

Summer Food Service Program

Prospective Sponsor Training



February 20, 2026

Purpose of this Training

Why?	Who?
<ul style="list-style-type: none"><input type="checkbox"/> How to prepare meals<input type="checkbox"/> How to purchase meals<input type="checkbox"/> How to contract with a food service management company<input type="checkbox"/> How to monitor meal quality<input type="checkbox"/> How to plan and manage resources<input type="checkbox"/> How to ensure safe and sanitary conditions<input type="checkbox"/> How to ensure there is no discrimination during meal service	<ul style="list-style-type: none"><input type="checkbox"/> All sponsors who want to operate an SFSP need training<input type="checkbox"/> Site staff must be trained before starting the SFSP



The purpose of this Summer Food Service Program (SFSP) training is to ensure that sponsors are prepared to provide nutritious meals to children during the summer months.

Why is this training important? This training is so important because it ensures that sponsors know:

- How to prepare meals
- How to purchase meals
- How to contract with a food service management company
- How to monitor meal quality
- How to plan and manage resources
- How to ensure safe and sanitary conditions
- How to ensure there is no discrimination during meal service

Who needs this training?

- All sponsors who want to operate a Summer Food Service Program
- All SFSP site staff prior to the start of the Summer Food Service Program

Agenda

Registration - Michelle Buhler
Welcome, General Introduction/Purpose/Eligibility - David Thibodeaux/Stephanie Loup
Prospective Sponsor Checklist - Toya Porter
LDH/LDAF
Recordkeeping Requirements - KidKare - Tammy Bloyed
Monitoring & Compliance - Toya Porter
Meal Counting - Alicia Murphy
Meal Service Requirements & Meal Patterns - Rachel Jeoffroy
Civil Rights & Non-Discrimination - Charelle Morgan
Procurement - Karen Schexneider/Jodi Wallace
Next Steps - Toya Porter
Wrap-Up & Q and A - Toya Porter



SFSP Training Sign-In Sheets

- Your signature is required as *proof of attendance* at this training.
- If you haven't signed already, please do so at the next break.



Please note that there is a sign-in sheet located at the registration desk. If you have not yet signed in and/or paid for the training, please be sure to do so on break. Your signature is required as proof of attendance at this training. Please also be sure to include both the time that you arrived and the time that you departed on the sign in sheet on all days you will attend training.

The LDOE DNS TEAM

Stephanie Loup (Division Director)	David Thibodeaux (Director of Community Programs) (SFSP)	Misty Woods (Director of School Nutrition) (SSO)
Toya Porter (SFSP Coordinator) 225-342-6337	Michelle Buhler 225-342-3997	Mary Bacan 225-342-9661
+ All Education Consultants (ECs)		

**General
Division Contact Information:**
(225) 342-9661
1201 North Third Street
Baton Rouge, LA 70802

childnutritionprograms@la.gov



This slide provides the contact information for the LDOE Division of Nutrition Support, as well as the listing of staff.

Purpose of the SFSP

The purpose of the Summer Food Service Program is to ensure that children (18 and under) from low-income families continue to receive nutritious meals when school is not in session during the summer months. This federally funded program in the United States provides free meals and snacks to children in eligible areas, helping to meet their nutritional needs during the summer break. Meals are served at summer sites in low-income communities, where sponsors often also offer enrichment activities.



During the school year, 30 million children in the United States receive free and reduced-price breakfast and lunch. But when school is out, many of the children relying on these school meals, go hungry. Summer Meal Programs help close that gap. Summer Meals give children the nutrition they need so they are ready to learn when they return to school. The SFSP was established to ensure that low-income children continue to receive nutritious meals when school out and children do not have access to school meals. Through the SFSP, free meals that meet Federal nutrition guidelines are provided to all children (18 and under) at approved SFSP sites in areas with significant concentration of low-income children.

How eligibility requirements are met and how sponsors meet the Federal nutrition guidelines will both be addressed later in this presentation.

SFSP is a **Reimbursement Program**, not a grant.

An organization is reimbursed for **no-cost, healthy meals** served to eligible participants in a qualifying setting.

- Meals must meet component and portion size requirements
- No monetary allowance beyond meal reimbursement is provided through SFSP
- If requesting advances for Program operations, the organization must still show they are financially viable and have general funds available for operations



Eligibility Requirements

Sponsor and Site



Who Can Be a Sponsor?

Eligible organizations may include:

- Schools (SFAs),
- Local government agencies,
- Camps,
- Faith-based, and
- Other non-profit community organizations

•While responsible for the operation of summer meal sites, sponsors also must ensure access to meals is available and known to eligible children in their communities



What is a Site?

Sites are the places in the community where children receive fresh, well-balanced meals.

Sites may be located in a variety of safe and supervised settings, including:

- Schools,
- Parks,
- community centers,
- Churches,
- camps, and
- migrant centers.



SFSP Site Types

- Open
- Restricted Open
- Closed Enrolled
- Residential OR Non-residential Camp
- National Youth Sports Program (NYSP) Site
- Migrant or Homeless Site
- Upward Bound Site



Open Sites: An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program.

Restricted Open Sites: The purpose of the restricted open site designation is to allow sponsors that want to operate an open site to restrict or limit site participation due to reasons of space, security, safety, or control.

Closed Enrolled Sites: A closed enrolled site offers meals to a specific group of low income children. The children must be enrolled in the program in order to receive a meal.

Residential/Non-residential Camps: Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children.

NYSP Sites: An NYSP is a site at a college or university participating in the National Youth Sports Program.

Migrant Sites: A Migrant Site primarily serves children of migrant workers and is operated by those with appropriate certification from a migrant organization.

Homeless Sites: A Homeless Site is at an Institution which supports homeless children in temporary residential settings.

Upward Bound Sites: Upward Bound is a federally-funded TRIO program established to help high school students overcome social, academic, and cultural barriers to higher education.

Seamless Summer Option (SSO) vs. SFSP

SSO	SFSP
<ul style="list-style-type: none">● Only School Food Authorities (SFAs) administering the NSLP or SBP may participate.● Standard NSLP/SBP reimbursement rates apply for SSO.● Currently used NSLP/SBP meal patterns <u>must</u> be followed in the SSO.	<ul style="list-style-type: none">● SFAs, governmental entities, universities, and private non-profit organizations may participate.● SFSP reimbursement rates apply (these exceed traditional NSLP/SBP rates).● Current NSLP/SBP meal patterns <u>may</u> be followed by SFAs or they may default to the SFSP meal pattern as other sponsor types use.



Timelines

Sponsor Type	New Sponsor Checklist (Pre-Application Process)	Summer Feeding Plan Survey	Sponsor and Congregate Site Applications	Non-Congregate Site Requests	Final Non-Congregate and Other Site Applications Due
School Food Authorities	N/A	March 16th	March 30th	April 13th	May 18th AND >14 days before operations*
Local/State Govt.	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Indian Tribal Organizations (ITO)	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Private Non-Profit Organizations (PNP)	N/A	March 16th	April 27th	May 4th	May 18th AND > 14 days before operations*
Prospective New Sponsors	March 23rd	N/A	April 27th	N/A	May 18th AND > 14 days before operations*



Survey

Prospective New SFSP Sponsor Checklist



SFSP Prospective New Sponsor Checklist

This checklist details the application process for organizations that are interested in participating in the Summer Food Service Program (SFSP).

A fully completed information packet may be emailed to toya.porter3@la.gov or mailed to:

Louisiana Department of Education
Division of Nutrition Support
Summer Food Service Program
PO Box 94064
Baton Rouge, La 70804-9064

Please ensure that all required documentation is included. Incomplete and/or improperly documented packets will not be processed. Feel free to contact the Division of Nutrition Support, Community Programs with questions: (225) 342-3997 or email the State agency at childnutritionprograms@la.gov.



To request information and obtain a checklist of requirements for submission to the State Agency to become a SFSP Sponsor, please contact our office by phone at 225.342.3997 or you can email toya.porter3@la.gov. After submission of this Request for Information, the Head of the Organization will receive an email from the State Agency that explains program requirements as well as the next steps in the process to becoming an SFSP Sponsor.

Prospective New SFSP Sponsor Checklist

Required documents include:

- [Child Nutrition Program Information Sheet](#)
- [Proof of Non-Profit Status \[501\(c\)\(3\)\]](#)
- [LA GOV ERP Registration](#)
- [Unique Entity Identification \(UEI\) number from System for Award Management \(SAM\)](#)
- [Permit to Operate](#)
- [Attestation of Training](#)



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Prospective new sponsors will need to work with the state agency as early as possible to ensure that all required documentation is submitted in a timely manner. LDOE DNS will work with you one-on-one to ensure that all required documentation is submitted according to program requirements. To view the Prospective New Sponsor Jotform, with a listing of all of the required documents and submissions, use the link on this slide or click on the heading, which will take you directly to the checklist. To ensure a successful submission, please have the necessary documents readily available to upload as you move through the checklist.

The following documentation is needed prior to the start of any SFSP:

- [Child Nutrition Program Information Sheet](#) (link provided in slide) – completed & signed
- [Proof of Non-Profit Status \[501\(c\)\(3\)\]](#) - Nonpublic entities and charter schools must submit a copy of the organization's 501(c)(3) Exemption Determination Letter issued by the Internal Revenue Service. The address on the letter must match the physical address of the organization.
- [LA GOV ERP Registration](#) - To receive payments from the Louisiana Department of Education, prospective sponsoring organizations must complete the LA GOV ERP Supplier Self-Registration process.
- [Unique Entity Identification \(UEI\) number from System for Award Management \(SAM\)](#) - Prospective sponsoring organizations must have an active registration in the System for Award Management (SAM) database and must submit a valid SAM expiration date. Applications without a valid SAM expiration date will be considered incomplete.
- [Permit to Operate](#) – Each food service site (cooking and/or serving location) must be inspected and receive a permit to operate from the Louisiana Department of Health, Office of Public Health (LDH OPH), prior to beginning service. **Sites will not be approved for participation in the Summer Food Service Program without proof of a current permit to operate and health inspection.**
- [Attestation of Training](#) (link provided in the slide) - Each training listed in the attestation must be reviewed and the Attestation must be signed by the Head of the Organization.

Prospective New SFSP Sponsor Checklist

Administrative Capability

As part of the requirement for demonstrating administrative capability, sponsoring organizations must submit the following:

- Cycle Menu
- Secretary of State
- IRS Articles of Incorporation
- Board minutes
- Written Policies
- Organizational Chart
- Resumes
- Business Operations List



In addition to the required forms, documentation to demonstrate Administrative Capability must be submitted. Which includes:

- **Cycle Menus** to be used in SFSP (include creditable serving Sizes): [USDA SFSP Meal Patterns](#)
- **Secretary of State**: print out from the [Louisiana Secretary of State website](#) showing the agency is in good standing
- **IRS Articles of Incorporation** with EIN Tax ID
- **Board minutes** from last meeting with a list of current Board Members and titles
- **Written Policies**: conflict of interest, arm's-length transactions, outside employment, compensation plan, finance/procurement, etc.
- **Organizational Chart** including all Summer Food Service Program employees with job titles, a brief description of daily duties and salaries.
- **Resumes** for all Summer Food Service Program site supervisors and monitors for anticipated operations.
- **Business Operations List** A list of all current business operations the organization is affiliated with (including food service operations if applicable), regardless of whether revenue is generated. The list must include physical address, hours of operation and a description of services provided.

Prospective New SFSP Sponsor Checklist

Financial Viability

As part of the requirement for demonstrating financial viability, sponsoring organizations must submit the following:

- Audit/Year-End Financial Statement** most recent audit report, including the entire 12 month period. Financial information must include:
 - List of all income sources and monthly income from each source (tuition, donations, subsidies, etc.)
 - List of standard monthly expenses with amounts (rent, payroll, insurance, food, etc.)
 - If income includes charitable donations, provide a copy of the donation contract(s) or show history of consistent contributions.
 - A year-end financial statement should include the organization's most recent financial statement, detailing all revenue and expenses (including payroll). Food service expenditures must be indicated separately.
- Bank Statements**
- Current Operations**



Also required documentation should include demonstration of financial viability:

Audit/Year-End Financial Statement Submit the most recent audit report or year-end financial statement for the organization, including the entire 12 month period. Financial information must include:

- List of all income sources and monthly income from each source (tuition, donations, subsidies, etc.)
- List of standard monthly expenses with amounts (rent, payroll, insurance, food, etc.)
- If income includes charitable donations, provide a copy of the donation contract(s) or show history of consistent contributions.
- A year-end financial statement should include the organization's most recent financial statement, detailing all revenue and expenses (including payroll). Food service expenditures must be indicated separately.

Bank Statement Organization's bank statements for the last month.

Current Operations: List any Child Nutrition Programs or Food Service Programs the Organization currently participates in. This includes federally-funded programs as well as any other operation(s) by your agency.

Prospective New SFSP Sponsor Checklist

Site Information Form

Complete a Site Information Form for each site to be sponsored, to include the following information:

- Physical Site Address
- Meal types planned for service (Breakfast, AM Snack, Lunch, PM Snack, Supper – maximum 2; Supper and Lunch may not be the two choices)
- Expected number of participants for each meal
- The name of the Head of the Organization;
- If applicable, the enrichment activity(ies) available at each site and whether the sponsor or the facility is providing the activity(ies);
- Explain the community outreach plan;
- Indicate whether food will be prepared on-site or off-site and
 - If food is prepared on site, list responsible party;
 - If food is not prepared on site, provide the anticipated central kitchen name and address, method of transportation, name of FSMC or vendor if applicable, and food safety procedures.
- Explain the organization's plan to accommodate changes in meal participation



Once all of the financial viability section has been completed, prospective sponsors must complete a Site Information Form (link provided in the slide) for each site they wish to be sponsored. The following information must be included:

- Physical Site Address
- Meal types planned for service (Breakfast, AM Snack, Lunch, PM Snack, Supper – maximum 2; Supper and Lunch may not be the two choices)
- Expected number of participants for each meal
- The name of the Head of the Organization;
- If applicable, the enrichment activity(ies) available at each site and whether the sponsor or the facility is providing the activity(ies);
- Explain the community outreach plan;
- Indicate whether food will be prepared on-site or off-site and:
 - If food is prepared on site, list responsible party;
 - If food is not prepared on site, provide the anticipated central kitchen name and address, method of transportation, name of FSMC or vendor if applicable, and food safety procedures.
- Explain the organization's plan to accommodate changes in meal participation

Prospective New SFSP Sponsor Checklist

Final Steps upon State Agency determination

- Pre-Approval visit** scheduled
- Child Nutrition Program Permanent Agreement** completed
- Access to the Child Nutrition Program website** granted
- Final Approval**



Once all required documentation has been received and upon state agency determination of the organizations' eligibility, prospective new sponsors will:

- Be scheduled for a preapproval visit
- Complete a Child Nutrition Program Permanent Agreement - the original signed agreement must be returned by mail to the state agency
- Be granted access to the Child Nutrition Program website - the head of the organization will receive login credentials to the Child Nutrition Program website in order to complete the Summer Food Service Program online application.
- Final approval will be granted once the state agency has reviewed and approved the Child Nutrition Program Permanent agreement & Summer Food Service Program online application. The applying organization is not eligible to participate in the SFSP nor receive program reimbursement until the State Agency determines approval.

Important Tips

- ✓ **Have someone else look over the Information Packet before submission. Double check for completion, signatures, errors, attachments, etc.**
- ✓ **Ensure all written portions of paperwork are clearly legible. Any printed documents should not be blurry.**
- ✓ **No white out should be used on any documents. Corrections should be made with a single scribble line through.**



Kid Kare Recordkeeping and Other Documentation



SFSP Recordkeeping

All records to show Program compliance and support a claim MUST be maintained for the current year plus the previous 3 years.

A good program can only be shown through good documentation
Don't lose money through disallowed meals as a result of poor documentation!

Checklist of Records: pages 290-92 of the Administration Guide for SFSP Sponsors: [Summer Food Service Program Administrative Guide 2024](#)



A good program cannot exist without proper documentation of its activities. That is why the maintenance of source documents is essential. Source documents are those documents that support or provide proof of SFSP activities conducted by a sponsor. These documents must be maintained, at a minimum, for 3 years, plus the current year. Please do not lose money from disallowed meals as a result of poor documentation!

SFSP Documentation

SFSP training documentation (*sign-in sheets, with agenda and training materials, including Civil Rights training*)

Monitoring visit(s) and review forms (*pre-operational visits, first 2-week visits, first 4-week reviews*)

Food Records (*purchases/invoices, inventory, menus, etc.*)

Program Receipts - Itemized (must be legible)

Procurement Documentation (*Food Service Management Company/Vendor Contracts*)

SFSP Bank Account Records or Program Ledgers for Line-Item accounts

SFSP Staffing Records (*payroll/time/attendance*)

Mileage logs (if applicable)

Lease/Rental Agreements (if applicable)

Media Release (current year) (*for any open/restricted open sites*)

All Meal Count Documentation - completed and current (*daily meal count forms, satellite forms, field trip forms*)

Most recent Racial/Ethnic Site Forms, Discrimination/Civil Rights Complaint Forms

Health department documentation

[USDA Prototype Forms](#)



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During a review of the SFSP, State Agency staff will review items that may include, but are not limited to the following:

1. SFSP training documentation
2. Monitoring visit and/or review forms, completed to date
3. Food records – including documentation for purchases/invoices, inventory, planned menus, etc.
4. Program receipts
5. SFSP Financial Records
6. SFSP Staffing Records (Time/Attendance Forms) and Mileage Logs (if applicable)
7. Media Release
8. All meal count documentation in support of any claims filed, to date
9. Most recent Racial/Ethnic Site Forms that have been completed
10. Health Department documentation

A link to the USDA Prototype Forms has been provided for your convenience.

SFSP Documentation 101

Please reference USDA's Guidance Manuals for Prototype Forms

Summer Food Service
Program Administration
Guide

2024

USDA's website www.usda.gov

USDA SFSP Guidance Books located at:
<http://www.fns.usda.gov/sfsp/handbooks>



For the administration guide, please reference USDA's Guidance Manuals for prototype forms on either USDA's website, www.usda.gov, or USDA's SFSP guidance book at <http://www.fns.usda.gov/sfsp/handbooks>.

Kidkare Records

Many required SFSP records are input into the Kidkare system by the sponsor and sites:

- Menus
- Attendance and Meal Counts – Point of Service
- Satellite forms for delivered meals
- Expenditures tracked via receipts in Kidkare



Kidkare Documentation-Menus

Breakfast

Collapse

egg blubry bsct ⊞ ⬆

Meat/Alternate	Eggs, fresh	▼
Bread/Alternate	Biscuits (group B)	▼
	Is this whole grain-rich?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Fruit	Blueberries, fresh	▼
Vegetables		▼
Milk	Milk 1% over 2- whole under 2	▼

Edit 



KidKare will allow you to enter in your cycle menus and copy and paste them for future use. It will ensure that you meet all of the component requirements, and will disallow any meal that does not meet those requirements.

Kidkare Documentation-Point of Service – Open Site

Home > Menus/Attendance > SFSP/ARAS

Meal: 12:30 PM - 01:30 PM

< Lunch > SFSP 17

Meals & Attendance

Served	63	Seconds	1
Non-Participating	0	Ordered	75
Discarded	1	Leftover	8

Total Claimed



Meal Counts need to be taken during the meal service, as children pick up their meals. You will be able to set up multiple users to be able to document meal counts. Meal counts can be taken on phones, tablets, or computers. Any meal counts that are put in after a meal service must have paper documentation to back it up. This should be the exception, and not the rule and used only when absolutely necessary. Not taking meal counts at the time of service is considered a serious deficiency.

Kidkare Documentation-Point of Service – Closed Enrollment



Abraham, Dymere 9 y A	ATT <input checked="" type="checkbox"/>	Boyd, Britney 13 y A	ATT <input checked="" type="checkbox"/>	Fernandez, Daisy 13 y	<input type="checkbox"/>
Figueroa, Saraz 10 y	<input type="checkbox"/>	Frenanzed, Stan 15 y A	ATT <input checked="" type="checkbox"/>	Frog, Carson 16 y A	ATT <input checked="" type="checkbox"/>
Gonzalez, Zoe 11 y A	ATT <input checked="" type="checkbox"/>	Gould, Lucy 14 y A	ATT <input checked="" type="checkbox"/>	Green, Matthew 13 y A	ATT <input checked="" type="checkbox"/>
Hanes, Trina 12 y	ATT <input checked="" type="checkbox"/>	Hanes, Trudy 11 y A	ATT <input checked="" type="checkbox"/>	Johnson, Zach 12 y A	ATT <input checked="" type="checkbox"/>
Momoh, Jamela 15 y	<input type="checkbox"/>	Moore, Cadence 13 y	<input type="checkbox"/>	Morales, John 14 y	<input type="checkbox"/>



Meal Counts need to be taken during the meal service, as children pick up their meals. You will be able to set up multiple users to be able to document meal counts. Meal counts can be taken on phones, tablets, or computers. Any meal counts that are put in after a meal service must have paper documentation to back it up. This should be the exception, and not the rule and used only when absolutely necessary. Not taking meal counts at the time of service is considered a serious deficiency.

Kidkare Documentation-Satellite Forms

Delivery & Pickup Information

Sponsor Agency: District Office: Delivery Date: Satellite Site:

Bulk Items Shipped

Item	Quantity	Item Size	Temp at Departure	Temp at Arrival
Meat Canned Beans 15	Quantity 15	Item Size 3 Gal	Temp at Departure 33F	Temp at Arrival 33F
Meat Canned Beans 15	Quantity 15	Item Size 3 Gal	Temp at Departure 33F	Temp at Arrival 33F

Pre-Packed Meals Shipped

Item	Quantity	Item Size	Temp at Departure	Temp at Arrival
Meat Pre-pack Meals 1	Quantity 1	Item Size 1 Gal	Temp at Departure 33F	Temp at Arrival 33F

Additional Items Shipped for Future use

Item	Quantity	Item Size	Temp at Departure	Temp at Arrival
Meat Pre-pack Meals 1	Quantity 1	Item Size 1 Gal	Temp at Departure 33F	Temp at Arrival 33F

Departure Information

Departure Date and Time:

Comments:

Driver Signature

Driver Name:

Receiving Information

Receiving Date and Time:

Comments:

Site Documentation Details

Site Name:

Signature:

Any meal deliveries need to be documented in Kidkare



Kidkare Documentation-Expenditures



Edit Expense [X]

Date: 12/29/2022 [calendar icon] Vendor: Borden Milk [dropdown]
Invoice#: 1234 [input] Receipt Total: \$ 67 [input]
Description: Whole & 1% Milk [input]

Unapproved	0 [input]	\$0.00
Food	67 [input]	\$67.00
Supplies	0 [input]	\$0.00
Labor	0 [input]	\$0.00
Other	0 [input]	\$0.00

Total Expense \$67.00

Whole Milk: 5 gal [input] [dropdown]
1% Skim Milk: 11 gal [input] [dropdown]
Substitute Milk: 0.25 gal [input] [dropdown]

[Delete] [Save]

Edit Expense [X]

Date: 01/24/2023 [calendar icon] Vendor: Labor [dropdown]
Invoice#: 23456 [input] Receipt Total: \$ 575 [input]
Description: January 1-15 labor--Chef Boyardee [input]

Unapproved	0 [input]	\$0.00
Food	0 [input]	\$0.00
Supplies	0 [input]	\$0.00
Labor	575 [input]	\$575.00
Other	0 [input]	\$0.00

Total Expense \$575.00

Whole Milk: 0 gal [input] [dropdown]
1% Skim Milk: 0 gal [input] [dropdown]
Substitute Milk: 0 gal [input] [dropdown]

[Delete] [Save]



Enter in all of your receipts paid for with food program funds. Any transaction on your bank statement must be entered in on the software. Mark which categories the receipt fits into. This will help you keep track of your budget. Remember that you can only purchase items that are allowable in regs and are within your approved budget. You must keep ALL program documentation for a minimum of 3 years plus the current year.

Kidkare Report – Financial - Center Receipts Journal

State of LA TEST Account

State of LA TEST Account 1
RECEIPTS JOURNAL

Claim Month/Year: June 2022

Receipt No.	Date	Vendor / Description	Invoice #	Verified	Total Amount	APPLICATION OF FUNDS DURING THE MONTH				
						Food	Labor	Supplies	Other	Not Approved *
1	06/01/22	Wal-Mart / Food and non-food supplies	NA		\$25.00	\$15.00	\$0.00	\$10.00	\$0.00	\$0.00
2	06/07/22	Wal-Mart / milk	182		\$35.18	\$35.18	\$0.00	\$0.00	\$0.00	\$0.00
3	06/23/22	Wal-Mart / weekly groc	38455		\$355.86	\$243.08	\$0.00	\$94.56	\$0.00	\$18.22
4	06/23/22	Borden Milk / milk	3521		\$321.21	\$321.21	\$0.00	\$0.00	\$0.00	\$0.00
5	06/27/22	Wal-Mart / weekly groc	8544		\$456.14	\$353.96	\$0.00	\$86.96	\$0.00	\$15.22
Totals					\$1,193.39	\$968.43	\$0.00	\$191.52	\$0.00	\$33.44
Program Total									\$1,159.95	

* - Indicates the receipt total does not balance with it's applied funding categories

* - Not Approved * Funds are required to be returned to the designated CACFP account

You will still need to keep backup documentation:

Original Itemized Receipts/Invoices – make copies if prone to fading

Bank Statements

Time sheets for all labor paid with SFSP funds



The Disbursement journal is automatically filled out when you enter receipts and payments from the state. You will still need to keep your backup documentation...Itemized receipts, bank statements, time sheets

Financial Documentation

- Approved SFSP Budget
- Bank statement for SFSP bank account*
- Receipts/invoices, contracts for services
- Gas receipts or milage documentation
- Procurement documentation

*If using a line item statement in a shared bank account, the line item leger must be available as well, including total monies available to that line item.



Making A Claim for Reimbursement

Office Error Report

Center # 1 License Center Date Month December 2022
 State of LA TEST Amount Phone 2109411043

Days	Free		Participated		Checked By
	Reduced	PAID	PAID	PAID	
Abstinence	25	0	17	19	
ADA	25	0	7	7	

	Free	Reduced	PAID	Total	Disallowed
Breakfast	35	22	0	57	0
AM Snack	0	0	0	0	0
Lunch	15	22	0	37	0
PM Snack	14	19	7	40	0
Dinner	0	0	0	0	0
Evening Snack	0	0	0	0	0
Participated	17	19	7	43	116.75*

Cash In Lieu Amount: \$13.50 Reimbursement Amount: \$266.25 Admin Rate: 0.0000% Admin Amount: \$0.00

13 A menu was recorded, but no children were recorded in attendance.
 0 - 5 Months Old - 1211 BLP Allow/Item
 0 - 11 Months Old - 1211 BLP Allow/Item

29 A DR's statement has not been received for the special diet child(ren) served during the month.
 Item: Misoce - 1229 BLP Allow/Item

48 Special diet statement on file for gluten child(ren) is expired.
 Anderson, Joseph - 1229 BLP Allow/Item
 Mayet, Kyle I - 1229 BLP Allow/Item
 Brown, Patricia - 1229 BLP Allow/Item
 Item: Misoce - 1229 BLP Allow/Item

67 Child not participating in CACFP has been removed from claim totals
 GIL, Billy - 1229 BLP Disallowed \$1.14
 Schwenker, Karen - 1229 BLP Disallowed \$1.14 P1

76 Quantity of food prepared was less than quantity required.
 Brock/Northland - 1229 BLP Allow/Item
 Yag/Flourco Northland - 1229 BLP Allow/Item

79 Quantity of food prepared was recorded with a measurement type inconsistent with the quantity required.
 Yag/Flourco Northland - 1229 BLP Allow/Item

81 No label items on file.
 Davis, Jennifer - 1229 BLP Allow/Item

83 Menu instructions have been supplied.
 - 1218 Allow/Item

87 Milk Audit resulted in milk shortages - 1% or Blank Milk

10710023 5:22:53PM Page 1 of 2

Claims > Submit Claims To State

Submit Claim to State

State: LA
 Claim Month: April 2023
 Submission Batch: All Submissions
 Export Files: State Claim File (SFSP/ARAS)
 Claim Types: Detail

Step 1 - Attach Claim File

Step 2 - Check and Process



There are over 200 edit checks in Kidkare that help to keep you from making mistakes. If you do happen to make a mistake, it will show you where after you go to process your claim. If you have documentation to fix the error, maybe you forgot to enter something but you have it written, go back and enter it in. If you made a legitimate mistake, and can't fix it, it won't allow you to claim the meal. If done properly, you won't receive reimbursement for meals that would get you in trouble on a review. Use this as an edit check to see where you need to retrain yourself or your staff. When you are ready to process your claim, you generate it in Kidkare and then upload that file into our state CNP system.

Required Records Checklist



SFSP Required Records/actions for Single site KidKare users

Daily To-Do List:

- o Mark total number of children in attendance.
- o Mark number of meals that children are served. food program=attendance and meal count=fill out this page
- o Complete satellite form. (if meals are delivered)

Weekly/Monthly To-Do List:

- o Enter menus.
- o Enter any receipts/payments into the system. Be sure to place amounts paid in the correct categories. (i.e. -- food, labor, non-food etc.)
- o Calculate Claim after last meal or snack served.
- o Check Claim error report. Fix any errors with documentation and recalculate claim.
- o Submit your claim. Go to claims page > Submit claim to state > select month > all submissions > generate Save this file to your computer.
- o Login to the CNP website and upload this file. Claims > upload [claims](#). Verify open claim in CNP and submit.
- o Go to KidKare and mark the claim as having been submitted.
- o Record your payment from the state when received. Claims page > record payment > enter amount
- o Place receipts, bank statements, and any CACFP timesheets in your monthly folder.
- o Print the Non-Profit Status report and place in monthly folder. Reports> Finance > Non Profit Status Report> choose month >ensure Cost of Food Used is at least 50%)
- o Complete inventory report and place in your monthly folder.

Yearly To-Do List:

- o Complete your Sponsor, Facility, and budget applications.
- o Complete your annual trainings in the months indicated on your Sponsor Application.
- o Complete your monitoring visits in the months indicated on your Sponsor Application.
- o Ensure that you have the correct policies in your work on file. (examples at https://cnp.doe.louisiana.gov/FrontWeb/Programs/SFSP_and <http://cnp.doe.louisiana.gov/DNA/Memos/Resources/SFS-20-47%20SFSP%20Forms%20Book.pdf>) Keep a copy in a separate folder.

Do you have all of your required documentation?

Use your checklist as a guide to ensure that you are meeting all of your LDOE requirements.

SFSP Required Records Kidkare



Kidkare Training Resources

Trainings

1. Set Up Your Account

Manage Sponsor Information
Enroll Sites
Create Additional Admin Logins

2. Create Menus

Create Master Menus (Required)
Copy & Paste Menus
Assign Menus to Locations
Setup Vendor with Menu Access

3. Sponsor Monthly Tasks

Sponsor Attendance / Bulk Entry
Enter Receipts (Required)
Advance Claim Month



4. Claims

Track Received Claims
Mark Centers Claim for Processing
Review Claims before Submitting to State
Submit Claim to State
Advance Claim Month
State Claims List

5. Reports

Admin Reports (Non-menu)
Sponsor Menu Reports
Disbursement Journal & Status report

6. Site Training Videos

Marking Meals & Attendance
How to Complete a Satellite Form
Submit Claims to Sponsor
How Sites view Menu Production Records

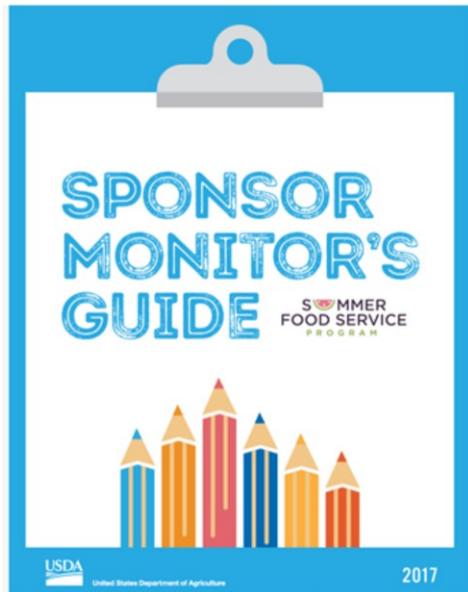
<https://www.kidkare.com/training-la/sfsp-la/>



Monitoring & Compliance



Sponsor's Monitoring Requirements



- Pre-Operational Visits
- Site Visits
- Site Reviews
- Follow-up Reviews



Sponsor's Monitoring requirements include, but are not limited to pre-operational visits, site visits, site reviews and follow-up reviews.

Site Monitor's Responsibilities

- Participate in annual training and understand Program requirements, including Civil Rights requirements
- Ensure sites operate according to Program guidelines
- Have necessary forms readily available during site visits and reviews
- Provide training to all site staff
- Visit assigned sites regularly to ensure program operations are maintaining compliance



Program Monitoring is essential to making your Summer Food Service Program successful and having efficient, capable, trained monitors will ensure that program operations comply with federal and state laws. Site monitors responsibilities include:

- Participate in annual training and understand Program requirements, including Civil Rights requirements
- Ensure sites operate according to Program guidelines
- Have necessary forms readily available during site visits and reviews
- Provide training to all site staff
- Visit assigned sites regularly to ensure program operations are maintaining compliance

Monitoring Duties/ Required Forms

- The monitor(s) of the SFSP is a key link between site-level activities and the central office.
- Monitors must complete pre-operational and first 2-week visits.
- Monitors are also responsible for the completion of the first 4-week Site Review Form. This must be done annually at **ALL** operating SFSP sites *(even those that operate for shorter than 4 weeks)*.
- Food Service reviews **MAY** occur at the same time as the site visit.

All new sites are required to complete a “Visit Form” during the first two weeks of operations in addition to and “Site Review Form” that occurs during the first 4-weeks of operation.



In accordance with federal regulations under 7 CFR 225.15(d)(2) and 7 CFR 225.15(d)(3), monitoring visits of approved SFSP sites must occur in the first 2 weeks of operation and a review of the food service operation must occur within the first 4 weeks of operation. The “first 2 weeks monitoring” and the “food service review” may occur at the same time; however if the program operates for less than 4 weeks, both the first 2 weeks and first 4 weeks food service review must take place prior to the end of program operations and meal services.

Because the monitor must conduct oversight and correction of program operations, the individual(s) designated as the monitor(s) must not be also work in a site-level capacity (only other administrative duties could be performed if this person[s] covers more than one job assignment). In plain language, it would be difficult for a worker to check his own work. Having a monitor that is separated from daily activities ensures that program integrity is maintained.

Monitoring Duties/ Forms

PRE-OPERATIONAL VISIT FORM

One-page document completed *prior to* the start of the SFSP at any/all new sites.

Louisiana Department of Education

SUMMER FOOD SERVICE PROGRAM Pre-Operational Visit Form

Site name: _____ Site number: _____

Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

<input type="checkbox"/> Recreation center	<input type="checkbox"/> Residential camp	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Other
<input type="checkbox"/> School	<input type="checkbox"/> Play street	<input type="checkbox"/> Libraries	
<input type="checkbox"/> Church	<input type="checkbox"/> Playground	<input type="checkbox"/> Rural Development (RD)/Housing and Urban Development (HUD)	
<input type="checkbox"/> Park	<input type="checkbox"/> Settlement house		

Estimated number of children the site could serve _____ Estimated number of needy children in area _____

Estimated number of personnel needed to adequately control the food service: _____

Are the present facilities adequate for an organized meal service? Yes No

If answer is no, comment: _____

For the estimated number of children, does the site have:

Shelter for inclement weather?	Yes	No
Adequate cooking facilities (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate storage for prepared or delivered food?	<input type="checkbox"/>	<input type="checkbox"/>
Storage space for records at site?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate refrigeration?	<input type="checkbox"/>	<input type="checkbox"/>
Access to a telephone?	<input type="checkbox"/>	<input type="checkbox"/>

Is this site for-profit? Yes No

What types of organized activities are possible or planned at this site?

Improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor's Signature _____ Date _____



Prior to the start of the Summer Food Service Program, your monitor should complete a Pre-Operational Visit Form. This one-page document should be completed for any and all new sites.

Site Visit Form (within first 2 weeks)

Louisiana Department of Education

**SUMMER
FOOD SERVICE
PROGRAM** **First Week Visit Form**

Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____
 Site name: _____ Site address: _____
 Discussion with site staff (list names): _____

Areas of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site?	
Does the State agency and sponsor allow fruits/vegetables/grains to be taken off site?	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "Act Justice for All" poster provided by the sponsor, on display in a prominent place?	
List any problems that were noted, and any corrective actions that were initiated to eliminate the problems: _____ _____ _____	
Monitor's Signature _____	Date _____

100%

First Two Weeks

<https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Forms/First%20Week%20Visit%20Form.pdf>

- Monitoring Review
- Must be conducted during the first 2 weeks of operation
- Sites that Operate for a Week or Less Require a First Two Weeks Visit, Prior to the End of Operations/SFSP Meal Service
- New Sites/Sites with Operational Problems in the Prior Year/Any Site determined by the State Agency



During the first 2 weeks of operation, monitors must conduct a site visit. This allows sites to correct any operational deficiencies. If the site operates for a week or less, they are not exempt from this requirement and must have this visit completed prior to the end of SFSP operations.

Please click the link on this slide to access this form.

Site Review Form (within first 4 weeks)

SOMMER FOOD SERVICE PROGRAM Site Review Form

NOTE: To be completed during first four weeks of operation

Sponsor _____ Site _____
 Site Contact Name _____ Title _____
 Site Address _____ Telephone _____
 Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____
 Site Supervisor: _____
 Open site Closed-served site
 Camp site Average daily participation (if applicable): _____
 Today's attendance: _____ Approved meal service time: _____
 Types of meals reviewed: Breakfast AM Snack Lunch PM Snack Dinner
 Approved level of service: _____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Dinner
# Meals delivered (if applicable)					
# Meals/inks from previous day					
Time meals delivered (if applicable)					
Time meals served					
# First meals served to children					
# Second meals served to children					
# Meals served to Program adults					
# Meals served to non-Program adults					
Discarded meals (spoiled, spilled, incomplete meal, test meal, etc.)					
# Meals leftover					

* Test meal cannot be utilized for reimbursement but should be recorded.

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First Four Weeks:

<https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Forms/Site%20Review%20Form.pdf>

- Food Service Review
- Must Occur and be Documented Within the First Four Weeks of the Program (may occur at the same time as the "First Two Weeks Visit")
- Sites that Operate for Three Weeks or Less Require a First Four Weeks Visit, for a Review of the Food Service, Prior to the End of Operations/SFSP Meal Services



During the first 4 weeks of operation, monitors must conduct a site review. This allows sites to correct any operational deficiencies that were identified during the 2 week site visit and/or address any ongoing problems. If the site operates for 3 weeks or less, again, they are not exempt from this requirement and must have this review completed prior to the end of SFSP operations. Please note: the site review may occur at the same time as the first 2 weeks visit. Site Review Key Points: This form should be completed annually regardless of the length of program. The monitor is required to be on site prior to the start/delivery of the meal service to observe the entire service (from start to finish/clean-up). The site monitor is required to complete the form in its entirety and ensure signatures are obtained from the monitor, site supervisor and sponsor representative. Problematic site reviews may require monitors to provide technical assistance and/or a follow-up to the site.

Please click the link on this slide to access this form.

Duties for Monitors

Sponsor	Monitor	Site Staff
<ul style="list-style-type: none">• Carefully review documented visits to assess program compliance• Ensure monitoring reports are received in a timely manner• Conduct follow-up visits on sites found to have serious deficiencies during a visit or review to ensure that corrective action has been implemented	<ul style="list-style-type: none">• Document all visits and reviews• Submit reports timely and frequently• Document corrective action taken at the site• Schedule a follow-up review, if necessary• Sign & Date the report	<ul style="list-style-type: none">• Review any problems noted by the monitor• Contact the Site Supervisor, if necessary• Sign & Date the report



SFSP Monitoring & Compliance

- Per USDA Regulations (at 7 CFR Part 225), SFSP sponsors must receive, at a minimum, one SFSP review every three (3) years.
- In addition, please note the following regarding SFSP Reviews:
 - All *NEW* private non-profit (PNP) organizations receive a review in their 1st year of operation.
 - Larger sponsors (those having received a significant portion of PY SFSP reimbursements) are typically reviewed more frequently.
 - Problematic systems also receive more frequent SFSP reviews.



Each Private Non-Profit (PNP) sponsoring organization will receive a review in their first year of operation.

USDA regulations require that the state agency review all SFSP sponsors, at a minimum, once every three years. Additionally, when selecting the SFSP sponsors up for review in a given year, the state agency must assess which sponsors received the largest amount of the prior summer's SFSP reimbursement. These sponsors (making up 50% of the total prior-year SFSP reimbursement) will need to be reviewed, in addition to any already selected to be up for review in the given SFSP.

SFSP Monitoring & Compliance

- State Agency (SA) staff typically conduct on-site reviews of SFSP sponsors between the months of May and (early) August.
- During reviews, central office records are reviewed, along with meal service operations at select sites.
- SA staff *must* conduct on-site reviews at a minimum number of SFSP sites (no fewer than 10% of approved sites).

Site Selection (example):

Sponsor ABC School System is due for a SFSP review in Summer 2026. This sponsor had a total of 19 sites approved for the current year and will have 8 in operation at the time of the review.

How many sites will need to be visited by SA staff?

SA staff would visit at least 2 SFSP sites (of the 8 currently in operation) during the on-site review.



The state agency generally conducts on-site reviews of the SFSP between the months of May and early August. During these reviews, central office records are checked, along with meal service operations at selected SFSP sites. The SA must conduct on-site reviews at no fewer than 10% of the approved SFSP sites. Please note that the determination is made based on the number of “approved” sites in the current year’s SFSP. It is not based on the number currently in operation (as this may be less).

An example has been provided at the lower portion of this slide. In the example, sponsor ABC is due for a SFSP review in the Summer of 2026. The sponsor was approved to operate 19 sites in the current summer and will still be operating 8 of those sites at the time of the on-site SFSP review. How many sites should the sponsor anticipate that the SA will visit? The answer is “2” at minimum.

Common SFSP Sponsor-Level Findings

- Failure to maintain adequate Sponsor or site records
- Claiming of meals that were not served to eligible children
- Submission of false information to the State Agency
- Using program funds for unallowable costs
- Procurement
- Over Budget
- Failure to have a trained site supervisor at each site during the meal service
- Operating unapproved sites



This a few of the most common SFSP sponsor level findings observed during the sponsor-level review:

Utilization of your own prototype for meal count documentation, which does **not** break out meals by type – as indicated on state’s prototype (i.e. 1st meals served to eligible children vs. 2nd meal served to eligible children or program adult meals vs. non-program adult meals)

Meal Counts do not equal claim - over claiming or under claiming of meals

Submitting false information to the State Agency

Unapproved charges to the SFSP (not on budget) - unallowable costs; sales tax

Procurement - no procurement plan established/unsigned code of conduct document

Over Budget

Failure to have a trained site supervisor at each site during the meal service

Operating unapproved sites - operating sites without a facility application or unapproved non-congregate sites

Common SFSP Site-Level Findings

- Serving meals outside of approved meal service times
- No Point of Service
- Missing or incomplete Satellite forms
- Recent Health Inspection not posted
- Incomplete Hash Mark (or Daily Meal Count [DMC]) Sheets
- Incorrect Use of Offer vs Serve (OVS)



This is a few of the most common SFSP site level findings pertaining to meal service:

Serving outside of approved meal service time(s) or operating unapproved non-congregate feeding models

No accurate Point of Service

Missing or incomplete Satellite forms

Health Inspection not Posted

Hash mark (aka DMC) sheets completed incorrectly or not fully (i.e. missing date, signature, meal type, etc.)

Incorrect Use of Offer vs Serve (OVS)

Tips to Prevent Common Sponsor-Level Findings

- Develop a system to keep all the required documents and forms organized (digital and physical)
- Use an additional staff member to verify:
 - Records are complete and eligibility has been determined correctly
 - Count and record the number of meals served
 - Compliance with meal pattern requirement
- Establish an adequate financial management system, ensuring that expenditures are adjusted based on expected income to the program and funds are used solely for allowable SFSP costs
- Train staff on the processes implemented and assign duties to follow through with the processes

When operational changes are necessary, always remember to create a revision to the sponsor and facility applications.



Meal Counting



Meal Counting Critical Daily Documentation

- ✓ **Production Records** – *are highly recommended*
<https://ilearn.theicn.org/learn/courses/154/production-records>
- ✓ **Daily Meal Count (DMC) Records** – *whether electronically or manually maintained, are necessary*
- ✓ **Satellite Account Forms** – *are necessary when meals are delivered to SFSP sites from another location (or site)*



Sponsors receive reimbursements based on the number of meals served to children. Therefore, keeping an accurate meal count is an essential component of making sure the claims are accurate. Documentation that should be completed on a daily basis are production records, daily meal count records, and satellite account forms (as needed). Links have been provided for your convenience.

What is a Reimbursable meal?

Meals that are:

- ✓ Served to children 18 years and under
- ✓ Counted at the Point of Service
- ✓ Meet meal pattern requirements
- ✓ Served during the approved meal service time
- ✓ Consumed on-site



SFSP Meal Counting

Adult Meals

- **Program Adults** – staff members *involved at the site in the preparation or serving of meals*.

Meals are generally provided free of charge to these individuals. The meals **cannot be** claimed for reimbursement, but the cost of providing these free meals is an allowable program operating cost

- **Non-program Adults** – adults *not directly related to meal preparation or service*.

May be served meals, but the cost of the meal must be covered by the adult or by some other funding source (other than SFSP).



In the SFSP, meals may be served to persons other than eligible children, such as program and non-program adults.

However, there are two very important items to note regarding the serving of adults:

1.No adult may be served until all participating children have been offered a reimbursable meal (this includes program adults)

2.No adult meal may be claimed for reimbursement under the SFSP

Though adults meals cannot be claimed for reimbursement in any case, some adult meals can be served free of charged and considered allowable costs to the program.

This is true of program adults. A program adult is a staff member that is directly involved at the site in the preparation or serving of meals.

Non-program adults – or adults who are not directly related to meal preparation – such as the monitor of the program, the bookkeeper, or director – or parents of children being served- cannot receive a meal without some type of meal cost recovery. Often, sponsors choose to not serve non-program adults – or – do so but at a set price that is high enough to cover the cost of the meal offered. If non-program adults are being served, some funding – other than CNP reimbursements – must be applied to the SFSP account to cover the cost of the meals served (whether it be \$ collected from guests or from the sponsor [i.e. donations]).

It is at the sponsor's discretion as to whether it will serve program and/or non-program adults.

SFSP Meal Counting

Adult Meals

- Adult meals must be recorded in the appropriate category (program or non-program adults) on the daily meal count sheet.
- Meals served to adults are never reimbursable, therefore the counts **must** be maintained separately from reimbursable meals.
- It is at the sponsoring organization's discretion as to whether adult meals will be served.
- SFSP funds cannot be used to subsidize the cost of non-program adult meals. Any money collected for the sale of non-program adult meals must be deposited into the SFSP non-profit account for use in the program.



Any adult meal served at a site (whether program- or non-program adult meals) must be documented/recorded in the appropriate area on the daily meal count sheet. Adult meals are never reimbursable, so it is vital to mark these meals in a designated area of the form separate from the reimbursable meal count. Sponsors are responsible for communicating information to their sites regarding program and non-program adult meals. Should a sponsor opt to not offer any adult meals, they may do so; however, site staff must know their sponsor's policy/rules regarding adult meals.

Things that site level staff will need to know if adult meals are served:

Difference between program versus non-program adult meals

1. Which types of adults pay for meals (if applicable) and how much to collect
2. Process for collecting money (if applicable) and the frequency/process for transferring monies collected to the sponsor.

Meal Counting - Acceptable vs. Unacceptable

Acceptable	Unacceptable
<ul style="list-style-type: none">• Daily Meal Count forms (Manual Tally Sheets) only for exceptional circumstances• Electronic/Software Program POS• Meals are counted at the POS at the time the student receives the meal and the meal is identified as reimbursable• Clicker Counter Method• Monitors remain at their post and do not conduct other duties during meal service	<ul style="list-style-type: none">• Meal counts based on the number trays or plates available or prepared• Meal Counts based on the number of trays or plates left over after the meal service• Meal counts based on the number of children in attendance• Meal counts based on previous meal counts• Meal Counts taken at the beginning of the serving line without checking to see if the meals served were reimbursable at the end of the service line• Meal Counts based on the number of meals received• Cashier has multiple duties, divided attention, or leaves during meal service• Claiming the same number of meals every day; this is referred to as "Block Claiming"



Acceptable counting methods at the POS includes the daily meal count form or a comparable form/software program, electronic POS, or a clicker utilized at each meal service where each is accounted for as they pass the POS with a reimbursable meal. If a clicker is used, the final count must still be transferred to a record that accounts for all complete 1st and 2nd meals. Please note that designated monitors are to remain at their post during meal service to ensure the accuracy of meal counts.

Meal Counting/Claiming Point of Service (POS) Requirements

- Important! Meal counts must be taken for *each* meal service at *each* operating SFSP site at the time of the meal service.
- Meal counting systems at each site must capture *all* reimbursable 1st meals and any/all 2nd meals (as applicable) that were served to eligible children *separately* from any/all adults meals.
- Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.

When receiving a SFSP review, the Point of Service [POS]/meal counting process is closely reviewed.



Meal counts must be taken for each meal service at each operating site at the time of the meal service.

Each site must capture all reimbursable 1st meals and any 2nd meals that were served to eligible children separately from any adults. Only complete 1st meals served to eligible children (along with a select number of complete second meals, as applicable) may be claimed for reimbursement.

Each site must have a designated meal count person and at least one staff fully trained for back-up. When receiving a SFSP review, the POS meal counting process is closely reviewed.

Meal Service Requirements & Meal Patterns

Sponsor Responsibilities



Meal SERVICE Requirements

- Serve the same meal to all children
- Ensure that children eat all meals on site (unless approved by the State Agency)
- Adhere to local health and sanitation regulations
- Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served
- Plan for inclement weather (if necessary)
- Serve meals on-time



SFSP Meal Types

- With state agency approval, allowable combinations (**meal combinations consisting of a lunch and supper are not allowable**) include:
 - Breakfast and lunch
 - Breakfast and supper
 - Breakfast and snack
 - Lunch and snack
 - Supper and snack
 - Two snacks
- With state agency approval, camp or migrant site sponsors may serve up to three meals each day.



SFSP Meal SERVICE Requirements

- Meals must **only** be served at the times approved in the most current online facility application. Any changes to your approved serving times or ADP (Average Daily Participation) levels must be submitted online and approved **prior to the change**.
- Sponsors must notify the SA anytime that there will be a change in the **approved meal schedule** at a site, including scheduled field trips.
 - All field trips should be submitted to the state agency through a completed SFSP Field Trip form
 - The same minimum meal pattern requirements must be adhered to if the sponsor wishes to claim the meals for reimbursement. Extra caution should be exercised to ensure that food is properly stored and maintained.



Let's discuss SFSP Meal Service Requirements

Meals must only be served at the times that they are approved to be served in the online application. Any changes to previously approved serving times or to ADP levels must be submitted online as soon as the sponsor sees that a change is needed. The change is only approved to occur after the official status of the application changes from submitted to approved.

Anytime a site plans to have a field trip during the time where a schedule SFSP meal would normally be served on site, the SA needs to be notified (link is provided in the slide). This is even true of instances where children will be fed some other meal that is not being claimed for reimbursement – as the SA always needs to know when there is a deviation in a site's schedule.

SFSP Meal SERVICE Requirements

- Recycling returned milk or any other discarded items from a served tray is not allowed by the LA Sanitary Code.
- If you are delivering meals to any sites, you must maintain [Satellite Account Forms/Reports](#). Per Federal Regulations (7 CFR, Part 225), the following restrictions apply when meals are delivered to SFSP sites:
 - Meals must be delivered no more than one hour prior to the beginning of meal service or,
 - There must be facilities on-site for storing food at proper temperatures
- Sponsors may click the link, refer to the SFSP Forms section of the LDOE CNP website for this prototype document or access the KidKare portal for electronic submission (more information about Kid Kare will be discussed later in this presentation).



Recycling returned milk or any other discarded items from a serving tray is not allowed by the LA sanitary code. These items must be discarded.

Completion and maintenance of satellite account forms – any time meals are being delivered to any site, these forms should be completed and maintained. When meals are delivered to sites, meals must:

1. Be delivered no more than one hour prior to the beginning of meal service OR
2. If delivered more than one hour in advance of the meal service, facilities must exist on site for properly storing food at the correct temperatures.

Sponsors may click the link, refer to the SFSP Forms section of the LDOE CNP website for this prototype document or access the KidKare portal for electronic submission (more information about Kid Kare will be discussed later in this presentation)

Menu Planning & Meal Preparation

- Offer a variety of foods
- Incorporate commodities
- Shop competitively (best quality for low cost)
- Use seasonal products
- Preparation time, food products, equipment and staff
- Incorporate locally produced foods



It is important for the success of the SFSP to serve nutritious meals that meet meal pattern requirements and that are appealing to children. When considering menus, advance planning of meals is essential.

To offer nutritious, well-accepted meals to children at a reasonable cost to the program, the sponsor will need to ensure that it:

- Provides a variety of foods on its menu
- Incorporates commodities whenever possible
- Shops competitively (getting the best quality possible at the lowest rate)
- Utilizes foods in its menu that are “in season” (use of off season items generally comes with a big price tag)
- Takes into account the type of operation it wishes to run (quick, expedited meals versus meals that are often made from scratch if such facilities [and adequate staffing] exist) and plans for that accordingly
- Incorporates locally produced foods, whenever possible

Meal Components

SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all three	SNACK Serve two of the four
Milk	REQUIRED	REQUIRED	REQUIRED
Fluid milk (whole, low-fat, or fat-free)	1 cup (½ pint, 8 fluid ounces) ¹	1 cup (½ pint, 8 fluid ounces) ¹	1 cup (½ pint, 8 fluid ounces) ¹
Vegetables and Fruits – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	REQUIRED
Vegetable or fruit or	½ cup	½ cup total ²	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (4 fluid ounces) ³
Grains/Breads⁴ – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	REQUIRED
Bread or	1 slice	1 slice	1 slice
Combread, biscuits, rolls, muffins, etc. or	1 serving ⁵	1 serving ⁵	1 serving ⁵
Cold dry cereal or	½ cup or 1 ounce ⁶		½ cup or 1 ounce ⁶
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat/Meat Alternates Equivalent quantity of any combination of...	OPTIONAL	REQUIRED	REQUIRED
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	½ cup	½ cup ⁷	½ cup ⁷
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ⁸ or		1 ounce ⁹⁽¹⁰⁾	1 ounce
Yogurt ¹¹	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

[USDA SFSP Nutrition Guide](#)

Meal Patterns: All SFSP sponsors must follow meal patterns established by the USDA. These patterns outline the minimum quantities and types of [food components](#) that must be included in each meal, such as fruits, vegetables, grains, protein, and dairy.

SFAs may do so by utilizing the SFSP Meal Pattern or the more detailed NSLP/SBP meal pattern.

•Indication of which meal pattern is being utilized at each operating site must be provided in the site's corresponding facility application.



All SFSP sponsors must meet the minimum meal pattern requirements, as set forth by the USDA, at all participating SFSP sites. School Food Authorities (those school systems that participate in the National School Lunch and Breakfast Programs during the school year), may meet these minimum meal pattern requirements through offering the SFSP meal pattern or by offering the more detailed NSLP/SBP meal pattern in their SFSP. For more information, a link to the USDA Summer Food Service Nutrition Guide has been provided.

Breakfast Meal Pattern

	Component	<u>Minimum</u> Serving Size
Breakfast (offering of 3 components and 3 items)	Milk	1 cup (8 oz.)
	Vegetable/Fruit	½ cup
	Grain/Bread	1 serving



To meet the minimum meal pattern requirement for breakfast, sites must offer a serving of milk (8 oz.), a serving of fruit or vegetable (1/2 cup) and a bread/grain serving to all children who participate in the meal. With breakfast, 3 components are offered (milk, vegetable/fruit, and grain/bread) with at least one item present on the menu from each component group.

Lunch/Supper Meal Pattern

	Component	<u>Minimum</u> Serving Size
Lunch or Supper (offering of 4 components and 5 items)	Milk	1 cup (8 oz.)
	Vegetable/Fruit	$\frac{3}{4}$ cup <i>from 2 or more different choices</i>
	Grain/Bread	1 serving
	Meat/Meat Alternative	2 ounces (oz.)



To meet the minimum meal pattern requirements for lunch or supper, sites must offer a serving of milk (8 oz.), a serving of grain/bread, two servings (or ounces) of meat (or an approved meat alternative) and two different items (to total at least a $\frac{3}{4}$ cup serving) from the vegetable/fruit component. For this meal service, the meal planner is ensuring that four components are present each day, with five items represented on the menu (two of which come from the fruit/vegetable component).

Snack Meal Pattern

	Component	<u>Minimum</u> Serving Size
Snack (am or pm) Select two of the four components in the minimum portion size each day	Vegetable/Fruit	$\frac{3}{4}$ cup (or 6 oz. 100% juice)
	Grain/Bread	Bread – 1 slice Cornbread, Rolls, Muffin – 1 oz. Cooked Cereal – $\frac{1}{2}$ cup Cold, Dry Cereal – $\frac{3}{4}$ cup or 1 oz.
	Meat/Meat Alternative	1 oz.
	Milk	1 cup (8 oz.)

Sponsors may not serve two beverages as a reimbursable snack.
 If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).



The snack meal pattern for SFSP is a bit different than the breakfast and lunch/supper meal pattern.

Menu planners must offer two (out of 4 possible) components – in at least the minimum specified serving size- to children daily. Menu planners may choose from the vegetable/fruit component ($\frac{3}{4}$ cup minimum), the grain/bread component (1 serving minimum), the meat/meat alternate component (1 ounce minimum serving) or the milk component (8 oz.).

Please be aware that although you may select two of the four available components listed on this slide, you may not offer two components that are both in the form of beverages for the snack offering. For example, although a 6 oz. serving of apple juice and an 8 oz. serving of milk would meet the criteria of offering 2 components in the minimum required portion size, this would not be allowed (two beverages served). In contrast, a $\frac{3}{4}$ cup of apple slices with an 8 oz. serving of milk would be permitted. Please also be aware that with the current SFSP meal pattern, there is no whole-grain rich requirements for the grain/bread component as seen in the NSLP/SBP meal patterns. This applies for the SFSP breakfast, lunch (supper), and snack meal patterns.

SFSP Cycle Menus

- Cycle menus are sets of menus that are generally set for a 2 to 4 week period and then repeated.
- Benefits of utilizing cycle menus include:
 - Meal purchases can be planned well in advance
 - Simplifies food preparation
 - Allows for accurate forecasting
 - Can help to lower food costs



Most SFSP sponsors utilize planned cycle menus that range from 2 to 4 week periods and then repeat.

Benefits to using cycle menus include the following:

- Meal purchases can be planned well in advance
- It can simplify food preparation
- Allows for accurate forecasting
- Can help to lower food costs

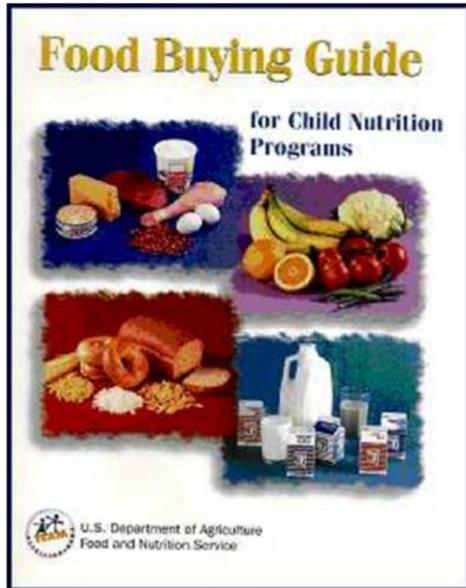
Standardized Recipes

- Standardized recipes (which have been tried, tested, and shown to provide consistent yields) should be used in all CNPs to ensure program requirements are met.
- Numerous standardized recipes for Child Nutrition Programs are available online for downloading.
 - ICN Child Nutrition Recipe Box - <https://theicn.org/cnr/>
 - USDA Team Nutrition Recipes - <https://www.fns.usda.gov/tn/recipes>



Also, standardized recipes (tried, tested, and shown to consistently provide the same yield) should be used in all CNPs to ensure that program requirements are met. For your convenience, there are numerous standardized recipes available online for CNPs to use. We have provided links to the ICN Child Nutrition Recipe Box and USDA Team Nutrition Recipes.

Food Buying Guide



The FBG provides an extensive listing of the following foods:

- Meat/Meat Alternate (MA)
- Fruits
- Vegetables
- Grains/Breads
- Milk

The **FBG Online Calculator** is available at: <https://foodbuyingguide.fns.usda.gov/MasFoodItems/Index>

Additionally, there is now a **FBG Mobile App** that users can download and use from their smartphone/tablet:

<https://www.fns.usda.gov/tn/food-buying-guide-mobile-app>



Another beneficial resource is the Food Buying Guide.

This helps to eliminate the “guesswork”...

The FBG helps the sponsor to determine how hundreds of different food items credit towards the SFSP, but it also helps the sponsor determine how much of a given ingredient/food it needs to purchase to provide a given meal.

The FBG can be accessed online or through the FBG Mobile App at the links provided.

<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Commercially Prepared Products

When utilizing commercially prepared products (aka items that are *not* found in the FBG), be sure to purchase foods that have a **Child Nutrition (CN) Label** or obtain a **Production Formulation Statement (PFS)** from the manufacturer.

[USDA Child Nutrition Labels and Product Formulation Statement](#)

- ✓ It is the program operator's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

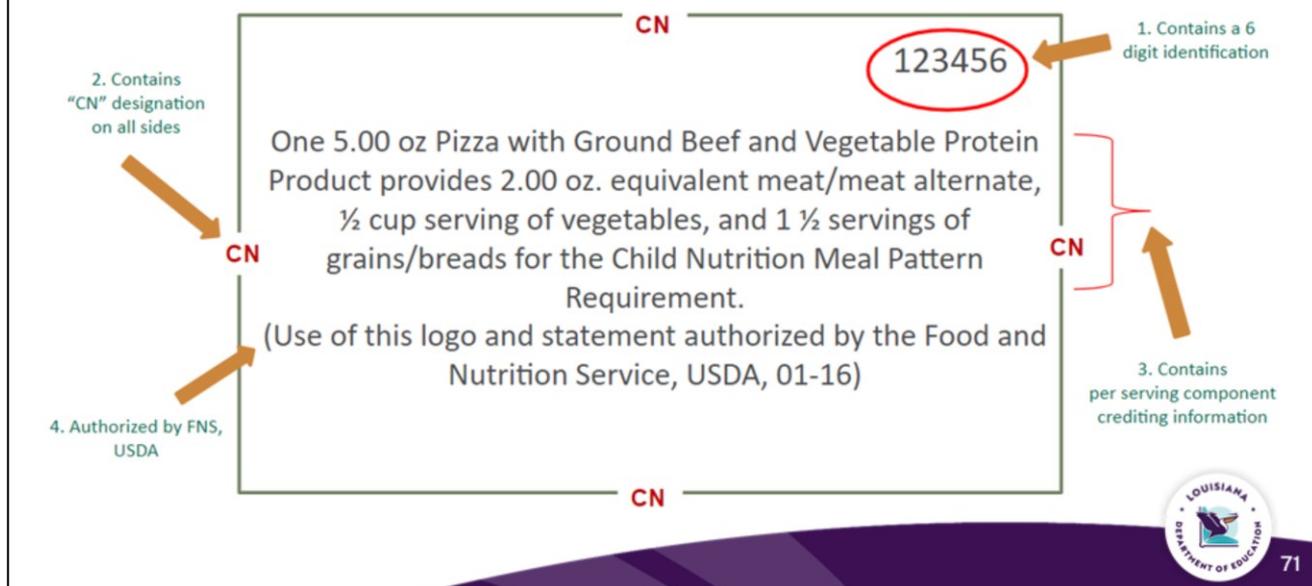
Without a CN Label or PFS, commercially prepared food items utilized in Child Nutrition Programs (SFSP, NSLP, SBP) *cannot* be credited towards meal pattern components.



When a sponsor utilizes a commercially prepared product (one that is not found in the FBG), they must be sure to purchase foods that have a Child Nutrition (CN) Label or obtain a Product Formulation Statement (PFS) from the manufacturer.

It is important to note that without a CN Label or Product Formulation statement, commercially prepared food items cannot be credited towards meal pattern components. Therefore, it is the sponsor's responsibility to maintain records to document that meals served meet the meal pattern requirements (we will discuss meal pattern requirements later in this presentation).

CN Label Requirements



Things that you will want to pay close attention to on a CN label are as follows:

1. The six digit CN number provided in the upper right corner: True CN labels will always have a 6-digit code provided
2. The "CN" indication provided on all sides of the label – as this is always a part of an official CN label.
3. The crediting information is provided in the text portion of the label. The product should always tell you exactly how many creditable servings of bread/grain and/or meat/meat alternate and/or fruit/vegetables are provided in each serving of the product. The product details should be provided at the very start of the text portion (i.e. "One 5.00 oz pizza with ground beef and vegetable protein product...")
4. The area in parenthesis at the end of the text portion states that "use of this logo and statement authorized by the Food and Nutrition Service, USDA, 01-16". This is the phrase contained at the end of an official CN label.

Product Formulation Statement

The screenshot to the right will provide an example of a Prototype PFS for meat/meat alternates. A manufacturer may choose to use their own prototype, which can be allowed so long as all necessary product information is captured.

When in doubt, request for the manufacturer to complete on the state's prototype form.

TIP SHEET FOR ACCEPTING PROCESSED PRODUCT DOCUMENTATION



[Product Formulation Statement](#)

Certified Product Formulation Statement for Meat/Meat Alternate Products

(NOTE: This information should be on company letterhead with the signature of a legally authorized representative of the company.)

Product Name: _____ CODE NO.: _____

Manufacturer: _____

Cans/Packs/Coups/Portion Size: _____

List variety(ies) and Cuts of Meat used in Product: _____

Total Weight Per Portion of Uncooked Product: _____

Weight of Raw Meat per portion (List each variety separately): _____

Percent of Fat in Raw Meat (List fat in each variety separately): _____

* Weight/measure (as approximate) of Meat Alternate (Specify): _____

* Source (e.g., soy, peanut), Type (e.g., isolate, concentrate), and percent of protein in APP as purchased: _____

* Weight of Dry APP in One Portion of Product: _____

* Weight of Water (Liquid) in Fully Hydrate Dry APP in One Portion of Product: _____

Total Weight Per Portion of Product As Purchased: _____

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of cooked lean meat/meat alternate when prepared according to directions.

I further certify that any APP used in this product is authorized as an alternate food in the Child Nutrition Programs and its uses conform to Food and Nutrition Services regulations (7 DFR Part 210, Appendix A):

(1) the APP used contains at least 18% protein by weight when hydrated, (2) the biological quality of the protein in the APP is at least 80% that of casein, and (3) the APP used contains the amounts and kinds of nutrients as required by FDA regulations (42 FR 30472).

SIGNATURE _____ TITLE _____

PRINTED NAME _____ DATE _____



Here is an example of what the prototype Product Formulation Statement for m/ma looks like. A manufacturer *may* use their own prototype, which can be allowed as long as all necessary product information is captured. However, please note that when in doubt, it is always best to request for the manufacturer to complete the PFS request on the state's prototype form.

SFSP Meal Pattern Requirements

Meal Planning Tips

- Milk **must** be offered with each reimbursable breakfast, lunch, and/or supper; optional with snack so long as two full components are offered
- Lunch and supper meals **must** contain a creditable meat item or meat alternate
- Sponsors may **not** serve two forms of the same fruit or vegetable in the same meal (i.e., orange & orange juice or apple & applesauce).
- Because summer time is a time of agricultural abundance, USDA strongly encourages SFSP sponsoring organizations to purchase locally.



A few tips to keep in mind when planning your menus:

Milk must be offered with each reimbursable breakfast, lunch, and/or supper that is offered by the sponsor

Please be reminded that although the meat/meat alternate component is a requirement at lunch and at supper, it is not a requirement at breakfast and at the snack meal service (optional).

Sponsors may not serve two forms of the same fruit or vegetable in the same meal. For instance, an offering of an orange and a serving of orange juice would not be permitted. The same would be true of an apple served with applesauce.

USDA strongly encourages SFSP sponsors to purchase locally particularly during the summer months since summer is a time of agricultural abundance which increases the accessibility to make local purchases.

Serving Reimbursable Meals

RESOURCES FOR SPONSORS

- Summer Food Service Program Nutrition Guide https://fns-prod.azureedge.us/sites/default/files/resource-files/USDA_SFSP_NutritionGuide.pdf
- Team Nutrition Healthy Meals Resource System: <https://www.fns.usda.gov/tn/team-nutrition#:~:text=Team%20Nutrition%20is%20an%20initiative,healthy%20eating%20and%20physical%20activity.>
- Institute of Child Nutrition USDA Recipes for Schools: <https://theicn.org/icn-resources-a-z/usda-recipes-for-schools/>
- USDA Standardized Recipes: <https://www.fns.usda.gov/tn/recipes>



This slide will provide you with helpful links for planning your menu.

The first link will direct you to the SFSP Nutrition Guide

The last link will direct you to USDA's standardized recipe database. Crediting information is provided at the end of each recipe and recipes are alphabetized to assist the menu planner (with new recipes highlighted at the very top, prior to the alphabetized listing of recipes).

Civil Rights & Non Discrimination Statement



Civil Rights Training

All Staff must be trained annually on Civil Rights

- o Part-time staff, temporary staff, volunteers, & full time staff
- o Central office staff & site staff
 - o [Civil Rights in Child Nutrition Programs - ICN iLearn](#)



Documentation of this training must be maintained

- o Sign-in sheets (to show who was in attendance), agenda, date, time of training
- o All civil rights training should be tracked on the training tracking tool



Civil Rights training is required annually for all staff; this includes full-time staff, part-time staff, temporary staff, central office and site staff, and volunteers. Documentation for Civil Rights training must be maintained for three years plus the current year. Documentation must include sign-in sheets, agendas, and dates and times of training. All civil rights trainings should be tracked on the training tracking tool. We have provided a link to the Civil Rights training course offered by the Institute of Child Nutrition (ICN) that you could use to train your staff.

Civil Rights Training: Requirements

- Collection & use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of non-compliance
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict Resolution
- Customer Service



Civil rights training subject matter must include the following:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of non-compliance
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Racial/Ethnic Data

Racial/ethnic data is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed.

Data must be collected annually

- Usually collected at the time of enrollment
- Free/Reduced-Price meal applications

Records must be kept for 3 yrs + current year



All sponsors that participate in a USDA Child Nutrition Program must have a system to collect the racial and ethnic data of program participants in accordance with FNS Instruction 113-1. This data is used to determine the state's compliance with Federal Civil Rights laws. USDA regulations state that "respect for individual dignity should guide the process and methods for collecting data on race and ethnicity". Therefore, self-identification or self-reporting is the preferred method of obtaining characteristic data. The collection of this information is strictly for statistical reporting requirements and has no effect on the determination of their eligibility to receive program benefits. This data must be maintained in a confidential file for 3 years plus the current year and this information should be restricted to authorized Sponsor personnel and other authorized state and federal personnel, when requested.

Racial and ethnic data is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed.

Racial Ethnic Data Form

- Adult participants and parents and guardians **may be asked** to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only and that failure to report the information will not impact the participant's eligibility for meals.
- FNS discourages asking a child to self-identify their race and ethnicity, as this practice may be confusing to young children.
- However, FNS understands that requesting information verbally may be uncomfortable for staff and for participants. Respect for individual dignity should guide the processes and methods for collecting data on race and ethnicity; ideally, respondent self-identification should be facilitated to the greatest extent possible.



Historically, program monitors have used visual identification to complete this form. Adult participants and parents and guardians **may be asked** to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only and that failure to report the information will not impact the participant's eligibility for meals. FNS discourages asking a child to self-identify their race and ethnicity, as this practice may be confusing to young children. FNS understands that requesting information verbally may be uncomfortable for staff and for participants.

Racial Ethnic Data Form

- State agencies and program operators may wish to consider the following to collect data:
 - Use individual school enrollment data to obtain racial and ethnic data for individual children.
 - SFSP sites that are able to obtain children's names and have access to school enrollment records may use them to obtain racial and ethnic data (SFAs only)



Racial Ethnic Data Form

- Providing racial and ethnic data is voluntary to program participants. If A program operator is unable to collect a participant's information, their response may be marked "unknown." For that reason, FNS does not expect that the number of respondents will equal the number of children at a meal service site.
- However, FNS does expect program operators to continue to try to capture the data.
- Additional Resources: FNS Instructions 113-1 Part XII in addition to the previously referenced Policy memos [CACFP 11-2021, SFSP 07-2021](#) and [Policy Memo: CACFP 09-2022, SFSP 05-2022](#) with [Questions and Answers](#).



MAKING THE MEAL SERVICE LOUISIANA DEPARTMENT OF EDUCATION

SUMMER FOOD SERVICE PROGRAM Racial and Ethnic Data Form**

Sponsor: _____ Site: _____
 Site Contact Name: _____ Title: _____
 Site Address: _____ Date of visit: _____
 Site Supervisor: _____

Ethnic Categories	Number or Participating Children
Hispanic or Latino	
Non-Hispanic or Latino	

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number or Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "African" can be used in addition to "Black or African American."
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Monitor's Signature _____ Date _____

** Note Based on DHS Notice: *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity*, published 10/30/97 and in FNS Instruction 113-1, *Direct Budget Compliance and Enforcement Nutrition Programs and Activities*, published November 8, 2005. See Back for Instructions.

LSHA
Louisiana Summer Food Service Program

Documentation 101
 Racial/Ethnic Data Form
 COMPLETED BY PROGRAM MONITOR(S)

Reminder:

1. The Racial/Ethnic Site Data form *must be completed for each* operating site on an **annual basis**.
2. The form must be completed while the site is still in operation.
3. If a site has different sessions, form to be completed once per session.
4. This is an area addressed during a SFSP Review.



Here is a snapshot of the Summer Food Service Program Racial and Ethnic Data Form. This is an area addressed during a SFSP Review. The form must be completed by the program monitor for each operating site on an annual basis while the site is still in operation. If a site has different sessions the form must be completed once per session.

Ethnicity and Race Categories

Ethnicity Categories:

- Hispanic or Latino
- Non-Hispanic or Non-Latino

Race Categories (may mark one or more):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White



Ethnicity is broken down into two categories: Hispanic or Latino and Non-Hispanic or Non-Latino.

The racial categories includes American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White. A person may identify as belonging to Multiple racial categories.

Non-Discrimination Statement

The USDA required non-discrimination statement must be included on ALL forms of communication and program materials; including all materials for public information, education, or distribution that mentions USDA programs.

Long Version: *Use whenever possible.* The long version is required on all documents pertaining to student eligibility even if they are only a page long (prototypes such as letters to households, verification, Direct Certification, State Agency and program web pages (English and Spanish), etc.); or where space permits. The long version must be used on all vital material.

Short Version: required if the material or document is too small to permit the full (long) statement – 9 point font required (such as on menus or one page flyers).

“This institution is an equal opportunity provider.”



The USDA non-discrimination statement must be included on all forms of communication and program materials. Program materials include all public information and education. The Long version of the non-discrimination statement is required on all documents pertaining to student eligibility, such as prototypes of letters to the households, verification, and direct certification. The long version of the non-discrimination should also be used whenever possible or where space permits. The short version of the non-discrimination statement can be used if the document is too small and there is limited space, such as on menus or nutrition flyers. If using the short version of the non-discrimination statement a nine point font is required.

Non-Discrimination Statement (long-version)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

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

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider



If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

Civil Rights Compliance: Checklist

- ✓ Civil Rights written policy and compliant log should be kept
- ✓ Train all staff and volunteers annually
- ✓ All staff should know CNP Civil Rights Policy
- ✓ Prominently display “And Justice for All” poster
- ✓ Collect & record racial/ethnic data
- ✓ Keep All records for 3 years plus the current year
- ✓ Maintain Civil Rights complaint procedures & forms
- ✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs

***District policies regarding civil rights complaints should specify how civil rights compliance is handled for CNP separate from other programs**



Upon completion of your Civil Rights training, please review this checklist to ensure that your organization is in compliance with federal regulations. Here is your checklist for Civil Rights Compliance:

- ✓ Civil Rights written policy and compliant log should be kept
- ✓ Train all staff and volunteers annually
- ✓ All staff should know CNP Civil Rights Policy
- ✓ Prominently display “And Justice for All” poster
- ✓ Collect & record racial/ethnic data
- ✓ Keep All records for 3 years plus the current year
- ✓ Maintain Civil Rights complaint procedures & forms
- ✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs

As a reminder, District policies regarding civil rights complaints should specify how civil rights compliance is handled for CNP separate from other programs

Civil Rights Reminders

- ❑ USDA regional office is responsible for the review of State Agencies

- ❑ State Agency (SA) is responsible for review of Sponsors
 - SAs must report any significant findings to USDA
 - Sponsors must receive a pre-approval visit to ensure compliance with Civil Rights before receiving federal funds
 - Compliance is assessed through the Administrative Review
 - Access to complaint information shall be limited/controlled to assure confidentiality



A few civil right reminders include:

USDA regional office is responsible for the review of the State Agencies.

The State Agencies are responsible for the review of the Sponsoring organization;

- State Agencies must report any significant findings to USDA.
- Sponsors must receive a pre-approval visit to ensure compliance with Civil Rights before receiving federal funds.
- Compliance is assessed through the Administrative Review.

Civil Rights Training

Please refer to the following resources for Civil Rights Training

[Civil Rights in Child Nutrition Programs - ICN iLearn](#)



[LDOE Civil Rights Training for Child Nutrition Programs](#)



Procurement



What is Procurement & Why it is Important

- The act of obtaining goods or services in exchange for money or value
- Federal dollars are being used to purchase goods and services
- Understand and comply with local, state, and federal procurement guidelines
- Ensure that proper practices are used when purchasing goods and services



Generally, when we use the term “procurement,” it refers to the purchasing of goods and services. Procurement is an important part of operating Child Nutrition Programs because federal dollars are being used to purchase goods and services. Therefore, Sponsors need to understand and comply with local, state, and federal procurement guidelines to make sure the federal dollars are spent wisely.

The procurement regulations were put in place to ensure that proper practices are used when purchasing goods and services. The procurement process is also in place to ensure that improper practices such as nepotism, improper awards, kickbacks, incentives, and other improper practices are not used when purchasing goods and services.

Procurement: A Multi-Step Process



Competition drives the procurement process. The procurement process is a multi-step process for obtaining the best goods and services at the best possible price. These steps are part of Administration of the Contract. Effective Contract Administration ensures that procurement procedures are well thought out, reflect needs, are completed properly in compliance with regulations, and, in the end, are managed properly at the contract award level.

The steps in this multi-step process include procurement planning, forecasting ones needs, choosing the appropriate procurement method, developing a solicitation, advertising the procurement, evaluating proposals/offers, awarding a contract or making a purchase, and managing the resulting contract and keeping documentation.

You can see that the procurement process is not just the solicitation and awarding of a contract. Awarding the contract is just the beginning of the process. Once a contract is awarded, the real work begins. This is known as contract management.



*Before making a purchase, an organization should check their budget to make sure that an item or service has been approved and is an allowable cost.

2 CFR 200.403



Let's talk about allowable costs.

For a cost to be allowable, the purchase must be necessary to operate the program. The purchase must contribute to providing a reimbursable meal to an eligible child.

The cost must be reasonable.

The cost must be properly assigned to the activity that benefits from the cost. In other words, purchases that were made for the summer food service program cannot be used in the CACFP program.

The cost must be treated consistently across programs. If the purchase of an item benefits both the CACFP program and the SFSP program, the cost must be shared by both programs.

If a cost benefits more than just the child nutrition program, the child nutrition program must only bear a percentage of the cost.

Allowable vs. Unallowable Costs

Allowable Costs	Unallowable Costs
<ul style="list-style-type: none"> • Compensation of employees and related fringe benefit costs (2 CFR 200.413) • Cost of material and supplies (2 CFR 200.318) • Memberships, subscriptions, and professional activity costs (2 CFR 200.454) • Conferences where the primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance (2 CFR 200.432) 	<ul style="list-style-type: none"> • Promotion, lobbying, public relations • Bad Debts • Depreciation • Contributions and Donations • The purchase of equipment/vehicles • The purchase of non-creditable food items • Excessive Administrative salaries • Labor Expenses for unapproved staff • Payment for audits when not required by state agency • Non-prorated expenses • Rent for buildings/sites • Late Fees/NSF funds/Loans • Meals for Day Travel
200	2 CFR



Some allowable costs are:

Compensation of employees and fringe benefits,

The cost of material and supplies,

The cost of memberships, subscriptions, and professional activity costs,

And conferences where the primary purpose is disseminating technical information and is necessary and reasonable for successful performance of the summer program.

There are numerous unallowable costs such as:

Promotion, lobbying, public relations,

Bad debts

Depreciation,

Contributions and donations

The purchase of equipment and vehicles,

The purchase of non-creditable food items,

Excessive administrative salaries,

Labor expenses for staff the have not been approved by the state agency through the online application system,

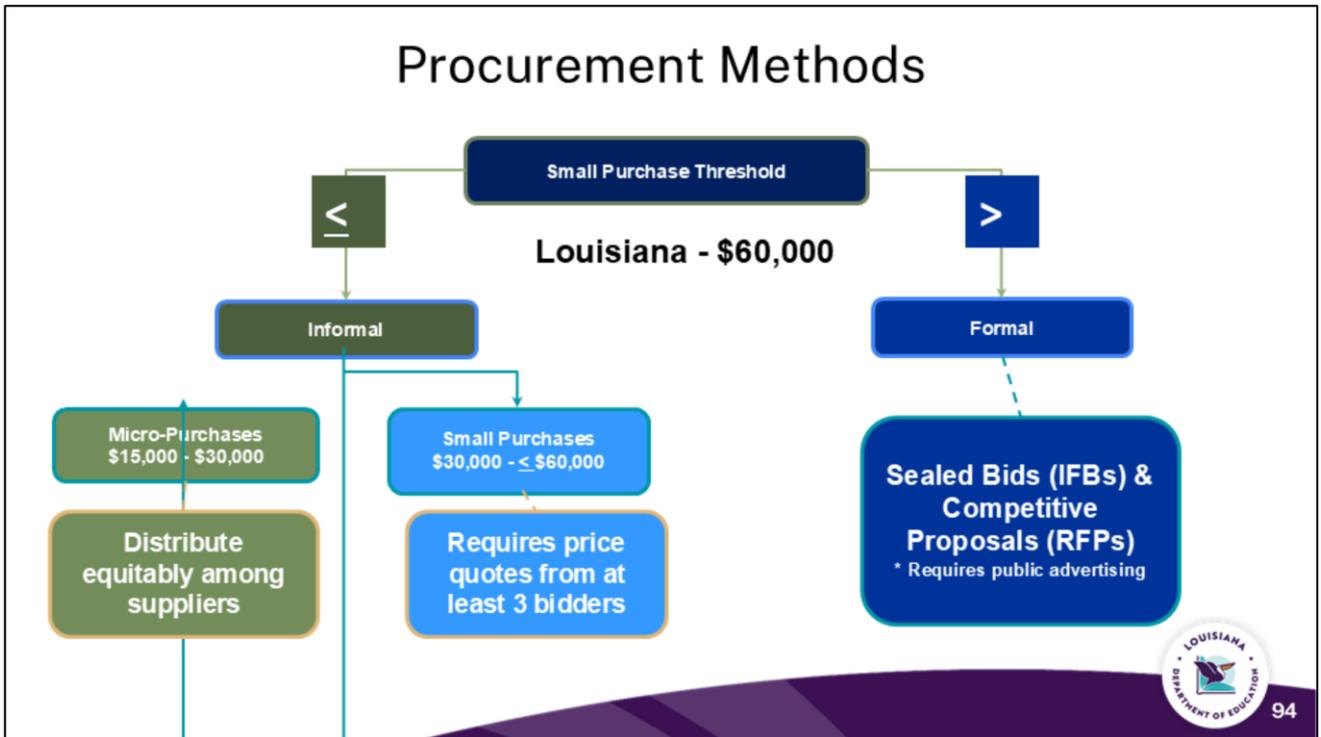
Payments for audits that are not required by the stage agency

Rent for sites is unallowable. You are providing a service to the site. You should not be paying their rent.

Late fees, insufficient fund fees, and payment on loans are all unallowable.

No payment for meals when on day travel should be charged to the summer food service program.

Procurement Methods



This slide demonstrates how the value of the procurement corresponds to the procurement thresholds.

The micro-purchase method does not require competition, however, purchases must be equitably distributed, the aggregate cost must not exceed \$15,000. However, if the Sponsor self-certifies, (see 2 CFR 200.320(a)(1)(iv) [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#)), the micro-purchase threshold can increase up to \$30,000, which is the State of LA micro-purchase maximum. The price must be reasonable and the purchase necessary.

The small purchase threshold is \$60,000. When the value of the purchase is estimated at less than or equal to \$60,000, informal methods, either micro-purchase or the small purchase method may be followed. However, when the value of the purchase is estimated at greater than \$60,000, formal procedures including sealed bids or (IFBs) and competitive proposals,(RFPs), apply.

Small purchases (between \$30,000 but less than \$60,000) require competition which means quotes must be obtained for the products specified from at least 3 bidders.

The formal procurement method consists of “formal procedures” such as sealed bids or competitive proposals that require public advertising and are more rigorous. Act 204 states that “All purchases of any materials or supplies exceeding the sum of \$60,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised.

All procurement procedures require documentation of how the solicitation was conducted, the responses received, how responses were evaluated and awarded, and the monitoring of contract performance.

Micro Purchases

**\$15,000 to
\$30,000**

**Distribute
equitably**

**Free and Open
Competition**

The Micro Purchase Method is not to be used to avoid proper procurement



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The first informal procurement method is for micro-purchases. The micro purchase method is typically used for emergency type purchases.

It is used to purchase supplies or services where the dollar amount of the purchase does not exceed \$15,000. However, if the sponsor self-certifies, the micro-purchase dollar amount may not exceed \$30,000. According to 2 CFR 200.320(a)(1)(iv) [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#)) The self-certification must include justification, a clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold is consistent with State law.

As a reminder, 2 CFR 200.320(a)(1)(i) states that to the maximum extent practicable, Program operators should distribute micro-purchases equitably among qualified suppliers. The Micro purchase method is not to be used in order to circumvent free and open competition. In other words, the micro purchase method of procurement can not be used so that you don't have to obtain quotes or formal bids.

Micro-Purchases may be awarded without soliciting competitive price or rate quotations, if the Sponsor "considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly."

If a Micro Purchase procurement is used several times in a year for the same product or products, it is likely that the small purchase procurement method should have been used.

Small Purchases

**Less than or equal
to \$60,000**

**Develop
Specifications**

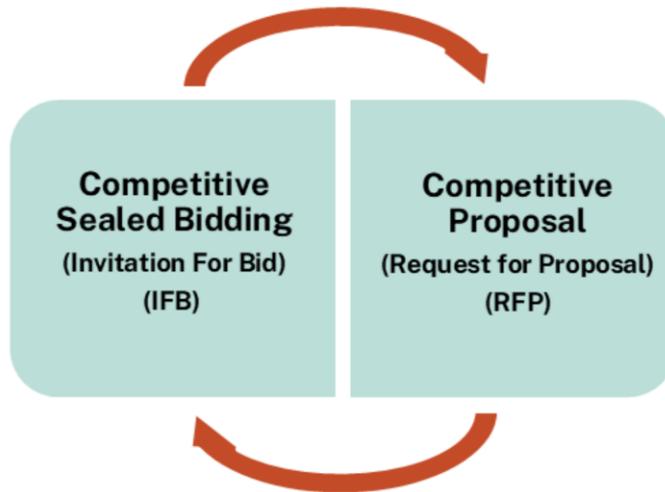
**Accurate
Descriptions**

3 Quotes



The second informal method is for small purchases. When utilizing the Small Purchase procurement method, commonly referred to as “quotes”, you must have written specifications and provide them to each vendor. These specifications should provide clear and accurate descriptions of all products and technical requirements. Price quotes must be obtained from at least 3 responsible and responsive vendors, and of course, you must document all quotes and maintain them on file. USDA requires quotes be obtained from at least 2 sources. Louisiana Revised Statute 38:2212.1 states that 3 documented quotes are required for purchases between \$30,000 and \$60,000.

Formal Procurement



The formal procurement method is used when the value of the purchase is expected to exceed the \$60,000 threshold. There are two methods to choose from. One method is called Competitive Sealed Bidding, commonly referred to as an Invitation for Bid (IFB) or a Competitive Proposal, commonly referred to as a Request for Proposal (RFP).

Competitive Sealed Bidding (IFB) Invitation for Bid

What	When
Bids that are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price <u>2 CFR 200.320(b)(1)</u>	<ul style="list-style-type: none">• Complete, adequate, and realistic set of specifications• Two or more responsible bidders• Firm fixed price contract is awarded



Competitive sealed bidding procedures use an Invitation for Bid (IFB). These are publically solicited and a firm, fixed-price contract is awarded. There may be one contract awarded to the most responsive and responsible bidder that has the lowest overall price or multiple awards may be made if the SFA states in the IFB that awards may be made to multiple bidders based on unit price by item or group of items. The sealed bid method or IFB is the preferred method when:

- There is a complete set of specifications of products and services,
- There are 2 or more responsible bidders willing to respond, and a firm fixed price contract is awarded.

Bids may be awarded based on a lump sum price to one bidder, a line item award based on the unit prices that is awarded to multiple bidders, or a combination award to multiple bidders based on items that are grouped. The key is that bids are awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

Competitive Proposal (RFP) Request for Proposal

What	When
<p>Proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. Competitive proposals must be publicly solicited from an adequate number of qualified sources.</p> <p><u>2 CFR 200.320(b)(2)</u></p>	<ul style="list-style-type: none">• More than one source submits an offer• Use of sealed bids considered not appropriate



Now let's look at the competitive Proposal or RFP. A Competitive Proposal uses a request for proposal which describes how technical and cost factors will be considered in making the final determination for the purchase of goods and services. This results in the award of either a fixed price contract *or* a cost-reimbursable contract. Competitive proposals are conducted with more than one source submitting an offer. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, requirements apply.

Additional Requirements for a Request for Proposal (RFP)

- Weighted Award Criteria
- Price must carry the highest weight

NAME OF VENDOR: _____

SAMPLE REQUEST FOR PROPOSAL SCORE CARD
(COMPLETE ONE FOR EACH VENDOR)

Criteria	Possible Points	Points Received by Vendor	Justification for Scoring
Cost (Vendor with the lowest price receives the maximum points. The other vendors receive points equal to the lowest price divided by their most price a maximum points. Do not round)			
Years of Experience			
1 year=5 points			
4 years=14 points			
2 years=12 points			
3 years=13 points			
Service Capability Plan			
Financial Condition/Stability, Business Practices			
Delivery Plan			
References (Provide 3 references)			
Employee Training Program			
	150 Points		

*Complete the Maximum Points for each category. Price must be the primary factor. Score each vendor and provide detailed justification for scoring in each category.
**Score cards without justification are not allowed.

Signature of Committee Member _____ Title _____ Date _____



If you are utilizing an RFP, a set of weighted awarded criteria in the form of a weighted evaluation sheet must be included.

There is a sample request for proposal scorecard in the sample Procurement plan. There is a snippet of the sample here on the slide.

Award criteria are included but may be changed by the sponsor as needed.

Price is not the only factor but it must be the primary factor in awarding the contract. Price must count for more than any other factor.

Again, this type of procurement is typically used when a service is involved. It is not typically used for the purchase of food and supplies where vendors are bidding on the same products and price is the important factor.

Advertising the Procurement

Must be:	Must contain:
<ul style="list-style-type: none">• Published twice in a regional news source• First advertisement must be at least 15 days before the bid opening• In addition to the newspaper, the Sponsor may also publish by electronic media <p><u>Revised Statute 38:2212.1</u></p>	<ul style="list-style-type: none">• General description of items to be purchased• Deadline for submitting questions and the date written responses will be provided• Date of pre-bid meeting if applicable and if attendance is required• Deadline for submission of proposals• Address where complete solicitation, including specifications and bid forms can be obtained• USDA Non-discrimination statement



State law requires the procurement to be published twice in a regional news source with the first advertisement being at least 15 days before the bid opening. The sponsor may also want to publish the bid utilizing an electronic bid platform.

The advertisement must contain:

- a general description of the items to be purchased
- the deadline for submitting questions and the date that written responses will be provided
- the date of the pre-bid meeting and if attendance is required. A pre-bid meeting is not required but if you plan to have a pre-bid meeting, it should be included in the advertisement.
- a deadline for submitting proposals, both the date and the time.
- The address where the solicitation including the specification and bid forms can be obtained
- As always with any information provided to the public, the USDA non-discrimination statement must be included.

The Bid Document must include:

- ✓ Contract Period
- ✓ Date, time, and location of bid opening
- ✓ How vendor will be informed of results
- ✓ Terms and conditions bidder must fulfill
- ✓ Benefit to Sponsor for poor performance
- ✓ Incentives, discounts, rebates, credits
- ✓ Piggybacking, if it will be allowed
- ✓ Escalation/De-Escalation (if applicable)
- ✓ Evaluation method and type of contract
- ✓ Specific Bid Procedures
- ✓ Access by the State Agency, USDA, Comptroller General
- ✓ Record Retention
- ✓ Order Process
- ✓ Statement of Non-Collusion
- ✓ Debarment and Lobbying Certification
- ✓ Specifications and quantities of product



The bid document must include detailed information about your bid such as:

- the contract period,
- the date, time, and location of your bid opening
- how the vendor will be informed of the results
- the terms and conditions that each bidder must fulfill to be evaluated.
- Benefits to Sponsor if contractor does not perform as contracted.
- There must also be a statement in the bid regarding the return of purchase incentives, discounts, rebates, and credits that must be returned to the Summer Food Service Account.
- If the sponsor is going to allow piggybacking, it must be included in the original bid document.
- If the sponsor is going to allow an Escalation/De-Escalation of prices based on a cost index, that also must be included in the original bid document.
- The document must also clearly define the method of evaluation and the type of contract.
- Any specific bid procedures must be included in the bid document.
- A statement must be included that requires the sponsor and vendor to give access to the program and documents by the state agency, USDA, and/or the Comptroller General.
- The document must also include a provision requiring the contractor to maintain all records for 3 years after final payment
- The sponsor must provide a description of the order process that will be expected from the winning vendor.
- The bid document must also include the Statement of Non-Collusion, Debarment and Lobbying Certificates, Lobbying Activities. These are required of all vendors and should be signed and included in the bid documents when the vendor returns the bid documents to the sponsor.
- And lastly, the sponsor must provide detailed specifications and estimated quantities they intend to purchase.

The sponsor should provide as much detail as possible to ensure prospective vendors are bidding on the exact same items.

RFP Award

- **The contract is awarded to the bidder whose proposal is:**
 - Responsive
 - Most advantageous to the Sponsor with price and other factors considered.



For RFP Awards:

The contract is awarded to the bidder whose proposal is both responsive and the most advantageous to the sponsor.

The bidder that receives the highest number of points based on the award criteria is awarded the bid.

Required Provisions Appendix II 2 CFR 200

Remedies for Breach	Contract Work Hours	Procurement of Recovered Materials
Termination Cause and Convenience	Rights to Inventions	Minority, Women's, Labor Surplus
Equal Opportunity Provision	Clean Air Act and Federal Water Pollution Control	Buy American Provision
Davis-Bacon Act	Byrd Anti-Lobbying Amendment/Debarment and Suspension	



All formal bids must include these provisions from Appendix II of 2 CFR 200.
 The bid must include the Administrative, contractual, or legal remedies the SFA plans to take if the vendor breaches the contract.
 It must include language concerning Termination for cause and convenience.
 The Equal Employment Opportunity Provision must be included in the bid.
 The Davis-Bacon Act is only applicable if the contract is for construction.
 Contract Work Hours and Safety Standards
 Rights to Inventions
 Clean Air Act and Federal Water Pollution Control Act
 Debarment and Suspension
 Byrd Anti-Lobbying Amendment and Certificate
 Procurement of recovered materials
 Minority Businesses, Women's Enterprise, and Labor Surplus
 Buy American Provision
 The sample procurement plan has some sample language that can be used.

Required Civil Rights Laws

Civil Rights
Act

Education
Amendment

Rehabilitation
Act

Age
Discrimination
Act

Americans
Disability Act

Civil Rights
Compliance



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Additional contract provisions include the requirement that the vendor must comply with the following **civil rights laws**:

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- the Age Discrimination Act of 1975;
- Title 7 CFR Parts 15, 15a, and 15b;
- the Americans with Disabilities Act;
- FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

The sample procurement plan has some sample language that can be used.

Geographic Preference

Local Agricultural Products

- Prohibited in Federal procurements except where applicable Federal Laws expressly permit their use
- Sponsors may apply a geographic preference when procuring unprocessed locally grown, locally raised, or locally caught as procurement specifications or selection criteria for unprocessed or minimally processed food items. agricultural products.
- The Sponsor has the discretion to determine the local area to which the geographic preference will be applied, so long as there are an appropriate number of qualified firms able to compete.



Geographic Preference is not allowed in formal procurements except when purchasing locally grown or raised unprocessed agricultural products. Geographic Preference can be used as an additional scoring criteria to provide preference points for the purchase of locally grown or raised agricultural products.

Sponsors participating in the Summer Food Service Program may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the sponsor has the discretion to determine the local area to which the geographic preference option will be applied.

For the purpose of applying the optional geographic preference in [paragraph \(e\)\(1\)](#) of this section, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. 7 CFR 225.17(e)(2)

Noncompetitive Proposal

- Items available only from a single source
- Prior State Agency approval is required



The final procurement method we will discuss is Noncompetitive Proposal. This procurement method is used if items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation.

Prior State Agency approval is required for any and all noncompetitive proposals.

State of Louisiana Contracts

- Memo SFS 18-79
- Approval from State Purchasing



Contracts that have been awarded by the State of Louisiana Office of State Purchasing may only be utilized by the Sponsor if all of the federal requirements are met.

See Memo SFS 18-79 for the requirements for using State Contracts.

The Sponsor must have applied for and received approval from the La. Office of State Purchasing in order to use their contracts.

Repeat Findings on Procurement

Serious Deficiency

Fiscal Action

Termination from the
Summer Food Service
Program



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When you have a finding on Procurement during a state agency review, it is very important to correct the issue.

If the state agency comes to your organization to review your procurement documents at a later date and the problems have not been corrected, the state agency can determine the finding as a serious deficiency.

The state agency or USDA could determine that fiscal action needs to be taken.

This could include requiring repayment of all reimbursement of meals during the procurement period.

Repeat findings on procurement could result in termination from the summer food service program.

As we discussed earlier, proper procurement is a main focus of USDA.

Summer Food Service
Program Administration
Guide

2024

Resources

- [Contracting with a Food Service Management Company \(FSMC\)](#)
- [Contracting for Vended Meals](#)

USDA SFSP Guidance Books located at:
<http://www.fns.usda.gov/sfsp/handbooks>



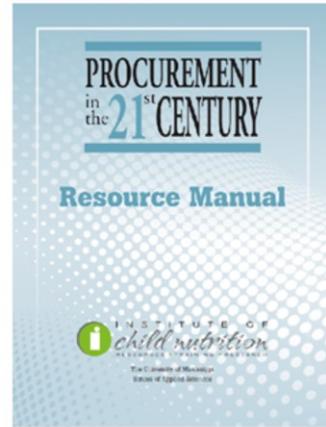
The next two slides contain some links to additional procurement resources for your convenience.

Additional Guidance

[Code of Federal Regulations \(CFR\) at 7 CFR 225](#)



[Procurement in 21st century](#)



Here are some additional guidance for Procurement in the Summer Food Service Program.

Links to Procurement in the 21st Century and the Code of Federal Regulations 7 CFR 225.17 Procurement standards are available on this slide for your reference.

Online Application Process



Requirements for Access to the Online SFSP Application

- After full and accurate submission of the checklist of documents for Prospective Sponsors is completed, the State Agency will conduct the following evaluations to determine if a Prospective Sponsor meets regulatory requirements to participate as an SFSP Sponsor:
 1. Viability, Capability, and Accountability Evaluation
 2. Management Plan Submission
 3. Pre-approval visit at each proposed SFSP site
- Upon Successful Completion of these Steps, the Prospective Sponsor will be granted access to the Child Nutrition Program Website's SFSP Online Application and a State Agency staff member will be assigned to assist with the onboarding process



After full and accurate submission of the checklist of documents for Prospective Sponsors is completed, the State Agency will conduct the following evaluations and visits to determine if a Prospective Sponsor meets regulatory requirements to apply for participation as an SFSP Sponsor:

1. Viability, Capability, and Accountability Evaluation
2. Management Plan Submission
3. Pre-approval visit at each proposed SFSP site

Upon Successful Completion of these Steps, the Prospective Sponsor will be provided access to the Child Nutrition Program Website's SFSP Online Application and a State Agency staff member will be assigned to assist with the onboarding process . I will provide an overview of the sponsor and facility application completion process in the next section.

Wrap-Up & Final Reminders



Sponsor Responsibilities

Include :

- **Training:** Attend training from the state agency
- **Site selection:** Find and recruit eligible sites
- **Staff:** Hire, train, and supervise staff and volunteers
- **Meals:** Arrange for meals to be prepared or delivered
- **Monitoring:** Visit sites and monitor food service operations
- **Reimbursement:** Prepare claims for reimbursement
- **Sustainability:** Ensure the program is sustainable through fundraising, community partnerships, and volunteers
- **Accountability:** Demonstrate fiscal accountability and program compliance
- **Notification:** Announce the availability of free meals in the local media

[Summer-Food-Service-Program-Administration-Guide](#)

[Sponsor Monitor's Guide 2017](#)



To Recap:

Sponsors of the Summer Food Service Program (SFSP) are responsible for managing feeding sites, ensuring program accountability, and providing meals to children

Resources

- ❑ USDA: <https://www.fns.usda.gov/civil-rights>
- ❑ Accommodating Children with Disabilities in the School Meal Programs: <https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>
- ❑ Prototype Forms: <https://cnp.doe.louisiana.gov/DNAMemos/Forms.asp>
- ❑ LA Child Nutrition: <https://cnp.doe.louisiana.gov/DNAMemos/DNAResources.asp>
- ❑ The Institute of Child Nutrition Focus on the Customer: <https://theicn.docebosaas.com/learn/course/internal/view/elearning/59/focus-on-the-customer-for-school-nutrition-staff>
- ❑ Departmental Regulation 4300-003 “Equal Opportunity Public Notification Policy”: <https://www.ocio.usda.gov/document/departmental-regulation-4300-003>
- ❑ FNS Instruction 113-1: <https://www.ocio.usda.gov/document/departmental-regulation-4300-003>
- ❑ USDA LEP Policy Guidance: <https://www.federalregister.gov/documents/2014/11/28/2014-27960/guidance-to-federal-financial-assistance-recipients-regarding-the-title-vi-prohibition-against>
- ❑ Modifications to Accommodate Disabilities in the School Meal Programs: <https://fns-prod.azureedge.net/sites/default/files/cn/SP59-2016os.pdf>

