Current SFSP Sponsors

Amy Bianco
Spring 2014
Additional Resources

• Webinars
• E-Trainings
• Website
  – Forms and Documents
  – Resources
  – Handbooks
Illinois – Target State

- Major Priority
- USDA
- Food and Research Action Center (FRAC)
- Community Partners
  - Grant Opportunities
  - Matching up available resources
- Increase number of meals
  - Nationally; 20 million meals
- SFSP and Seamless Summer Option (SSO)
Training Outcomes

• Required
• New Policies and Procedures
• Key Topics
• Common Mishaps
• Reminders
• 2014 Application at a Glance
Planning

• United States Department of Agriculture (USDA)

• No Kid Hungry – Share Our Strength
  – [http://www.nokidhungry.org/?gclid=CPDNu9Pf77QCFetDMgod9z4A3g](http://www.nokidhungry.org/?gclid=CPDNu9Pf77QCFetDMgod9z4A3g)

• Food Research and Action Center (FRAC)
  – [http://frac.org](http://frac.org)

• Google
What is the Summer Food Service Program (SFSP)?

• Is a federal reimbursement program
  – Administered by IL State Board of Education
• Operates a **non-profit** food program
• Serves nutritious meals to children 18 years of age and under at an income-eligible site when school is not in session
Summer School Mandate in IL

Public Act 096-0734 (effective 8/14/07)

• Originally Public Act 095-0155
• Amends the Hunger Relief Act
• Public schools
  – Including magnet schools and charter schools
• (1) Summer program AND
• (2) Fifty percent or more qualify for free and reduced-price lunch
Sponsor Eligibility

• Must demonstrate financial and administrative capability
• Must not have been declared seriously deficient
• Must serve in areas where poor economic conditions exist
• Must provide a year-round service
• Must accept an agreement with the Illinois State Board of Education (ISBE)
Sponsor Eligibility (continued)

• Must exercise management control over sites
  – New sponsors may operate only 1 or 2 sites
• Must certify all new and problem sites have been visited and are capable of providing meal services
• Management responsibilities cannot be delegated below the sponsor level
• Have a valid Data Universal Numbering System (DUNS) number
Sponsor’s Responsibilities

• Train all staff and monitoring sites throughout the operation of the Program

• Maintain accurate records for costs incurred, disbursements, and meal counts and maintain records for a minimum of three years plus the current year

• Absorb any costs that are incurred when there is not enough reimbursement.
  – Careful planning
Sponsor’s Responsibilities (continued)

• Notify local media of your intention to operate the Program

• Notify area grassroots and minority organizations

• Notify local health department of food preparation and serving sites (must fax or attach a signed copy)

• Maintain copies of all notifications on file
Sponsor’s Responsibilities (continued)

• Offer all program services without regard to race, color, national origin, sex, age, or disability

• Display the *And Justice For All* poster at each site and in the sponsor’s administrative office
Sponsor’s Responsibilities (continued)

• Decide how meals will be prepared
  – Self-prep
  – Contract with a school food authority
  – Contract with a food service management company (FSMC)
    • $150,000 threshold—Invitation For Bid
    • < $150,000—Informal Bidding Procedures
Sponsor’s Responsibilities (continued)

• Create an 11-day cycle menu
  – For each meal type served
  – That meets Federal guidelines
    • Food components
    • Portion size
    • Additional food items
Sponsor’s Responsibilities (continued)

• Monitoring duties
  – Pre-Operational Reviews
  – First week visits
  – Fourth week review

• Enter online Sponsor Questionnaire, Site Questionnaire(s), AND budget by June 15, 2014

• Enter field trip dates 48 hours in advance through the online system

• File monthly Claims for Reimbursement
  – Site claims
  – Sponsor claims
Website

• SFSP website at
http://www.isbe.net/nutrition/htmls/summer.htm
New Policy

• Schools Promoting SFSP
• Offer vs Serve
  – Breakfast and Lunch only
  – Breakfast
    • Follow NSLP meal pattern
  – Box lunch – milk only
• Component off-site
• New Non-Discrimination Clause
• Claims
  – Enter daily counts
SFSP WINS System

- Firefox
- Session time-out
- Questionnaires
- Attach documents electronically
- Submit early
- Navigation e-training
- Approvals
  - Sites before Sponsor
Requirements for Meal Services

• Follow your 11-day cycle menu

• Adhere to local health and sanitation regulations

• If meals are served outside, make adequate arrangements for food service during inclement weather

• Serve meals during the approved times submitted on the Site Questionnaire

• Changes to Meal Service submitted online
Required Meal Pattern

• School Sponsors
  – Can use the SFSP meal pattern
  – Or can continue to use the NSLP meal pattern, which would include the new rules
Time Restrictions

• One hour must elapse between the end of one approved meal service and the beginning of another
• Supper must end by 8 p.m.
• Serving periods for ALL meal services do not exceed two hours
Meal Service Reminders

• Purpose of Program
  – One meal per meal service for each child
• Offer vs Serve
• Leftovers
• Program Adults/Non-program Adults
• HDP and ADP
• Second meals
• Meal Counts
  – Daily meal count sheet
Meal Service Reminders (continued)

• Share Table
• Production Records
• Consolidation Sheet (5 day meal counts)
• Adjust your numbers
• Point of Service Meal Count
• Posters
• Field Trips
The Sponsor’s Monitoring

• Pre-op Visit
  – First year
  – If problems in the previous year

• First Week Site Visit
  – May be waived
    • Schools
    • No problems in the previous year

• Four Week Review

• Continued monitoring
  – Follow-up Review
  – Site open 8 weeks or longer
Monitoring (continued)

- First week site visits (question on the site application)
  - Only if there were **no issues** in the previous year
  - Schools have an exception
  - ISBE is has the TRUMP card!!!
  - Fourth week review CANNOT be in the first week

<table>
<thead>
<tr>
<th>Date of Site Review</th>
<th>Site Name</th>
<th>Citations?</th>
<th>Follow-up?</th>
<th>ISBE out?</th>
<th>ISBE citations?</th>
<th>Problems in the previous year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/15/2013</td>
<td>Community Club</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>na</td>
</tr>
<tr>
<td>7/22/2013</td>
<td>Community Club</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>7/25/2013</td>
<td>Lincoln Park</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>8/1/2013</td>
<td>Lincoln Park</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>
Monitoring (continued)

- First Year Sponsor
  - Pre-op visit
  - First week site visit
  - Four week review
  - Possible follow-up review

- Second Year Sponsor & up
  - Pre-op visit
  - First week site visit
    - May be able to waive
  - Four week review
  - Possible follow-up review

- New Site
  - Pre-op visit
  - First week site visit
  - Four week review
  - Possible follow-up review
Demonstration Projects

• 2014
  – Waiver of congregate feeding due to heat
  – Other Circumstances

• Website: Summer Main Page, Regulations and Policies, Policy Memos

• [http://www.fns.usda.gov/cnd/summer/Administration/policy.html](http://www.fns.usda.gov/cnd/summer/Administration/policy.html)
SFSP Census Tracker
SFSP Census Tracker (continued)
SFSP Census Tracker (continued)

• http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0
Budget

• Management Plan requirement
  – >$100,000
• Revenue Worksheet
• Reasonable numbers
### Administrative Costs

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>* Completing the sponsor application.</td>
<td>* Time sheets—showing name of person, activity, and amount of time spent</td>
</tr>
<tr>
<td>* Attending sponsor training</td>
<td>* Benefits</td>
</tr>
<tr>
<td>* Conducting your own training for site and sponsor personnel</td>
<td>* Payroll records</td>
</tr>
<tr>
<td>* Conducting pre-op and first week visits</td>
<td>* Cancelled checks</td>
</tr>
<tr>
<td>* Conducting site reviews</td>
<td></td>
</tr>
<tr>
<td>* Reviewing family income applications or school applications (enrolled sites and camps)</td>
<td></td>
</tr>
<tr>
<td>* Consolidating meal counts for more than one site</td>
<td></td>
</tr>
<tr>
<td>* Paying food program bills</td>
<td></td>
</tr>
<tr>
<td>* Payroll activity of summer food staff</td>
<td></td>
</tr>
<tr>
<td>* Clerical activity</td>
<td></td>
</tr>
<tr>
<td>* Completing Claims for Reimbursement</td>
<td></td>
</tr>
<tr>
<td>* Your time spent with the U.S. Department of Agriculture or the Illinois State Board of Education when a review is conducted and time spent responding to the review</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>* Rent (if a special summer office is needed and special space is rented)</td>
<td>* Patronage of costs (document method used to prorate if cost needs to be shared with other programs)</td>
</tr>
<tr>
<td>* Utilities used for administrative staff (gas, electricity)</td>
<td>* Cancelled checks</td>
</tr>
<tr>
<td>* Telephone (SFSP only)</td>
<td>* Invoices/bills</td>
</tr>
<tr>
<td>* Postage (stamps)</td>
<td>* Receipts</td>
</tr>
<tr>
<td>* Printing (flyers, posters, copying)</td>
<td>* Rental agreement</td>
</tr>
<tr>
<td>* Supplies (pens, pencils, small calculators)</td>
<td></td>
</tr>
<tr>
<td>* Building maintenance (trash removal, general upkeep)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>* Going to training</td>
<td>* Mileage records</td>
</tr>
<tr>
<td>* Monitoring of sites (mileage, parking fees)</td>
<td>* Gas receipts</td>
</tr>
<tr>
<td></td>
<td>* Basis for mileage charges</td>
</tr>
</tbody>
</table>

### Operating Costs

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>* Preparing menus</td>
<td>* Time sheets—showing name of person, activity, and amount of time spent</td>
</tr>
<tr>
<td>* Purchasing/ordering food</td>
<td>* Payroll records</td>
</tr>
<tr>
<td>* Preparing meals</td>
<td>* Benefits</td>
</tr>
<tr>
<td>* Delivering meals to the site</td>
<td>* Cancelled checks</td>
</tr>
<tr>
<td>* Completing the meal production records</td>
<td></td>
</tr>
<tr>
<td>* Taking the meal count during the meal service</td>
<td></td>
</tr>
<tr>
<td>* Serving meals</td>
<td></td>
</tr>
<tr>
<td>* Supervising/assisting children during the meal service</td>
<td></td>
</tr>
<tr>
<td>* Supervising food service operations at the site or kitchen level, including the direct supervision of food service staff</td>
<td></td>
</tr>
<tr>
<td>* Clean-up (kitchen, dining room, trash removal)</td>
<td></td>
</tr>
<tr>
<td>* Processing, transporting, storing, and handling food and supplies, and transporting equipment</td>
<td></td>
</tr>
<tr>
<td>Food Costs</td>
<td></td>
</tr>
<tr>
<td>* Purchases</td>
<td>* Itemized grocery tapes</td>
</tr>
<tr>
<td>* Costs associated with getting food</td>
<td>* Purchasing invoices</td>
</tr>
<tr>
<td>* Storing charges</td>
<td>* Receiving reports</td>
</tr>
<tr>
<td>* Processing, transporting, storing, and handling donated food (including USDA commodities)</td>
<td>* Refunds/discounts</td>
</tr>
<tr>
<td></td>
<td>* Cancelled checks</td>
</tr>
<tr>
<td></td>
<td>* Inventory records</td>
</tr>
<tr>
<td></td>
<td>* Delivery receipts</td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
</tr>
<tr>
<td>* Nonfood items (napkins, cleaning items)</td>
<td>* Itemized grocery tapes</td>
</tr>
<tr>
<td>* Utilities for food service</td>
<td>* Purchasing invoices</td>
</tr>
<tr>
<td></td>
<td>* Patronage of costs (document method used to prorate if cost needs to be shared with other programs)</td>
</tr>
<tr>
<td>* Transportation of children (rural sites only)</td>
<td>* Mileage records</td>
</tr>
<tr>
<td>* Transporting food—mileage allowance</td>
<td>* Cancelled checks</td>
</tr>
<tr>
<td>* Repairs of kitchen equipment</td>
<td>* Inventory records</td>
</tr>
<tr>
<td>* Rental (vehicles, equipment, facilities)</td>
<td>* Delivery receipts</td>
</tr>
<tr>
<td></td>
<td>* Gas receipts</td>
</tr>
<tr>
<td></td>
<td>* Basis for mileage charges</td>
</tr>
</tbody>
</table>
# Administrative Labor Worksheet

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Agreement #</th>
</tr>
</thead>
</table>

**Nutrition Programs Division - Summer Food Service Program**

**Administrative Labor Worksheet**

- **Column A**
  - Name of employee

- **Column B**
  - Duties picked from below:
    - PREP (1-10)
    - Complete all duties for EACH date

- **Column C**
  - Total time spent on specific duties for the whole

- **Column E**
  - Number of weeks program operated per year

- **Column F**
  - Wages per hour (excluding benefits)

- **Column G**
  - Labor costs for specific duties

- **Column H**
  - Total labor cost for the summer

---

**Allowable Administrative Costs - Page 84 of the USDA Administrative Guidance Handbook for Sponsors**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing and submitting an application for participation. (Sponsor and site approval; Budget and management plans; if applicable)</td>
<td>Establishing site eligibility (income applications; if applicable)</td>
<td>Attending training provided by ISBE</td>
<td>Monitoring and training site (operational and administrative personnel)</td>
<td>Preparing and submitting information for FSMC contract (IFB) and/or Bidding procedures if contracting meal with a vendor</td>
<td>Preparing and submitting claims for reimbursement; including consolidating meal contracts</td>
<td>Labor costs for administrative activities (i.e. Making copies, filing, timespent with estate audit etc)</td>
<td>Paying bills (writing checks)</td>
<td>Payroll activity of administrative staff ONLY</td>
<td></td>
</tr>
</tbody>
</table>

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Save to your hard drive and send to Amy Bianco at abianco@isbe.net as an attachment!!
## Administrative Labor Worksheet (continued)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing and submitting an application for participation. (sponsor and site apps; budget and management plan; if applicable)</td>
<td>Establishing site eligibility (income applications); if applicable</td>
<td>Attending training provided by ISBE</td>
<td>Hiring and training site (operational and administrative personnel)</td>
<td>Monitoring and reviewing sites (pre-op; if applicable, site visit, site review, and follow-up review)</td>
<td>Preparing and submitting information for FSMC contract (IFB or Informal Bidding procedures if contracting meals with a vendor)</td>
<td>Preparing and submitting a claims for reimbursement; including consolidating meal count sheets</td>
<td>Labor costs for administrative activities (i.e. Making copies, filing, time spent with a state audit etc)</td>
<td>Paying bills (writing checks)</td>
<td>Payroll activity of administrative staff ONLY</td>
</tr>
<tr>
<td>Time should go in Column D</td>
<td>Time should go in Column E</td>
<td>Time should go in Column D</td>
<td>Time should go in Column D</td>
<td>Time could go into either column</td>
<td>Time should go in Column D</td>
<td>Time could go into either column</td>
<td>Time should go in Column E</td>
<td>Time should go in Column E</td>
<td>Time should go in Column E</td>
</tr>
</tbody>
</table>
Excess Funds

• Excess Funds or Carryover Funds
  – End of the year calculation
    • Total reimbursements minus total expenses
  – Administrative Review
    • Insufficient documentation of expenses
  – Report on Budget
    • Revenue Worksheet tab
      – Estimate what funds will be used for
      – Fax or email this info to the Illinois State Board of Education
    – USDA current funds may not be used to restore carryover funds, funds must come from another source
Excess Funds (continued)

Excess Funds or Carryover Funds

• Improve the meal service or other aspects of the summer food program

• Keep the excess funds for next year’s Summer Food Service Program (SFSP) operations

• Pay for allowable costs of other Child Nutrition Programs
## SFSP 2014 Maximum Reimbursement Rates

<table>
<thead>
<tr>
<th></th>
<th>Combined (Operating and Administrative)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rural or Self-Prep</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$2.0225</td>
</tr>
<tr>
<td>Lunch/Supper</td>
<td>$3.5450</td>
</tr>
<tr>
<td>Supplement</td>
<td>$0.8400</td>
</tr>
</tbody>
</table>
Advances

• Still can request up to two advances
  – Operating advance
  – Administrative advance
• Still file monthly claim
• Advance will come out of the monthly claim amount
Claim for Reimbursement

• Claims for Reimbursement processed every Tuesday morning
• Encouraged to submit by the tenth of each month
• Submit site claims first and then sponsor claim
• Sixty calendar-days from the claim month to submit the complete claim
• Batch claims
Claim for Reimbursement (continued)

• Must submit a Claim for Reimbursement for each month meals were served
  – Cannot combine monthly Claims for Reimbursement with other months

• Look on the Comptroller’s website to track payment

• Verify same bank account number as in the previous year

• Instructions under the “?”
State Reviews

- Site review annually
- Administrative Review at least every three years
- Verify a monthly claim
- Must claim whatever state monitor observed
- Must submit a response to the audit report
  - Address each finding
  - Fax to the Illinois State Board of Education (ISBE) and follow-up with hard copy in the mail
  - State will adjust meals/claim if necessary
  - Seriously deficient
- Use as a working tool
Serious Deficient

• Non-compliance with applicable bid procedures and contract requirements
• Submission of false information
  – Receipts
  – Claim information
• Do not respond to a site or administrative review report
• Owe funds back to ISBE
Serious Deficient (continued)

1. Program violations at a significant proportion of the sponsor’s sites. Such violations include, but are not limited to the following:
   
   A. Non-Compliance with the meal service time restrictions.
   B. Failure to maintain accurate records.
   C. Failures to adjust meal orders to conform to the variations in the number of participating children.
   D. The simultaneous service of more than one meal to any child.
   E. Service of a significant number of meals which do not include required quantities of all meal components.
   F. The claiming of program payments for meals not served to participating children.
   G. Excessive instances of off-site meal consumption.
   H. Continued use of food service management companies that are in violation of health codes.
US Foods—Commodities

• Sponsors eligible to receive commodities
  – Self-prep
  – Contract with a school food authority
  – Schools that contract with the same food service management company (FSMC) as the National School Lunch Program (NSLP)

• Agreement
  – Located on SFSP’s main webpage
  – Print
  – Sign and fax to ISBE
US Foods—Commodities  (continued)

- Order Form
  - Entitlement
    - $0.015 (1½¢) credit per meal
      - Previous year
      - Anticipated participation

- Bonus
  - Unlimited

- Due Date
  - June 1
US Foods—Commodities (continued)

• Delivery
  – Once during summer
    • June 15–June 30
    • Minimum fee $45
  – Cell phone number on order form

• Contact Information
  – Angie Hancock
  – 800/545-7892 phone
  – 217/782-4550 fax
Training

• Must occur before program starts

• Document
  – Agenda
  – Signatures

• Must be at least one person on site at all times who has attended your training

• On-going training
  – New employees

• Re-train
  – Result of a Site visit or Site review
Multi-Site Sponsors

• Training
  – Document agenda and attendance
  – Throughout summer
  – Re-train, if necessary
  – One-on-one basis

• Complete a sponsor/site agreement
  – Unaffiliated sites
    • Cannot be in a home

• Watch meals delivered versus served
  – Daily meal count sheets
  – Monitoring visits
Multi-Site Sponsors (continued)

• Monitoring
  – Eyes
  – Document
  – Follow-up

• Submit Management Plan
  – Received over $100,000 in program payments in the previous year
  – Operating 25 or more sites

• Online applications
  – Up-to-date
Multi-Site Sponsors (continued)

• Rent
• Site staff is usually supplied by the Site and is not compensated for their time
  – Possible stipend to site staff
• Sponsor is responsible for FOOD!
Open-Site Poster

Must post on an outside door for the community to SEE
Yard Sign

FREE SUMMER MEALS
COMIDAS DE VERANO GRATIS

All children 18 and under
Todos los niños de 18 años y menos

Free summer meals are part of the Summer Food Service Program sponsored by the United States Department of Agriculture and administered by the Illinois State Board of Education.

USDA is an equal opportunity provider and employer. Printed by the authority of the State of Illinois.

- Should be used at open sites
Additional Outreach

- Flyers
- Door hangers
- Radio
- TV
- PSAs
- Trains, buses, billboards
Reminders

• Update health department letter
  – Adding or deleting sites
  • Daily basis for multi-site sponsor (email)

• SFSP Materials
• **Updating sponsor and site questionnaires**
  – Dates, meal serving times, never open, etc

• Special event or kick-off event
• Mobile sites
Grant Opportunities

• Share Our Strength
  – Grants available early spring 2014

• National Parks and Recreation

• Google for additional grant opportunities
  • Walmart
  • United Way
  • UPS
  – Nutrition education, babysitting, etc
At-Risk Supper Program

• After the school day is over during the school year
• Cannot be just a feeding site
• Can serve a snack and/or a supper
• Fact sheet on website
• Contact ISBE
  – 800/545-7892
  or
  – 217/782-2491
Network

• Share ideas amongst sponsors
• Get involved in your community
Kick-Off Events

• National SFSP Week is:
  – June 9 through June 13
Who to Contact for Help

• Program Information
  – Amy Bianco
    (via email at abianco@isbe.net)

• New Sponsors
  – Naomi Greene
    (via email at ngreene@isbe.net)

• 800-545-7892 (Illinois only) or
• 217-782-2491
• Fax: 217-524-6124
More Contacts

• USDA Foods—Commodities
  – Angie Hancock
  – 800/545-7892

• Reimbursements
  – Ami Yohn
  – 217/782-5256

• IWAS/WINS Assistance
  – 217/558-3600
Website

To navigate to the main page of the SFSP

• Go to www.isbe.net/nutrition, scroll down and click on *Summer Food Service Program*

• Or type the link on the Internet address line
http://www.isbe.net/nutrition/htmls/summer.htm

• SAVE AS A FAVORITE!!!
Questions???