

Summer Food Service Program

Training for Schools Using SFSP
During School Closure
March 2020



Training Info & Resources

https://www.education.ne.gov/ns/training/sfsp-training/

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School Meals Program

CoVID

Child and Adult Care Food
Program

Summer Food Service Program

Forms & Resources

Training

SFSP

Training

Program Information

Child Nutrition Program (CNP)

Healthy Schools

SFSP Training

COVID-19 SFSP Training Resources

<u>SFSP Training PowerPoint</u> (called 2020 Training) – please review this training resource for information on program requirements and guidance on recordkeeping

 $\underline{\sf SFSP\ Meal\ Pattern\ Chart} - schools\ can\ choose\ to\ continue\ the\ NSLP\ meal\ pattern\ but\ have\ the\ option\ to\ use\ the\ SFSP\ meal\ pattern;\ all\ non-school\ sponsors\ must\ follow\ the\ SFSP\ meal\ pattern$

<u>SFSP Production Record</u> – schools may continue using the NSLP production records but this is available as an alternate option

<u>SFSP Daily Meal Count</u> - Open Sites that meet the 50% F/R eligibility requirement are allowed to use a daily meal count tally sheet; participant names do not need to be collected

Closed enrolled sites that do not meet the 50% F/R eligibility requirement must maintain daily meal count records using a roster of children who receive meals

SFSP Permanent Agreement – new SFSP sponsors that have not previously participated must sign and upload the

Handout

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Green "Handout" box = form/resource available on SFSP Training webpage



Agenda

- ✓ Two meal service options: Open or Closed Enrolled SFSP
 - Program application & claims hints & tips
- Meal requirements
- Program costs
- Monitoring



SFSP Meals

- Intended to provide meals to children
- Non-congregate through June 30, 2020
- Not for adult meals
- Allowable meal combinations:
 - Breakfast + lunch
 - Breakfast + supper
 - Breakfast + snack
 - Lunch + snack



Open SFSP Site

- Open site: FREE meals to all children age 1 – 18 years
 - School building with F/R meal eligibility <u>>50%</u> or in attendance area of school with F/R meal eligibility <u>>50%</u>

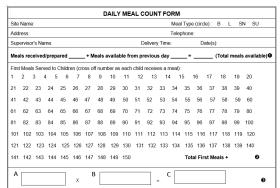
OR

 Site located in eligible area based on <u>census</u> data



Open Site Meal Count

- · Mark each meal one at a time
- Must keep this form for each day meals served



Handout



Closed Enrolled Sites

- Use Closed Enrolled if:
 - School building's F/R eligibility is less than 50%

OR

 If meal service site does not fall in an eligible area (check the <u>USDA Area</u> <u>Eligibility Map</u>)

We'll visit this a little later



Closed SFSP Site COVID-19

- Must conduct documented survey of enrolled students asking if they want to "enroll" in meal service
- Household must list each student that would participate in meal service



Closed SFSP Site COVID-19

Closed Enrolled sites must ensure:

- ≥50% students who enroll in meal service must be eligible to receive F/R price meals
- <50% of students who "enroll" to receive meals are F/R eligible, then SFA can continue offering meals through School Meals Program (SBP/NSLP)



Closed SFSP Site COVID-19

- Can allow younger children (non-school age) to receive meals
 - If cannot document F/R eligibility, these children would be included in your total meal service enrollment as Paid enrollees
 - Can extend F/R meal benefits to younger siblings
- As new students enroll to receive meals, add them to the daily meal count roster
- All meals served to all children enrolled are reimbursed at the Free rate if 50% of children enrolled qualify for F/R meals



Closed Enrolled Meal Count Roster

- Must maintain roster of daily meal counts
- Include site name, full names of participants and record of how many of each type of meal
- *This example shows counting for five-days of meals served in single distribution

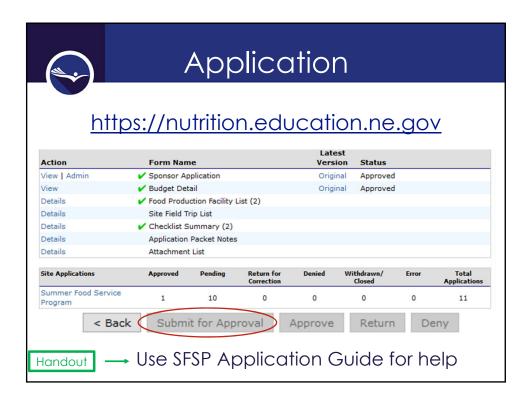
[Site Name]		March 23 - 27		March 30 - 31		April 1 - April 3		April 6 - 10		April 13 - April 17	
Child Names		В	L	В	L	В	L	В	L	В	L
andout _											
			l	l	l		1	l	l	l	

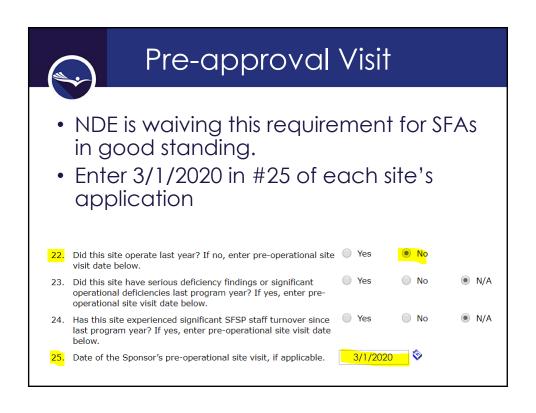


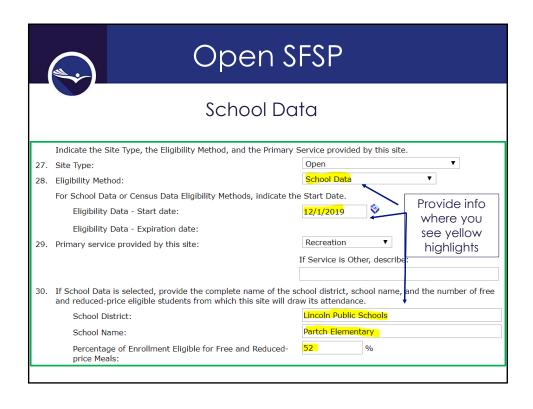
Closed Enrolled Meal Count Roster

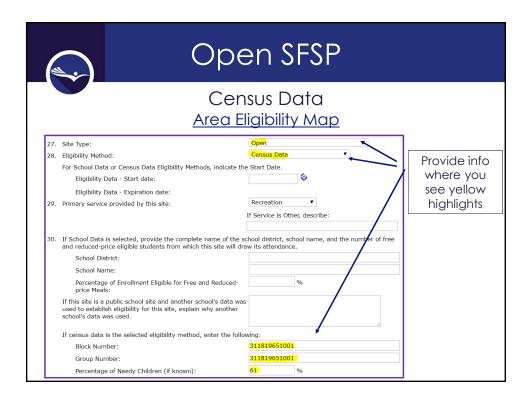
 If one week's meal distribution covers two different calendar months, these meals must be recorded separately

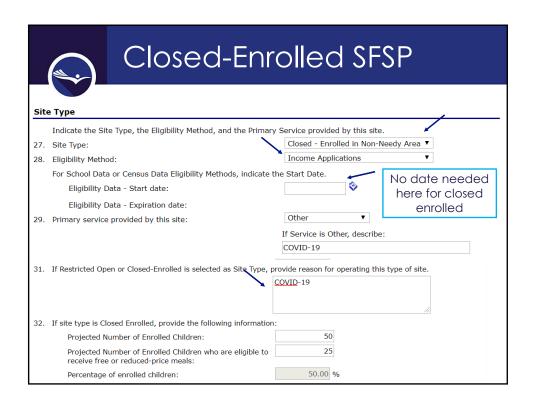
[Site Name]	March	23 - 27 🧪	March	30 - 31	April 1	- April 3	April	6 - 10	April 13	- April 17
Child Names	В	L	В	L	В	L		L	В	L
	_									
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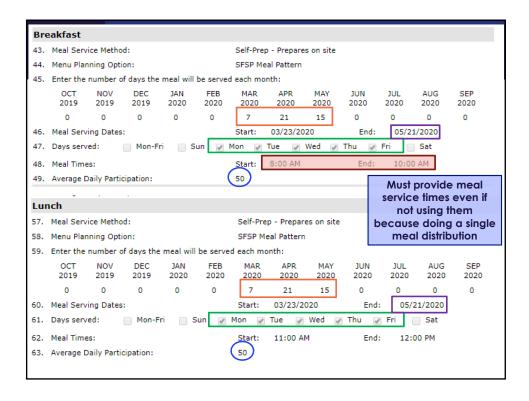


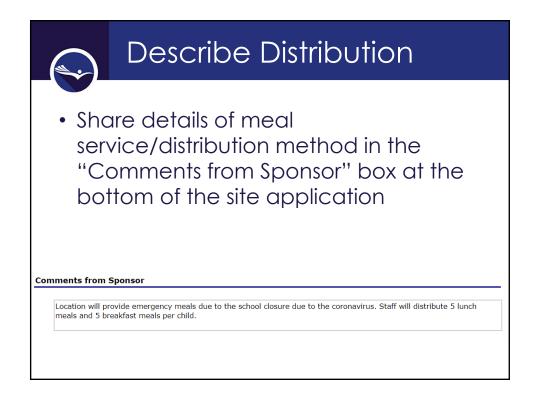




Specific Site Information

- Meal service start and end dates
 - Provide current known end date; this can be revised as needed
- Make sure calculate total meal service days in each month correctly
- If using distribution method, check boxes for the days your meal service is covering
 - E.g. distribute three meals on Monday morning and two meals on Thursday morning to provide meals for M-F mark M-F boxes in #47 & #61







Meal Service Considerations

- What food storage capabilities/space do households have?
- Will quality of food be maintained?
- Will foods be safe to eat for several days after distribution?
- Should you include storage instructions?

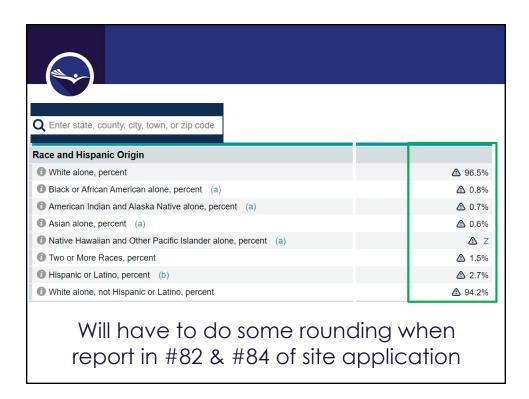


during normal NSLP operation

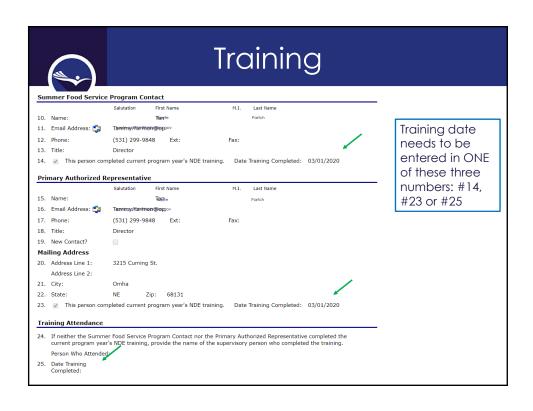


Racial/Ethnic Data

- Report your school building's actual number of students in each category
- Report the data for your community/county/area using <u>US</u> <u>Census Quick Facts</u>



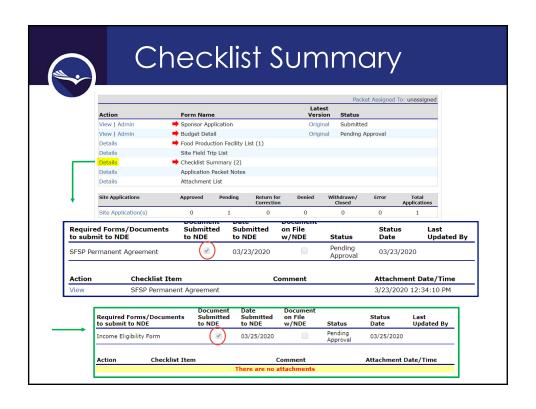
Ethni	city Data		
82. G	eographic Area (enter percentages):		-
	Hispanic:		/ o
	Non-Hispanic:] / o
83. P	articipation Area (enter participants):		
	Hispanic:		0.00 %
	Non-Hispanic:		0.00 %
Racia	l Participation Data		
84. G	eographic Area (enter percentages):		_
	American Indian or Alaskan Native:		%
	Asian:		%
	Black or African American:		%
	Native Hawaiian or Pacific Islander:		%
	White:		%
85. P	articipation Area (enter participants):	_	
	American Indian or Alaskan Native:		0.00 %
	Asian:		0.00 %
	Black or African American:		0.00 %
	Native Hawaiian or Pacific Islander:		0.00 %

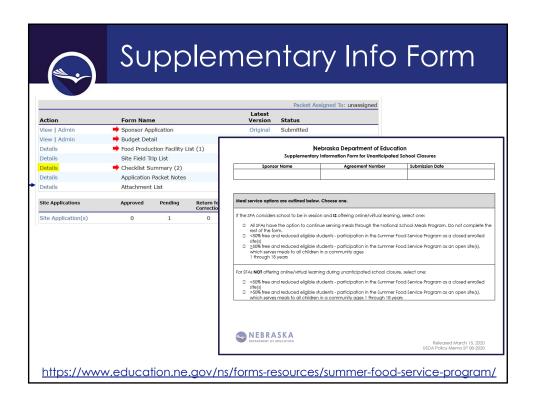


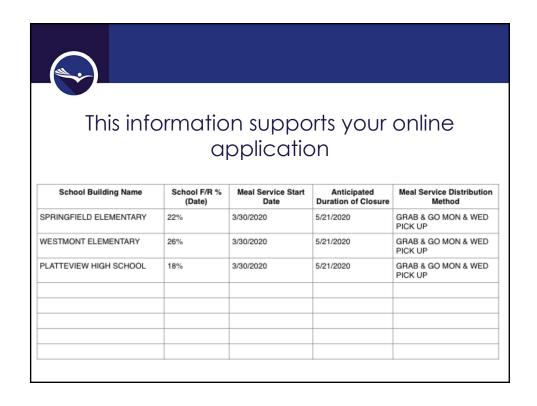


DUNS

- Make sure DUNS has been updated in the last 12 months
- Not updating can cause hold in reimbursement
- NEVER EVER pay for your DUNS number or renewal
- Visit <u>sam.gov</u> to renew your DUNS









Claims for Reimbursement

- Claims submitted individually for each month meals are served
- Claims must be submitted &
 "accepted" no later than 60 days
 after last day of month the meals were
 served
- *Submit an NSLP claim for meals served before closure due to COVID-19



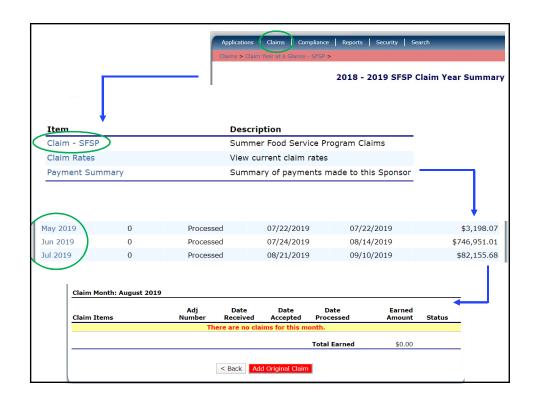
Handy Chart for Claim Submission

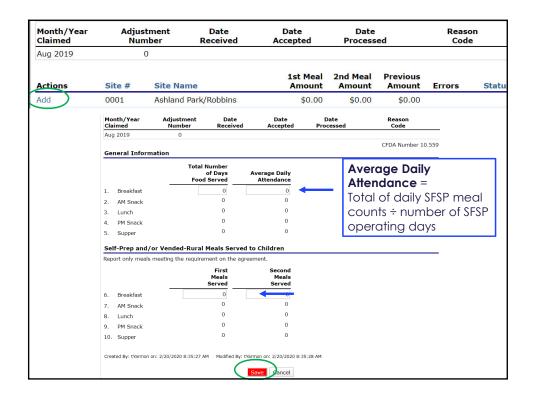
Month	Last Day for Submission			
January	April 1 (Leap year March 31)			
February	April 29			
March	May 30			
April	June 29			
May	July 30			
June	August 29			
July	September 29			
August	October 30			
September	November 29			
October	December 30			
November	January 29			
December	March 1 (Leap Year February 29)			



Claims for Reimbursement

- Can receive reimbursement for the meal types reflected in your SFSP application
- NDE making every effort to approve applications before you need to file March claim
- Reimbursement of meals served prior to application submission will be allowed





Processed, Accepted or Pending?

Processed: no errors in claim; processed for payment

Accepted: no errors in claim; just waiting for the payment processing date

Pending: steps in the claim acceptance process remain; you claim will not be paid

Authorized Representative receives email confirmation

Claim Month	Adj Number	Claim Status	Date Received	Date Processed
May 2018	1	Processed	08/02/2018	08/15/2018
Jun 2018	0	Accepted	08/02/2018	08/10/2018
Jul 2018	1	Pending	09/07/2018	09/10/2018
Aug 2018	0	Processed	09/07/2018	09/10/2018



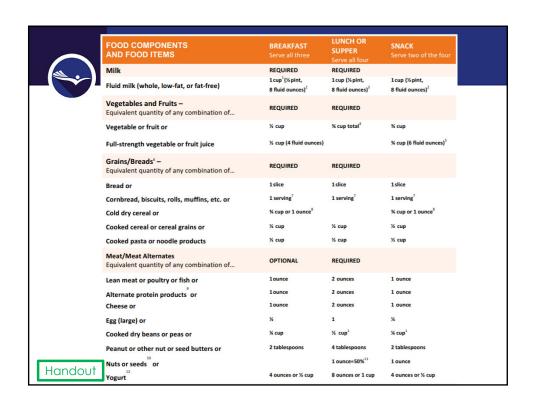
Agenda

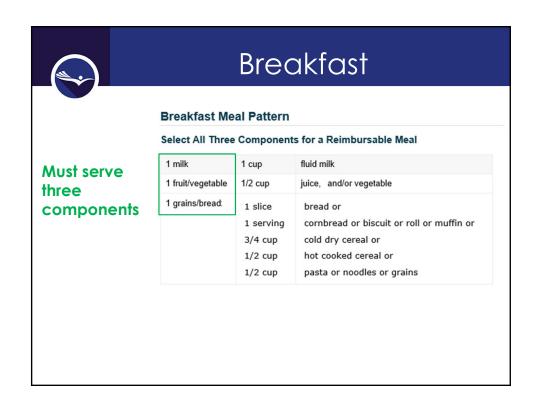
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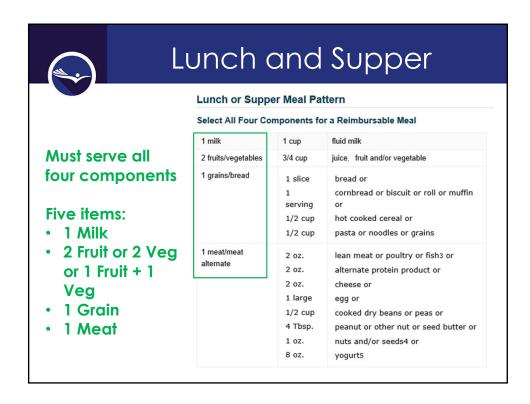


Meal Requirements

- SFSP or NSLP meal pattern
 No OVS with grab & go meals
- SFSP meal pattern requirements are easier to meet
- SFSP may better fit grab & go meals









Production Records

- Documentation that all required components of meal were provided in minimum required serving sizes
- Daily record must be completed as meal is prepared
 - Not the day before or the day after
- Must have production record for <u>every meal</u> claimed for reimbursement



Production Records

Summer Food Service Production Record

(for Sponsors operating the Summer Food Service Program- not for use with any other Program)

Circle Meal record is for: Breakfast Lunch Snack Supper

Sponsor Name: MidNebraska Food Bank

Site Name: Cooper Park

Date: June 6, 2020

- Complete Sponsor Name & Site Name on master copy
- Each day circle meal type and write full date
 - e.g. June 1, 2020

*Can continue using NSLP production records if you want to

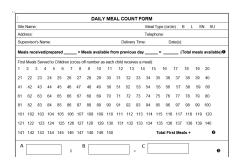
Handout

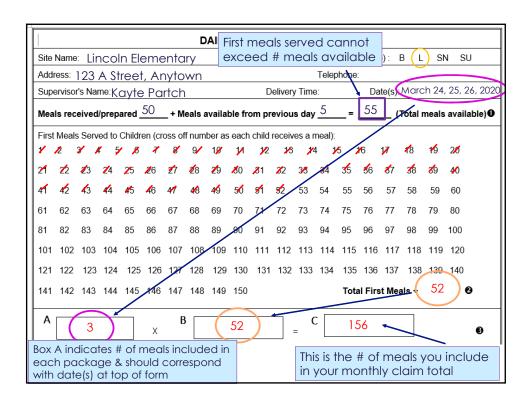


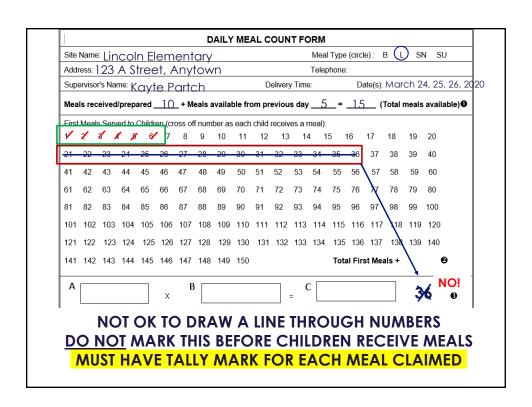
Daily Meal Counts

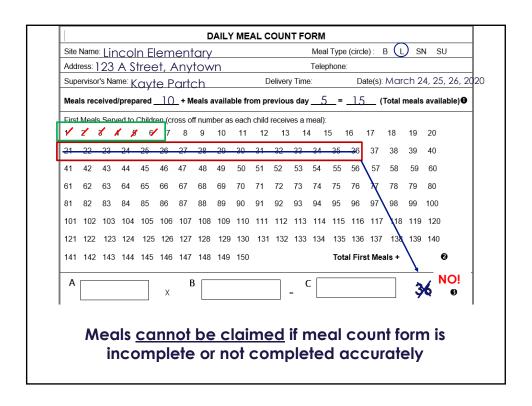
Open Sites

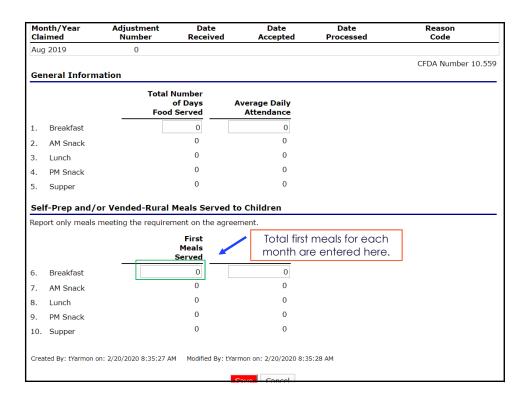
- Complete separate daily meal counts for breakfast and lunch for every day meals are served
- Completed at the time of meal service
 - Not before or after meal service













Daily Meal Counts

- Ways you cannot count meals:
 - Morning preparation counts
 - Anticipated meal counts
 - Before the meal is received
 - Counting in your head
- MUST count and record meals as they are served to each child
- Serve more meals than one meal count form has? Add additional forms



Delivery/Drop-off Meal Counts

- Delivery driver should mark meal count sheet or meal count roster at the time the meals are dropped off
- Use meal count roster for closedenrolled sites
- Use tally sheet for open sites



Child Nutrition (CN) Label

CN Label for Processed or Combination Dishes

- Label states the amount of creditable Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread
- Commercially prepared combination food items <u>without a CN label</u> or product formulation statement **cannot** be used



Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken pattie fritters provide 2.00 oz. equivalent

N meat/meat alternate and 1.00 oz. N equivalent grains for the Child Nutrition Meal Pattern Requirements.

— CN -



Food Safety

- Maintain temperature logs
- Hand washing
- Sanitize surfaces and equipment
- Include storage instructions with meals



Leftover Meals

- Plan production to prevent leftover meals
- Cannot keep leftovers without proper holding equipment
- Use leftover meals first
- Adjust order for the next order accordingly
- Cold foods 41°F or below, hot 135 °F or above
 - If temp not maintained, must be discarded at end of meal service



Agenda

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Allowable Program Costs

Operating costs

- costs of food used
- non-food supplies for food service
- space for food service
- meals served to adult volunteers or paid staff who work directly with meal service



Allowable or Not?

Transportation costs related to delivering meals to meals sites.

Allowable. Transporting meals served to children at approved SFSP sites is allowable; use Federal mileage rate.



Allowable Program Costs

Sponsors must use all program reimbursement to:

- Pay for meals, staffing
- Year-end excess funds may transfer to another USDA Child Nutrition Program (CACFP, NSLP)

*If not used, State Agency will collect excess funds



Unallowable Costs

- Costs for excess meals ordered or prepared but not served
- Meals not meeting meal pattern
 - missing a component
 - Inadequate quantity
- Meals served at unapproved site or outside approved meal service time



Procurement

Please follow all normal NSLP procurement procedures that you would during normal operation of NSLP.



Reimbursement

Based on # meals served multiplied by the sum of administrative & operating rates

*Reimbursement allowed only with approved application with NDE

Operating Costs	Administrative Costs (2 levels)
Food	Self-preparation/rural sites
Non-food supplies for food prep, service	All other site types
Space for food service	Planning, organizing, administering the SFSP



FY2020 Reimbursement Rates

Summer Food Service Program – 2020							
	Operating	Administrative Costs					
	Costs	Rural or self- preparation sites	Other types of sites				
Breakfast	\$2.16	\$.2150	\$.1700				
Lunch or Supper	\$3.76	\$.3925	\$.3275				
Snacks	\$.87	\$.1075	\$.0850				



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Site Supervisors

- At the site every day to supervise meal prep & service
- Maintain daily records
- Meals served have all required components
- Point-of-service meal count completed when meals are served



Annual Site Visit

Unknown if this requirement will be waived by USDA

- Required for all sites within first four weeks of operation
- Conducted during meal service
- Helps identify and correct issues
 - Increase monitoring when problems are identified
- Operate less than four weeks?
 - Still conduct this review

Handout

7 CFR 225.15(d)(3)



Racial/Ethnic Data

Info gathered during site visit

- Visual identification to determine a participant's racial/ethnic category
- Include participant in the group to which child appears to belong, identifies with, or is regarded as a member of by the community
- Collect this info on the site visit form



And Justice For All

Must be displayed at meal service site





Civil Rights

- All staff trained on Civil Rights requirements annually
- Refer to Civil Rights training: https://www.education.ne.gov/ns/training/cacfp_alltraining.html



Questions?

NDE Nutrition Services is working remotely Contact NSLP/SFSP specialists by phone or email

Erica Arter	Laura Lutz
Mary Ann Brennan	Kayte Partch
Beth Haas	Michelle Stephens
Donna Handley	Shawn Vondracek

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- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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