

# Summer Food Service Program Webinar Training

April 16, 2014

NH Department of Education  
Division of Program Support

Bureau of Nutrition Programs and Services



# *Civil Rights and USDA's Non-Discrimination Policy*

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

- ❖ **Race**
- ❖ **Color**
- ❖ **National Origin**
- ❖ **Age**
- ❖ **Disability**
- ❖ **Sex**
- ❖ **Gender Identity**
- ❖ **Religion**
- ❖ **Reprisal**

- ❖ **Political Beliefs**
- ❖ **Marital Status**
- ❖ **Familial or Parental Status**
- ❖ **Sexual Orientation**

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



# *Sponsor Civil Rights Requirements*

- USDA's non-discrimination, “***And Justice for All***” poster displayed in a prominent place at each site.
- Make reasonable effort to provide translation information regarding the availability and nutritional benefits of the program. *For more information, please refer to pg. 22 in the 2014 Administrative Guidance for Sponsors.*

<http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html>

# *Sponsor Civil Rights Requirements*

continued . . .

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

- 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.
- Ensure that meals are served to all attending children regardless of their race, color, national origin, age, disability, sex, gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation.
- Ensure that all children have equal access to services regardless of their race, color, national origin, age, disability, sex, gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation.

# *Civil Rights . . .*

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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

**USDA is an equal opportunity provider and employer.**

*NEW - May 2013*

# USDA's “And Justice for All” Poster

The “**And Justice for All**” poster must be displayed in a *public location and highly visible to participants and families.*



- Please refer to the resource pages in this presentation for the link to download additional copies of USDA's poster, “And Justice For All”.

<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>



# *Ethnic/Racial 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.

# *Public Notification and Outreach*



## **What must be included on all outreach materials?**

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 material 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 “*USDA is an equal opportunity provider and employer.*”

# Minority Business Enterprise

*(7 CFR 3016.36(e), 3019.44(b) and 7 CFR 225.17)*

- All sponsors are encouraged to take affirmative steps to ensure that minority firms and women's business enterprises are used when possible.



# 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.

# Minority Business Enterprises (Continued)

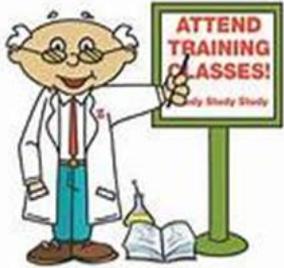
- For services and assistance regarding minority business enterprises, please contact the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.
- <http://www.commerce.gov/os/ogc/minority-business-development-agency>

# *Overview of the SFSP Sponsor Responsibilities*



# *Sponsor Responsibility*

## *#1: Training*



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 and site staff before they undertake their responsibilities

# *Sponsor Responsibility*

## *#2: Written Agreements*



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

- **Existing** sponsors currently have a permanent agreement on file with the State Agency.
- **New** sponsors must contact the State Agency for the Agreement by calling (603) 271-3646.

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



# Written Agreements

continued . . .

## Deadline for Submitting On-Line Applications

- 7 CFR 225.6 (b)(1) Approval of sponsor applications states that 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.
- The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is **Friday, May 23, 2014**. (Note: *In order for your application to be processed quickly by the State Agency, please have your online application completed and submitted by the deadline date.*)

DON'T MISS  
THE DEADLINE!

\*Failure to meet the USDA **June 15 deadline** will result in an inability to participate in the program for the 2014 Summer Food Service Program. There are **no** exceptions.

# *Written Agreements*

continued . . .



SFSP sponsors must complete an **annual budget** (*found online*) for administrative costs that 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.



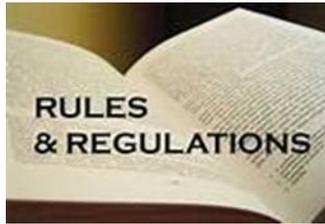
# *Sponsor Responsibility*

## **#3: *Not Be Seriously Deficient***



# *What does it mean?*

## ***Not Seriously Deficient***



- 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.*

# *Sponsor Responsibility*

## **#4: *Serve Low-Income Children***





# *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 2014 Administrative Guidance for Sponsors)**

*\*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 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.*

# *Sponsor Responsibility*



## ***#5: Conduct a Nonprofit Food Service***

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

# *Sponsor Responsibility #5*



continued . . .

## **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.*

# *Sponsor Responsibility*

## **#6: *Exercise Management Control Over Sites***



# ***Sponsors Must Demonstrate Management Control Over Sites***

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

- maintaining program oversight 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.

# *Sponsor Responsibility*



## **#7: Conduct Monitoring Visits**

*Good monitoring practices include documentation of all monitoring oversight.*



# *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



# *Monitoring Visits*

continued . . .

## **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.

# *Monitoring Visits*



continued . . .

## **Site Visits**

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

SFSP Memorandum 12-2011, Waiver of Site Monitoring Requirements in the Summer Food Service Program, April 5, 2011.

# *Monitoring Visits*



*continued . . .*

## **Site Reviews**

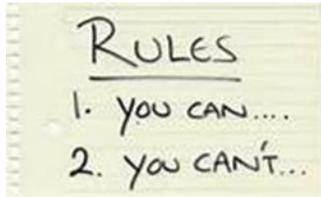
- Sponsors must review all sites at least once during the first four weeks of program operations. After this initial period, sponsors must conduct a “reasonable” level of monitoring. If a site operates less than four weeks, the sponsor must still conduct a review.

# *Sponsor Responsibility*



## ***#8: Demonstrate Financial and Administrative Capability***





# *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 and Unallowable Costs*



## **Allowable Costs**

Those costs that are necessary and reasonable.



## **Unallowable Costs**

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



# *Allowable Costs*

## ➤ **Direct -**

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

## ➤ **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.

### *Examples of Allowable Costs:*

- Labor to prepare and deliver meals, order food, prepare menus*
- Purchase of food and non-food items*



# ***Unallowable Costs***

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.*



# *Procurement*

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





# ***Procurement***

*continued . . .*

## **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 meals served.*

# *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



# ***Additional Summer Food Service Program Requirements***





# *Meal Pattern Requirements for Reimbursable Meals*

## **4 Food components with 5 food items served**

- Milk
- Vegetables and/or Fruits: \*2 different servings
- 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.

**Offer Versus Serve (OVS)** option. OVS permits a child to refuse one or more items that the child does not intend to eat. OVS helps to reduce plate waste by giving children greater flexibility to select only the foods they intend to eat. *The OVS requirements in SFSP have been revised for this year.*

\*\*Refer to 2014 SFSP Nutrition Guidance for Sponsors, pg. 8, and Memorandum SFSP 09-2014, Summer Food Service Program Questions and Answers 2014

<http://www.fns.usda.gov/sites/default/files/SFSP%2009-2014os.pdf> .



# Breakfast Meal Pattern

Select foods from all 3 food components

- **Milk:** 8fl.oz. or 1cup
- **Vegetables and/or Fruits:** 1/2 cup
- **Grains and Bread**
  - Bread: 1slice
  - Cornbread, biscuits, rolls, muffins: 1 serving
  - Cold dry cereal: 3/4 cup or 1 oz.
- *Meat/Meat Alternate (Optional)*
  - Lean meat, fish or cheese: 1oz.
  - Egg: 1/2 large egg
  - Peanut butter: 2 tbsp.
  - Peanuts: 1 oz.
  - Yogurt: 4oz. or 1/2 cup



# Lunch or Supper Meal Pattern

Select foods from all 4 food components

- **Milk:** 8fl.oz. or 1cup
- **Vegetables and/or Fruits:** 3/4 cup total (\*2 kinds)
- **Grains and Bread**
  - Bread: 1slice
  - Cornbread, biscuits, rolls, muffins:1 serving
  - Pasta or rice: 1/2 cup
- **Meat/Meat Alternate**
  - Lean meat, poultry, fish or cheese: 2oz.
  - Eggs: 1 large egg
  - Cooked dried beans/peas (legumes): 1/2 cup
  - Alternate protein product: 2 oz.
  - Peanut butter: 4 TBSP.
  - Yogurt : 8 oz. or 1 cup



# Snack Meal Pattern

Select 2 of the 4 food components

- **Milk:** 8oz. or 1cup
- **Vegetables and/or Fruits :** 3/4 cup or 6 fl. oz. of juice
- **Grains and Bread**
  - Bread: 1slice
  - Cornbread, biscuits rolls, muffins: 1 serving
  - Cold dry cereal: 3/4 cup or 1 oz.
  - Cooked pasta: 1/2 cup
- **Meat/Meat Alternate**
  - Lean meat, fish or cheese: 1oz.
  - Large egg: 1/2
  - Alternate protein product: 1 oz.
  - Peanut butter: 2 tbsp.
  - Peanuts: 1 oz.
  - Yogurt: 4oz. or 1/2 cup



# *Meal Pattern Reminders*

1. For lunch or supper, **serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both.** For all meals, fruit or vegetable juice may be 50% strength or higher, however *50% strength juice is not recommended as a double quantity is needed to meet the fruit/vegetable component.* For snack, juice cannot be served when milk is the only other snack component.
2. Breads and grains must be made from **whole-grain** or **enriched meal or flour.** Cereal must be whole-grain or enriched or fortified.
3. A serving of meat consists of the **edible portion** of cooked lean meat, poultry or fish. (ex. do not count the weight of the inedible portion such as bones)
4. **Nuts and seeds may meet only one-half of the total meat/meat alternate serving** and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.
5. Yogurt may be plain or flavored, unsweetened or sweetened.



# Summer Menu Checklist

Evaluate menus on a weekly and monthly basis by asking . . .

## Did I :

1. include all food components in the minimum portion sizes as specified by USDA?
2. vary foods from day to day and week to week?
3. include foods containing vitamin A, vitamin C, and iron offered frequently?
4. include a variety of foods with a balance of color, texture, shape, flavor, and temperature in the meal?
5. include fresh fruits and vegetables often, as well as whole-grain or enriched bread or fortified cereal products?
6. include "other foods" to satisfy the appetites and to help?
7. meet the nutritional needs of the children?
8. consider the children's likes and dislikes, cultural, and ethnic practices?
9. choose foods lower in saturated and trans fats?
10. choose foods with minimal added sugars?
11. choose foods lower in salt (sodium)?

# *Children with Special Dietary Needs*



- Meal substitutions are required for children who have a documented special dietary need.
- The physician signed *Special Dietary Needs Prescription Form* must be kept on file and confidential.

# *Children with Special Dietary Needs Accommodations*

continued . . .

The 6 most common food allergies are:



- ✓ Peanuts
- ✓ Tree nuts
- ✓ Wheat
- ✓ Milk
- ✓ Eggs
- ✓ Soy

# ***MD Documentation for Special Dietary Needs***



- If an MD documents a child has a food allergy which may result in a severe, life threatening reaction (anaphylactic reaction) the child would meet the definition of “having a disability” and the food service operation must make the food substitution as prescribed by a licensed MD.



# ***MD Statement – Special Dietary Needs***

The MD's statement should, at a minimum:

- outline the child's disability or allergy;
- the major life activity affected by the disability or allergy;
- the food or foods that should be omitted or substituted; and
- be signed by the MD.



# ***Food Intolerance***

Food intolerance is an adverse food-induced reaction that does not involve the body's immune system.

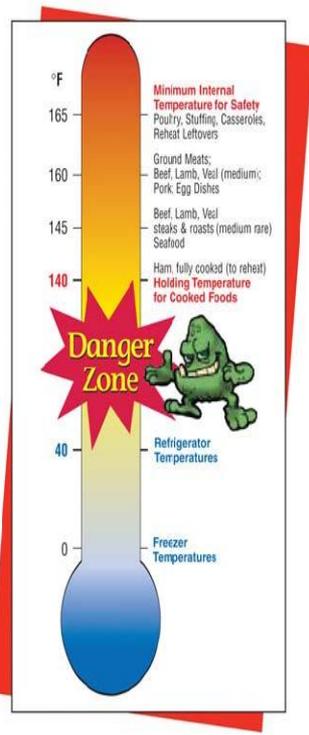
- Sponsors are not required to make food substitutions for a child with food intolerances, such as lactose intolerant (unable to digest milk sugar), as food intolerances are not considered disabilities.
- Sponsors may make a substitution on a case-by-case basis.

# *Food Safety in Summer*



# *Food Safety*

## Keep Hot Foods Hot and Cold Foods Cold At All Times



- ❖ Hot foods: must be kept at 139 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 139°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 139°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



*Specific details for each of these categories can be found in the 2014 Administrative Guide for Sponsors, Part I- Planning the Program, Chapter 3 - Meal Service; Pages 51 and 52*

# ***Food Safety Checklist***

## *Subheadings for each category*



Use the **Food Safety Checklist** found in the **2014 Nutrition Guidance for Sponsors** manual, pgs. 85– 88, daily. 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 the infection.
- **For young children:** frequent supervised hand washing with soap is particularly important. Children should always wash their hands before eating.



# ***Hand Washing Procedures***

- 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).



***Summer Food Service  
Program  
Application and Claim  
reminders***

# On-Line Applications and Claims

DON'T MISS  
THE DEADLINE!

As discussed previously in the *Sponsor Responsibility* section, the sponsor application, site application(s) and attachment documents must be updated annually.

7 CFR 225.6 (b)(1) *Approval of sponsor applications* states that 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.

The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is **Friday, May 23, 2014**. (Note: *In order for your application to be processed quickly, please have your online application completed by the State Agency deadline date.*)

*\*Failure to meet the USDA **June 15 deadline** will result in an inability to participate in the program for the 2014 Summer Food Service Program. There are **no** exceptions.*



## *On-Line Applications and Claims (continued)*

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

- Create an account in the *myNHDOE* Single Sign On (SSO) System  
<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>  
(If you already have an account in the SSO, **DO NOT** create another account).

*AND*

- Complete and submit a SFSP *Password Authorization Form*

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>

myNHDOE Single Sign On System - Windows Internet Explorer

https://sso.doe.nh.gov/sso/Login/Login.aspx

an official **NEW HAMPSHIRE** government website

New Hampshire Department of Education  
Serving New Hampshire's Education Community

Commissioner Virginia M. Barry, Ph.D.

**COMING SOON!** myNHDOE will have a new look and feel in the beginning of April. Watch your email for invitations to review the improved security features, demonstration of the improved account creation feature and an overview of changes in role assignments.

Already Have A User Account? Login Here:

User Name:

Password:

[Login](#)

[New user? Create an account here.](#)

[Forgot Your Username/Password?](#)

Help

- Contact Support
- Frequently Asked Questions
- User Manual

Quick Links

- DOE Home
- Local Security Admins

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 Password Authorization Form

Please complete the following chart and return to Tami Drake at [Tami.Drake@doe.nh.gov](mailto:Tami.Drake@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.

NAME OF SPONSOR: \_\_\_\_\_

<b><u>APPLICATION*</u></b> (CAN be the same person.)	
<b><u>Entry:</u> First and Last Name</b>	
<b><u>Submit:</u> First and Last Name</b>	
<b><u>CLAIMS*</u></b> (CANNOT be the same person.)	
<b><u>Entry:</u> First and Last Name</b>	
<b><u>Submit:</u> First and Last Name</b>	

# SFSP Password Authorization Form (continued)

The Bureau will use the SFSP Password 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.

# *What is a Complete Application Packet?*

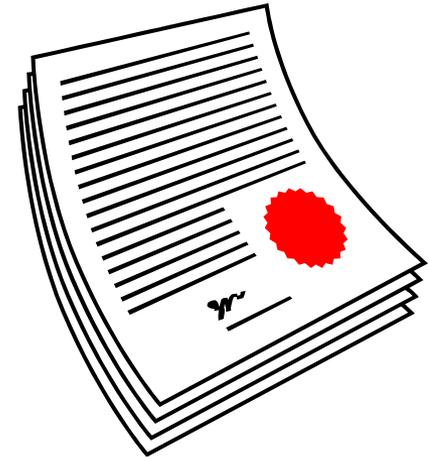
- Sponsor Application\* – all sections completed
- Site Application(s) - all sections completed
- Attachment Documents uploaded (*attachments listed on following pages*)
- Budget completed (n/a for public schools unless the public school is new to the SFSP)
  - Estimated Operational Costs (Food Service)
  - Estimated Administrative Costs
  - Projected Income to support your program

***\*Application deadline is May 23, 2014.***

# 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. [http://education.nh.gov/program/nutrition/sfsp\\_materials.htm](http://education.nh.gov/program/nutrition/sfsp_materials.htm)

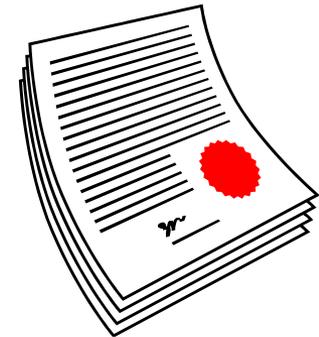
- ❖ **NEW!** Application Certification Signature Page *(must be uploaded by all participating SFSP sponsors)*
- ❖ Audit
- ❖ Camp License
- ❖ Corrective Action Form
- ❖ Ethnic/Racial Data Form
- ❖ Free Meal Policy Statement – Charging
- ❖ Free Meal Policy Statement – Non-Charging
- ❖ Local Health Department Letter



# Attachment Documents

*(continued)*

- ❖ Meal Counting and Claiming Worksheet – Enrolled Sites
- ❖ Meal Counting and Claiming Worksheet – Open Sites
- ❖ Free and Reduce Price School Meals Family Application
- ❖ Parent Letter (placed on Sponsor Letterhead)
- ❖ 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*)



Food and Nutrition Services

- Home
- Reports
- Admin
- Links
- Help

Summer Food Service Program

Sponsor Application 1

Status: [In Process by User1](#) | [Budget](#) [Income](#)

**Instructions:**  
Fill this form to completion, then click the Save link button. Once saved and if required, you will then be able to continue with the Operating/Administrative Budget and Projected Income.

[Save](#) [Cancel](#)

**Sponsor Name (Required):**

Sponsor Name:   
Name of Organization Director/Administrator:   
Address:   
Address 2:   
City:  NH Zip Code:   
Telephone #:  FAX #:   
Email Address:

**Designated Official (Required):**

Designated Official:   
Telephone:   
Remarks:

**Program Administrator (Required):**

First Name:   
Last Name:   
Title:   
Telephone #:  FAX #:   
Email Address:

**General (Required):**

Has the applicant participated in the Summer Food Service Program in the previous year?  
 Yes  No  
Of "yes", state the year and State in which the applicant participated in the most recent period of participation:  
Year:  State:

Does the applicant provide an on-going, year-round service to the community that would be served by the Summer Food Service Program?  
 Yes  No

Of "yes", describe the nature of the service, the date it was instituted, and the average number of paid and volunteer workers during the six months preceding this application!

Explain:

Was the applicant ever terminated or determined to have been seriously deficient in its operation of the Summer Food Service Program or any child nutrition program?  
 Yes  No

Of "yes", please explain below!

Explain:

**Claim and Request Information (Required):**

Starting Date:   
Ending Date:

**Advances/Notifications Information (Optional):**

Operating Advance Requested  Admin Advance Requested

[Save](#) [Cancel](#)

**Sample  
On-Line Sponsor  
Application\*  
Page**

*\*Some information will be rolled over from the previous year's application.*



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## Summer Food Service Program

### Site Application

Status: [In Process](#)

**Instructions:**  
Fill this form to completion, then click the Save link button.

[Save](#) [Cancel](#)

**Site Name (Required):**

Site Name:

Address:

Address 2:

City:  NH Zip Code:

Telephone #:  FAX #:

Email Address:

Remarks:

***Site Application\* – Page 1***

*\*Some information will be rolled over from the previous year's application.*

# Sponsor Application Budget

## (n/a for schools unless new to SFSP)

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### Summer Food Service Program

#### Sponsor Application Operational and Administrative Budget

**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		<input type="text"/>	\$0.00	Total Administrative Salaries (See 13 above)		<input type="text"/>	\$0.00
	Site	<input type="text"/>	\$0.00	Rent of Office Space (Attach Contract)		<input type="text"/>	\$0.00
				Utilities		<input type="text"/>	\$0.00
Labor	Kitchen	<input type="text"/>	\$0.00	Office Supplies		<input type="text"/>	\$0.00
Non-Food Supplies		<input type="text"/>	\$0.00	Audit Fees (Attach letter)		<input type="text"/>	\$0.00
				Transportation (Administrative and Monitors)	Rental	<input type="text"/>	\$0.00
				Mileage		<input type="text"/>	\$0.00
Utilities		<input type="text"/>	\$0.00	Telephone		<input type="text"/>	\$0.00
Kitchen or Truck Rental (Attach contract)		<input type="text"/>	\$0.00	Postage		<input type="text"/>	\$0.00
				Legal Fees		<input type="text"/>	\$0.00
Equipment Rental (Attach contract)		<input type="text"/>	\$0.00	Use Allowance		<input type="text"/>	\$0.00
Other (specify)		<input type="text"/>	\$0.00	Office Building Maintenance (Not included in Rental Agreement)		<input type="text"/>	\$0.00
				Other (specify)		<input type="text"/>	\$0.00
				Indirect Cost (Rate) (Attach copy of cognizant agency's approval)		<input type="text"/>	\$0.00
Sub-Total		\$0.00	\$0.00	Sub-Total		\$0.00	\$0.00

[Save](#) [Cancel](#)

# 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 10<sup>th</sup> of the following claiming month.
  - Claims require two individuals:
    - Entry Person
    - Submit Person

*★Failure to submit claims by the 60<sup>th</sup> 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. Subsequent late claims during this three year period will not be paid by the State Agency. 7CFR 225.9(d)(6)*

# Summer 2014

## Reimbursement Rates

### Maximum Per Meal Reimbursement Rates

#### Operating Costs



Breakfast	\$1.84
Lunch/Supper	\$3.21
Supplements	\$0.75

#### Administrative Costs

##### Rural/Self-Prep Sites

Breakfast	\$.1825
Lunch/Supper	.3350
Supplements	.0900

##### Other (Vended Sites)

Breakfast	\$.1450
Lunch/Supper	.2775
Supplements	.0725

# Sponsor and Site Claims

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Bureau of Nutrition Programs and Services

Division of Program Support  
(603) 271-3646

Choose MyPlate.gov

Food and Nutrition Services

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Summer Food Service Program

Sponsor C **ABC Sponsor**

Status:

Instructions:  
Click the Start link buttons below to begin entering site level claims for this period. The Operational Data and Meal Counts will be summarized at the sponsor level as the site level claims are entered and saved. When you are finished with the site level claims, click the status link above to submit this claiming period to the NHDOE for processing.

## Sample Sponsor Claim

Site 1 [Start](#)

Site 2 [Start](#)

Site 3 [Start](#)

Non-discrimination Statements  
This explains what to do if you believe you have been treated unfairly.

\*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. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.\*

New Hampshire Department of Education  
101 Pleasant Street | Concord, NH | 03301-3494  
Telephone: (603) 271-3494 | TDD Access: Relay NH 711

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Bureau of Nutrition Programs and Services

Division of Program Support  
(603) 271-3646

Choose MyPlate.gov

Food and Nutrition Services

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Summer Food Service Program

Summer Food Service Site Claim for **Site 1**

Instructions:  
Fill this form to completion, then click the Save link button. Once saved, the site level data will be summarized at the Sponsor Level.

[Save](#) [Cancel](#)

Remarks:

## Sample Site Claim

Operational Data (Required):  
Days Open:

Meals Served (Required):

	Firsts	Seconds	Non-Eligible Children
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supper	<input type="text"/>	<input type="text"/>	<input type="text"/>
AM Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>
PM Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Cancel](#)

**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 served cannot exceed 2%** of first meals served. There is no rounding up of meals.



## ***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.

Still have questions on  
the application and claiming?



Contact Tami Drake at  
[Tami.Drake@doe.nh.gov](mailto:Tami.Drake@doe.nh.gov)  
or (603) 271-3646

# *Resources*

The following slides will provide you with a wealth of information to have a successful 2014 Summer Food Service Program season.



As always, if you should have any questions or problems, please contact the Bureau of Nutrition Programs and Services.



# ***Resources***

Eligibility Manual for School Meals, August 2013

[www.fns.usda.gov/cnd/guidance/EliMan.pdf](http://www.fns.usda.gov/cnd/guidance/EliMan.pdf)

Food Buying Guide for Child Nutrition Programs

[www.teamnutrition.usda.gov/resources/foodbuyingguide.html](http://www.teamnutrition.usda.gov/resources/foodbuyingguide.html)

The 2014 Summer Food Service Program –  
Food That's in When School is Out!

[http://education.nh.gov/program/nutrition/sfsp\\_handbooks.htm](http://education.nh.gov/program/nutrition/sfsp_handbooks.htm)

- ★ Administrative Guidance for Sponsors,
  - ★ Monitor's Guide,
  - ★ Site Supervisor's Guide,
  - ★ Nutrition Guidance for Sponsors

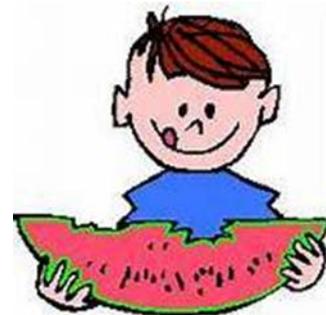
Home Page . . .

## **NH Bureau of Nutrition Programs and Services**

### Summer Food Service Program

[http://education.nh.gov/program/nutrition/food\\_svc.htm](http://education.nh.gov/program/nutrition/food_svc.htm)

- Summer Food Service Program Communication and Policy Memos from USDA
- Summer Food Service Program Outreach Materials
- USDA Summer Food Service Program Webinars designed to provide a high level overview of the SFSP
- 2014 Summer Food Service Program Handbooks
- Ancillary Summer Food Service Program Materials





# *USDA Summer Food Service Program*

## *2014 Communication Memos*

[http://education.nh.gov/program/nutrition/index\\_2014.htm](http://education.nh.gov/program/nutrition/index_2014.htm)

- 01 – Sponsors Operating in Multiple States in the SFSP (*REISSUED*)
- 02 - Mobile Feeding Options in Summer Feeding Programs
- 03 – Census Data Release: Fiscal Year 2014
- 04 – Promoting Nutrition in Summer Meals
- 05 – Use of School and Census Data
- 06 – Available Flexibilities for CACFP At-Risk Sponsors and Centers Transitioning to Summer Food Service Program (SFSP)
- 07 – Expanding Awareness and Access to Summer Meals
- 08 – Meal Service Requirements
- 09 – Summer Food Service Program Questions & Answers 2014
- 10 – Smoothies Offered in Child Nutrition Programs
- 11 – Effective Date of Free or Reduced Price Meal Eligibility
- 12 – Guidance on Income Eligibility Determinations and Duration (*RE-ISSUED*)
- 13 – Procurement Thresholds in the Summer Food Service Program
- 14 – Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat; Revised Q & A's



# *Summer Food Service Program 2014 Handbooks*

[http://education.nh.gov/program/nutrition/sfsp\\_handbooks.htm](http://education.nh.gov/program/nutrition/sfsp_handbooks.htm)

We recommend every sponsor have access to 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.

- ★ Administrative Sponsors Guide
  - ★ Monitor Guide
  - ★ Site Supervisor Guide
  - ★ Nutrition Guide



# Bureau of Nutrition Programs and Services Personnel

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The End!