



# **Summer Food Service Program (SFSP) Training**

**March 2015**

**Hosted by:**

**The LA Department of Education (LDOE)  
Division of Nutrition Support**

# Meet the LDOE SFSP Staff

Shanna Legier  
**SFSP Summer  
Coordinator**

Contact info:

[shanna.legier@la.gov](mailto:shanna.legier@la.gov)

(225) 342-3677

1201 North Third Street  
Baton Rouge, LA 70802

- Judy Stracener (**section admin**)
- Georganna Brogdon (EPC)
- Melissa Campbell (EPC)
- Wayne Dupre (EPC)
- Janet Dupre (EPC)
- Donald DeRouen (EPC)
- Dana Dauzat (EPC)
- Trandra Scott (EPC)
- Babette Lanius (EPC)
- Courtney Neubauer (EPC)
- Helen Folks (EPC)
- Dawn Law (EPC) – *Shreveport office*

# Summer Food Service Program (SFSP)

## Purpose:

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.

# 2015 Site Information Sheets

- **Is there a need for SFSP service in your area?**
  - State agency notified through submission of a 2015 SFSP Site Information Sheet.
  - Available on CNP website at <http://cnp.doe.louisiana.gov> by clicking on memos/resources/course registration → then Summer Food Service Program → then Forms.

## 2015 Summer Food Service Program (SFSP) Site Information Sheet

In order to provide assistance to children who may benefit by having access to the USDA SFSP, please complete this form and return it to the Louisiana State Department of Education, Division of Nutrition Support, P.O. Box 94064, Baton Rouge, LA 70804, or fax it to (225) 342-3305. The information will be sent to approved SFSP sponsors serving the location of the potential SFSP site identified in this document. Your assistance in providing awareness of the SFSP and in identifying potential SFSP sites is greatly appreciated.

### Area of need/potential SFSP site Information

Site Name: \_\_\_\_\_

What type of summer enrichment activities will be offered at the site? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Physical Address: \_\_\_\_\_

Parish: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parish: \_\_\_\_\_

Name of Site owner/legal operator (such as a school or government): \_\_\_\_\_

Title of Summer Enrichment Program: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Has an approved SFA or SFSP sponsor been identified to operate the site? If yes, provide the name of the approved SFA/SFSP sponsor below.  No  Yes

Approved SFA/SFSP Sponsor Name: \_\_\_\_\_

### General Site Information

Site Demographic Makeup:  Rural  Non-Rural

Areas of Need to be Served: \_\_\_\_\_

Does the site participate in any other Child Nutrition Programs: (check all that apply)

- Child and Adult Care Food Program       Family Day Care Food Program       National School Lunch Program
- Fresh Fruit and Vegetable Program       Special Milk Program

**NOTE: No site application will be considered without having a current health inspection/permit to operate issued by the Louisiana Department of Health and Hospitals, Office of Public Health (DHH OPH). Proposed SFSP sites that violate the Louisiana Public Health - Sanitary Code by operating prior to DHH OPH approval will not be approved to participate in the SFSP.**

**Louisiana Administrative Code, Title 51, Public Health-Sanitary Code, Part 2008, Chapter 5: (501):** No person shall operate a food establishment or retail food store/market of any type without first having received a valid permit to operate from the state health officer. Permits are not transferable. A valid permit shall be posted in a location of the establishment conspicuous to the public. (503): To Obtain a Permit from the State Health Officer:  
 A. The owner, president of the corporation, or other such officer duly delegated by the corporation or partnership shall make written application for a permit to operate and submit plans as described in §307 to the state health officer.  
 B. After plans and specifications have been reviewed and approved, the owner, president of the corporation, or other such officer shall request a preoperational inspection be made as described in §309 to determine compliance with all provisions of this Title.  
 C. A permit to operate shall be issued by the state health officer to the applicant if an inspection reveals that the proposed food establishment or retail food store/market and applicant has complied with all the provisions of this Title.

# 2015 Site Information Sheets

<b>Operating Calendar and Meal Information</b>			
First date site projected to need SFSP meals: [ ]			
Last date site projected to need SFSP meals: [ ]			
Last Month of projected summer program operation: [ ]			
Anticipated site meal service type, time, and number needing service (complete all that apply):			
<input type="checkbox"/> Breakfast	Projected Start Time of Operation: [ ]	Projected End Time of Operation: [ ]	Estimated Average Daily Participation: [ ]
<input type="checkbox"/> Lunch	Projected Start Time of Operation: [ ]	Projected End Time of Operation: [ ]	Estimated Average Daily Participation: [ ]
<input type="checkbox"/> Supper	Projected Start Time of Operation: [ ]	Projected End Time of Operation: [ ]	Estimated Average Daily Participation: [ ]
<input type="checkbox"/> Supplement	Projected Start Time of Operation: [ ]	Projected End Time of Operation: [ ]	Estimated Average Daily Participation: [ ]
How many children can eat at this site at one time (number cannot be larger than the number of seats available): [ ]			
<p><b>As per (7 CFR 225.6(b)(5)) and the 2014 SFSP Administrative Guidance, confusion and waste result when two or more sponsors compete for the same sites or target children in the same geographical area. Since such an overlap in service conflicts with program objectives, the State agency usually approves only one sponsor to serve an area. When determining which of the competing sponsors will serve an area, the National School Lunch Act requires the State agency to give priority to <u>local school food authority sponsors first, then government and private non-profit organization sponsors that have successfully operated the SFSP in a prior year.</u></b></p>			

# 2015 Site Information Sheets

**NOTE: No site application will be considered without having a current health inspection/permit to operate issued by the Louisiana Department of Health and Hospitals, Office of Public Health (DHH OPH). Proposed SFSP sites that violate the Louisiana Public Health - Sanitary Code by operating prior to DHH OPH approval will not be approved to participate in the SFSP.**

Louisiana Administrative Code, Title 51, Public Health-Sanitary Code, Part XXIII, Chapter 5: (501): No person shall operate a food establishment or retail food store/market of any type without first having received a valid permit to operate from the state health officer. Permits are not transferable. A valid permit shall be posted in a location of the establishment conspicuous to the public. (503): To Obtain a Permit from the State Health Officer:

A. The owner, president of the corporation, or other such officer duly delegated by the corporation or partnership shall make written application for a permit to operate and submit plans as described in §307 to the state health officer.

B. After plans and specifications have been reviewed and approved, the owner, president of the corporation, or other such officer shall request a preoperational inspection be made as described in §309 to determine compliance with all provisions of this Title.

C. A permit to operate shall be issued by the state health officer to the applicant if an inspection reveals that the proposed food establishment or retail food store/market and applicant has complied with all the provisions of this Title.

As per (7 CFR 225.6(b)(5)) and the 2014 SFSP Administrative Guidance, confusion and waste result when two or more sponsors compete for the same sites or target children in the same geographical area. Since such an overlap in service conflicts with program objectives, the State agency usually approves only one sponsor to serve an area. When determining which of the competing sponsors will serve an area, the National School Lunch Act requires the State agency to give priority to local school food authority sponsors first, then government and private non-profit or organization sponsors that have successfully operated the SFSP in a prior year.

# Seamless Summer Option (SSO) VS Summer Food Service Program (SFSP)

## SSO

- 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 must be followed in the SSO.

## SFSP

- 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 may be followed by SFAs or they may default to the SFSP meal pattern as other sponsor types use.

Purpose of both programs is to provide free summer meals in low-income areas during traditional summer vacation periods.

# SFSP Advances

- May be requested by prospective new and returning SFSP sponsoring organizations (for  $\geq 1$  months).
- Request is made on online “sponsor” application at the time that online applications are completed.
- State agency takes into consideration several factors, which may include but are not limited to:
  - **Prior participation** (if applicable) – results of past audits, prior year reimbursement, carryover funding, etc.
  - **Upcoming program** - estimated ADP, # of sites, months operating

# SFSP Advances

## Sponsor application, page 5

<b>If all funds are not spent on the program, what are you going to do with the extra funds?</b>	Outreach to promote program
<b>Please indicate which months you would like to receive an advance.</b>	<input checked="" type="checkbox"/> June <input checked="" type="checkbox"/> July <input type="checkbox"/> August
<p>I understand the purpose of advance funds and certify that the advance funds will be used for SFSP purposes only. I also understand that the amount advanced to me will be returned to the Department of Education in the form of a reduction of my first claim reimbursement following the advance.</p> <p>I understand that if I request advance payment for more than one month, I assure the State that the sponsor will operate the number of sites listed in this application and that the projected administrative costs do not differ significantly from the approved budget. I also understand that it is my responsibility to keep the sponsor, site and budget data current.</p> <p>I understand that upon demand of the State agency, the sponsor shall repay any advance Program payments in excess of the amount cited on a valid claim for reimbursement (including unearned advance program payments resulting from claim denials).</p> <p>This application in conjunction with site applications for each site, an administrative budget, and additional documents as required constitute attachments to the Agreement between the State and Sponsor for the 2014 Summer Food Service Program.</p>	
<b>Sponsor Comments:</b>	<input type="text"/>
<b>State Comments:</b>	<input type="text"/>

### Requested Advances

<b>Please indicate which months you would like to receive an advance.</b>	<input checked="" type="checkbox"/> June <input checked="" type="checkbox"/> July <input type="checkbox"/> August
<p>I understand the purpose of advance funds and certify that the advance funds will be used for SFSP purposes only. I also understand that the amount advanced to me will be returned to the Department of Education in the form of a reduction of my first claim reimbursement following the advance.</p> <p>I understand that if I request advance payment for more than one month, I assure the State that the sponsor will operate the number of sites listed in this application and that the projected administrative costs do not differ significantly from the approved budget. I also understand that it is my responsibility to keep the sponsor, site and budget data current.</p> <p>I understand that upon demand of the State agency, the sponsor shall repay any advance Program payments in excess of the amount cited on a valid claim for reimbursement (including unearned advance program payments resulting from claim denials).</p> <p>This application in conjunction with site applications for each site, an administrative budget, and additional documents as required constitute attachments to the Agreement between the State and Sponsor for the 2014 Summer Food Service Program.</p>	

**Advances can only be requested on Revision 0.**

**Advances must be requested on the initial sponsor application (revision 0)**

# SFSP Advances

- Advances must be repaid by the SFSP organization.
- First advance amount issued by LDOE is deducting from *initial* and follow-up (as needed) claims for reimbursement submitted by SFSP organizations.
- Further advance payments are accessed individually after:
  - 1) Collecting system-wide meal count data for the first month of operation, if the first claim has not yet been submitted
  - 2) Accessing amount (to be) requested via claim in comparison to advance issued

Please note that sponsors shall not receive advance operating or administrative payments for any operating that contains less than 10 days [7 CFR 225.9(c)(1-2)].

# 2015 USDA Summer Handbooks

- ◆ Administrative Guidance for Sponsors
- ◆ Monitor's Guide
- ◆ Nutrition Guidance for Sponsors
- ◆ Site Supervisor's Guide  
*(English and Spanish versions available)*
- ◆ Site Supervisor's Pocket Reference Guide  
*(English and Spanish versions available)*

<http://www.fns.usda.gov/sfsp/handbooks>

# 2015 LDOE Summer Handbooks

- ◆ SFSP Forms Booklet
- ◆ Online Application Handbook for 2015

<http://cnp.doe.louisiana.gov>

Access memos/resources/course registration (below log-in) →  
then summer food service program → then available resources (multiple pages)

# Differentiating Sponsor and Site

## “Sponsor” types

- A public or private nonprofit school food authority (SFA)
- A public or private nonprofit residential camp
- A public or private nonprofit college or university participating in the National Youth Sports Program
- A unit of local, county, municipal, State or Federal Government
- Any other type of private nonprofit organization

# Differentiating Sponsor and Site

## Sponsor Responsibilities

All participating SFSP Sponsors must:

- 1) Demonstrate Financial and Administrative Capability
- 2) Not be seriously deficient
- 3) Serve Low-Income Children

# Differentiating Sponsor and Site

## Sponsor Responsibilities ... (cont'd)

All participating SFSP Sponsors must:

- 4) Conduct a Nonprofit Food Service
- 5) Provide Year-Round Service
- 6) Exercise Management Control Over Sites

# Differentiating Sponsor and Site

## “Site” types

- Open site
- Restricted open site
- Closed enrolled site
- Residential or nonresidential camp
- NYSP site
- Migrant or Homeless site
- Upward Bound site

**Who participates free of charge?**

Children 18 and under

**Do all site types use “area” eligibility to establish free meals?**

No

# Differentiating Sponsor and Site

## “Site” types – definitions and details

- Open site
- Restricted open site
- Closed enrolled site

**Area Eligibility  
generally used to  
establish “free”  
eligibility, not F/R  
meal apps**

# Differentiating Sponsor and Site

## “Site” types – definitions and details

- Residential or nonresidential camp
- NYSP site
- Migrant or Homeless site
- Upward Bound site

**Eligibility  
established in  
different ways**

# Differentiating Sponsor and Site

General Site Information	
	Please choose a site type. <input type="text"/>
	If school data is used, identify the school from which the site draws its attendance.
Site Type:	School: <input type="text"/>
	If the site is an enrolled site, enter enrollment data below.
	Number Enrolled: <input type="text"/> Free/Reduced Eligible: <input type="text"/>
Site Demographic Makeup:	<input type="radio"/> Rural <input type="radio"/> Non-Rural

## Online Facility Application

General Site Information (Pg 1)

# Important to Note

## PROCEED WITH CAUTION

- Licensed daycare facilities participating in the SFSP
  - Be sure that if you choose to offer the SFSP it is in accordance with the rules/laws of your licensure.
  - Some licensure classes may *not* take part in Federal programs.
- SFSP sites that participate in CACFP
  - Are the same children served by both programs?  
If so, when? At different points of the year ?  
(i.e. “At Risk” program during SY vs. SFSP)? = *allowable*
  - Are programs occurring simultaneously, but for different groups  
(no overlap between programs)? = *allowable*



# Prospective New SFSP Sponsors

- ◆ LDOE DNS will work with you one-on-one to assure that all required documentation is submitted in a timely manner.
  
- ◆ Generally, the following documentation is needed:
  1. Permanent Agreement – between SFSP organization and LDOE
  2. Proof of Non-Profit Status [501(c)(3)] or Form 941/990 (gov't)
  3. DUNS (Data Universal Numbering System) Number
  4. Electronic Funds Transfer (EFT) Form with Cancelled Check
  5. Training Attestation
  6. SFSP Site Information Sheet(s)
  7. Permit to Operate for all proposed SFSP Sites
  8. Completion, submission, and approval of online applications

## Returning SFSP Sponsors

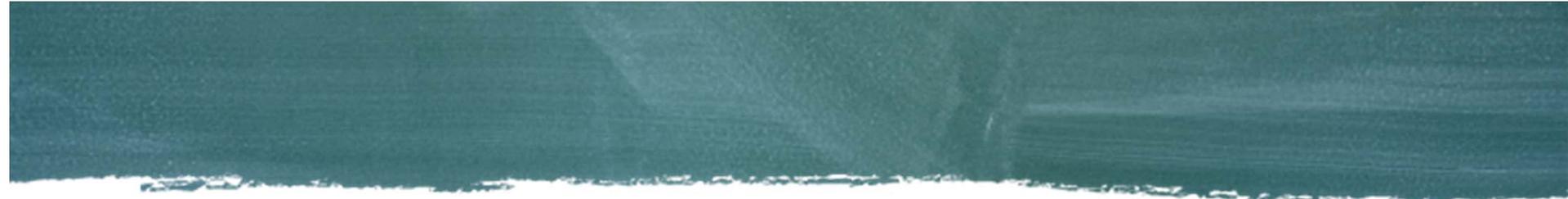
- ◆ Submission of initial documentation is not required on an annual basis. However, certain items are needed annually, such as:
  1. Online sponsor-level and facility applications (one per site) *submitted and approved by LDOE prior to start of program*
  2. *2015 SFSP Site Information Sheet –if applicable (with current permit) - for any newly proposed sites*

## All SFSP Sponsors

- ◆ You should notify LDOE DNS when:
  1. Designated head of organization/authorized representative change
  2. Addresses and/or contact information change  
*(site and/or sponsor level)*
  3. You are planning a field trip for any approved site  
*(prior LDOE approval needed)*
  4. Your scheduled program will end early



This will be discussed in further detail later in the presentation



**Section 1**  
**What's New from**  
**USDA & LDOE**



# USDA and State Agency SFSP Memos

Go to <http://cnp.doe.louisiana.gov>

Child Nutrition Program Resource Library

## Summer Food Service Program Memos

Home **Memos** Forms Resources

Welcome Visitor

Results will appear in the section below (Search Results).

**SEARCH FOR MEMOS BY CATEGORY / YEAR:**

First select SFSP Year: All Years

Second select Memo Category to View:

- Agreements
- Audit
- FNS Instructions
- Free and Reduced Eligibility
- Meal Service / Menu Planning
- Miscellaneous
- Outreach
- Procurement
- Recalls and Safety Alerts
- Reports
- Training/Education

**SEARCH FOR MEMO BY KEYWORD:**

You can enter any amount of your search phrase [partial or complete]. Results will appear in the section below (Search Results).

Search

All Memos will be opened using ADOBE Acrobat Reader. If you do not have a copy of this program, a **FREE** version can be acquired from [www.adobe.com](http://www.adobe.com).

**SEARCH RESULTS**

- ◆ Then, click on (under log-in area) memos/resources/course registration
- ◆ Next, click on summer food service program
- ◆ Then, click on memos

# USDA and State Agency SFSP Memos

**SYSTEM LOGIN**

Login Name

Password

**Login**

**Password Reset**

FDCHFP

Memos/Resources/Course Registration

LDOE Newsletters

LDOE DNS Mailing Lists

**Click on the links below for more information on latest news or updates:**

- **Paid Lunch Equity Tool:**  
( 2014-2015 | 2015-2016 )
- **State Homeless Contacts**
- **SFSP Approved Sites List**
- **Q&A on the School Breakfast Program Meal**

**USDA** United States Department of Agriculture  
Food and Nutrition Service

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

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

GET Microsoft Internet Explorer Best viewed with Microsoft Internet Explorer. Acrobat Reader files. Acrobat Reader is required to view PDF files.

## New Feature to CNP Website!

- Automatic notification via email can now be provided when SFSP memos are posted to the CNP website.
- We'll review steps to sign up for this process.

# USDA and State Agency SFSP Memos

LOUISIANA DEPARTMENT OF EDUCATION  
DIVISION OF NUTRITION SUPPORT



HOME LOG IN SIGN UP

## Sign Up

Please fill in the required fields and click 'OK'

FirstName	<input type="text"/>
LastName	<input type="text"/>
Email Address	<input type="text"/>
Organization	<input type="text"/>
Parish	<input type="text"/>
Zip Code	<input type="text"/>
Password	<input type="password"/>
Password (verification)	<input type="password"/>
Enter Code	
	<a href="#">Refresh Picture</a>
	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

Screenshot of  
"sign up"  
feature for DNS  
Mailing List

Once you click 'OK', validation code will be sent via email

# USDA and State Agency SFSP Memos

The screenshot shows a web browser window with the URL <http://cnp.doe.louisiana.gov/MailingList/ValidateEmail.asp>. The page header includes the Louisiana Department of Education logo and the text "LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF NUTRITION SUPPORT". Navigation links for "HOME", "LOG IN", and "SIGN UP" are visible. The main content area is titled "Validate Email Address" and contains the following text:

To gain access to the mailing list system, you must first validate your email address. In 15 minutes or less, you should have received an email containing a validation code and instructions. Please check your email. If the email is not there, please examine your Junk Mail folder.

Please enter your email address and the code in the validation email and click 'OK'.

The form contains two input fields: "Email Address" and "Validation Code", each with a corresponding text box. Below the fields are "Cancel" and "OK" buttons.

**Enter email address and validation code obtained from that email address.**

At the bottom of the page, there is a small disclaimer: "By subscribing, you authorize the Louisiana Department of Education/Division of Nutrition Support to contact you via email with important news and updates concerning the Louisiana Department of Education/Division of Nutrition Support. If at any time you decide to discontinue these email updates or were mistakenly added to one of our mailing..."



HOME MAILING LISTS CHANGE MY INFORMATION LOG OUT

Validation Successful

You have been successfully validated. You are now logged in to the system.  
Mailing Lists...

Click on  
"mailing lists"  
to edit  
settings

HOME MAILING LISTS CHANGE MY INFORMATION LOG OUT

Edit Your Preferences

'Keep' a  
check mark  
only next to  
those  
programs  
that you  
wish to  
receive  
notifications  
on.

Subscribed	List Name	Description
<input type="checkbox"/>	General Mailing List	General Announcements
<input type="checkbox"/>	Child and Adult Care Food Program Mailing List	CACFP Announcements
<input type="checkbox"/>	Family Day Care Home Food Program Mailing List	FDCHFP Announcements
<input type="checkbox"/>	Fresh Fruit and Vegetable Program Mailing List	FFVP Announcements
<input checked="" type="checkbox"/>	Summer Food Service Program Mailing List	SFSP Announcements
<input type="checkbox"/>	National School Lunch Program	NSLP Announcements

Save Changes

Reset Selections

Save changes,  
then log out

# Duration of Income Eligibility Determinations: Guidance and Q&As

- ◆ Memo: SFS 15-17, dated October 31, 2014
- ◆ This memo provides guidance and clarification regarding individual income eligibility determinations and durations in the CACFP and SFSP.
- ◆ As a result of this memo, SFSP sponsors that establish eligibility based on F/R meal applications:
  1. **May utilize F/R meal applications already on file provided that they are not more than 12 months old.**

# Area Eligibility in Child Nutrition Programs

- ◆ Memo: SFSP 03-2015, dated November 21, 2014
- ◆ This memo provides guidance on the use of school and census data to establish area eligibility in the CACFP, SFSP, and the SSO.
- ◆ As a result of this memo, LDOE DNS has to determine F/R eligibility for some school sites in a different way:
  1. **Those school sites which operate the Community Eligibility Provision (CEP) in the current school year (2014-15) will no longer have F/R student data.**
  2. **The F/R school data normally used will be replaced by Identified Student Percentages, by site, multiplied by the USDA factor (1.6).**
  3. **This may potentially allow for more sites in the facility application for SFSP organizations to establish area eligibility from.**

# Area Eligibility in Child Nutrition Programs

- ◆ Memo: SFS 15-37, dated December 8, 2014
- ◆ This memo provides guidance on meal service requirements in the SFSP and the SSO. In addition, it expands current guidance on meal service times, OVS, adult meals, and leftover meals (for SFSP).
- ◆ As a result of this memo, LDOE DNS will allow “closed-enrolled” sites (in addition to camps, that previously had the flexibility) the option to utilize Family Style Meal Service so long as:
  1. **Advance written notice is provided to the LDOE DNS informing staff of the intent of the SFSP organization to provide this service at its closed-enrolled sites.**

# Categorical Eligibility in the Summer Food Service Program

- ◆ Memo: SFSP 06-2015, dated December 8, 2014
- ◆ This memo provides consolidated guidance regarding categorical eligibility determinations in the SFSP. In instances where sites or sponsors must take applications to determine eligibility, categorical eligibility eliminates the need for individuals who already meet income eligibility requirements in a specified program to submit additional income information for another program with similar requirements.
- ◆ The following types of sponsors are addressed in the memo:
  1. **Upward Bound**
  2. **National Youth Sports Programs**

# Health and Safety Inspection Requirements

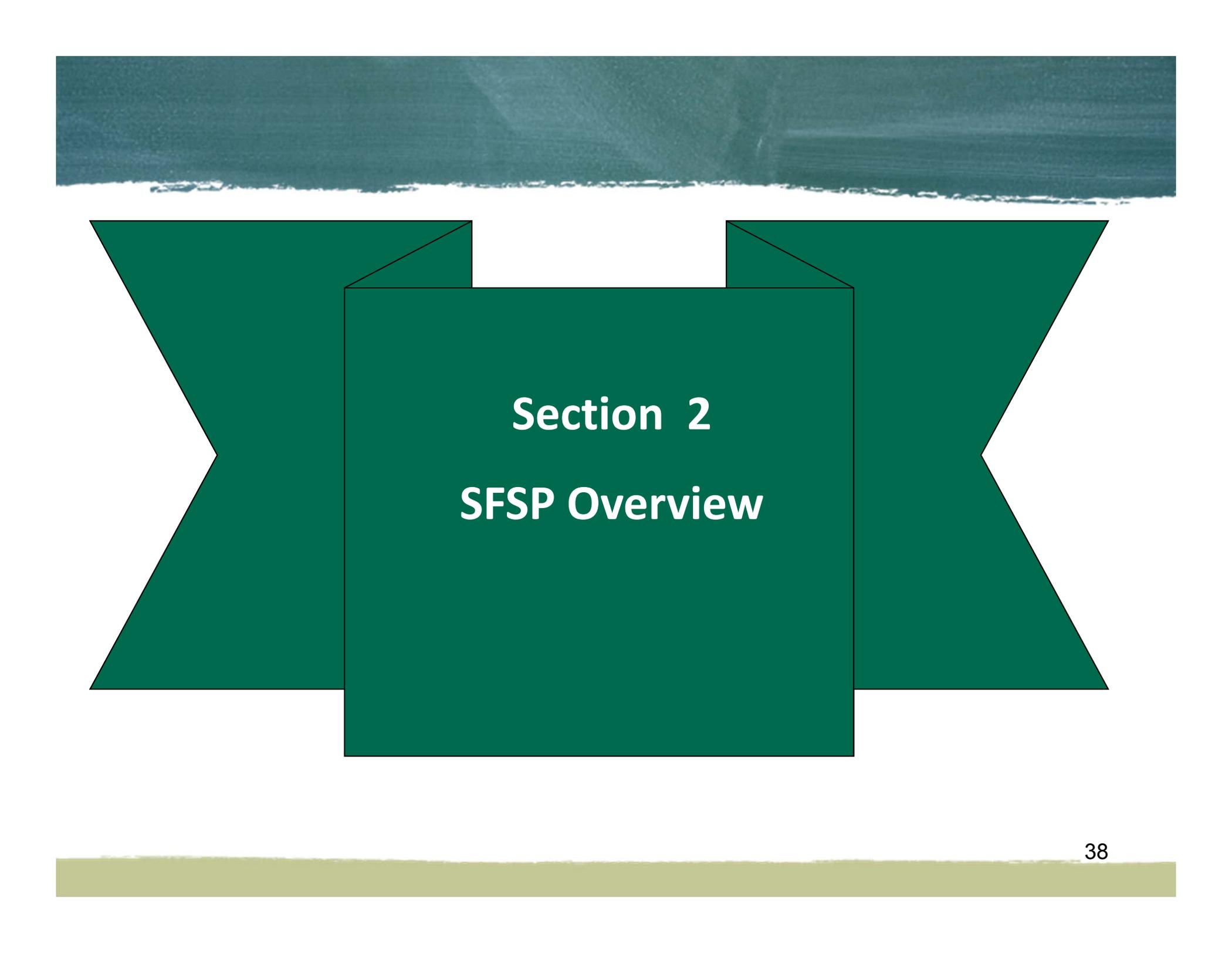
- ◆ Memo: SFSP 07-2015, dated December 10, 2014
- ◆ This memo provides guidance and clarification on health and safety inspection requirements in the CACFP and SFSP. Additionally, it exempts CAFFP at-risk afterschool centers and SFSP sites located in schools that participate in the NSLP or SBP from any additional health and safety requirements (for participation in the SFSP).
- ◆ As a result of this memo, LDOE DNS has added:
  - 1. Additional language to the Agreement Statement Information/attestation that first appears when SFSP sponsors access the online forms in a new year.**

# Summer Food Service Program Questions and Answers 2014

- ◆ Memo: SFSP 10-2015, dated December 12, 2014
- ◆ This memo updates previously issued Questions and Answers to reflect recent Program changes.
- ◆ Additions/edits to questions and their responses are notated with an asterisk. The memo provides guidance on a variety of topics including, but not limited to:
  1. **Financial Management**
  2. **Camps**
  3. **Procurement**
  4. **Program Access**

# Rural Designations in the Summer Food Service Program – Revised

- ◆ Memo: SFS 15-24, dated January 13, 2015
- ◆ This memo provides guidance on rural designations in the SFSP.
- ◆ As a result of this memo, LDOE DNS has:
  1. **Put additional language in the Online SFSP Facility Application to further clarify the definition of “rural”.**
  2. **SFSP sponsors must select whether each participating site is considered “rural” or “non-rural” on page 1 of the facility application under the “General Site Information” section.**



## **Section 2**

# **SFSP Overview**

# Program Purpose

- The Summer Food Service Program (SFSP) provides nutritious meals to needy children during the summer months when schools are normally closed and the National School Lunch and School Breakfast Programs are not in operation.

# Program Administration

- The SFSP is administered through an agreement between:

United States Department of Agriculture (USDA),  
Food and Nutrition Services (FNS)

and

Louisiana State Department of Education (LDOE)

# Assistance Available to Sponsors

- ◆ Cash per meal reimbursements are provided to sponsoring organizations through monthly claim for reimbursement.
- ◆ USDA donated commodity foods that are available for those organizations that prepare their own meals.
  - Louisiana Dept. of Agriculture & Forestry (LDAF)
  - Yearly - signed, written Agreement

# Program Funding

The cash per meal reimbursements and advances are available to ASSIST sponsors with:

- ◆ Cost of providing USDA-approved meals and/or snacks
- ◆ Allowable operating and administrative costs

# Who May Participate in the Program?

- ◆ Children ages 18 and under
- ◆ A person 19 years of age and over who:
  1. Has a mental or physical disability  
(as determined by a State or local educational agency)



AND

2. Participates during the school year in a public or private nonprofit school program (established for the mentally or physically disabled)

# SFSP Site Application

- ◆ A site is the physical location where program meals are served and consumed by children in a supervised setting.
- ◆ All sponsors are required to submit a site application (online) for each site they wish to offer the SFSP at annually.
- ◆ Sponsors must indicate type of site.

# Selecting Your Site Type

- ◆ Please contact the state agency if you need assistance in determining your site type(s).

# Regular Open, Restricted Open, and Closed Enrolled Sites

- *At open, restricted open, and closed-enrolled sites, sponsors may serve up to two meal services per day, utilizing any meal combination (other than lunch combined with supper).*

## Allowable Meal Combinations

- ◆ Breakfast only
- ◆ Lunch only
- ◆ Supper only
- ◆ Snack only
- ◆ Lunch and snack
- ◆ Breakfast and lunch
- ◆ Breakfast and snack
- ◆ Supper and snack
- ◆ Two snacks

# Camps and Migrant Sites

- *With state agency approval, camp or migrant site sponsors may serve up to three meals each day or two meals and one snack.*

## Allowable Meal Combinations

- ◆ Breakfast, lunch, and supper
- ◆ Breakfast, lunch, and snack
- ◆ Lunch, supper, and snack
- ◆ Any combination of meals or snacks that is less than the maximum number allowed

# More on Regular Open, Restricted Open, and Closed Enrolled Sites

## Effective Summer 2015,

- Sponsors will not be allowed to switch meal services for a given site once the facility application has already been approved in the current summer (*i.e. approved for breakfast and lunch, but wishing to change to lunch and pm snack [therefore, deleting breakfast]*).
- Such requests are difficult to fulfill and create problems with the claim function for the SFSP as it is built to only allow for “2 meal types” to be claimed for a given open/restricted open/closed enrolled site.



# More on Regular Open, Restricted Open, and Closed Enrolled Sites

## The following is still allowed:

- Deletion of an existing (already approved) meal service through a facility application revision (*i.e. site was initially approved to serve lunch and pm snack but decides that they want to continue with lunch only*)
- Addition of one meal service when previously only approved to operate a single meal service on a facility application through a facility application revision (*i.e. site was initially approved to serve lunch only, but wishes to serve both breakfast and lunch [which is an allowable combination]*)



# More on Meal Service Changes

Please *always* review your sites (operating days and meal types that display) listed within your SFSP claim prior to entering data if you have recently submitted a facility application revision:



- The latest approved change may not be reflected on the claim that you have accessed.
- If it is not, contact LDOE for assistance.



**Section 3**  
**Your**  
**Responsibilities as**  
**a Sponsor**

# Sponsor Responsibilities

- Provide nutritious, reimbursable meals to eligible children
- Manage the program in an acceptable manner that has been approved by the LDOE
- Operate a non-profit food service program

# Sponsor Responsibilities

- ◆ Operate sites in compliance with the LA Sanitary Code (must obtain Permit to Operate from Dept. of Health and Hospitals (DHH) **prior to approval to participate**)
- ◆ Maintain and provide adequate program documentation

*Failure to comply can result in loss of program benefits and participation.*

# Reimbursable Meals

Meals served must meet USDA requirements for reimbursement. Reimbursable meals must:

- ◆ Meet SFSP meal patterns
- ◆ Meet state and local health standards
- ◆ Be served to eligible children
- ◆ Not exceed 2% of total reimbursable first meals when served and claimed as second meals
- ◆ Be served according to federal and state regulations and requirements



# Second Meals

## ABC Elementary

Lunch meal service  
details (May 2015)

Approved Site ADP = 160

Sponsors should never deliberately overproduce meals with the intent to serve seconds.

However, when leftovers are available and not able to be stored for later use, they may be served to eligible children as seconds.

Date	1 <sup>st</sup> meals served	2 <sup>nd</sup> meals served
5/18/15	100	2
5/19/15	100	0
5/20/15	105	4
5/21/15	115	0
5/22/15	115	4
5/25/15	125	2
5/26/15	130	0
5/27/15	135	0
5/28/15	135	2
5/29/15	140	2
<b><u>Totals</u></b>	<b>1,200</b> (1 <sup>st</sup> meals)	<b>16</b> (2 <sup>nd</sup> meals)
<i>1,200 1<sup>st</sup> meals x 0.02 (2%) = 24.0 or 24 meals</i>		

# Please Be Aware...

LDOE and USDA staff will disallow reimbursement for meals served if they do not meet the established criteria previously discussed.



# Defining Program Management

As a SFSP sponsor, you are responsible for:

- ◆ The operation of *all areas* of the program
- ◆ The final financial and administrative portions of the program



# Additional Sponsor Responsibilities

Other responsibilities include:

- ✓ Staff training
- ✓ Monitoring of program operations
- ✓ Timely submission of claims for reimbursement



# Staff Training

- ◆ All staff (operational and administrative) must be given sufficient training to correctly perform their job functions.
- ◆ Staff should be trained in program procedures and recordkeeping.
- ◆ **The program cannot begin until personnel have attended at least one training session.**
- ◆ If your staff is not able to properly document and conduct the program, reimbursements can be denied or reduced.
- ◆ Be sure to maintain training sign-in sheets!

# Staff Training

\* At least one of the sponsor's administrative staff will provide training throughout the summer to ensure that site administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities.

Yes

\*Site staff will be trained on the topics indicated in the current USDA Administrative Guidance Manual prior to operation of the sites.

Yes

Topic	Date
Civil Rights	5/5/2014
Duties of a Monitor	3/18/2014
Menu Pattern Requirements	5/5/2014
Site Operations	5/5/2014
Recordkeeping	5/5/2014
Site Eligibility	5/5/2014
Purpose of Program	5/5/2014
1	

# Training of Administrative Staff

1. Begin with a general explanation of the program, emphasizing the following topics:
  - purpose of the program;
  - site eligibility;
  - recordkeeping requirements;
  - organized site activity;
  - meal requirements; and
  - nondiscrimination compliance.

# Training of Administrative Staff

2. Describe how program will operate within the framework outlined in USDA guide:

- how meals will be provided,
- the delivery schedule (if applicable), and
- what records are kept and what forms are used.

# Training of Administrative Staff

## 3. Outline the specific duties of monitors, including:

- conducting site visits/reviews;
- sites for which they are responsible;
- monitoring schedule;
- reporting procedure;
- follow-up procedure; and
- office procedures.

# Training of Monitors

Training should outline the specific duties of monitors:

- sites for which they will be responsible,
- conducting site visits/reviews;
- monitoring schedules;
- reporting/recordkeeping procedures;
- follow-up procedures;
- office procedures;
- local sanitation and health laws;
- civil rights;
- reporting of racial/ethnic data; and
- considerations for personal safety, if necessary.

# Training of Site Personnel

Training should cover the following areas at a minimum:

- 1. General Explanation of the Program
- 2. Description of how the site will operate (different areas need to be covered pending on whether site is a satellite site, operates a FSMC, or is a self-prep site)
- 3. Explanation of recordkeeping requirements
- 4. Outlines the monitor's responsibilities
- 5. Explains Civil Rights requirements
- 6. Explains other miscellaneous policy (specific to SFSP organization)

# Monitoring of Program Operations

Monitors must be thoroughly trained and are responsible for ensuring that:

- ◆ Food service is operating smoothly
- ◆ Problems or deficiencies are noted
- ◆ Corrective action is taken to resolve any problems found
- ◆ Program is in accordance with USDA, La. Dept. of Education, and health department requirements

Monitoring of each SFSP site is an annually required process.  
Documentation must be maintained by the SFSP.

# Monitoring Requirements

## Monitors must conduct:

- ◆ **Preoperational Visits** (before operation begins) –  
All new sites and problem sites must have a preoperational visit before the program begins.
- ◆ **Site Visits** (1<sup>st</sup> week of operation) –  
All sites must be visited at least once during the first week of operation.  
*(All experienced sponsors are waived from this requirement for sites that operated the previous year without significant operational problems. )*
- ◆ **Site Reviews** (1<sup>st</sup> four weeks of operation) –  
All sites must be reviewed at least once during the first four weeks of program operations. Sponsor must then conduct a reasonable level of monitoring. If a site operates less than four weeks, a review still must be conducted.

**Refer to the LDOE Forms Book for these Monitoring Forms**

# Monitoring Reviews

Monitoring reviews must document observations on:

- ◆ Meal preparation procedures
- ◆ Meals served and consumed
- ◆ Recordkeeping and meal counting procedures
- ◆ After-meal clean-up and site sanitation

Monitor's signature is required on each of the monitoring forms. Additionally, the site supervisor's signature is required on 1<sup>st</sup> week and first 4 week forms.

Please be sure that *only those* individuals approved as monitors on the online sponsor application are performing these visits. If changes are needed mid-program, these should always be handled through submission of online form revisions.

# Cautions Regarding Subcontracting

- ◆ Sponsors may subcontract with a Food Service Management Company (FSMC) to prepare and provide meal service.
- ◆ You must have a written contract with an FSMC, and the contract must carefully state required terms and conditions.  
**Use of USDA prototype contract is required**  
*(See CNP website, forms section for prototype. It will be UPDATED for 2015).*
- ◆ Reimbursement may be claimed only for meals served (not total # delivered to site) to eligible children.
- ◆ Sponsors must inform subcontractors in writing regarding the procedures and timelines for ordering the number of meals to be delivered.

# Cautions Regarding Subcontracting

- ◆ The sponsor is responsible for monitoring the FSMC's meals to ensure that meal patterns, meal counting, and other reimbursement requirements are met.
- ◆ If meals are disallowed due to the FSMC's failure to follow program meal requirements, the *sponsor is held accountable* for this failure.



# Other Meal Service Systems

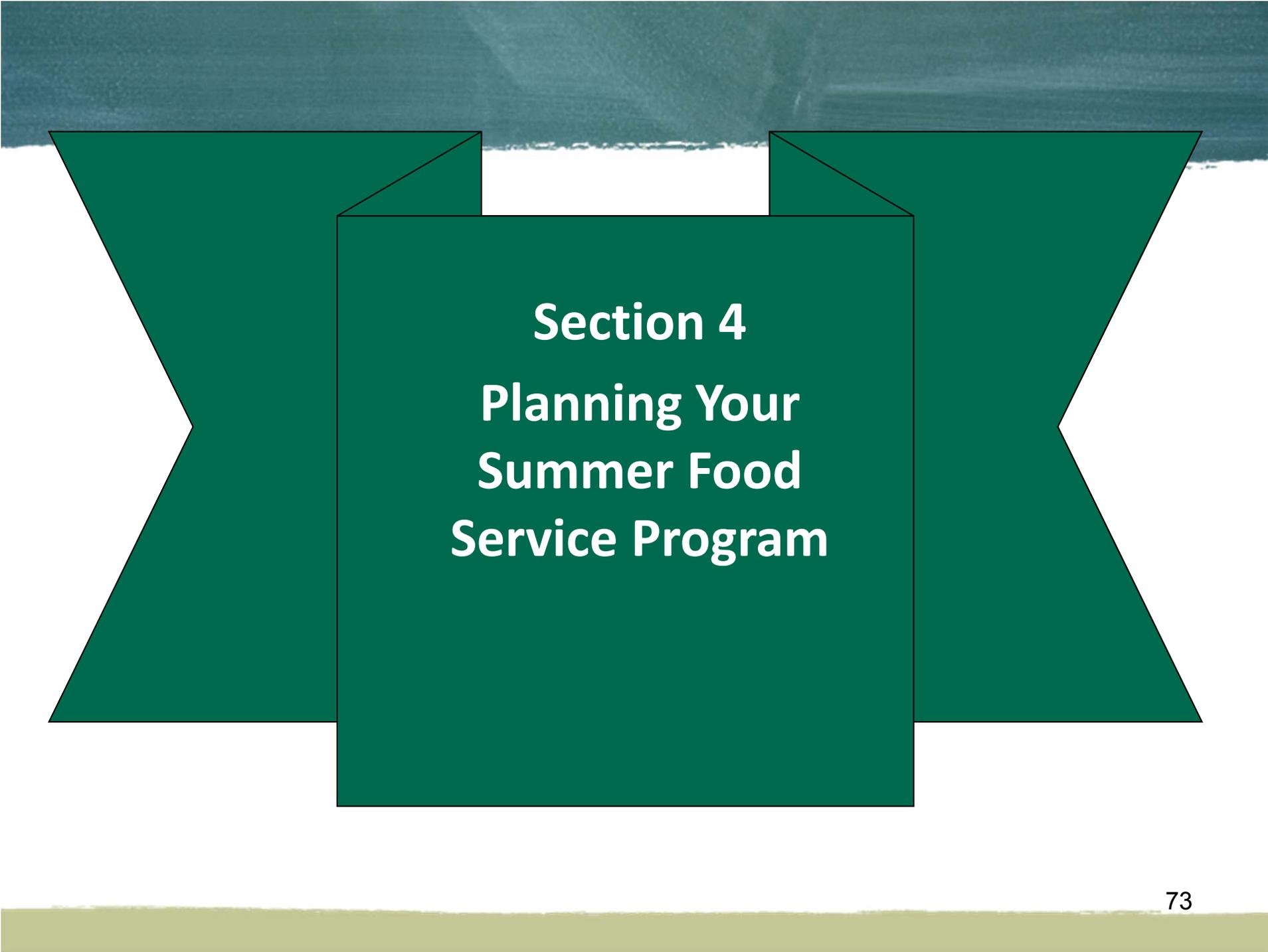
- ◆ Self-prep sites
- ◆ Satellite sites receiving food from sponsor's own central kitchen
- ◆ Satellite sites receiving food from another organization's central kitchen (i.e. another SFA)
- ◆ Combination of the above options

# State Agency's Right to Deny

LDOE reserves the right to deny an SFSP application and/or terminate the agreement of a sponsor if:

- ◆ An area is already serviced by an experienced sponsor
- ◆ A sponsor was previously or currently determined deficient in CNP operations
- ◆ A sponsor is found to be submitting false information





**Section 4**  
**Planning Your**  
**Summer Food**  
**Service Program**

# Give Some Thought To:

- ◆ How long you plan to operate the program ?
- ◆ How many children you will be feeding on average every day ?
- ◆ How many staff members, both operational (site-level) and administrative (sponsor-level), it will take to run your program ?

# Advance Planning is the Key

You must also consider:

- ◆ How much implementation of the program will cost, in terms of food costs, salaries, other operational and administrative costs, etc.  
*(carefully plan your budget)*
- ◆ How much of your costs can be recovered through your program reimbursements

# Estimating Participation

- ◆ Estimating your Average Daily Participation (ADP) for each meal service is the first step in program planning and budgeting.
- ◆ The ADP is the average number of eligible meals you plan to serve each day for each meal service.
- ◆ You will not be able to claim any meals over the approved ADP unless a site application revision is submitted and approved.

# What's So Important About ADP?

- ◆ Estimating your ADP helps you determine your program budget line item costs (meals, labor, and other program costs).
- ◆ ADP “drives” the program budget.
- ◆ ADP numbers enable you to calculate your potential reimbursement.



Meal	Meals Served	Administrative	Operating	Total
Breakfast	14700	\$2,682.75	\$27,048.00	\$29,730.75
Lunch	14700	\$4,924.50	\$47,187.00	\$52,111.50
Totals:		\$7,607.25	\$74,235.00	\$81,842.25

# ADP Drives the Program's Budget

## Sponsor Application Budget

Meal	Meals Served	Administrative	Operating	Total
	Totals:	\$0.00	\$0.00	\$0.00
Budget Item	Amount	Percent of Projected Budget		
Food Purchases	\$0.00			
SDE\DNA Sponsored SFSP Training	\$0.00			
Food Service Labor Costs	\$0.00			
Non-Food Supplies	\$0.00			
Pest Control	\$0.00			
Garbage	\$0.00			
Mileage Allowance	\$0.00			
Utilities	\$0.00			
Telephone	\$0.00			
Postage	\$0.00			
Office Supplies	\$0.00			
Office Maintenance	\$0.00			
Administrative Labor Costs	\$0.00			
Audit Fees	\$0.00			
Advertising	\$0.00			
Training	\$0.00			
Equipment/Truck Rental	\$0.00			
Retirement	\$0.00			
Insurance	\$0.00			
FICA	\$0.00			
Fringe Benefits	\$0.00			
Workman's Compensation	\$0.00			
Depreciation	\$0.00			
Printing	\$0.00			
	<b>Total: \$0.00</b>			

# Determining the Length of Your Program

Once you have established the average number of children you believe you will feed each day for each meal service, your next step is deciding how long you will operate the program.

This must be determined as a whole for the sponsor as well as for each SFSP site.

# Determining the Number of Operating Days

- ◆ There is a calendar feature on each online **Facility** application which automatically calculates the number of operating/serving days for each site.
- ◆ Sponsors enter their beginning and ending dates (certain format required: x / xx / xxxx), days of operation (i.e. M-F only), and account for holidays on each facility/site application.
- ◆ The website does the rest for you.

**Calendar Builder**

Please indicate which days of the week this site operates:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Beginning Date:

Ending Date:

# Determining the Number of Operating Days

## Page 2: Operating Calendar

Sponsor:	ZZZ Summer Sponsor						
Site:	ZZZ Donald Duck Site						
Revision:	0	Status:	Unsubmitted	ProgramYear:	2014	Agmt No:	N/A
Site Participation History	<a href="#">Click here to view site participation history</a>						

### Site Operating Dates

(mm/dd/yyyy)

Beginning Date: 6/2/2014

Ending Date: 8/8/2014

Total Operating Days: 49

Last Month of Program: August

NOTE: This information will be calculated based on the meal service calendars for this facility.

### Calendar Builder

Please indicate which days of the week this site operates.

Sunday
  Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday

Beginning Date: 6/02/2014

Ending Date: 8/08/2014

[Build Calendar](#)

Breakfast																																
Begin Time	End Time	ADP	Cap																													
5:00 AM	5:15 AM	100	N/A	<a href="#">Edit</a>	<a href="#">Delete</a>																											
Meal Service Calendar																																
May 2014		June 2014			July 2014		August 2014																									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
			1	2	3			1	2	3	4	5	6	7		1	2	3	4	5	6	7	8	9								
4	5	6	7	8	9	10	8	9	10	11	12	13	14	15	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19	10	11	12	13	14	15	16					
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26	17	18	19	20	21	22	23					
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30					
																					31											

# Looking At Your Program Costs

Once ADP and number of operating days have been established, the next step is to look at what your projected costs will be.

# Two Broad Categories of Expenses

- ◆ **Operating Costs** –  
Those expenses that are directly related to providing the meal service.
- ◆ **Administrative Costs** –  
Those expenses that are directly related to administering or managing the program.

# Examples of Allowable Operating Costs

- ◆ Food costs
- ◆ Site labor costs
- ◆ Rent and utilities for kitchens/sites,  
*unless the facilities are owned by the sponsor*
- ◆ Nonfood supplies (cleaning supplies, trash bags, etc.)
- ◆ Equipment rental
- ◆ Pest control
- ◆ Telephone
- ◆ Waste disposal



# Examples of Allowable Administrative Expenses

- ◆ Administrative salaries
- ◆ Travel
- ◆ Telephone
- ◆ Office supplies
- ◆ Administrative office utilities
- ◆ Administrative office rental (*unless owned by sponsor*)
- ◆ Audit costs



# *Unallowable Costs*

- ◆ Costs for excess meals ordered or prepared, but not served
- ◆ Meals served in violation of program requirements
- ◆ Rental costs for periods beyond the close-out date
- ◆ Any other costs incurred that program officials determine to be in violation of applicable laws/regulations
- ◆ The cost to purchase food for use outside of the SFSP
- ◆ The cost of meals served to administrative adult personnel or any other adults that are not in the operation of the food service
- ◆ Cost of spoiled or damaged meals



# *Unallowable Costs*

- ◆ For vended sponsors,
  - The cost of meals delivered by a FSMC to a non-approved site
  - Meals not delivered within the agreed upon delivery time
  - Meals served in excess of the approved cap
  - Spoiled or unwholesome meals
  - Meals that do not meet meal requirements or quality standards



# *Unallowable Costs*

- ◆ Bad debts
- ◆ Repayment of over-claims and other Federal debts
- ◆ Contributions and donations
- ◆ Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations
- ◆ Entertainment and fundraising costs
- ◆ Direct capital expenditures or option to purchase rental costs
- ◆ Etc.

Refer to the 2015 USDA Administrative Guidance for more information. Please always contact LDOE when in doubt.



# The Purpose of the Budget Estimation Worksheet

Refer to the 2015 LDOE Sample Forms Booklet for worksheet.

Using your ADP and number of operating days,  
the budget worksheet:

1. Projects your potential federal reimbursement before you do your online site applications
2. Estimates your staffing costs
3. Gathers budgetary costs into recap sections
4. Helps you contain your costs within the projected reimbursement

# Items Needed to Complete the Budget Worksheet

- ◆ 2015 SFSP reimbursement rates  
*(see memo SFS-15-47 SFSP Reimbursement Rates 2015)*
- ◆ Number of operating days for your program
- ◆ Average daily participation or the average daily number of meals you will be serving
- ◆ Number of workers/site and at central office, anticipated schedule, payment information for workers

# 2015 Reimbursement Rates – Operating and Administrative

Maximum Rate Per Meal

Effective January 1, 2015 – December 31, 2015

Meal Type	Operating Costs	Administrative Costs	
		Self Prep or Rural Sites	Other Site Types
Breakfast	\$1.89	\$0.1875	\$0.1475
Lunch/Supper	\$3.30	\$0.3450	\$0.2875
Supplement	\$0.77	\$0.0950	\$0.0750

# 2015 Reimbursement Rates – Combined

## Maximum Rate Per Meal

Effective January 1, 2015 – December 31, 2015

Type of Meal Served	Self-preparation or Rural Site	Other Types of Sites (Vended)
Breakfast	\$2.0775	\$2.0375
Lunch/Supper	\$3.6450	\$3.5875
Supplement	\$0.8650	\$0.8450

# Words of Caution About Your Budget

- ◆ The reimbursement amount that you calculate on the online sponsor application is based on your “*projected*” level of average daily participation.
- ◆ You will not receive this amount of money if you consistently serve fewer than the number of projected meals on which the budget was based.



# Words of Caution About Your Reimbursement



- ◆ Sponsors will receive only the per meal reimbursement rate for each eligible meal served.
- ◆ There is **no separate reimbursement** for staff or other expenses.
- ◆ Sponsors are responsible for any expenses that they incur over and above the per meal rate of reimbursement.



**Section 5**  
**Preparing Your**  
**Application**

# No Paper Applications!

- ◆ The application process (renewed annually) for the Louisiana SFSP is done online using our Child Nutrition Program (CNP) website.
- ◆ Our website greatly streamlines the application process.
- ◆ There are trainings on the CNP website, under SFSP resources, that provide guidance on completing Online Forms and claims for reimbursement.

# Important Due Date: April 15, 2015

- ◆ Child Nutrition Program Agreement (*new sponsors*)
- ◆ Proof of nonprofit status (501(c)(3)  
(*not needed for government sponsors or returning sponsors*)
- ◆ IRS W-9 form (original signature) to report your TIN or EIN to the state agency (*new sponsors only*)
- ◆ Document from IRS with new sponsors TIN or EIN (tax ID number is usually on the 501(c)3 letter)
- ◆ Copy of IRS form 990 or 941 (*for new government sponsors*) to verify TIN or EIN
- ◆ SFSP Site Information Sheet(s) (*not needed for SFAs or returning sponsors operating the same sites*)
- ◆ DUNS Number form (*new sponsors*)
- ◆ Electronic Fund Transfer form (*new sponsors or returning sponsors wishing to change EFT information*)



# Address Discrepancies

- ◆ If the address on your 501(c)(3) letter does not match your current address, you must submit an IRS Change of Address form to us.
- ◆ You will record current address on the change of address form so that the state agency has documentation explaining to auditors why the address in our Child Nutrition Program database does not match the 501(c)(3) in our sponsor files.

# CNP Agreement

- ◆ The CNP Agreement is printed on beige colored parchment paper.
- ◆ Sponsors must return the original agreement document. The agreement cannot be reproduced on any other type of paper.
- ◆ The agreement packet has 2 cover pages.
- ◆ The third page of the packet is labeled page 1.

# Information Collected on the Agreement

- ◆ Organization Name along with address of institution (as per tax letter)
- ◆ Tax Status
- ◆ Federal Tax ID Number
- ◆ Parish of Organization
- ◆ Fax and Telephone number for Organization
- ◆ Contact person(s) for organization
- ◆ Contact(s) email address
- ◆ Original signature from designated “head of the organization”

# Agreement Cover Page 1

NAME OF SPONSORING ORGANIZATION: enter exactly as reported  
(SAME name as 501(c)(3) tax exempt letter)

Contents	√	Comments
Agreement	√	
RCCI, copy of current License, if Private		N/A
Non-Profit Organizations (501(c)(3) tax exempt letter) (New Organizations Only)	√	
Form W-9: Request for Taxpayer Identification Number and Certification (New Organizations Only)	√	
Contracts greater than \$100,000		N/A
Contracts with FSMC (Food Service Management Company)		N/A
Contracts with SFA (School Food Authority)		N/A

# Agreement Page 1, Top Left

**FEDERAL TAX ID:**

72-1234567

## Tax Status

Non-Profit Public (Government)

School Board    Residential    Charter

Non-Profit Military

Non-Profit Private

Residential    Private School    Diocesan Affiliate

Other Church Affiliate

Select Appropriate Response  
for your organization

# Agreement Page 1, Top Right

<b>AGREEMENT NUMBER</b>	
<b>PARISH</b>	Rapides
<b>NAME AND ADDRESS OF INSTITUTION (Same Name and Address as Tax letter)</b>	
Rapides Parish School Board P.O. Box 1230 Alexandria, LA 71309-1230	
<b>(Area Code) TELEPHONE NUMBER</b>	(318) 123-4567
<b>(Area Code) FAX NUMBER</b>	(318) 123-8910

Leave  
blank

# Last Page of CNP Agreement

## Head of Organization:

- For a church sponsor, this would be the head pastor.
- Email address and title (i.e. Pastor) for head of organization is recorded.
- Name of sponsoring organization is recorded, matching the 501(c)(3) **EXACTLY.**
- Head of org. receives user ID and password to CNP website.

## Authorized Representative *(optional)*:

- An authorized rep. is not required, but this could be a person designated by the head of the organization to receive a user ID and password for the CNP website.
- Email address for authorized representative is recorded.

# Avoid Last Page of Agreement Headaches!

ABC Christian Ministries  
(Sponsoring Organization/Institution)

has authorized Reverend Peter Paul Pastor  
(Printed Name) (Title)

Name of Head of  
Org. goes here,  
**Not Authorized  
Representative!!**

to sign the agreement.

SIGNATURE OF HEAD OF ORGANIZATION

By *Rev. Peter Paul* Title *Pastor* Date *4/2/15*

# A Few More Words of Advice (CNP Agreement)

- ◆ Original signatures are required.
- ◆ Copied or faxed agreements are not acceptable.
- ◆ Correction fluid (white-out) and scratch-outs are not allowed.
- ◆ If you are a *returning sponsor* and there has been a change in the head of organization or authorized rep., submit an agreement amendment which is available on the CNP website. Contact the state agency for assistance with this.
- ◆ Be sure that you have entered all of the information requested from the sponsor.
- ◆ You must include the **date of signature**.



# The Application Process

## *Returning Sponsors:*

Complete the application process via the CNP website each year that they continue to offer the program. Little to no paper application materials are submitted annually.

## *New Sponsors:*

Complete the application process through a combination of paper and online submissions in their first year.

# Provisional Approval of New Sponsors

- ◆ Upon return of the **SFSP Site Info Sheets** and the **completed, signed agreement**, and **other required documentation due on April 15**, the state agency will provisionally approve eligible sponsors and issue by email a new user ID and password to the Head of Organization and the Authorized Representative.
- ◆ Upon receipt of user ID and password, sponsors may begin the online application process.

# Our Website Address

<http://cnp.doe.louisiana.gov>

Please note: There is no “www” in the website address!!

# The CNP Log-In Screen

Log-in to  
complete and  
submit online  
applications  
and claims for  
reimbursement

http://cnp.doe.louisiana.gov/index.asp?Result=logout

Louisiana Department of Education

**CNP**  
Child Nutrition Programs  
Office of Student Programs  
Division of Nutrition Support

**Louisiana Department of Education**  
**Our Vision:** To create a world-class education system for all students in Louisiana  
**Our Mission:** Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

You have successfully logged out. Thank you.

**SYSTEM LOGIN**

Login Name

Password

Login

**Password Reset**  
FDCHFP  
Memos/Resources/Course Registration  
LDOE Newsletters  
LDOE DNS Mailing Lists

Click on the links below for more information on latest news or updates:

- **Paid Lunch Equity Tool:**  
( 2014-2015 | 2015-2016 )
- **State Homeless Contacts**
- **SFSP Approved Sites List**
- **Q&A on the School Breakfast Program Meal**

**USDA** United States Department of Agriculture  
Food and Nutrition Service

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

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

# Completing the CNP Online Applications: What You Will Need

- ◆ Email address
- ◆ User ID and Password
- ◆ Internet Connection
- ◆ Web Browser – Internet Explorer Version 8.0 and up

**NOTE:** Our website does not function correctly if you are using web browsers other than Internet Explorer.

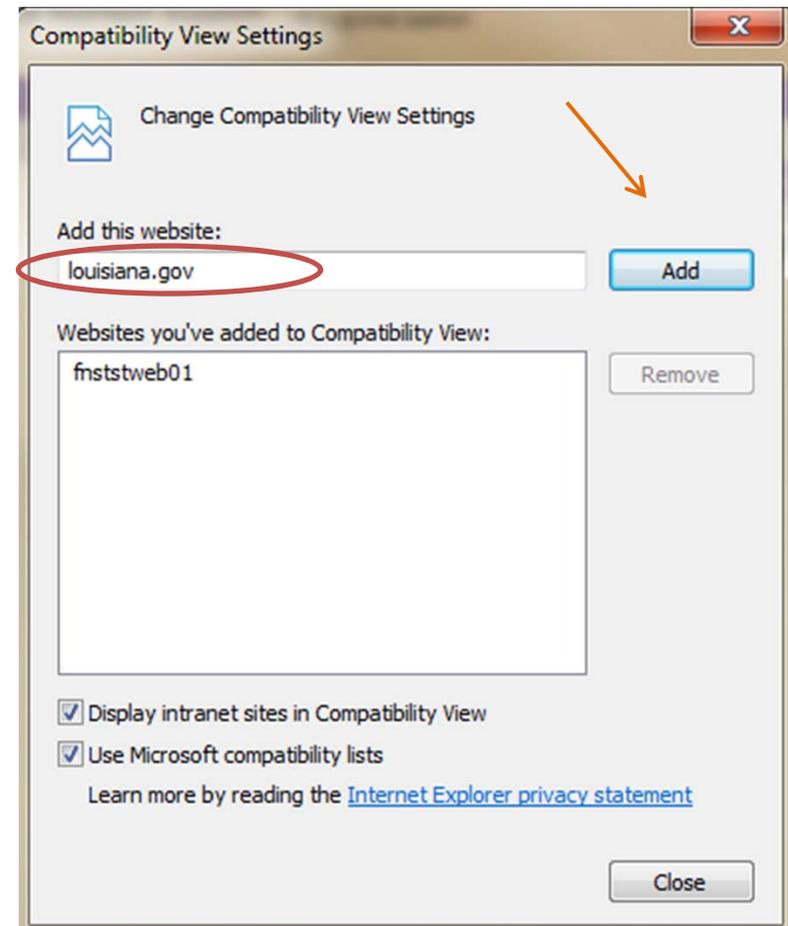
# Completing the CNP Online Applications: Overcoming Compatibility View Issues!

- ◆ Frequently, SFSP organizations call with issues re: the CNP website (*unable to complete claim, perform online form revisions, select from drop-downs, etc.*)
- ◆ If using the correct web browser (Internet Explorer) the problem may be due to the compatibility view feature.



# Completing the CNP Online Applications: Overcoming Compatibility View Issues!

- ◆ While logged into CNP, perform the following steps:
  - 1. Hit the “Alt” and letter “T” keys at the same time (opens tools feature)
  - 2. Select “Compatibility View Settings” from drop-down list
  - 3. Add “louisiana.gov” to the *websites you’ve added to compatibility view list* if it does not already display.
  - 4. Close the dialogue box.
  - 5. If logged out of CNP, log back in and issue should be fixed.



# About Our Website

The LDE SFSP website provides sponsors with access to:

- ◆ Sponsor Application (1) /Program Budget
- ◆ Facility or Site Applications (1 per site)
- ◆ Claims for Reimbursement

# Password Particulars

- ◆ User IDs and passwords carry forward from one year to the next.
- ◆ User IDs and passwords will be sent only by email (cannot be given over the phone).
- ◆ Please keep passwords secure! Also, never share your account with other users.

# Lost Your ID and Password?

The following steps are for individuals assigned as Head of Organization and Authorized Representatives only

- ◆ Use the “Password Reset” link on the homepage of the CNP website and fill in the required information.
- ◆ If you have problems with the link, email Dana Dauzat ([dana.dauzat@la.gov](mailto:dana.dauzat@la.gov)) requesting that a new ID and password be issued.

Please supply the following information so we can reset your password. After we confirm the information you provide to us, you will receive an e-mail with your new password. Please remember that the state agency can only reset passwords for those people who are listed as an author

SYSTEM LOGIN	
Your Name:	<input type="text"/>
Email Address:	<input type="text"/>
Sponsor:	<input type="text"/>
Job Title:	<input type="text"/>
Phone Number:	<input type="text"/>
<input type="checkbox"/> CACFP <input type="checkbox"/> NSLP <input type="checkbox"/> FDCHFP Program Participation: <input type="checkbox"/> Special Milk <input type="checkbox"/> SFSP <input type="checkbox"/> FFVP	
Login Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	
<a href="#">Password Reset</a> #1 <a href="#">FDCHFP</a> <a href="#">Memos/Resources/Course Registration</a> <a href="#">LDOE Newsletters</a> <a href="#">LDOE DNS Mailing Lists</a>	

#2

# Caution About Password Reset Requests

- ◆ Please do not use the Password Reset link if you have not been issued a user ID and password yet.

# Opting to “Change” Password

These steps are different than the steps previously described when a head of organization/authorized rep “loses” their password info

The screenshot displays the website for the Louisiana Department of Education's Child Nutrition Programs (CNP). The header includes the state seal, the CNP logo, and the text "Louisiana Department of Education". Below the logo, it states "Child Nutrition Programs, Office of Student Programs, Division of Nutrition Support". The header also features "ZZZ Summer Sponsor" and navigation buttons for "Home" and "Summer Feeding".

The left sidebar contains the following menu items:

- My Account
  - Change Password
  - User Information
- Administration
- Log Out

The main content area includes a photograph of a building, a list of programs administered by the Division of Nutrition Assistance, and contact information. The programs listed are:

- National School Lunch Program
- National School Breakfast Program
- Child and Adult Care Food Program (center-based and home-based)
- Summer Food Service Program
- Special Milk Program
- Nutrition Education and Training Program (NET)

Contact information: Use this website, <http://cnp.doe.louisiana.gov>, to apply for participation in a child nutrition program. For more information, contact us by telephone for assistance at 225-342-9661 or toll-free at 1-877-338-3663.

Additional text: If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort.

Footer: Access more information on child nutrition programs on the Louisiana Department of Education website

The user will log into the CNP website, using usual log-in ID and PW. He/she will access the “gray” home tab → then “My Account” in the left-hand corner, followed by “Change Password”.

# Forgotten ID/Passwords:

## “Other” Sponsor Users

- LDOE SFSP only issues accounts for the “head of the organization” and the “authorized rep”.
- However, these individuals may create additional user accounts for as many/few staff members as they deem necessary to complete the functions of the SFSP.
- If passwords/IDs are lost/forgotten for “additional” user accounts, the staff member must then go through either the head of the organization or the authorized rep.

Refer to the **“How to Log into the CNP Website and Create and Edit a Sponsor User”** PPT under SFSP resources for more information on creating and editing additional user accounts.

# Media Release

- ◆ Sponsors of open sites are *required* to provide a copy of the media release to local media in the area **prior to** program operation.
- ◆ You do not have to ensure that the release has been issued by the media (maintain documentation that request was made).
- ◆ Sponsors of closed sites are required to provide parents of the enrolled children with the media release information. Closed-site media releases can be posted on the door of the facility or given to the parents of the enrolled children.

Generated from CNP website after online submission is done. Provides an individualized (to your SFSP organization) overview of the program in a prototype form.

- ▼ Applications
  - ▶ Sponsor Application
  - ▶ Facility Application
- ▼ Letters
  - Media Release - Enrolled
  - Media Release - Open
  - Health Inspection

# Letter to the Health Department

All sponsors must provide a written request to their local health department asking them to:

- 1) Inspect the SFSP sites and 2) send a copy of the reports to the sponsor.



# Media and Health Dept. Letters – Requirements

- ◆ Names and addresses of all sites
- ◆ Types and times of meal service
- ◆ Beginning and ending dates
- ◆ Days of operation
- ◆ Site holidays
- Print from the CNP website (database populates required information)
- Accessible only after **SUBMITTING** site applications

# Reminder:

## Submitting Your 501(c) (3)

- ◆ Be sure that the name and address on your 501(c)(3) is exactly the same as the name and address on the W-9 form and on the LDE agreement!
- ◆ Any initial documents that do not **EXACTLY** match what is on the 501(c)(3) will not be accepted.



# Food Service Management Company (FSMC) Contracts

- If you contract with a FSMC, please use the prototype contract that is in the Forms packet (and under Forms on the CNP website) --- except for charter schools. Submit prototype FSMC form via email or mail to the LDOE once completed.
- Charter Schools must use the prototype FSMC contract that is used during the regular school year.

## Important Reminders About Charter School FSMC Contracts

- Charter schools using a FSMC and wishing to operate the SFSP *during (and beyond) the month of July* would have to have coverage for both the current year and for the next SY at the time of application (Step 1 and Step 2 on file at LDOE for both SYs).
- Charter schools applying for SFSP and operating a summer program in July need to start their bid award process early enough so that signed documents and online applications can be submitted and approved prior to the intended start date.



# Audits: Who Needs Them and Why?

Sponsors who received more than \$500,000 in federal funds the previous year must arrange for an independent audit and submit a copy of the audit report to the state agency (Audit Resolution).

**Audit Requirements**

Federal Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, *requires* all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total \$500,000 or more in Federal funds during any fiscal year. Complete the following questions to indicate the sponsor's audit requirement status.

What is the last financial period that has ended for this organization?

Begin  (mm/dd/yyyy)

End  (mm/dd/yyyy)

For the financial period listed above, did this organization expend \$500,000 or more in Federal funds?

Yes  No

If yes, did this organization submit a copy of the audit report for the financial period indicated in question A to the Louisiana Department of Education? (Audit report must be submitted prior to the contract approval.)

Yes  No

If the audit report for this agency is not conducted under the agency name listed in the agreement, identify the name under which the audit is conducted.

Online  
Sponsor  
application,  
page 2



# Need More Information on the CNP Website?

Refer to the CNP  
Website,  
Summer Food  
Service Program  
“Resources”  
Section,  
for Online Manuals

- **Louisiana’s Child Nutrition Program (CNP) Website**

<http://cnp.doe.louisiana.gov/>

- **01. Memos, Forms, and Resources**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 1.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%201.pptx)

Step by step instructions on how to access the memos, forms, and resources area of the Child Nutrition Program (CNP) website for the Summer Food Service Program (SFSP).

- **02. How to Log into the CNP Website and Create and Edit a Sponsor User**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 2.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%202.pptx)

The user will learn how to log into the Child Nutrition Program (CNP) website and create and edit a sponsor user.

- **03. How to Disable a Sponsor User and Reset Passwords**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 3.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%203.pptx)

The user will learn how to disable a sponsor user and reset passwords.

- **05. How to Complete and Revise the Facility Application**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 5.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%205.pptx)

The user will be given step by step instructions on how to complete and revise the Facility Application.

- **06. How to Submit the Sponsor and Facility Application**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 6.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%206.pptx)

The user will be given step by step instructions on how to submit the Sponsor and Facility Application.

- **07. How to Complete and Revise a Claim for Reimbursement**

[http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP CNP Website User Manual Module 7.pptx](http://cnp.doe.louisiana.gov/dnamemos/Resources/SFSP%20CNP%20Website%20User%20Manual%20Module%207.pptx)

The user will be given step by step instructions how to complete a claim for reimbursement for the Summer Food Service Program (SFSP). It will also give you instructions on how to revise an approved claim.

- **Online Application Handbook for 2014**

[http://cnp.doe.state.la.us/dnamemos/Resources/Online\\_Application\\_Handout\\_for\\_2014\\_LouisianaBelieves.docx](http://cnp.doe.state.la.us/dnamemos/Resources/Online_Application_Handout_for_2014_LouisianaBelieves.docx)

## Need More Information?

- ◆ Call our office if you need assistance with the web-based application process.

(225) 342-9661

- ◆ Our toll-free numbers are:

1-877-338-3663 (DNS)

1-877-453-2721 (LDE)



**Section 6**  
**Providing**  
**Reimbursable**  
**Meals**

# SFSP Breakfast and Lunch/Supper Minimum Requirements (not utilizing OVS)

	Component	Serving Size
<b>Breakfast</b> (3 components and 3 items)	Milk	1 cup
	Vegetable/Fruit	½ cup
	Grain/Bread	1 serving
<b>Lunch or Supper</b> (4 components and 5 items)	Milk	1 cup
	Vegetable/Fruit	¾ cup, <i>from 2 or more different choices</i>
	Grain/Bread	1 serving
	Meat/Meat Alternative	2 ounces (oz)

# SFSP Breakfast and Lunch/Supper

## Minimum Requirements (when UTILIZING OVS)

	Component	Serving Size
<b>Breakfast</b> (3 components and <u>4</u> items)  Students may decline 1 item	<b>Milk</b>	1 cup
	<b>Vegetable/Fruit</b>	½ cup
	<b>Grain/Bread</b>	1 serving
	<b>4<sup>th</sup> item</b> (vegetable/fruit, grain/bread or meat)	1 serving
<b>Lunch or Supper</b> (4 components and 5 items)  Students may decline up to 2 components	<b>Milk</b>	1 cup
	<b>Vegetable/Fruit</b>	¾ cup, <i>from 2 or more different choices</i>
	<b>Grain/Bread</b>	1 serving
	<b>Meat/Meat Alternative</b>	2 ounces (oz)

# Snack Minimum Requirements

Select TWO of the Four Components (OVS not allowed)

	Component	Serving Size
<b>Snack</b> (am or pm)  <i>Select two of the four components in the minimum portion size each day</i>	<b>Vegetable/Fruit</b>	$\frac{3}{4}$ cup
	<b>Grain/Bread</b>	Bread – 1 slice Cornbread, Rolls, Muffin – 1 oz Cooked cereal – $\frac{1}{2}$ cup Cold, Dry Cereal – $\frac{3}{4}$ cup or 1 oz
	<b>Meat/Meat Alternate</b>	1 oz
	<b>Milk</b>	1 cup

# Reimbursable Snacks

## To recap...

- ◆ A snack must contain two food items.
- ◆ Each item must be from a different meal component in the minimally required portion.
- ◆ Juice cannot be served when milk is served as the only other meal component.

# Meal Service Requirements

## Remember that:

1. Children must be offered ALL required meal components as per the meal pattern (*otherwise, these meals are 'not' deemed reimbursable*).
2. Children may decline **one** meal item **at breakfast** and may decline **two** meal components **at lunch** (should you choose to utilize OVS).
3. All meal components must be eaten on site (\*), unless you have requested and received permission from the state agency to allow children to take items offsite.

\* As in the case of non-congregate feeding for outdoor sites when certain weather advisories are present and a waiver request has been submitted to the LDOE in advance of the event.



# Other Meal Service Requirements

- ◆ Meals must be served **only** at the times you submitted on your application. Any changes to your approved serving times or ADP levels must be submitted online and approved *prior to the change*.
- ◆ 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 should maintain **Satellite Account Forms**. Refer to the LDOE Forms booklet for a prototype.

# Restrictions on Meal Deliveries

The following restrictions apply when meals are delivered to sites:

- ◆ Meals must be delivered no more than one hour prior to the beginning of meal service.

**OR**

- ◆ Facilities must exist on-site for storing food at proper temperatures.

# Restriction on Number of Sites and Meals

- ◆ There is a maximum of 200 sites for all sponsor types.
- ◆ No sponsor can serve more than a maximum total average daily participation of 50,000 children.

# Milk Component

- ◆ Must be pasteurized, fluid, Vitamins A and D enriched
- ◆ Can be whole, skim, low fat, flavored or unflavored
- ◆ Must be offered with each reimbursable breakfast, lunch, and/or supper; optional with snack so long as two full components are offered
- ◆ Cannot be counted toward meal requirements when used in recipes
- ◆ If following the SFSP meal pattern, choice of milk is not required (i.e. FF chocolate *and* 1% white).

# Non-Creditable Milk Choices

- ◆ Half and half
- ◆ Cream
- ◆ Ice cream or ice milk
- ◆ Puddings, custards
- ◆ Nonfat dry milk
- ◆ Cheese
- ◆ Yogurt
- ◆ Evaporated milk
- ◆ Powdered cocoa mixes
- ◆ Commercial milkshakes
- ◆ Cream soups
- ◆ Imitation milk
- ◆ Sour cream

# Meat/Meat Alternates (M/MA)

- ◆ Lunch and supper meals must contain a creditable meat item or meat alternate.
- ◆ The edible portion must weigh *at least* 2 ounces without bone.
- ◆ Luncheon meats and frankfurters must be “all beef” or “all meat” with no by-products or extenders.
- ◆ Commercially prepared yogurt, cheese, cheese spreads, and cheese foods are creditable meat alternates when used in the correct quantities.

# Non-Creditable M/MA Choices

- ◆ Bacon/salt pork
- ◆ Liverwurst
- ◆ Imitation seafood
- ◆ Ham hocks
- ◆ Neck bones
- ◆ Beef jerky
- ◆ Imitation cheese
- ◆ Cheese “products”
- ◆ Cream cheese
- ◆ Frozen or homemade yogurt
- ◆ Tofu
- ◆ Coconut

NOTE: Commercially prepared combination foods (e.g., pizza, burritos, chicken nuggets) must have documentation from the manufacturer (i.e. Child Nutrition [CN] labels or product formulation statement to substantiate compliance with required quantities).

# Vegetables and Fruits

- ◆ Two or more vegetables or fruits must be served for lunch and supper, and the combined serving size must be at least  $\frac{3}{4}$  cup.
- ◆ Cooked dried beans or peas can be counted either as a M/MA or as a vegetable, but not both in one meal.
- ◆ The minimum countable portion of a vegetable or fruit item is  $\frac{1}{8}$  cup.
- ◆ Juice must be 100% **full strength** for **breakfast**.

# Using Fruit/Vegetable Juice for Lunch and Snack Requirements

- ◆ Juice can be used to meet no more than  $\frac{1}{2}$  of the component requirement for lunch or supper.
- ◆ To be used in meeting part of the required vegetable/fruit component for **lunches and snacks**, juice products must contain a minimum of 50 percent full strength juice.

# Non-Creditable Vegetables/Fruits

- ◆ Fruit-flavored gelatin
- ◆ Fruit sherbet
- ◆ Hominy
- ◆ Fruit “drinks”
- ◆ Fruit “punch”
- ◆ Sports drinks
- ◆ Fruit breads
- ◆ Powdered drinks
- ◆ Juice beverages or “ades”
- ◆ Pickle relish
- ◆ Potato chips
- ◆ Ketchup
- ◆ Fruit jams, jellies

# Grains and Breads

- ◆ Each grains/bread serving must contain a minimum of 14.75 grams of enriched or whole grain meal or flour, bran and/or germ.
- ◆ Cooked enriched or whole grain rice, macaroni or noodle products may be used to meet the grain/bread requirement. One serving is equal to ½ cup.

To SFAs who utilize the “SFSP” meal pattern in the summer months, please note that for crediting grains, you will be using the “old” bread/grains chart that used to be utilized in NSLP/SBP.

# Breakfast

- ◆ The serving size for cooked cereal must be at least  $\frac{1}{2}$  cup to equal one serving of bread.
- ◆ The serving size of dry cereal must be at least  $\frac{3}{4}$  cup or 1 oz to equal one serving of bread.
- ◆ Coffee cake, sweet rolls or doughnuts made with whole grain or enriched flour can be used as a bread component for breakfast or snacks only.

# More Serving Size Guidance for Grains/Breads

- ◆ Minimum serving sizes for grains/breads are specific to the type of grains/breads offered.
- ◆ Guidance on minimum portion sizes of grains/breads is available in the USDA Food Buying Guide available at:  
<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

# Non-Creditable Grains/Breads

- ◆ Tapioca pudding
- ◆ Potatoes
- ◆ Potato chips
- ◆ Hominy

# Meal Counting/Point of Service Requirements

- ◆ Meal counts must be taken for *each* meal service at *each* site.
- ◆ Meal counting systems at each site must capture all first and second children meals and all adults meals, as well.
- ◆ Each site needs a designated meal count person.

When reviewed by SA staff, the Point of Service/ meal counting process is closely observed at “review” sites.



# Serving Adult Meals

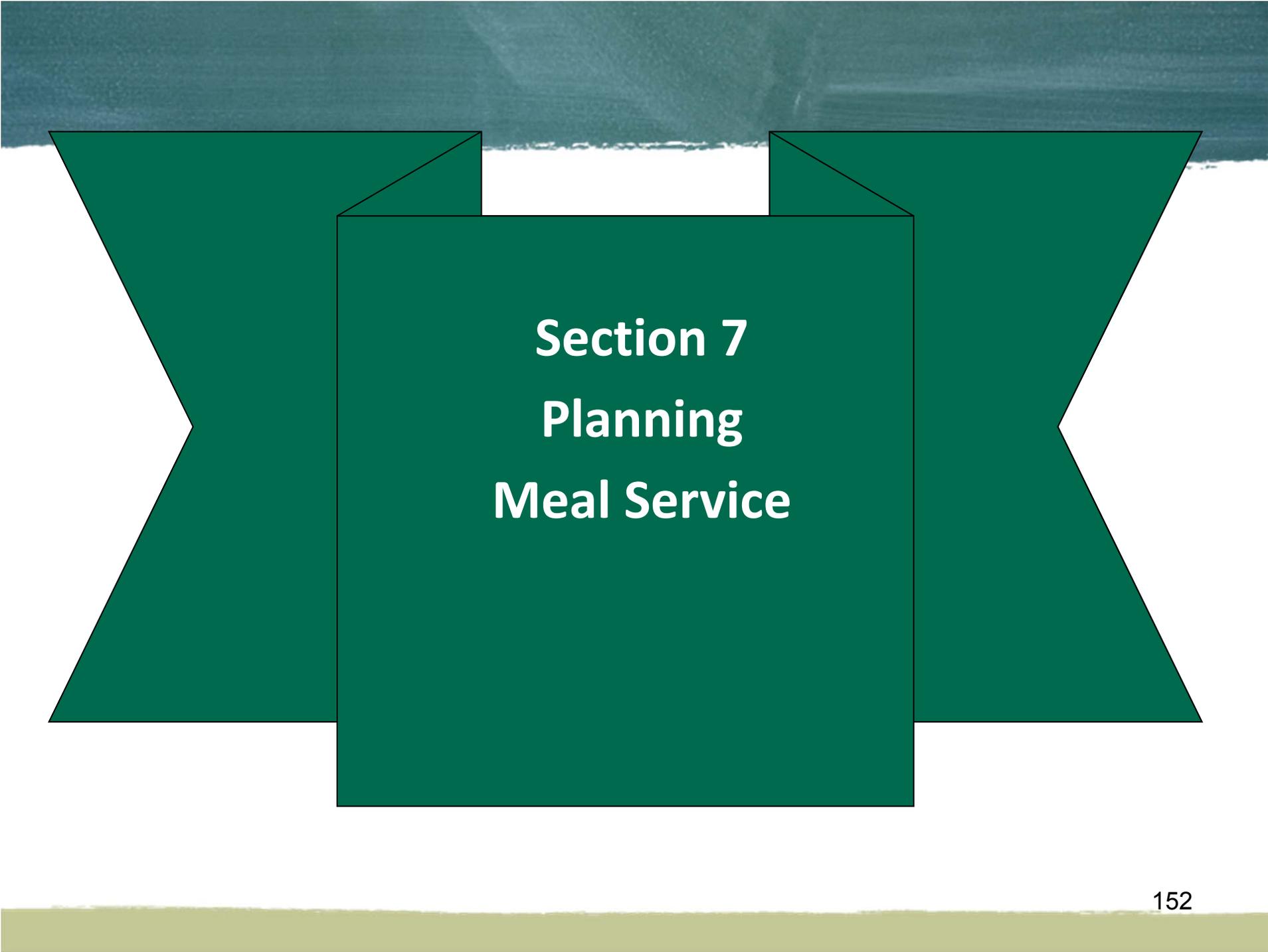
Meals may be served to persons other than eligible children, such as program and non-program adults.

- ◆ **Program Adults** - staff members *involved at the site in the preparation or serving of meals*.
  - May be served meals only after all children have received a meal
  - Generally, sponsor serves a free meal to these individuals
  
- ◆ **Non-program Adults** - adults *not directly related to* meal preparation or service (i.e. monitor, data processor, etc.)
  - May be served meals but there is a charge associated.

# Reminders Regarding Adult Meals

- ◆ Meals served to adults are *never* reimbursable.
- ◆ The suggested price to charge non-program adults is normally your “cost” to produce the meal. Be sure to include the cost of commodities.
- ◆ SFSP funds cannot be used to subsidize the cost of non-program adult meals.





**Section 7**  
**Planning**  
**Meal Service**

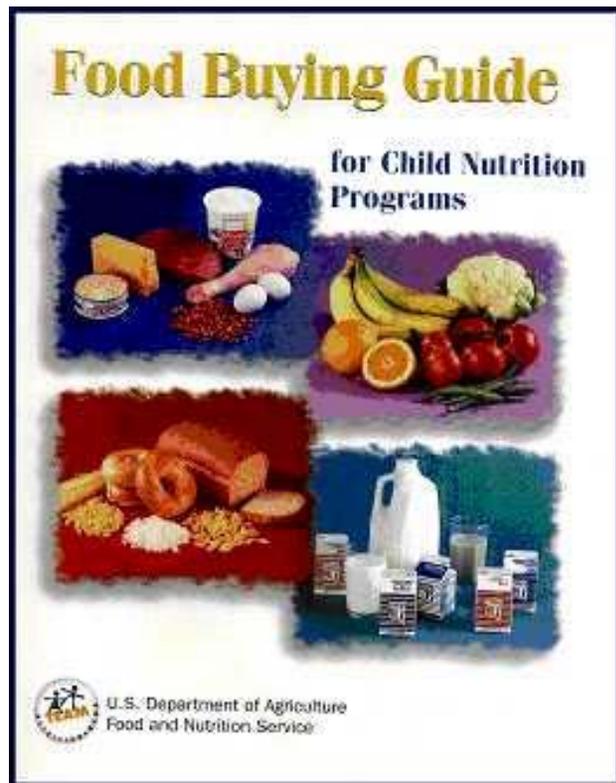
# Advance Planning of Meals

- ◆ Variety of foods
- ◆ Incorporate commodities
- ◆ Shop competitively (quality for cost)
- ◆ Seasonal products
- ◆ Consider preparation time, food products, equipment and staff

# USDA Food Buying Guide (FBG)

- ◆ The guide lists hundreds of foods to help you buy the appropriate amounts of food.
- ◆ Information is provided to help you determine the specific contribution each food makes toward the meal pattern requirements.
- ◆ FBG is available from this web address:  
<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>
- ◆ A new Food Buying Guide calculator is available at:  
<http://fbg.nfsmi.org/>

# New Sponsors

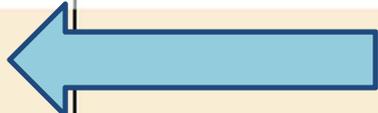


New sponsors can print entire Food Buying Guide from USDA's website provided on the previous page or print only those pages containing the foods being used.

# Food Buying Guide – Manual Calculations

## AN EXAMPLE

- Sponsor XYZ wants to offer Frito pie on the lunch menu and wishes for each entrée to yield 1 grain/bread per serving (from Fritos). **What is the total quantity of Fritos needed to produce 250 servings of this entrée (that credits as 1 b/g per serving)?**

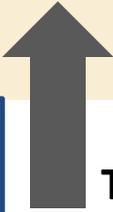
1 Food As Purchased, AP	2 Purchase Unit	3 Servings per Purchase Unit, EP	4 Serving Size per Meal Contribution	5 Purchase Units for 100 Servings	6 Additional Information
<b>CORN CHIPS</b>					
Corn Chips (Group B)	Pound	20.0	1/2 grains/breads serving (about 1/3 cup; must weigh at least 13 g or 0.5 oz)	5.0	
	Pound	15.0	1 grains/breads serving (about 2/3 cup; must weigh at least 25 g or 0.9 oz)	6.7	

# Food Buying Guide – Manual Calculations

## AN EXAMPLE

1 Food As Purchased, AP	2 Purchase Unit	3 Servings per Purchase Unit, EP	4 Serving Size per Meal Contribution	5 Purchase Units for 100 Servings	6 Additional Information
<b>CORN CHIPS</b>					
Corn Chips (Group B)	Pound	20.0	1/2 grains/breads serving (about 1/3 cup; must weigh at least 13 g or 0.5 oz)	5.0	
	Pound	15.0	1 grains/breads serving (about 2/3 cup; must weigh at least 25 g or 0.9 oz)	6.7	

250 planned servings  
 -----  
 15 servings per pound  
 =  
**16.67 TOTAL pounds needed**



The FBG tells us that every 2/3 c serving equals 1 grains/ breads serving and also that for every “pound” (purchase unit) of this product, there are 15 (2/3 c servings).

So, the question remains....

How many pounds do we need for 250 (2/3 c servings).

# Food Buying Guide – Online Calculator

The screenshot shows the website <http://fbg.nfsmi.org/> with the title "Food Buying Guide Calculator for Child Nutrition Programs". The page features a navigation menu with options: Search, View Food Buying Guide, Select Food Group (with a dropdown menu showing "-- Select A Food Group --"), and Self-Tutorial. The main content area displays six food groups with representative images and labels: Meat/Meat Alternates, Vegetables, Fruits, Grains/Breads, Milk, and Other Foods. A red arrow points to the "Fruits" category with the text "Click here". Logos for "TEAM NUTRITION" and "NFSMI" are visible in the top right corner.

Choose a **Food group** by clicking on an image below, or enter a keyword or food item in the **Search** field to the right, then click **Go**. Avoid the use of punctuation.

**Click here**

Another way to work the Frito pie example that was just provided is by utilizing the Online FBG Calculator (<http://fbg.nfsmi.org/>).

# Food Buying Guide – Online Calculator

Choose **Select Food Category** from the **Food Categories** pull-down menu or choose from the **Top 10** food item list.



1. We selected "bread, rolls, crackers" to find "corn chips"

**Food Categories**  
-- Select Food Category --



## Top 10 Grains/Breads

Bread (group B), sliced, fresh, all types - white, rye, whole wheat, raisin, quick bread, etc.

Rice, (group H), brown, long grain, regular, dry

Cereals, ready-to-eat, wheat, corn, rice, oats, g

Pasta, (group H), spaghetti, regular, dry

Rice, (group H), brown, long grain, regular, dry

Pasta, (group H), elbow macaroni, regular, dry

Pasta, (group H), spaghetti, regular, dry

Pasta, (group H), elbow macaroni, regular, dry

Graham crackers, (group B)

Graham crackers, (group B)

## 13 Items Found for Bread, Rolls, Crackers

Bread (group B), sliced, fresh, all types - white, rye, whole wheat, raisin, quick bread, etc.

Bread sticks, (group A), hard

Chow mein noodles, (group A)

Corn chips (group B)

Croutons, (group A), prepackaged, dry

Graham crackers, (group B)

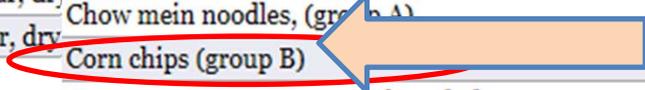
Melba toast, (group A)

Rice cakes, (group A), puffed, includes seeds or other grains

Rye wafers, (group A)

Saltines, (group A)

Soda crackers, (group A)

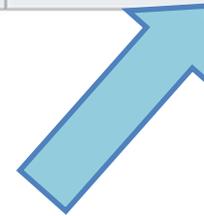


2. Then, selected "corn chips" in the drop down

# Food Buying Guide – Online Calculator

Corn chips (group B)			
Purchase Unit	Serving Description	Notes	Serving Unit
lb	corn chips	1 G/B serving = about 2/3 cup; must weigh at least 25 g or 0.9 oz	cup
lb	corn chips	1 G/B serving = about 2/3 cup; must weigh at least 25 g or 0.9 oz	servings

3. Select the option that best represents the serving size you wish to use.



Item Description (AP)	Purchase Unit	Serving Description (EP)	Notes	Serving Unit
Corn chips (group B)	lb	corn chips	1 G/B serving = about 2/3 cup; must weigh at least 25 g or 0.9 oz	servings

► Serving Size

1 serving

► Number of Servings

250

Add to List

4. Enter the details specific to your needs. In this instance, we wanted 250 entrees that yielded 1 serving of bread/grains (from Fritos) each. Then click “add to list” .

# Food Buying Guide – Online Calculator

[Home](#)

[Add More Items](#)

[Print List](#)

[Email List](#)

NOTE: The Food Buying Guide Calculator rounds up to the nearest whole Purchase Unit or nearest whole serving.

If you need to add more food items, select **Add More Items**. To edit a food item on your Shopping List, click **Edit**. To remove a food item on your Shopping List, click **Remove** to the right of the food item.

If you are finished, select **Print List** or **Email List**

\*\*\*Print or Email your shopping list before exiting the Calculator or your browser! It will be lost.

## Shopping List

Item	Servings	Size	Food Item (AP)	Serving Description (EP)	Exact Qty	Purchase Qty	Purchase Unit	Select
1	250	1 serving	Corn chips (group B)	corn chips	16.67	16.75	lb	<a href="#">Remove</a> <a href="#">Edit</a>

And, here is the answer that we received earlier when we manually calculated the Frito pie example

# Why Use the Food Buying Guide?

During required reviews, state and USDA staff will check to ensure that the appropriate amount of food was prepared for the number of servings.

SFSP sites should always plan meals with the intent of serving “one reimbursable meal” to each eligible child.

# Commercially Prepared Foods

These items are often used because:

- labor/staffing needs are reduced
- children are more likely to eat them

You must be able to document the nutritional contribution of the food. Specifically, you will need documentation that shows the creditable portion of the following per prepared commercially prepared food item:

- meat/meat alternate, or
- fruit or vegetable, or
- grains/bread

# How Will You Document This Information?

When utilizing commercially prepared products, purchase foods that have a **Child Nutrition (CN) Label** or obtain a **Production Formulation Statement** from the manufacturer.

**Please note that:** without a CN Label or Product Formulation Statement, commercially prepared food items utilized in Child Nutrition Programs (SFSP, NSLP, SBP) cannot be credited towards meal pattern components.



# What Is A Child Nutrition Label?

- ◆ Provides a warranty from the manufacturer that a food meets certain nutrition levels
- ◆ Specifies a product's contents and the contribution of the individual contents toward meeting the meal pattern requirements
- ◆ Found on a wide variety of foods sold by major food wholesalers and distributors

# Sample CN Label

CN

123456

CN

One 5.00 oz Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetables, and 1 ½ servings of grains/breads for the Child Nutrition Meal Pattern Requirement. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 01-15)

CN

CN

# Product Formulation Statement

- ◆ A Production Formulation Statement is a statement of a manufacturer's product analysis and yield in terms of component quantities provided by the product.
- ◆ The statement must be on company letterhead, completed and signed by the manufacturer, not the sales representative.
- ◆ A prototype Product Formulation Statement form can be found in the LDOE Forms booklet.

# Product Formulation Statement

Here is an example of what the prototype Product Formulation Statement for meat/meat alternates looks like. 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.*

## 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: \_\_\_\_\_

Case/Pack/Count/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 CFR Part 210, Appendix A): i.e., (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 (43 FR 30472).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

# Cycle Menu

Cycle menus are sets of menus that are used during 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

# Standardized Recipes

- ◆ Standardized recipes should be used to ensure program requirements are met.
- ◆ Numerous standardized recipes for Child Nutrition Programs are available online for downloading.
- ◆ USDA has a large database of standardized recipes used in schools at the following link:  
<http://www.fns.usda.gov/usda-recipes-schools>

# Purchasing Requirements

Purchasing procedures must:

- ◆ comply with state and federal regulations
- ◆ provide maximum open and free competition
- ◆ be adequately documented
- ◆ offer no geographic preference



Memos that you may wish to refer to are as follows:

- **SFS 13-06** – *Procurement geographic preference Q & As*
- **SFSP 14-04** – *Procurement thresholds in the SFSP*
- **SFS-13-03** - *Small purchase threshold*

# Procurement Systems

## ◆ Competitive Sealed Bids

- purchases more than the aggregate sum of \$30,000
- formally bid, advertised, sealed bids, public bid opening

## ◆ Price Quotes

- aggregate sum less than \$30,000 or highly perishable materials

# Procurement

- ◆ Sponsors are required to conduct their SFSP purchases in a manner to maximize open and free competition.
- ◆ Sponsors are required to compare prices and purchase good quality products at the lowest price.
- ◆ Sponsors must use the formal sealed bid process when the aggregate amount of the purchase is  $\geq$  \$30,000.
- ◆ There are many guidance documents on procurement and procurement procedures in the Resources section of our website.
- ◆ USDA encourages sponsors to increase contracting opportunities with minority and small businesses.

# Purchasing Vended Meals or Contracting with an FSMC

**Vended Sponsor** – a sponsor who purchases meals

- Must follow federal and state procurement regulations
- Federal regulations require that FSMC contracts more than \$150,000 follow competitive sealed bid procedures
- Submit for state agency prior approval for:
  - 1) bids totaling \$150,000 in program funds
  - 2) bids not awarded to lowest bidder

**Since the state of Louisiana requires that bids \$30,000 or greater mandate competitive bidding, this takes precedence over the Federal ruling .**



**Section 8**  
**Documenting Your**  
**SFSP**

# Good Documentation Equals a Good Program

Don't lose money through disallowed meals as a result of poor documentation!

# Monitoring Documentation

Each sponsor must designate a person(s) to function as a monitor to conduct site visits and site reviews during program operations.

This was first discussed in section 3 of the presentation.

# Forms for Site Visits and Reviews

- ◆ Prototype forms for site visits and reviews are available in the LDOE forms booklet.
- ◆ This is an area reviewed by LDOE and/or USDA staff when a review of your organization is conducted.

# Critical Daily Documentation

- **Production Records** –  
*optional but highly recommended*
- **Daily Meal Count Records** - required
- **Satellite Account Forms** are utilized when meals are delivered to SFSP sites –  
*optional but highly recommended*



# Program Documentation

## Step By Step

Forms are provided in the LDOE Forms book to help sponsors recognize how to meet documentation requirements of the SFSP.

# Refer to LDOE Forms Booklet for Prototype Forms

1. Sample Site Visit  
(Preoperational & 1<sup>st</sup> Week) Forms
2. Sample site review form (1<sup>st</sup> four weeks)
3. Sample SFSP Meal Production Record
4. Sample Satellite Account Report
5. Sample Daily Meal Count Form\*

\* Additional information will be provided shortly

# Refer to LDOE Forms Booklet for Prototype Forms

6. Sample Site Weekly Meal Count Report
7. Sample Weekly Sponsor Consolidated Meal Count Report
8. Sample Daily Withdrawal Form
9. Sample Inventory Control Sheet
10. Sample Worksheet for Cost of Food Used
11. Sample Racial/Ethnic Site Data Form \*\*

\*\* Additional information will be provided shortly

# \* The Daily Meal Count Form

Sample Daily Meal Count Form

## • Common issues found on review:

1. Missing hash marks
2. Second meals provided, but not marked
3. Missing signature/date
4. Totals not provided

Site Name: Mount Zion	Meal Type: B (D) SN SU
Address: 1234 Fifth Street	Telephone: 789-1011
Supervisor's Name: Robert Graves	Delivery Time: 11:30 a.m. Date: 6/27/14
Meals received/prepared <u>150</u> + Meals available from previous day <u>0</u> = <u>150</u> (Total meals available)	

**A. First Meals Served to Children:** (cross off numbers as each child receives meal)

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	<del>36</del>	<del>37</del>	<del>38</del>	<del>39</del>	<del>40</del>	<del>41</del>	<del>42</del>	<del>43</del>	<del>44</del>	<del>45</del>
<del>46</del>	<del>47</del>	<del>48</del>	<del>49</del>	<del>50</del>	<del>51</del>	<del>52</del>	<del>53</del>	<del>54</del>	<del>55</del>	<del>56</del>	<del>57</del>	<del>58</del>	<del>59</del>	<del>60</del>
<del>61</del>	<del>62</del>	<del>63</del>	<del>64</del>	<del>65</del>	<del>66</del>	<del>67</del>	<del>68</del>	<del>69</del>	<del>70</del>	<del>71</del>	<del>72</del>	<del>73</del>	<del>74</del>	<del>75</del>
<del>76</del>	<del>77</del>	<del>78</del>	<del>79</del>	<del>80</del>	<del>81</del>	<del>82</del>	<del>83</del>	<del>84</del>	<del>85</del>	<del>86</del>	<del>87</del>	<del>88</del>	<del>89</del>	<del>90</del>
<del>91</del>	<del>92</del>	<del>93</del>	<del>94</del>	<del>95</del>	<del>96</del>	<del>97</del>	<del>98</del>	<del>99</del>	<del>100</del>	<del>101</del>	<del>102</del>	<del>103</del>	<del>104</del>	<del>105</del>
<del>106</del>	<del>107</del>	<del>108</del>	<del>109</del>	<del>110</del>	<del>111</del>	<del>112</del>	<del>113</del>	<del>114</del>	<del>115</del>	<del>116</del>	<del>117</del>	<del>118</del>	<del>119</del>	<del>120</del>
<del>121</del>	<del>122</del>	<del>123</del>	<del>124</del>	<del>125</del>	<del>126</del>	<del>127</del>	<del>128</del>	<del>129</del>	<del>130</del>	<del>131</del>	<del>132</del>	<del>133</del>	<del>134</del>	<del>135</del>
<del>136</del>	<del>137</del>	<del>138</del>	<del>139</del>	<del>140</del>	<del>141</del>	<del>142</del>	<del>143</del>	<del>144</del>	<del>145</del>	<del>146</del>	<del>147</del>	<del>148</del>	<del>149</del>	<del>150</del>
Total 1 <sup>st</sup> Meals Served to Children (A)														130

**B. Second Meals Served to Children:**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total 2 <sup>nd</sup> Meals Served to Children (B)														5

**C. Meals Served to Program Adults:**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
Total Meals Served to Program Adults (C)														1

**D. Meals Served to Non-Program Adults:**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
Total Meals Served to Non-Program Adults (D)														2
Add Total Meals A through D Above:														141
Add Damaged/Incomplete Meals:														0
Add Leftover Meals (if any):														14
Grand Total (should equal total meals received/prepared from top of form)														155

Number of additional children requesting a meal after all available meals were served:

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	---------------	---------------	---------------	---------------	---------------	---------------

ATTENDANCE: \_\_\_\_\_ (Record attendance if different from number of 1<sup>st</sup> meals served to children.)

By signing below, I certify that the above information is true and accurate.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

# The Daily Meal Count Form

- **Common issues found on review (cont'd):**

1. SFSP sites counting groups of children at a time rather than one-by-one as they reach the POS. *Children must be counted, one at a time, at the designated “point of service”.*
2. Recording number of first meals “delivered” on meal count forms rather than amount of first meals “served”. *Only 1<sup>st</sup> meals served to eligible children may be counted for reimbursement (along with up to 2% of second meals). Excess delivered meals may not be reimbursed.*
3. Utilizing a clicker, but not a meal count form. *Although clickers may be utilized at the POS, documentation of meal counts must still be maintained.*

# Racial/Ethnic Site Data Form

Racial/Ethnic Site Data Form

Sponsor: <u>Camp Bliss</u>	
Site: <u>Camp Bliss</u>	
Address: <u>1234 Backwoods Road</u>	
Site Supervisor: <u>Bernadine Fernandez</u>	
Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> 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."	4
<b>Non-Hispanic or Latino</b>	246
Racial Categories	
<b>American Indian or Alaska Native.</b> 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.	0
<b>Asian.</b> 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.	3
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	80
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	167

Cheryl Shockley

Monitor's Signature

6/18/14

Date

## As a 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. This is an area addressed during a state agency or USDA review.

# Racial/Ethnic Site Data Form

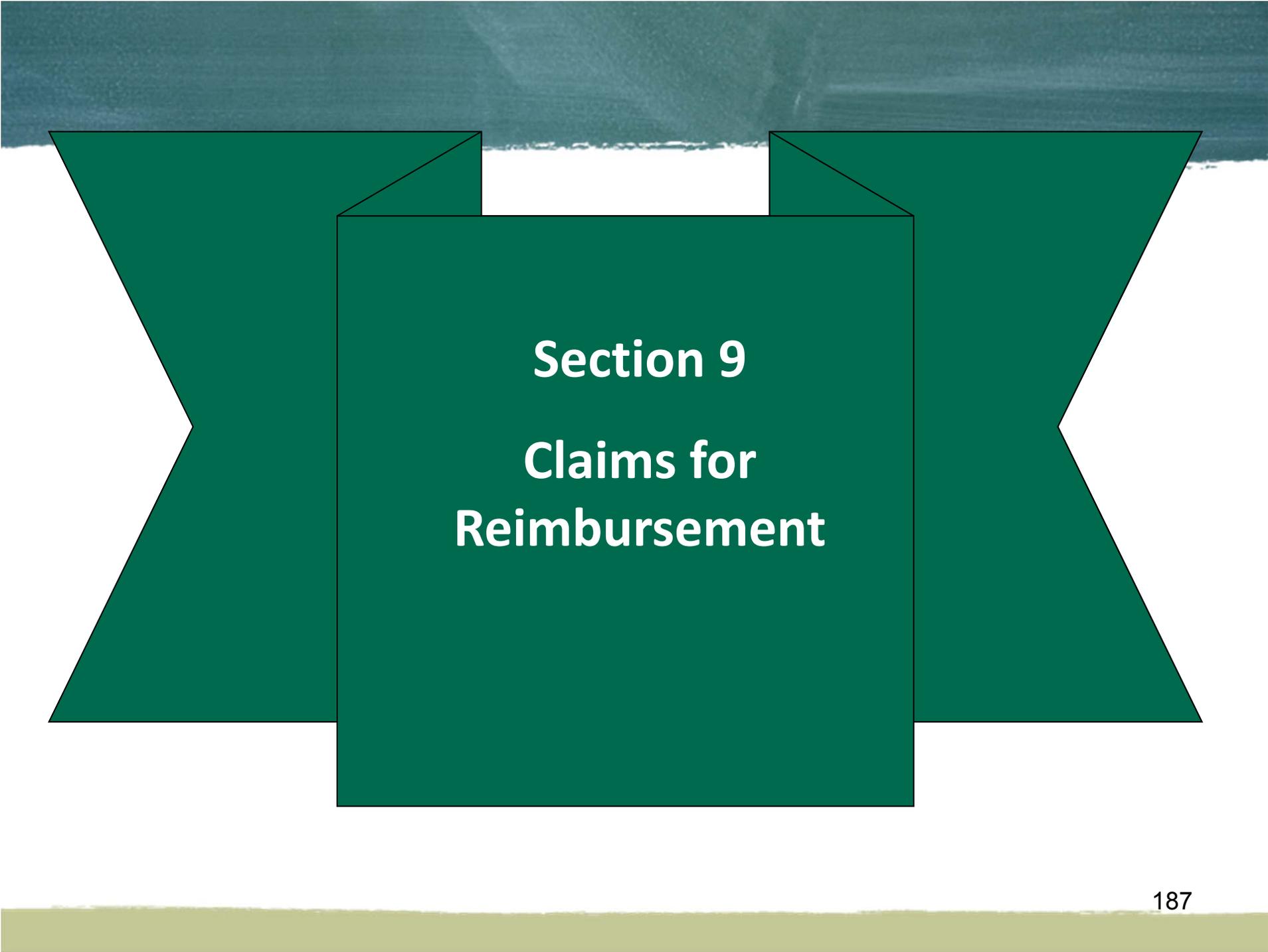
Racial/Ethnic Site Data Form

Sponsor: <u>Camp Bliss</u>	
Site: <u>Camp Bliss</u>	
Address: <u>1234 Backwoods Road</u>	
Site Supervisor: <u>Bernadine Fernandez</u>	
Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> 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."	4
<b>Non-Hispanic or Latino</b>	246
Racial Categories	
<b>American Indian or Alaska Native.</b> 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.	0
<b>Asian.</b> 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.	3
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	80
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	167
<u>Cheryl Shockley</u>	6/18/14
Monitor's Signature	Date

## Common problems:

1. Signature and date is missing from the form.
2. Only the Ethnic or the Racial Categories section is completed on the form.

Please note that the staff member completing this form on behalf of the SFSP organization must not question children as to what their ethnicity/race is. This must be completed without involving those children participating in meal service on the day of completion.



**Section 9**  
**Claims for**  
**Reimbursement**

# Requirements for Claims

- ◆ Record accurate daily meal counts by site (for each approved meal service) on Daily Meal Count forms and on the CNP website.

# Overview of the Claims Process

- ◆ Sponsors submit claims for reimbursement at the end of each month of operation\*.
- ◆ Claims are submitted on the CNP website (log-in required).
- ◆ Only the persons designated as the Head of Organization or the Authorized Rep. are initially provided the rights to create and submit claims.

\* Please note that months with fewer than 10 operating days are combined with the pre/proceeding month for claiming purposes. So in other words, you cannot submit a claim for reimbursement for a month with 9 or less operating days.

# Overview of the Claims Process

## COMBINED CLAIMS

◆ In this example, the SFSP organization has a program (all approved sites share this calendar), which operated for “3” days in May and ended it’s operation in June.

◆ This particular sponsor would submit a single claim for reimbursement for the SFSP – a combined May/June claim.

Breakfast																						
Begin Time				End Time				ADP				Cap										
7:30 AM				8:00 AM				120				N/A										
Meal Service Calendar																						
May 2014				June 2014				July 2014				August 2014										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3																
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11			
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18			
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25			
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31				
							29	30														

The CNP website recognizes this and when the first claim is created it is a combined May/June claim.

Lunch																								
Begin Time				End Time				ADP				Cap												
11:00 AM				12:00 PM				120				N/A												
Meal Service Calendar																								
May 2014				June 2014				July 2014				August 2014												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
				1	2	3																		
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27
							29	30													28	29	30	31

# Claims Submittal Guidelines and Deadlines

Claims for reimbursement must be submitted:

- ◆ Monthly (for each month with  $\geq 10$  operating days)
- ◆ Online by midnight of the 60th calendar day after the end of any claim month

Deadline for this sponsor to submit their combined May/June SFSP claim would be August 29<sup>th</sup>.

When in doubt, always confirm deadline with LDOE Appropriation Control.

Lunch																											
Begin Time	End Time	ADP	Cap																								
11:00 AM	12:00 PM	120	N/A																								
Meal Service Calendar																											
May 2014							June 2014							July 2014							August 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3				2	3	4	5	6	7			1	2	3	4	5					1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30		
							29	30											31								

# Claims Submittal Guidelines and Deadlines

## CONTINUED

Claims for reimbursement  
must be submitted:

- ◆ Within the same 60-day window for “Upward adjustments” to the original claim (*i.e. amendment/correction to “add” meals that were left off of original submission*)
- ◆ Any time after the claim month for “Downward adjustments” (*i.e. amendment/correction to “remove” meals that were reported in error on the original submission. AKA... to return money owed to LDOE*)



# More About Claims

- ◆ Claims greater than 60 days old are generally not paid.
- ◆ The sponsor must submit a written request for payment of a late claim under the “One Time Exception” rule.
- ◆ The “One Time Exception” rule option can be used only once every 36 months.



# Electronic Funds Transfers

- ◆ Reimbursement claims will be paid **ONLY** by Electronic Funds Transfers (EFTs) into the sponsor's bank account.
- ◆ The State of Louisiana sends EFTs from the state's bank directly to the payee's bank each weekday.
- ◆ The process of EFT results in sponsors receiving payments sooner!!

# Requirement for Participation in EFT Process

- ◆ All sponsors must participate in EFT.
- ◆ Sponsors must have an active checking or savings account at a financial institution that can accept ACH (Automated Clearing House) credit files and remittance information electronically.
- ◆ Paper remittance advices will not be sent, but sponsors can track payments online at the OSRAP (Office of Statewide Reporting and Accounting Policy) website.

# How to Receive EFT Remittance Information Online

- ◆ <http://doa.louisiana.gov/OSRAP/INDEX.HTM>
- ◆ Click on the “Find Payments” Button
- ◆ Access to the application is via a LOGIN screen where the user must provide a valid taxpayer ID number (TIN-FEIN or SSN)

# Enrolling in the Electronic Funds Process

- ◆ You must complete an EFT Enrollment Form to enroll.
- ◆ Sign the form and return it to the attention of Carol Troxler in the LDOE's Division of Appropriation Control using the address or fax machine number provided on the EFT form instructions. It will be forwarded at the appropriate time to OSRAP.
- ◆ Activation of your EFT enrollment will occur within 5 to 10 days from the time the completed application is received by OSRAP.

***Returning SFSP organizations need not complete these steps unless they wish to change/update their EFT information that is on file.***

# Do Not Submit EFT Forms to OSRAP

- OSRAP processes EFT forms and sets up the transfer process about a week prior to a sponsor's start date.
- OSRAP will not save or process EFT forms submitted earlier than that timeframe.
- Submit EFT forms as instructed to Carol Troxler with a copy sent to LDOE SFSP staff. Ms. Troxler will make sure that your EFT forms are sent to OSRAP within the appropriate timeframe.

**Carol Troxler, LDOE Appropriation Control**

**[Carol.Troxler@la.gov](mailto:Carol.Troxler@la.gov)**

**Office: (225) 342-5834**

# Prevent Lost Funds

- If changes occur that affect your bank or account information after starting your program, contact OSRAP Help Desk immediately at (225) 342-1097.

# Returning the Completed EFT Form

- ◆ The form must be completed and signed by an authorized individual within your organization and financial institution.
- ◆ The completed form **and a copy of a voided check** can be mailed, emailed or faxed directly to:
  - Carol Troxler
  - Louisiana Department of Education
  - Appropriation Control
  - Post Office Box 94064
  - Baton Rouge, Louisiana 70804-9064
  - FAX (225) 219-4465/EMAIL: [carol.troxler@la.gov](mailto:carol.troxler@la.gov)

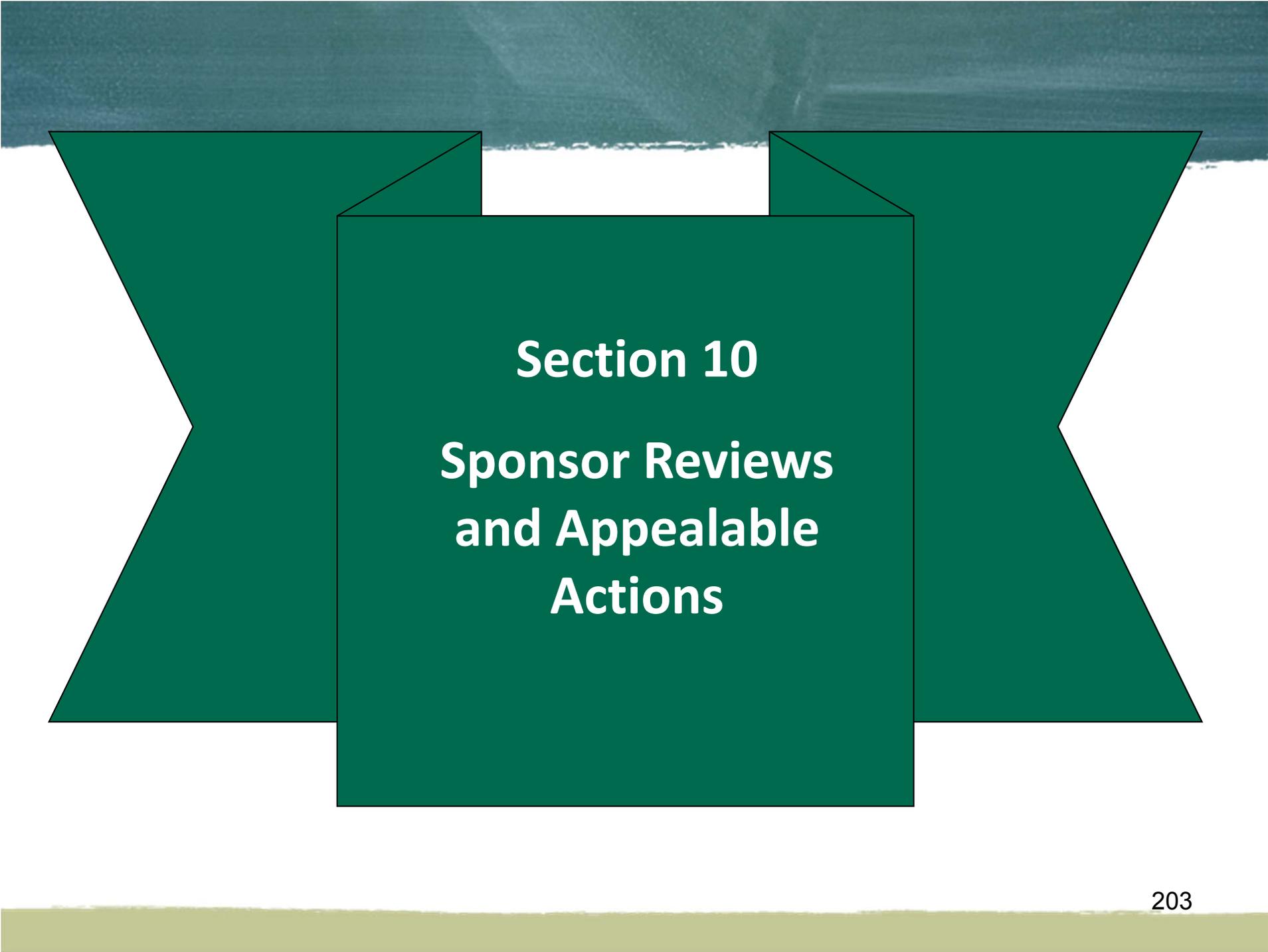
# Avoid Common Claim Errors

- ◆ If a sponsor representative does not sign-on using the user ID and password of the head of organization or the authorized representative, the claim can be saved, but likely not submitted for reimbursement.
- ◆ Claims that have not been submitted cannot be processed for payment.
- ◆ If you enter information on the claim that violates the business rules of the database, you will get an error message explaining which built-in edit check(s) you have exceeded.

*Contact LDOE DNS for assistance if you receive error messages that you do not understand. The most common errors result from recent facility application revisions where ADP is updated.*

# Excess Program Funds

- ◆ The only limitation on the use of reimbursement that exceeds costs **while the program is in operation** is that the funds be spent on allowable SFSP costs.
- ◆ If there are funds **left over at the end of the program**, sponsors may transfer the funds to other CNPs (i.e. SBP, NSLP, CACFP) or keep the funds for use in the SFSP the following year.



**Section 10**  
**Sponsor Reviews**  
**and Appealable**  
**Actions**

# Overview of SFSP Review Process/Timelines

- USDA, with assistance from the LDOE, conducts program reviews of all new private non-profit sponsors in their first year.
- USDA regulations require the state agency to review all SFSP sponsors, at a minimum, of once every three years.
- Please also note that the larger sponsors (those that make up 50% of the reimbursement received for the previous program year) are reviewed each program year.

# Program Violations

- Violations of program requirements may result in withholding or recovery of reimbursements, temporary suspension, or permanent termination and exclusion from future participation in the program.
- Sponsors who are declared seriously deficient are terminated and permanently barred from future program participation.

## Program Violations Include, But Are Not Limited to:

- ❖ Failure to maintain adequate site or sponsor records
- ❖ Failure to adjust meal orders to conform to changes in site attendance
- ❖ Failure to have a trained site supervisor at each site during meal service
- ❖ Serving more than one meal to a child at one time
- ❖ Children eating complete meals off site
- ❖ Claiming meals that were not served to eligible children

## Program Violations Continued:

- ❖ Serving meals (or for OVS sites, “offering” meals) that do not include all required meal components and/or correct (minimum) amounts
- ❖ Failure to report sites to the health department
- ❖ Continued use of FSMC/commercial meal vendors that violate health codes.
- ❖ Submission of false information to the state agency
- ❖ Not adhering to competitive bid procedures
- ❖ Noncompliance with civil rights laws and regulations

# Corrective Action Plan

- If violations are found during sponsor/site reviews, the *sponsor* will be required to correct the problems found.
- If a high level of violations are found, the sponsor will be required to follow a specific corrective action plan.
- The state agency will initiate a follow-up system to ensure that sponsors take the specific action as outlined in the plan for correcting violations.

# Appeal Rights

- Any approved SFSP sponsor denied participation in the program or denied program payments may obtain a hearing by an official other than the one directly responsible for the original determination.
- In Louisiana, a judge from the Division of Administrative Law will conduct the hearing of the appeal in court and render a decision on the appeal.

# Appealable Actions

- Denial of sponsor's request for an advance payment;
- Denial of a sponsor's claim for reimbursement (except on decisions made by FNS with respect to late claims or upward adjustments);
- Termination of a sponsor's participation in the program;
- Denial of a sponsor's site application;
- Claim against a sponsor for remittance of a payment; and
- Refusal by a state agency to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim.

See the CNP website, SFSP Resource Section (state agency procedures) for more information.

# The SFSP Review Process

- Each sponsor receiving a review in the current summer will receive notification from the state agency staff member designated as the team leader (TL) on the review.
- During the on-site portion of the review, central office records and site records will be reviewed.
- Additionally, meal observations will occur by the review team at a minimum of 10% of the organization's approved SFSP sites.

**For instance, for a SFSP sponsor with 18 approved SFSP sites, there will be 2 sites selected for observation. These sites are determined by the TL and discussed with the sponsor prior to the on-site portion of the review.**

# The SFSP Review Process

- Please note that the number of sites to be visited is based off of total “approved” sites in the current SFSP.
- If sites have already ended their SFSP for the current summer at the time of the SFSP on-site review, they must still be included in the total for which 10% is calculated.
- SA staff will complete a “site-level” review instrument for each site an observation is conducted on and one “sponsor-level” review instrument for the organization. These review instruments can be accessed through the CNP website under SFSP “Forms”.

<http://cnp.doe.louisiana.gov> → click on memos/resources/course registration → then click on summer food service program → then “forms”

# The SFSP Review Process

During a review, SA staff will review items including, but not limited to, the following:

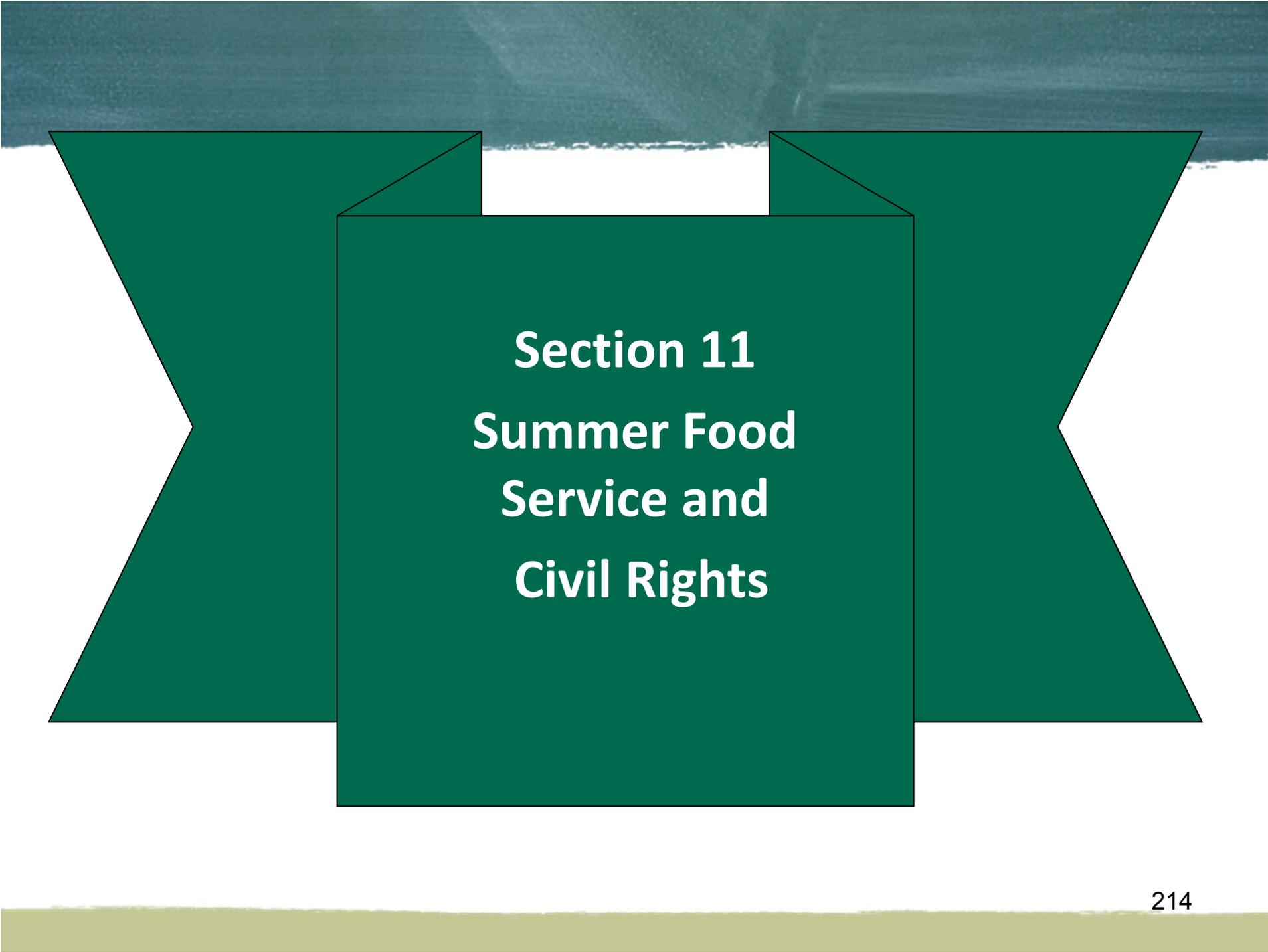
## At the sponsor level:

- SFSP training documentation (sign-in sheets, agenda to include civil rights training)
- Monitoring forms
- Food records -- purchases, inventory, menus, etc.
- Program receipts
- SFSP Staffing Records
- Mileage logs (if applicable)
- Media Release
- All meal count documentation (i.e. daily meal count forms) to support any claims filed

## For each review site:

- Daily meal count forms (for the past 5 operating days)
- Inventory – temp logs, FIFO, dated items kept off flooring, chemicals stored separate from foods, etc.
- Permit to operate
- Health inspection, visibly posted
- Meal service – components, serving sizes, planned vs. offered menu, etc.
- Point of service
- Offer versus service, as applicable
- Racial/Ethnic Site Form
- Civil Rights (is site compliant)

**Please note that if food is prepared at a central kitchen location or by a FSMC, staff will review that cooking facility as a part of the SFSP review.**



**Section 11**  
**Summer Food**  
**Service and**  
**Civil Rights**

# Equal Access to the Program

As an SFSP sponsor, it's your responsibility to ensure no one is discriminated in your program.

**ALL SFSP staff must be trained annually on Civil Rights. Documentation of this training must be maintained by the SFSP sponsor (sign-in sheets, agenda, etc.). Civil Rights training can be a portion of staff training for other required areas (as previously discussed).**



# Current Nondiscrimination Statement

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

# Including the Nondiscrimination Statement on Publications

- ◆ All sponsor publications distributed to the public that mention United States Department of Agriculture (USDA) Child Nutrition Programs must include the nondiscrimination statement.

**All SFSP materials must include the nondiscrimination statement. However, if space is limited, SFSP sponsors may include only the last statement on program materials**  
*(USDA is an equal opportunity provider and employer).*

# Civil Rights Poster

- ◆ The “...And Justice for All” poster shall be displayed at each site in a prominent place where participants receive benefits.
- ◆ The nondiscrimination statement changed in 2006 and again in 2013. New posters will not be developed by USDA until all available supplies of the full-size posters have been exhausted.
- ◆ A sample small size 8 ½ X 11 inch Civil Rights poster is available at the following link:

<http://www.fns.usda.gov/cr/and-justice-all-posters> .

**Posting standard copy paper-sized “...And Justice For All” posters in the serving area of your SFSP site is acceptable if your organization does not have larger posters.**

# Civil Rights Poster

Here is a screenshot of the  
“...And Justice for All” Poster.



**“AND  
JUSTICE  
FOR ALL”**

\*\*\*\*\*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

El Departamento de Agricultura de los EE. UU. (USDA, siglas en inglés) prohíbe la discriminación en todos sus programas y actividades a base de raza, color, origen nacional, género, religión, edad, impedimentos, credo político, orientación sexual, estado civil o familiar. (No todas las bases de prohibición aplican a todos los programas.) Personas con impedimentos que requieran medios alternativos de comunicación para obtener información acerca de los programas (Braille, tipografía agrandada, cintas de audio, etc.) deben ponerse en contacto con el Centro TARGET de USDA, llamando al (202) 720-2600 (voz y TDD).

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

USDA  
United States Department of Agriculture - March 1998

Form AD-475A (revised 3-98)

# Handling Civil Right Complaints

- ◆ Complaints of discrimination involving USDA programs must be documented and reported in accordance with federal and USDA policy.
- ◆ If you receive a discrimination complaint involving the Child Nutrition Program, the Discrimination Complaint Form should be completed by *the person filing the complaint*. The form is available in the LDOE Forms Packet and on the CNP Website under the SFSP Forms section.
- ◆ All complaints, written or oral, are to be forwarded to the USDA Director (it is preferred that the person filing the complaint do so).
- ◆ The most up-to-date address is on the complaint form and the updated nondiscrimination statement (see home-page of CNP website under the login area).

# Handling Civil Right Complaints

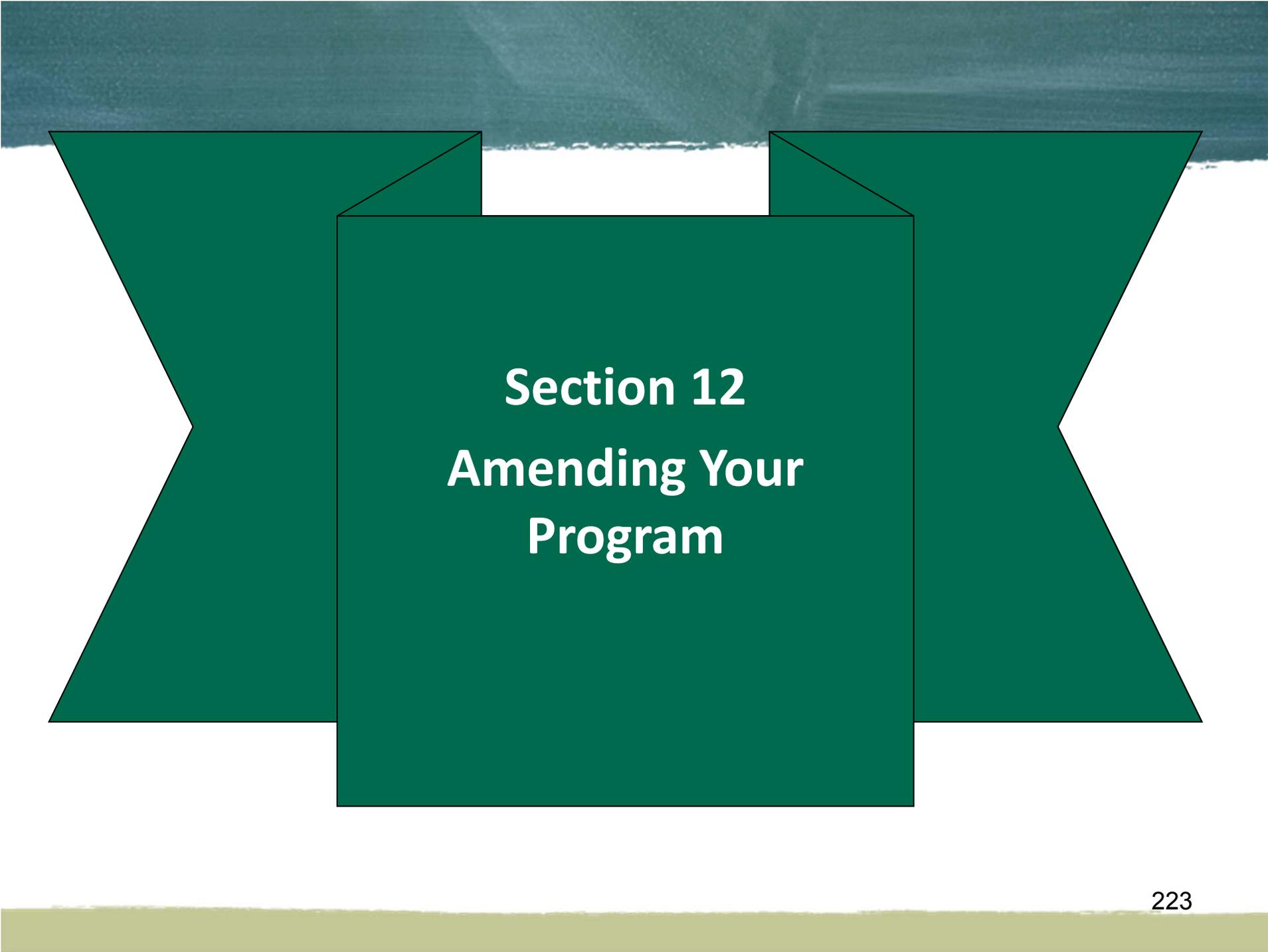
As a SFSP sponsor, be sure that:

- ◆ All SFSP staff is trained on how to handle complaints.
- ◆ The Discrimination Complaint form is available at each approved SFSP site.
- ◆ SFSP staff allow individuals to file their complaint with as little involvement in the process as possible.



# Site Racial or Ethnic Data Form

- ◆ All sponsors are required to complete a Site Racial or Ethnic Data Form at each site at least once during its period of operation.
- ◆ A Site Racial or Ethnic Data Form and Instructions can be found in the LDOE forms packet.



## **Section 12**

# **Amending Your Program**

# Recognizing the Need for Change

In general, amendments/revisions are needed when you:

1. Need to change your approved number of meals (ADP)
2. Change the meal service times at any site
3. Add or delete sites
4. Change the days of operation (program length)

**SFSP Sponsors are responsible for notifying the LDOE of changes to their program. The method in which this is generally done is through submission of an online sponsor and/or facility application(s) amendment (revision).**

# Field Trips Require Prior Written Approval

- ◆ Although an amendment is not needed, sponsors must obtain written prior approval from the state agency to send reimbursable meals for field trips when meals are not served at the approved site.
- ◆ You must email or send a fax to the state agency (attention: Shanna Legier) requesting written approval prior to the field trip.



# Using the Website for Amendments

- ◆ All amendments to Sponsor Applications, Site/Facility Applications and Claims must be done on the CNP website.
- ◆ The next series of slides will demonstrate the amendment of information on an “approved” Sponsor Application.





**CNP**  
*Child Nutrition Programs*  
Office of School & Community Support  
Division of Nutrition Assistance

## Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

**ZZZ Sponsor**

**Summer Feeding**

**Summer Feeding**

### SPONSOR APPLICATION REVISION

- ▶ Agreements
- ▶ Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

Once logged in to CNP website, access purple “Summer Feeding” tab, then click here to access Sponsor and Site Applications.



# CNP

*Child Nutrition Programs*

Office of School & Community Support

Division of Nutrition Assistance

Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

ZZZ Sponsor

Summer Feeding

Summer Feeding

## SPONSOR APPLICATION REVISION

- ▶ Agreements
- ▼ Applications
  - ▶ Sponsor Application
  - ▶ Facility Application
  - ▶ Letters
  - ▶ Submit Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

These are the menu options after clicking on the Applications link. Next, click on "Sponsor application".



**SPONSOR APPLICATION REVISION**

- ▶ Agreements
- ▼ Applications
  - ▼ Sponsor Application
    - Instructions
    - Edit Application
    - View Application
    - Revise Application
  - ▶ Facility Application
  - ▶ Letters
  - ▶ Submit Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

**Note the sub-menu options after clicking on the “Sponsor Application” link.**



SPONSOR APPLICATION REVISION

- ▶ Agreements
- ▼ Applications
  - ▼ Sponsor Application
    - Instructions
    - Edit Application
    - View Application
    - Revise Application
  - Facility Application
  - Letters
  - Submit Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

Click on the “Revise Application” link to revise a Sponsor Application that has been approved.

You will then be brought to a screen similar to the one displayed below, where you will need to click on “amend” to create the new sponsor application revision.

Revision History				
Revision	Status	Decision Date	Effective Dates	
0	Approved	4/2/2013	Effective Dates not set.	View

Create Revision button

Create Revision



Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

ZZZ Sponsor

Summer Feeding

Summer Feeding

## SPONSOR APPLICATION REVISION

**After clicking on “create revision,” you will be able to update the necessary items that need to be addressed in the sponsor application revision. Save the changes and then submit through the CNP website for approval.**

**Please note that the changes are not approved until you see the status change on the application to “approved” (from submitted).**



SPONSOR APPLICATION → EDITS TO UNSUBMITTED APPLICATIONS

- ▶ Agreements
- ▶ Applications
  - ▶ Sponsor Application
    - Instructions
    - Edit Application
    - View Application
    - Revise Application
  - ▶ Facility Application
  - ▶ Letters
  - ▶ Submit Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

Click on the “Edit Application” link to edit or change an application that has been saved, but not submitted. The “view application” link below can also be used to review previously entered information.



## SPONSOR MAINTENANCE

- ▶ Agreements
- ▼ Applications
  - ▶ Sponsor Application
  - ▶ Facility Application
  - ▶ Letters
  - ▶ Submit Applications
- ▶ Claims
- ▶ Program Administration
- ▶ Log Out

After making necessary revisions for amended applications, click here to submit.



**APPLICATION SUBMISSION**

**Applications Available for Submission**

**Sponsor Application (revision 1)**

In submitting the Applications which I have checked, I certify that the information in the Applications is true and correct to the best of my knowledge. I understand that this information is hereby given in connection with the receipt of Federal funds; that the State Agency personnel may, for cause, verify information; and that the deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

**Submit**



Click inside the box to indicate that you wish to submit the revision to the Sponsor Application. After clicking inside the box, click on the submit button to the left to submit the revision.

# Important Note About (Sponsor and Facility App) Amendments

1. An amendment will not be effective until it is approved by the state agency. *The same is true of initial applications. The program is not approved to operate until the status of the applications have changed from “submitted” to “approved”.*
2. The expected level of federal reimbursement on the program budget is calculated from the information entered on the site / facility applications.
3. Changing the length of operation, the ADP, and adding or deleting sites or meals offered will change the expected level of federal reimbursement.
4. When submitting “facility” application amendments, the software sometimes forces the sponsor to adjust the budget (by first creating a sponsor level amendment) before allowing you to submit so that the total budgeted amount does not exceed anticipated reimbursement. In this case, the amended sponsor application must be submitted *with* the amended facility app(s).



**Section 13**  
**Sanitation**

# Food Safety and Sanitation

## Louisiana State Sanitary Code

Available at:

<http://doa.louisiana.gov/osr/lac/books.htm>

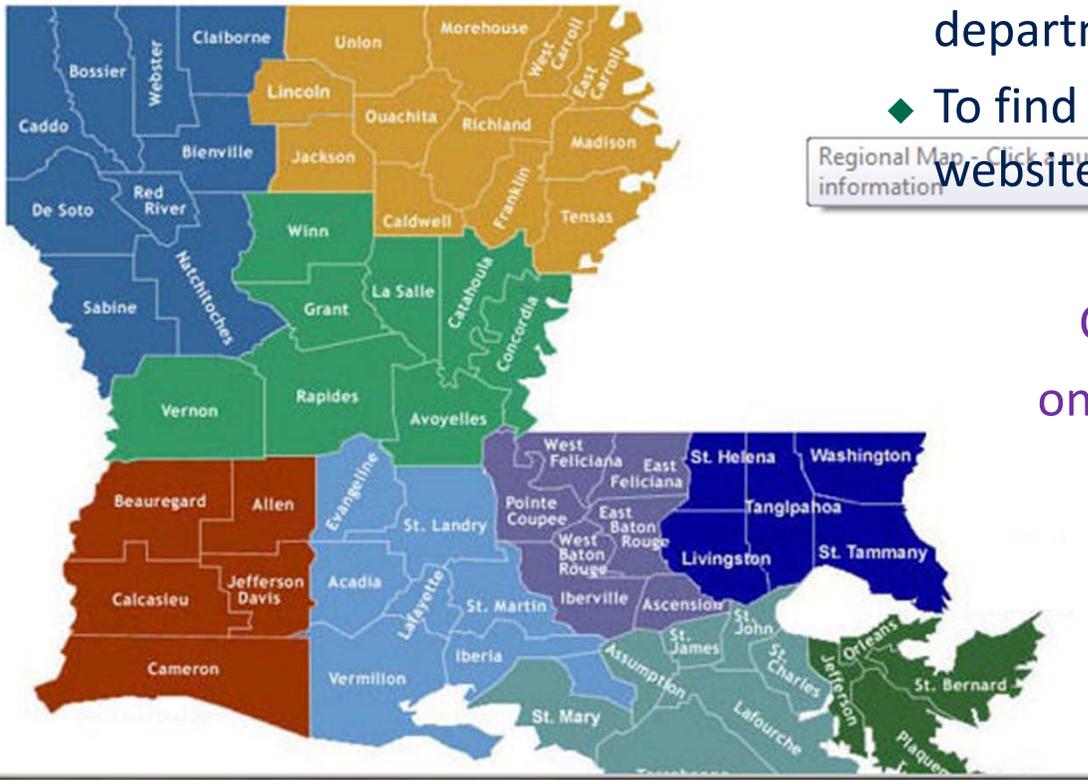
Click on the link for Title 51 (updated January 2015).

- ◆ As a SFSP sponsor, you are responsible for:
  - Being in full compliance with the LA Sanitary Code
  - Training staff on sanitation requirements and procedures

# Permit to Operate

Find a Parish Health Unit in Your Area

<http://dhh.louisiana.gov/index.cfm/page/394>



- ◆ In order to participate as a SFSP Sponsor, a current permit to operate must be issued by the local health department for each proposed site.
- ◆ To find Public Health Units, go to the website provided on this slide.

Click on the parish or region on the map that displays at this website to access contact information for your local sanitarian.

# DHH State Agency Contact

Albert Mancuso

Program Administrator

Louisiana State Department of Health and Hospitals (DHH)

Sanitarian Services

PO Box 4489

628 N. Fourth Street

Baton Rouge, LA 70821-4489

Telephone: (225) 342-7688

Fax: (225) 342-7552

Email: [albert.mancuso@la.gov](mailto:albert.mancuso@la.gov)

# Specific Link for Information on Permits to Operate

<http://dhh.louisiana.gov>

From this link, click on “public health” and then on “food inspections” on the left-hand side

You may then select either “for new businesses” or “for existing businesses” as applicable.

Many options will display at this point.

# New Permits to Operate: Start Early and Avoid Problems!

- ◆ Sponsors must contact the health department well in advance of their projected starting date of operation.
- ◆ Sanitarians must be given plenty of lead time to schedule inspections.
- ◆ Cooking sites must have three compartment sinks; all sites must have hand-washing facilities in the kitchen and for the children.

# Permits to Operate:

## For systems that participate in NSLP/SBP

Once the online forms have been submitted for the upcoming summer, you may access the “letters” tab (under Applications) to obtain the auto-populated letter for the health department which notifies DHH of the sites that will participate in the organization’s upcoming SFS.

*As stated earlier in this training, school sites that normally receive inspections during the SY are not required to receive any additional inspections during the summer months.*

# Preventing Food Borne Illness

The 3 most common conditions that can lead to food borne illness are:

- 1) Time-temperature abuse
- 2) Cross-contamination
- 3) Poor personal hygiene



# Temperature

- ◆ The Danger Zone is where bacteria grow well
  - Between 40°F and 140°F

Keep hot foods Hot – 135°F or higher

Keep cold foods Cold – 41°F or below

- ◆ Avoid the Danger Zone:
  - Follow the 2 - hour rule
  - Prepare food in smaller batches

# Temperature Control

## Food Storage

- refrigeration 36° to 41°F
- freezers -10°F to 0°F

## Use Thermometers

- maintain daily temperature log to monitor temperature of refrigerators/freezers

## Hold Foods Properly

- do not hold food in the temperature danger zone for more than **2 hours**
- when the temperature of the food service location is above 90°F, do not hold food in the temperature danger zone for more than **1 hour**

## Cool Foods Properly

- to 70°F within 2 hrs.
- to 40°F in additional 4 hrs.

# Preventing Cross Contamination

- ◆ Separate raw and cooked or ready-to-eat foods
- ◆ Use only food-grade containers
- ◆ Clean and sanitize all equipment, utensils, and thermometers

# Bleach Disinfecting Solution

- ◆ For use on kitchen surfaces, chairs and restrooms:
  - ◆ ¼ cup household bleach (5.25% sodium hypochlorite) to 1 gallon of cool water or  
1 tablespoon to one quart cool water
- ◆ For use on eating utensils:
  - ◆ 1 Tablespoon bleach to 1 gallon cool water

# Destroy Pathogens in Foods

- ◆ Proper cooking and reheating procedures
  - use thermometers for internal temperatures
- ◆ Proper food handling
- ◆ Practicing good personal hygiene

# Hand Washing – Why, How, and When?

- ◆ Before preparing food
- ◆ After using a restroom
- ◆ After eating or smoking
- ◆ After touching hair, face, or body
- ◆ After coughing or blowing nose
- ◆ After handling garbage, cleaning, or clearing tables
- ◆ Before beginning each new task

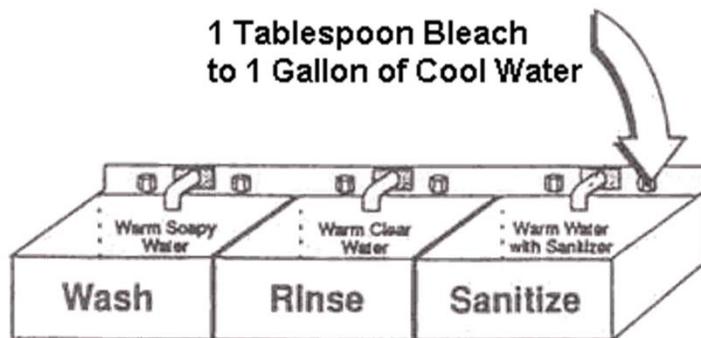
# Use Gloves the Right Way!

- ◆ Use as an additional barrier between hands and ready-to-eat foods
- ◆ Use with open wound or bandage on the hands
- ◆ Not to be used as alternative to hand washing
- ◆ Wash hands before you put on or change gloves
- ◆ Do not reuse gloves
- ◆ Replace torn gloves
- ◆ Change gloves when you change tasks, when moving from raw food to ready-to-eat food, or any time gloves become contaminated

# Safe Food Handling Practices

- ◆ Restrain hair with hairnet
- ◆ No jewelry, long fingernails, false fingernails, fingernail polish
- ◆ No eating, smoking, or chewing gum in food preparation areas

# Cleaning and Sanitizing with a Three-Compartment Sink



1. Clean and sanitize sink
2. Scrape, rinse, or soak
3. Wash in warm 110° F detergent solution in 1<sup>st</sup> compartment
4. Rinse in warm, clean water in 2<sup>nd</sup> compartment
5. Sanitize by heat (171°) or chemical in 3<sup>rd</sup> compartment
6. Air dry

# Safe Meal Delivery

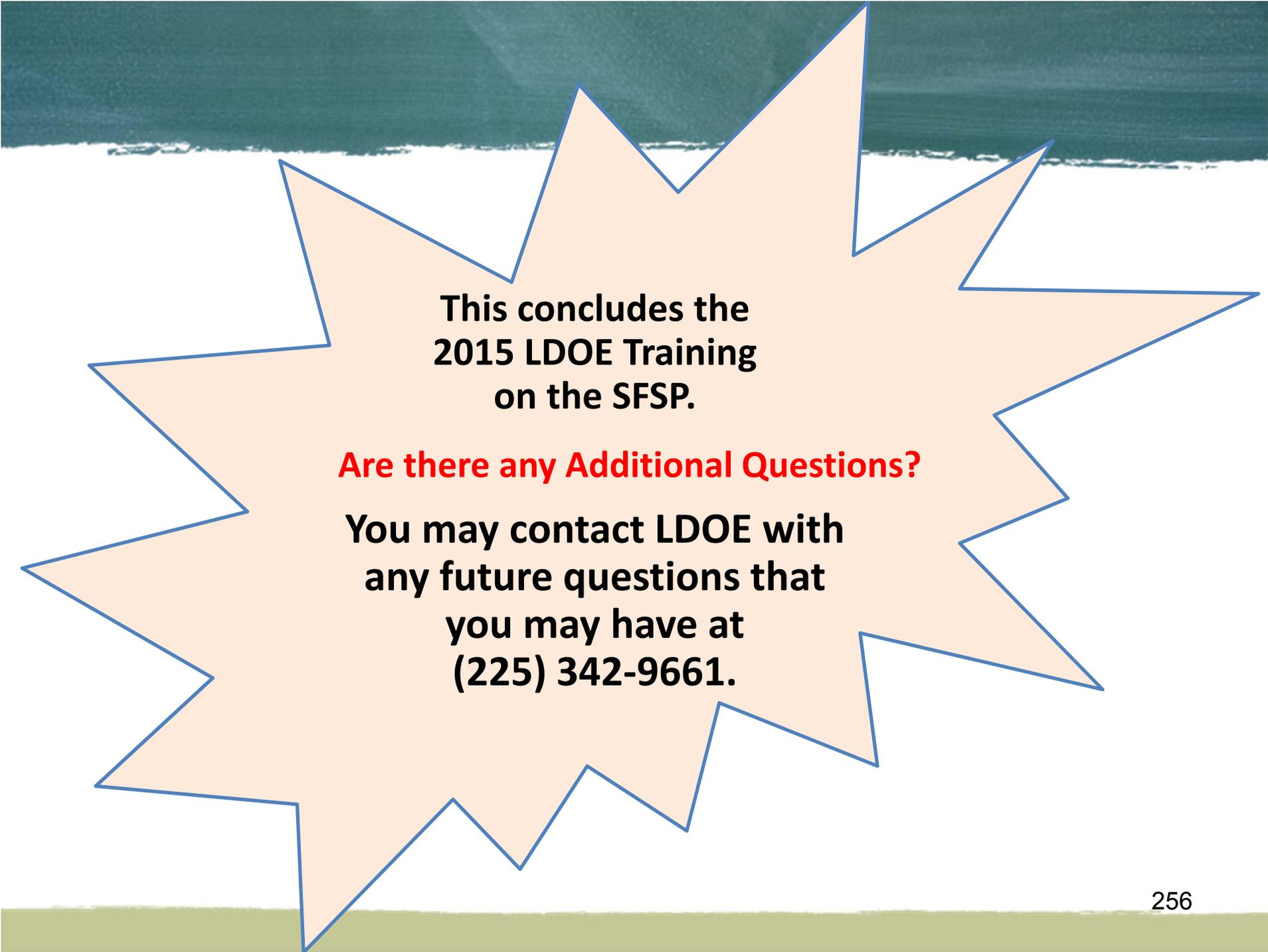
- ◆ Food safety issues with transport and service of ready-to-eat foods
- ◆ Time – Temperature Abuse
  - Satellite Account Report (LDOE Forms Packet)
- ◆ Cross-Contamination
  - Clean and sanitize all containers
  - Use only food-grade containers and equipment

# As a Reminder...

- Be sure that your online sponsor-level and facility/site-level applications are submitted and approved via the CNP website before the start of your SFSP.
- Be sure to indicate whether you wish to request an advance on your sponsor application prior to submission.
- Be sure to request permission (in advance of field trip) to serve reimbursable meals to children participating in the SFSP off-site.
- Remember to train all SFSP staff prior to program operation.

# Don't forget about the SFSP resources...

- USDA handbooks available on the CNP website under the SFSP Resource section or directly at this link:  
<http://www.fns.usda.gov/sfsp/handbooks>
- LDOE Forms Booklet (prototypes forms)
- LDOE SFSP Online Application Handbook for 2015
- LDOE Trainings on navigating the CNP website (resource section of SFSP)



**This concludes the  
2015 LDOE Training  
on the SFSP.**

**Are there any Additional Questions?**

**You may contact LDOE with  
any future questions that  
you may have at  
(225) 342-9661.**



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

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.