Module 1 – Overview and Financial Management

Target Audience

- Designated Officials/Authorized Representatives

- Summer Food Service Program (SFSP) Administrators

Estimated Time Required

- 20 minutes

Objectives

- To summarize the SFSP operational requirements

- To provide an overview of Financial Accountability so sponsors can develop and maintain proper financial management techniques

- To explain the differences between allowable and unallowable SFSP costs

Tasks

- Read materials

- Review Web sites and resources

- Complete and submit the online quiz

Purpose

The SFSP provides free, nutritious meals and snacks in low income areas to children when they are out of school for at least 15 continuous school days. During the school year many children receive free and reduced-price meals through the National School Lunch Program and/or School Breakfast Program. When school is out, children often miss nutritious meals. A well balanced diet is important to a child's growth and development. Providing children with a nutritious meal during the summer helps them to return to school ready to learn and succeed. The SFSP fills this need.

Module one of the SFSP training provides a general overview of program administration and required financial management. Modules two through eight provide more detailed guidance for program operations.

Program Structure

The following bullets provide an overview of which agencies and individuals administer the SFSP:

- Funded by the U.S. Department of Agriculture (USDA)

- Administered by the Nevada Department of Agriculture (NDA)

- Operated locally by approved sponsors

The SFSP operates on a federal fiscal year, from October 1 through September 30

Eligible Sponsors

The following organizations or agencies are eligible to become SFSP sponsors:

- Public or Private, Non-Profit Schools

- Indian/Tribal Governments

- State, City, and County Governments

- Private Non-Profit Agencies defined as tax exempt in the Internal Revenue Service Code IRS 501(c)3

Site Types

Sponsors are able to operate the program at the following different site types:

Open Site

- School Data: 50%+ in a school zoned for the area are eligible for free or reduced price meals, including Community Eligibility Provision (CEP) schools. Use school data from any month. Use elementary, middle or high school.

- Census Data: Use FNS or FRAC Mappers.

- Housing Authority Data: USDA Rural Development (RD) and/or Housing and Urban Development (HUD).

- Area eligibility is good for 5 years.

- Offers meal service to all children attending the site.

Closed-Enrolled Site

- Only open to enrolled children or an identified group of children as opposed to the community at large.

- If located in an area where 50% or more of children qualify for a free/reduced price lunch, all meals will be reimbursed.

- If located in an area that does not qualify, SFSP income applications must be collected or a list of enrolled children can be sent to the school food authority. If 50% of enrolled children qualify, all meals will be reimbursed.

Restricted Open Site

- Have the same 50%+ eligibility requirement.

- May limit the number of children due to space, security, safety, or control if documentation is provided.

- Must provide access on first come, first served basis.

- **Cannot be used for an ENROLLED site.**

Camp Sites

- May be residential or non-residential.

- Must collect SFSP income applications.

- Only claim reimbursement for meals served to children who meet SFSP income eligibility requirements

- May be reimbursed for three meals per day per eligible child.

For-Profit Sites

- Includes some child care centers and behavioral health centers.

- Must be open or restricted open sites; meals given to all children in the area on first come, first served basis.

- Enrolled for-profit sites and for-profit camps are not eligible.

- Sponsor must prepare meals and provide site staff or volunteers. Site staff cannot be paid.

- May need to apply for a waiver from USDA before the sites are approved.

> A more comprehensive explanation of site types is available in the "Site Eligibility" section of the USDA's Administrative Guidance for Sponsors manual as described in the guidance materials below.

Health and Sanitation

When sponsors have determined their prospective meal production processes, meal distribution methods, and meal service sites, they must notify the local health department in writing of all prospective site locations and arrange for prompt and regular trash removal. Sponsors preparing their own meals will need a health permit to operate their kitchen.

As part of the annual SFSP application process, a sponsor must submit to the State agency a copy of the letter notifying the local health department of their intention to provide food service at specific times at planned sites.

Meal Service

During the meal service, sponsors and sites must:

- Serve the same meal to all children

- Ensure all participating children eat meals on site

- Ensure all children receive one meal before anyone receives a second meal

- Adhere to local health and sanitation regulations

- Make adequate arrangements for inclement weather

- Claim ONLY meals served during the operating dates and times APPROVED by the NDA

Obtaining Meals

Sponsors have two options for providing meals to their sites:

1. *Vended sponsors* establish contracts to obtain meals from:
   o A school district or
   o A commercial food vendor or
   o Another current SFSP sponsor

2. *Self-Preparation* sponsors prepare their own meals

Program Requirements

Sponsors must:

- Follow all management responsibilities as outlined in the federal regulations governing the program (Title 7, *Code of Federal Regulations, Part* 225) and guidance material which may be obtained from the USDA Web site at http://www.fns.usda.gov/sfsp/regulations. Select Part
  225—Summer Food Service Program.

- Maintain all required SFSP paperwork for review and audit purposes for three years past the current program year. These items may include, but are not limited to, contracts, invoices and daily meal counts.

- Train all SFSP administrative staff on in-house procedures, and have them attend training offered by the NDA.

Guidance Materials

The following USDA SFSP guidance materials are available to assist sponsors with program implementation.

- Administrative Guidance for Sponsors

- Monitor's Guide

- Site Supervisor's Guide (available in English and Spanish)

- Nutrition Guidance for Sponsors

- Food Buying Guide

- Food Buying Guide Online Calculator

The USDA SFSP guidance materials are available in the SFSP Resource section on the NV CNP system https://cnp.nv.gov   and on the USDA's SFSP Resource Web page under "Handbooks" on the http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0.

The Food Buying Guide and calculator are available on USDA's Web page at http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs.

Throughout the year, the NDA provides updates and policy changes on SFSP operations in the form of Management Bulletins, training, and other guidance materials. These items are available on NDA's CNP online application system at https://cnp.nv.gov.

Financial Management

Sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. Sponsors must accept final financial and administrative responsibility for all of their sites.

According to Food and Nutrition Service (FNS) INSTRUCTION 796-4 Food and Nutrition Service REV. 4, financial management is that aspect of management that is directed to the effective control over, and accountability for, all funds, property, and other assets to assure that they are safeguarded and used efficiently to fulfill authorized purposes. Financial management includes such activities as budgeting, accounting, costing standards, management of revenues, management of property, procurement standards, and fiscal audits. Records of these activities must be supported by source documents to accurately and completely disclose the sources and applications of funds.

The sponsor must maintain documentation of all revenues received and expenses paid from the account (i.e., balance sheet). Since only allowable costs may be funded from the nonprofit food service account, these costs must be necessary, reasonable, and properly documented. The determination that the food service account is nonprofit does not result from simply comparing costs and rates.

Rather, it requires a determination that all costs charged to the account were allowable and that all funds accruing to the account were properly identified and recorded as nonprofit food service revenue. This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a nonprofit food service.

Program Reimbursement

Reimbursement rates for the SFSP are available on the NDA's Child Nutrition Programs (CNP) Web page https://cnp.nv.gov/

Financial Management Standards
(FNS Instruction 796-4, Rev. 4)

At a minimum, a sponsor's financial management systems shall provide:

- Accounting records that are supported by source documents.

- Records that show the source and application of funds and contain information pertaining to reimbursement funds (e.g., authorization, obligations, unobligated balances, assets, liabilities, and outlays) and income.

- Accurate, current, and complete disclosure of the financial transactions of the program.

- Effective control over, and accountability for, all funds, property, and other program assets to assure that they are safeguarded and used solely for authorized purposes.

- Comparison of actual outlays against budgeted amounts.

- Organization-wide audits to determine, at a minimum, the fiscal integrity of financial transactions and reports, and compliance with laws, regulations, and administrative requirements.

- A systematic method to assure timely and appropriate (including organization-wide) resolution of all audit findings and recommendations.

Records maintained in support of the cost of purchased food used shall include at a minimum:

- Receiving reports prepared at sites or wherever food is received from suppliers and signed by receiving personnel.

- Purchase invoices received from food suppliers.

- Records reflecting costs of processing, distributing, transporting, storing, and handling of purchased food when such costs are invoiced separately from the original purchase invoice(s).

- Records of returns, allowances, cash discounts taken, and other credits when they are not reflected on purchase invoices.

- Canceled checks or other forms of receipts for payment.

- Inventory records that show the food items on hand at the end of a period, the quantity of each item, the dollar value assigned to each food item, and the total value of the inventory.

- Records of major inventory adjustments, as defined by the State Agency (SA), showing the same kinds of information as inventory records.

- Billings by site from the school or company, less returns, allowances, discounts, and rebates for the program meals delivered to sponsors that contract with schools or food service management companies to provide all meals, including supplements.

Allowable Operating Costs
(7 *CFR* Section 225.2 definitions and FNS Instruction 796-4, Rev. 4)

Operating costs are allowable costs incurred by the sponsor for preparing and serving meals to eligible children and program adults. Program adults assist with the meal service. These costs include, but are not limited to, food, labor, nonfood supplies, and the rental or lease of space for the food service program. All costs must be fully documented and they must represent actual program costs. For foods that sponsors prepare onsite, inventory records must show the kinds of food items on hand at the beginning and end of the inventory period, the quantity of each item the sponsor purchased, documented major inventory adjustments and the total value of the beginning and ending inventory.

Labor operating costs are allowable when the amounts claimed are based upon hourly rates that are reasonable for the services provided and documented by payroll records. Hourly rates will be considered reasonable to the extent that they are consistent with rates paid for similar work in the area in which the sponsor is located.

Program labor costs may include documented amounts of wages and fringe benefits, including Social Security withholding taxes and retirement benefits paid or incurred during the reporting period. Do not claim the costs of donated-labor (e.g., volunteers, or labor funded through other federal, State, or local government programs).

The costs associated with personnel who work only part time for the SFSP must be prorated based on the hours worked for the program. In order to establish the proportionate costs that may be claimed as program labor, a daily log or other valid record (i.e., Personal Activity Report—PAR) must document the amount of time spent by each person on SFSP food service duties. Supplement the log or statistical data with existing payroll documentation.

Allowable Administrative Costs
(7 CFR §225.2 definitions, FNS Instruction 796-4, Rev 4)

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the program. Generally, costs incurred for these activities are labor costs for administrative activities such as rental costs for offices, office equipment, vehicles, insurance, and travel. Maintain records that document the amount and purpose of <u>all </u>administrative costs attributed to SFSP. The USDA SFSP Administrative Guidance for Sponsors manual describes allowable costs in detail. The USDA SFSP guidance materials are available in the SFSP Resource section on the NV CNP system https://cnp.nv.gov and on the USDA's SFSP Resource Web page under "Handbooks" on the http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0.

Unallowable Costs
(FNS Instruction 796-4, Rev. 4)

Unallowable costs are types of costs that do not support the services or operation of the program. These costs include, but are not limited to the following:

- Costs for excess meals ordered or prepared but not served to eligible children, i.e., meals in excess of legitimate program adult meals and reimbursable meals, unless specifically approved by the State agency

- Meals served in violation of program requirements; e.g. additional foods served that are not compliant with the meal patterns, meals or components consumed off-site, second meals served in excess of the two percent tolerance

- Rental costs for periods beyond the close-out date for program operations

- Any other costs incurred that program officials determine to be in violation of applicable laws or regulations

- The cost to purchase food (including coffee, etc.) for use outside of the SFSP

- The cost of meals served to administrative adult personnel, or any other adults that are not working the operation of the food service

- Cost of spoiled or damaged meals

- For vended sponsors, the cost of meals delivered by a food service management company to a non-approved site, or for meals not delivered within the agreed upon delivery time, meals served in excess of the approved cap, spoiled or unwholesome meals, or meals that do not meet meal requirements or quality standards

- Bad debts, which are any losses arising from non-collectible accounts and other claims and related costs

- Repayment of over-claims of meals served and other federal debts

- Contributions and donations including contingency reserves, USDA-donated foods and other donated food, labor, and supplies

- Fines or penalties resulting from violations of, or failure to comply with federal, State, or local laws and regulations

- Entertainment and fundraising costs

- Interest on loans, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection with program operations

- Costs resulting from an under-recovery of costs under other grant agreements

- Direct capital expenditures for acquisition of land or any interest in land; acquisition or construction of buildings or facilities, or the alteration of existing buildings or facilities; non-expendable equipment of any kind; repairs that materially increase the value or useful life of buildings, facilities, or non-expendable equipment; and other capital assets, including vehicles

Example Documents

Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP. A sample Staff Time Report (SFSP activity report) for administrative, food service, and site staff is shown below and is included in the USDA Administrative Guidance for Sponsors manual, Reference Section, Attachment 25 and 26.

The documentation of labor must be actual time worked by staff for the SFSP. Without proper documentation of staff wages, these expenses cannot be written off as a program allowable expense.

Attachment 25

TIME REPORT – Administrative Staff*

Sponsor name:_____ Sponsor Number: _____

Sponsor address:_____

Week of:_____

Hours Worked in SFSP Administration

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

_____   _____
Supervisor's signature   Date

*Use this form for administrative staff performing **administrative** cost tasks, that is, tasks related to the **administration** of the Program (e.g. monitors, book keepers, office staff, directors).

Sponsors can also find additional samples forms on program cost accountability in the resource section in the CNP online application, or can create documents that assist with SFSP recordkeeping.

Below is an example of an Expense Accounting Worksheet that could be used to track SFSP expenses. Carefully consider the expense columns you include in your report as leaving out or overlooking any program related expense could result in the report not adding up correctly.

\<AGENCYNAME\>

SFSP Fiscal Year Expense Spreadsheet For Year _____

DATE	NAME OF BUSINESS	INVOICE # (Retain for 3 Yrs.)	FOOD	FOOD SERVICE SUPPLY	LABOR/ BENEFITS (May Require PAR)	EQUIP-MENT	RENT/ LEASE	ADMIN LABOR/ BENEFITS (When PAR Used)	TOTAL EXPENSE	REIMBURSE-MENT RECEIVED
									$0.00	
									$0.00	
									$0.00	
									$0.00	
									$0.00	
									$0.00	
									$0.00	
									$0.00	
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	(Only Insert Rows Above)									
			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Below is a sample of an individualized budget expense report that provides for greater detailing as it relates to a sponsor's initial budget estimation and actual program costs. It is broken out by month.

Summer Food Service Program
Buget Form for _____ Year

Sponsor Name						CNIPS Number	
	Budget (Estimated) (1)	May Actual (2)	June Actual (3)	July Actual (4)	August Actual (5)	Total (May thru Aug) (6)=(2+3+4+5)	Difference (1-6)
Administrative							
Labor						$0.00	$0.00
Employee Benefits						$0.00	$0.00
Travel						$0.00	$0.00
Purchased Servixces						$0.00	$0.00
Rent						$0.00	$0.00
Purchased Services						$0.00	$0.00
Professional Services						$0.00	$0.00
Supplies						$0.00	$0.00
Training						$0.00	$0.00
Equipment Depreciation						$0.00	$0.00
Indirect Costs						$0.00	$0.00
Other						$0.00	$0.00
Total Administrative Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Operational							
Labor						$0.00	$0.00
Employee Benefits						$0.00	$0.00
Food							
Contracted Food						$0.00	$0.00
Food						$0.00	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment Purchases (< $5,000)						$0.00	$0.00
Equipment Rental						$0.00	$0.00
Facilty Rental						$0.00	$0.00
Purchased Services						$0.00	$0.00
Supplies						$0.00	$0.00
Transportation/Freight						$0.00	$0.00
Equipment Depreciation						$0.00	$0.00
Other						$0.00	$0.00
Total Operational Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total: Administrative and Operational Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Retention of Records
(7 *CFR* Section 225.8(a))

- Retain all relevant documentation related to the SFSP for three years after the program year has ended.

- Records must be accessible to federal and State agency personnel for audit and review purposes.

- If your agency is in the middle of an audit during the three year retention, the sponsor must maintain all documentation until the audit is closed.

- A Checklist of Records form is summarized in the USDA Administrative Guidance for Sponsors manual as Attachment 22. Please use this form as a tool to help determine what records to keep and for how long.

Purchasing and Procurement

Micro-Purchasing

- Between $0 - $3,500

- Supplies and services

- No competitive quotes if the price is considered reasonable and equal for suppliers
  - Ex: A sponsor must make purchases from all qualified sources equally, not just one source

Small Purchase

- Between $3,500 - $150,000

- Nevada products and services under $50,000

- Price or rate quotes from at least 3 qualified sources *before* purchasing to ensure free and open competition

- Document the date, vendors consulted, and quotes received (written and verbal)

- Store ads are allowed

Formal (Public Solicitation)

- Food and beverages over $150,000

- Nevada products and services over $50,000

- Competitive sealed bids (Invitation for Bid), formal advertising with 2 or more bidders

- Competitive proposals are fixed-price or cost reimbursable-type contracts with more than one source

- Request for Proposal (RFP) – competitive negotiation; responses are scored based on evaluation criteria

Market Basket Analysis for Purchased Food

- Not for services or equipment

- Representative sample of goods valued at 75% or more of estimated value of contract to be awarded

- Product descriptions (specifications) are required

- Used to evaluate bids/proposals to award contracts

- Contracts awarded to lowest price bid or proposal

- Before awarding contract, obtain pricing for remaining list of goods not included in market basket analysis

Minority Business Enterprises

- Include qualified minority business enterprises on solicitation lists,

- Solicit minority business enterprises whenever they are potential sources,

- When economically feasible, divide total requirements into smaller tasks or quantities so as to permit maximum participation by minority business enterprises,

- Establish delivery schedules which will assist minority business enterprises to meet deadlines, and

- Use the services and assistance of the Small Business Administration, and the Office of Minority Business Enterprise of the Department of Commerce as required.

Geographic Preference

- A sponsor may use Geographic Preference to target products from local sources through a formal solicitation.

- Sponsors may give a point or price preference to bidders that meet their definition of local for unprocessed products.

- Using this option enables the sponsor to award its contract to a bidder that did not necessarily provide the lowest bid, but the original bid price must still be paid.

Agreement of the Distribution of Donated Foods

The Food Distribution Program (FDP) offers USDA foods to SFSP sponsors that:

- Prepare their own food
- Have a food service vending contract with a school food authority
- Procure their meals from the same FSMC as in the NSLP

In order to participate in the FDP SFSP sponsors are required to:

- Mark the commodity foods box on the last page of the Permanent Agreement and submit the updated page to the SFSP Coordinator.
- Have adequate facilities to store, inventory, and maintain all USDA Foods according to USDA regulations
- Meet current local and/or state health regulations pertaining to the operation of meal service sites, meal service distribution centers, and meal self-preparation kitchens

Examples of USDA Foods that may be available for the SFSP include:

- Protein—chicken, deli meats, peanut butter, beans
- Fruits and Vegetables—canned, frozen, and dry varieties
- Grains—pasta and rice
- Dairy—cheese
- Processed Foods – pizza, burritos

DoD Fresh Produce

What is the DoD Fresh Produce Program?

- USDA, Department of Defense (DoD) and Defense Logistics Agency (DLA) program that provides a variety of high quality, U.S. produced fresh fruits and vegetables

- Allows sponsors to use USDA Foods entitlement dollars to buy fresh produce

- Grains—pasta and rice

Sponsor Role

- Place orders in FFAVORS ($100 minimum)

- Inspect produce at time of delivery, report issues immediately according to NDA's receipting protocol

- Receipt in FFAVORS within 5 days of delivery

- Serve produce

DoD – SFSP 2017

- Contact NDA by May 15th

- Submit DoD Request Form to FND@agri.nv.gov

- DoD will provide login to FFAVORS ordering site

- Place order

Questions about DoD Fresh Program:

- Bernadette DeMars
  775-353-3665
  bdemars@agri.nv.gov

- Catrina Peters
  775-353-3751
  cpeters@agri.nv.gov

Nutrition Education in the SFSP

Summer leaves many children in low-income communities at greater risk for food insecurity *and* obesity. Helping kids build healthy habits requires a year-round focus. Nutrition education and summer meal programs are perfect partners. This partnership enables summer meal providers to:

- Compliment serving healthy meals with information to help children and their families make healthy choices.

- Provide activities at summer meal sites that are engaging and fun.

- Initiate nutrition education plans that can be continued and expanded during the school year.

- Create opportunities to engage community partners and volunteers.

Studies show that children gain more than *twice* as much weight during the summer than they do during the school year, a likely consequence of too little physical activity and poor nutrition during the break. Be sure to select the kind of nutrition education that is easy to offer at your site. Fun, healthy activities will also encourage families to come to your site; which will increase your meal participation.

One way to keep activities fresh is by using rotating themes on a weekly or monthly basis. You can vary the activities within the theme, and then change your theme. Remember to keep the nutrition messages simple, practical and positive, and focused on concrete ideas. Research shows that school-age children learn best when they can be active and work together on an activity that they can use right away in their lives.

Visit http://pueblo.gpo.gov/TN/TNPubs.php?PubID=15083 for free materials are available from USDA's Team Nutrition Team Nutrition. The Summer Food, Summer Moves kit and a host of other materials in English and Spanish to equip your summer meal sites to implement fun activities, decorate the walls with educational posters, and reach out to families. You can order copies of any of the materials directly from Team Nutrition using the order form on the Team Nutrition web site. Send an email to TeamNutrition@fns.usda.gov to place a bulk order.

Choose from the following:

- Summer Food, Summer Moves Resource Kit (English); Item # FNS602

- Summer Food, Summer Moves Resource Kit (Spanish); Item # FNS602-S

- Offering Healthy Summer Meals that Kids Enjoy (English); Item # FNS624

- Offering Healthy Summer Meals that Kids Enjoy (Spanish); Item # FNS624-S

- This Summer, Eat Smart to Play Hard: A Parent's Guide (English); Item # FNS605

- This Summer, Eat Smart to Play Hard: A Parent's Guide (Spanish); Item # FNS605-S

- Take a Healthy Summer Break Infographic (English/Spanish); Item #FNS606

2017 Summer-Fall Policy Release

Six memos were updated or revised and published 12/1/16 – 1/4/17. Please see highlights below.

1) Automatic Revocation of Tax Status - Revised: SFSP 04-2017 - Revises SFSP 17-2011 (June 30, 2011)
Changes:
•Clarifies that SAs must review the IRS Automatic Revocation of Exemption List *annually*

•Removes the option for corrective action

2) Area Eligibility in Child Nutrition Programs: SP 08-2017, CACFP 04-2017, SFSP 03-2017
Revises: SP 10-2015, CACFP 04-2015, SFSP 03-2015 (November 21, 2014)
Changes:
•Removes requirement for ROs to review and approve weighted averages

•Helps States review area eligibility using a weighted average of 3 Census Blocks

•Clarifies that Identified Student Percentage (ISP) data can only be used in schools electing Community Eligibility Provisions (CEP)

3) Demonstration Project for Non-Congregate Feeding: SP 14-2017, SFSP 07-2017
•Continues demonstration project for summer 2017
•2015-2016 Demonstration Projects:
  o 90 sponsors

  o 1, 500 sites

  o 14 States
•Continuing the project allows for FNS to collect data for future program adjustments

Demonstration Projects: Reporting requirements

Reminder: If a State or sponsor participates in the demonstration, they are responsible for submitting the following data:

•The specific dates on which participants were permitted to take meals off-site

•The number of meals claimed that were taken off-site by participants

•The number of sponsors electing to participate in the demonstration project and the number of sites affected

•The total number of calendar days on which at least one sponsor participating in the demonstration project permitted participants to take meals off-site; and

•The total number of meals claimed that sponsors permitted participants to take off-site

4) Meal Service Requirements in Summer Meal Programs: SP 10-2017, SFSP 06-2017

Revises: SP 05-2016, SFSP 05-2016 (November 12, 2015)

Changes:

•Extends flexibilities for meal disallowances

•Clarifies the order in which meals must be served to be reimbursable (EX: no breakfast after lunch)

•Outlines impact of updated CACFP meal pattern on SFSP and SSO meal service; state approval required for infants required. (New meal pattern effective October 1, 2017)

5) Summer Food Service Program Q&As SFSP 05-2017 - Supersedes SFSP 08-2016 (November 12, 2015)

Updates:

•Guidelines on excessive funds and multi-state sponsoring organizations

•Links to other program resources

6) NSLP Seamless Summer Option: SP 09-2017 - Revises: SP 37-2015 (May 22, 2015)

Updates resources and clarifies:

•Operational requirements

•CEP and categorical eligibility requirements

•Adult meals

•Meal patterns and reimbursements

•Monitoring requirements

Added Q&As:

•Area and community eligibility

•Operating more than one program

- Meal Pattern
- Share table
- Nutritious meal resources
- Local foods
- How Smart Snacks and Buy American provisions apply to SSO

Program Contacts

Your Summer Meals contacts at the Food and Nutrition Division of the Nevada Department of Agriculture are the best resources for questions about SFSP requirements.

Diane Hogan, Nutrition Programs Professional
E-mail: dhogan@agri.nv.gov
Phone: 702-668-4582

Tammy Kratz, Program Officer
E-mail: tkratz@agri.nv.gov
Phone: 702-668-4584

If your sites are Closed, please complete Module 2a.

If your sites are Camps, please complete Module 2b.

If your sites are Open sites, please complete Module 2c.