

Summer Food Service Program (SFSP)

Mesa Convention
Center

February 16th, 2016



Arizona Department of Education



Common Findings During Reviews

- Inaccurate meal counts
- Claiming meals delivered as meals served
- Claiming meals based on attendance
- Claiming second meals which are incomplete
- Claiming adult meals as reimbursable
- Failure to adjust operating dates and meal service times
- Failure to keep accurate documentation to support claims
- Improper food handling procedures for outdoor sites
- Claiming meals that were taken off site
- Claiming meals based off of what you projected.
- **PROGRAM INTEGRITY**



Sponsor Responsibilities

- Financial and administrative capability
- Not be seriously deficient
- Serve low-income children
- Conduct a non-profit food service
- Provide ongoing year-round activities for children or families
- Exercise management control over site



SFSP Budget

- The important points to remember when creating a budget:
 - 1. How many sites are you operating?
 - 2. How many meals did you average the summer prior?
 - 3. What was your administrative and operational costs from the prior summer?
 - 4. **BE REALISTIC IN YOUR PROJECTIONS!!!!!!**



How To Run an SFSP Site

- Staffing and training
- Point of service meal counts
- Meal pattern
- Food safety
- Monitoring



Staffing

- Things to remember when considering your staffing needs:
 1. Number of sites
 2. Size of sites
 3. Volunteers and paid staff
 4. Quality vs Quantity



Training

- Organizational training is the responsibility of the sponsor.
- Who needs to be trained?
 - EVERYONE!
- How often does staff need to be trained?
 - At least twice a year.



Training (con't)

- What topics should be covered during training:
- What is the SFSP program
- Meal counts
- Meal pattern
- Meal service times
- Consuming meal on site
- Civil rights



Point of Service Meal Counts

- Why are point of service meal counts so important?
 - Reimbursements
 - Budget
 - Staffing
 - Meal planning



Menu

Open and Closed Enrolled Sites:

- Can claim up to 2 meals or 1 meal and 1 snack/day.
- Lunch and supper cannot be claimed at the same site on the same day.

Camps:

- Can claim up to 3 meals or 2 meals and 1 snack each day.



Meal Pattern

- Breakfast
 - Milk (8 oz.), Grain (1 slice, 1 oz or $\frac{1}{2}$ cup), Fruit or Vegetable ($\frac{1}{2}$ cup) or 100% fruit juice (4 oz)
- Lunch/Supper
 - Milk (8 oz), Grain (1 slice, 1 oz or $\frac{1}{2}$ cup), Meat (2 oz), Fruit and Vegetable ($\frac{3}{4}$ cup total)
- Snack
 - Any two of the lunch/supper components



Did You Know!!

- Civil Rights non-discrimination statement
- 100% juice disclaimer
- Milk disclaimer
- Identify the main ingredients mixed items
- Never serve two fluids at breakfast
- Always serve a vegetable and a fruit at lunch and supper

Food Safety

- Department of Education and Department of Environmental Services have partnered to ensure that all SFSP sites comply with local/State health codes.



Health and Safety Standards

- All SFSP sponsors are required to enter into an agreement with the State agency that their sites will maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations {7 CFR 225.6(e)(9)}
- Could there be a situation where a facility may not have to meet local and State health and safety requirements?
 - A facility that does not prepare food onsite.



Health and Safety Violations

- Hot water being run over frozen milk to thaw it out.
- Milk sitting out in the open and not refrigerated or kept on ice.
- Food not maintained at proper temperature.
- Not enough table space and/or chairs for children to sit and eat.









Monitoring

- Monitors must ensure that the site operates the program according to program guidelines. Monitors must understand program requirements including civil rights requirements, provide technical assistance to site personnel when necessary and spend enough time at each site to ensure proper program operations. Monitors must also give corrective action where applicable.



Monitoring (con't)

- There are three types of monitoring visits:
- Pre-operational Visit – visits conducted on all new or problem sites prior to meal service beginning.
- Site Visits – visits conducted on all sites the first week of operation. This visit is waived if the site operated successfully the prior summer. Monitors do not need to be present for the entire meal service. Purpose of a site visit is to ensure the food service operation at the site is running smoothly.



Monitoring (con't)

- Site Reviews – site reviews are conducted on all sites at least once during the first 4 weeks of operation. If the site operates less than 4 weeks, a review must still be conducted. Monitors **MUST** be present before, during and after the site review.
- Documentation for all pre-approval, site visit and site reviews will be reviewed by the State agency. If documentation is not available, the sponsoring organization will be found seriously deficient!



Site Eligibility



Documenting Site Eligibility

- School Boundaries: <http://arizona.hometownlocator.com/schools>
- School Data: <http://www.azed.gov/health-nutrition/frpercentages/>
- Census Data: <http://www.fairdata2000.com/CACFP/> (FRAC Summer Food Mapper)
- <http://www.fns.usda.gov/areaeligibility> (USDA Mapper)

Documenting Site Eligibility

- Closed Enrolled Sites
 - Income eligibility applications or lists
 - OR
 - School or census data
-
- Camps



Application!!!!

- Application due dates are as follows:
 - March 21st, 2016 – Applications due for school sponsors
 - March 28th, 2016 – Applications are due for all non-schools (non-profit organizations, government entities, etc.)
 - April 28th, 2016 – Invitation only training session on the CNP2000. This training is for sponsors ordering USDA Foods.

SFSP Resources Available



SUMMER 6 FOOD 9 SERVICE

- www.azed.gov/health-nutrition/cacfp/sfsp/.
- www.summerfood.usda.gov

Questions?

