant to their menu planning approach. Other SFSP sponsors wishing to use OVS must follow the OVS requirements for the food-based menu planning approach. This means a child may decline only one food item offered at breakfast and up to two of the food items offered at lunch or supper. There is no OVS option for snacks.

**SFSP 12-2011** – Waives the first week site requirement for returning sites that operated successfully during the previous summer.

First week site visits are required for all new sites and any sites that experienced operational deficiencies during the previous summer.

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## What is the Summer Food Service Program?

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**The Summer Food Service Program is a program designed to provide nutritious meals to children who might otherwise not receive them during the months when school is not in session.**

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## Sponsor Eligibility

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Sponsor eligibility is categorized by the type of sponsor an institution or organization is determined to be. It does not indicate what kind of institution the sponsor is.

<ul style="list-style-type: none"> <li>* <b>Public or PNP School</b> <ul style="list-style-type: none"> <li>• Most sites in North Dakota</li> </ul> </li> <li>* <b>Public or PNP Residential Camp</b> <ul style="list-style-type: none"> <li>• Upward Bound programs</li> <li>• Any camp requiring an overnight stay</li> </ul> </li> <li>* <b>Public or Private Universities</b></li> </ul>	<ul style="list-style-type: none"> <li>* <b>Unit of Local, County, Municipal, State, Tribal or Federal Government</b> <ul style="list-style-type: none"> <li>• Parks and Recreation</li> <li>• Housing Authority</li> </ul> </li> <li>* <b>Any Other Type of PNP Organization</b> <ul style="list-style-type: none"> <li>• YMCA</li> <li>• Salvation Army</li> <li>• Church groups</li> <li>• Civic organizations</li> </ul> </li> </ul>
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PNP=Private non profit

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## Site Eligibility

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- \* **Open Sites**
- \* **Restricted Open Sites**
- \* **Closed Enrolled Sites**
- \* **Summer School**

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### Open Sites

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- \* Open sites are located in areas in which 50% of the participants are eligible for free or reduced-price school lunches.
- \* All children who wish to participate, even if they do not live in the area, are eligible for a free meal. No applications are needed.
- \* Open site eligibility is determined by DPI using school and census data.

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### Restricted Open Sites

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- \* A restricted open site is the same as an open site in that site eligibility is based upon the area served.
- \* Participation may be restricted because of issues such as space, safety, or other considerations. The number of participants is limited and can be based on a first come first serve basis.
- \* **ALL CHILDREN WHO RECEIVE A MEAL EAT FREE.**

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### Closed Enrolled Sites

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- \* Closed enrolled sites meet for a specific purpose. Enrollment in the program is required.
- \* If 50% of participants are eligible for free or reduced-price meals at school, **ALL** enrollees receive free meals.
- \* Sponsor must have on file documentation of free or reduced-price eligibility for enrolled children.
- \* 21<sup>st</sup> Century Learning Center Programs **MAY FALL UNDER THIS TYPE OF SITE DESIGNATION.**

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## Summer School

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- \* A school offering summer school in an area eligible as an open site must serve a meal to **EVERY CHILD** who wishes to participate, not just to those children enrolled in summer school.
- \* The school **MAY CHOOSE** to remain on the National School Lunch Program during the summer school session based on individual student eligibility.

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## Site Types

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- \* **Residential Camps**
  - Overnight stay
- \* **Non-Residential Camps**
  - Day camp
- \* **Migrant Sites**
  - Migrant schools
- \* **Regular**
  - Most programs in North Dakota

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## Participant Eligibility

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- \* **Children 18 Years of Age and Under**
- \* **Children 19 Years of Age and Older With a Mental or Physical Disability Who Participated in a Public or Private School Program During the School Year**
- \* **In North Dakota, Special Education is available to age 22.**

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## Program Application

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- \* **New Sponsors Sign and Return to DPI:**
  - Program agreement
  - Policy statement
- \* **All Sponsors Complete Online (FNP System):**
  - Site application
  - Sponsor application

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## Site Application

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- \* **Complete One for Each Site**
- \* **Lead Foodservice Worker**
- \* **Site Type**
- \* **Site Location – Rural or Urban**
- \* **Site Eligibility**
- \* **Dates of Service**
- \* **Menu Planning Option**
  - If school, indicate if SBP/NSLP meal patterns and offer vs. serve are used
  - If serving small children, indicate if CACFP meal pattern is used

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## Site Application

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- \* **Meal Information**
  - Meals/snacks to be served
  - Method of meal preparation
    - Vended or self preparation
  - Estimate # of children served at each meal
  - Meal service times – beginning and ending
- \* **Vended Programs**
  - Explain arrangements for delivering and holding meals, and means of communicating with vendor regarding meal adjustments.

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## Sponsor Application

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- \* One for Each Sponsor
- \* Contact Information
- \* Type of Sponsoring Authority
- \* Days of Operation
- \* Training Plan
- \* Monitoring Plan

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## Sponsor Application

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- \* Request Advances
  - First advances will be granted based on estimated # of children served.
  - Second advances will be paid ***ONLY UPON REQUEST*** from sponsor and must be justified by proof of adequate program participation to create a need for funds.
  - No August advances

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## Sponsor Application

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- \* Budget
  - Operational
  - Administrative
- \* Required for All Sponsors Except Schools That Participated Without Problems the Previous Year
- \* Budgets are ***ESTIMATES*** of program expenses. Actual reimbursement is determined by taking ***MEALS X RATES.***

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## Sponsor Responsibilities

- \* **Training**
  - Sponsor submits verification to DPI
- \* **Monitoring**
- \* **Civil Rights**
  - Distribute public release
- \* **Program Payments**
  - Prepare or submit claims
- \* **Administrative Reviews**
  - Sponsor review of the program within first 4 weeks
- \* **Recordkeeping**
  - Determine/maintain eligibility information
  - Take meal counts
- \* **Request Approval for Off-Site Meal Service (Field Trips)**
  - Submit by email or fax
- \* **Oversee Foodservice Operations**
  - Purchase food/supplies
  - Reimbursable meals
  - Safety and sanitation

DPI will look at all of the above during reviews.  
Sponsors **MAY NOT** contract out management responsibilities of the program.

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## Training

- \* State agency must offer training.
- \* Training must be given before program operations begin.
- \* There must be at least one trained person at each site.
- \* **Training Checklist**
  - Attachment 15 in "2011 Administrative Guidance for Sponsors"
- \* Training must be **DOCUMENTED**.  
*Reviewing the web-based training satisfies the training requirement of sponsors. Sponsors must complete the form verifying that all staff have reviewed the web-based training and know and understand the rules and regulations of the Summer Food Service Program.*

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## Monitoring

- \* **NEW SPONSORS MUST VISIT** all sites during the first week of operation and complete the first week visit form. Sponsors who were deficient from previous year will also need to complete a first week visit and form. Failure to complete the first week visit will result in a program finding during a review.
  - Sponsors who have run successful programs in past years do not need to conduct the first week visit.
- \* Sites must be monitored within the first 4 weeks of operation.
- \* Follow-up monitoring must be done if needed.
- \* Document all monitoring and keep a record in your file.
  - Monitoring document provided on DPI website

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## Civil Rights

- \* Inform potential beneficiaries of the program, including its location and hours of operation. This can be done through a **PUBLIC RELEASE**.
  - Sample public release can be found in your program folder and on our web site: [www.dpi.state.nd.us/child](http://www.dpi.state.nd.us/child)
- \* Determine the number of potential and actual beneficiaries. Report numbers from each site.
  - Racial ethnic data form is provided in your binder and online. Keep in your files.
- \* Display the "And Justice for All" poster **IN FOODSERVICE AREA**.
- \* Include the nondiscrimination statement on all outreach materials.
  - Exact language provided on the next slide and the "And Justice for All" poster.

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## Nondiscrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410, or call 202.720.5964 (voice and TDD).

USDA is an equal opportunity provider and employer.

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## Meal Counts

- \* Number of **Complete First Meals**
- \* Number of **Complete Second Meals**
  - Only 2% of complete second meals are reimbursable.
  - Second helpings are not the same as second meals.
  - Seconds or second meals may be served **ONLY** after all children receive a first meal.
- \* Number of **Non-Reimbursable Meals**
  - Number of meals served to program adults
  - Number meals served to non-program adults,

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## Program Adults

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- \* **According to SFSP regulations, program adults are defined as**
  - those who work in the preparation, delivery, and service of program meals and cleanup,
  - those who supervise children during the meal service, and
  - those responsible for on-site preparation of program records.
- \* **This definition must be followed by all programs which choose to participate in the SFSP.**
- \* **No adult meals may be claimed for reimbursement.**
- \* **Program funds may cover the cost of meals to program adults.**

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## Non-Program Adults

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- \* **Non-program adults do not eat free.**
  - They must be charged the full cost of the meal.
- \* **The sponsor can determine it will serve non-program adults free of charge.**
  - If the sponsor does serve non-program adults free of charge, it ***MUST*** use other non-program funds to cover the cost of these meals.
- \* **Same Meal as Children**
  - If an adult asks for a second meal the adult must pay for a second meal.

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## Reimbursement

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- \* **Meals x Rates**
  - Operating
  - Administrative
- \* **Urban vs. Rural Self-Prep**
  - Sites located in an urban metropolitan area and vend meals receive a lower administrative reimbursement rate than rural or self-prep sites.

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## Operating Expenses

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- \* **Must Maintain Documentation**
  - Receiving reports
  - Invoices
  - Records of returns
  - Inventory records
  - Canceled checks or documentation of payment
  - Labor costs
  - Nonfood supplies
  - Rent for buildings
  - Utilities
  - Training
  - **FOR VENDED SITES** –signed delivery receipts and bills for meals served

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## Reimbursement- Administrative

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- \* **For Activities Related to Planning, Organizing, and Administering the Summer Food Service Program**
- \* **Operating and administrative funds may be spent on program expenses without regard to funding category.**

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## Administrative Expenses

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* <b>Preparing Application</b>	* <b>Salary</b>
* <b>Attending Training</b>	* <b>Office Rent</b>
* <b>Hiring SFSP Staff</b>	* <b>Mileage</b>
* <b>Visiting Sites</b>	* <b>Office Supplies</b>
* <b>Preparing Claims</b>	* <b>Communications</b>
	* <b>Audits</b>

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## Procurement

- \* Purchasing of Food, Supplies, Goods, and Other Services
- \* **ALL** purchases must be competitive and offer free and open competition.
- \* Purchases over \$25,000 must be done using formal procurement practices.

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## Advance Payments

- \* Advances will be paid ONLY upon request.
  - See sponsor application in the FNP system.
- \* 1st advance will be issued by June 1<sup>st</sup>.
  - The amount of the first advance is based on the estimated # of meals served each day.
- \* 2nd advance will be issued by July 15<sup>th</sup>.
  - 2nd advances will be issued ONLY IF REQUESTED AND JUSTIFIED.
- \* Advance amounts are deducted from your “earned” payment.
  - Advance money that is not recovered through reimbursement claims MUST be paid back to DPI.

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## Unallowable Costs

- \* Covered in detail on pages 75 of the “2011” Administrative Guidance for Sponsors.”
- \* Examples:
  - Costs for meals served to administrative personnel or other adults not in the operation of the food service
  - Meals served in violation of program requirements
  - Costs of food used outside of the SFSP
  - Cost of spoiled or damaged meals
  - Administrative costs not included in sponsor’s approved budget
  - Repayment of over claims and other federal debt
  - Entertainment and fundraising costs

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### *Program Income*

- \* Does Not Include Adult Program Payments
- \* Need to Have Documentation of Any Income to the Program
- \* Advances are not considered to be program income.
- \* Any program income must be used to cover program expenses.

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### *Claim for Reimbursement*

- \* Operating and Administrative Reimbursement
  - Meals x rates
- \* Program Adults
  - No reimbursement
- \* Non-Program Adults
  - Sponsor must charge for meal.

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### *Filing a Claim for Reimbursement*

- \* Claims are submitted online through the FNP system.
- \* Computer calculates payments based on meals times rates.
- \* Payments are offset by advance payments.

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## Consolidating Months

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- \* **Sponsor May Consolidate Claims as Follows:**
  - 10 days or less in their initial month of operation on the next month's claim
  - 10 days or less in their final month of operation with the previous month's claim
  - 3 consecutive months (Example: 10 days from June, all of July, 10 days from August)
  - If the sponsor operates less than 10 days in final month, you **MUST** combine the claim for the final month with the claim from the previous month. This claim is due **NO** later than 60 days after the last day of operation.

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## Sanitation Inspection

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- \* **DPI will notify the State Health Department of all local program operations including the dates, times, and sites of local programs. They will advise the local health department of local program operations.**
- \* **Local sponsors do not need to contact local health offices.**

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## Off-Site Meal Service

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- \* **Requests for field trips must be completed in writing in advance and be approved by our office.**
- \* **Requests Must Include**
  - Where you plan to go
  - What you plan to serve for a meal
- \* **Requests may be done by email.**
  - Form available online
  - May be completed and submitted electronically

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## Sanitation Training

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- \* **State law now requires that the lead foodservice worker at each site complete initial training in sanitation.**
  - 10-hour Sanitation & Safety course offered by DPI
  - 16-hour ServSafe course
  - Food Safety Manager Certification Training
  - Serving It Safe
- \* **On-Going Training Requirement**
  - 3-hour update every 5 years
- \* **Contact our office for details.**

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## DPI -Administrative Reviews

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- \* **Procedures for Selecting Sponsors for Review**
  - New
  - Based on \$ prior year
  - Previous problems
- \* **What We Look At**

<ul style="list-style-type: none"> <li>• Civil rights</li> <li>• Meal service</li> <li>• Menu planning</li> <li>• Production records</li> <li>• Sanitation/Safety</li> <li>• Food storage</li> </ul>	<ul style="list-style-type: none"> <li>• Program agreements</li> <li>• Fiscal integrity</li> <li>• Eligibility documentation</li> <li>• Training/Monitoring</li> <li>• Claim processing</li> </ul>
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## Record Retention

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- \* **Three Years PLUS the Current Year!**
- \* **Current Year is 2011**
- \* **Must Keep 2008, 2009, 2010**

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## Forms

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- \* **First Week Visit Waiver**
  - <http://www.dpi.state.nd.us/forms/word/sfn53267.doc>
- \* **Request for Field Trip/Off-Site Activity**
  - <http://www.dpi.state.nd.us/forms/word/sfn52904.doc>
- \* **Monitor's Review Form**
  - <http://www.dpi.state.nd.us/child/sfsp/tools/review.pdf>
- \* **Racial/Ethnic Data Collection Record**
  - <http://www.dpi.state.nd.us/child/sfsp/tools/ethnic.pdf>
- \* **Training Certification**
  - <http://www.dpi.state.nd.us/child/sfsp/tools/certifct.pdf>
- \* **Enrollment Roster**
  - <http://www.dpi.state.nd.us/child/sfsp/tools/enroll.pdf>
- \* **Sample Public Release**
  - <http://www.dpi.state.nd.us/child/sfsp/tools/publeas.pdf>

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## Contacting Our Office

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- \* **Telephone:** 1-888-338-3663
- \* **Fax:** (701) 328-9566
- \* **Kaye Knudson:** (701) 328-2275
- \* **Carla Wardzinski:** (701) 328-2319
- \* **Stacie Morowski:** (701) 788-4687
- \* **Linda Schloer:** (701) 328-4565
- \* **Web Site:** [www.dpi.state.nd.us/child](http://www.dpi.state.nd.us/child)

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