

DEPUTY SUPERINTENDENT APPROVAL



STATE BOARD MEETING DATE June 24, 2013

SUBJECT: United States Department of Agriculture Management and Administration Plan
Summer Food Service Program 2013

SUBMITTED BY: Mary Szafranski, Deputy Associate Superintendent

MANAGEMENT TEAM REVIEW:
June 6, 2013

*Approved
ms 5/21/13*

BACKGROUND INFORMATION:

INTRODUCTION

The Management and Administration Plan for the Summer Food Service Program (SFSP) outlines the measures proposed to meet the requirements in the Summer Food Program regulations (Part 225.4) of the Federal Register. For the 2013 Plan, there are eight specific points that must be included.

The eight points are listed as they appear in the regulations. Each point is followed by a statement or data, which meets the criteria provided by the United States Department of Agriculture (USDA).

BACKGROUND

The food service provided under the SFSP is similar to the other Child Nutrition Programs administered by ADE and is intended to serve as a substitute for these programs to children who are on school vacation. The SFSP is primarily directed toward children from needy areas.

Arizona is required to write a Management and Administration Plan based on regulations. Certain narrative statements and statistical data have been included to meet specific approval criteria issued by the USDA.

**BOARD ACTION REQUESTED: [] INFORMATION [X] ACTION/DESCRIBED
BELOW:**

That pursuant to ARS 15-1152 and 1153, the State Board authorizes the Department of Education to enter into an agreement with the U.S. Department of Agriculture to operate the Child Nutrition Programs (National School Lunch, School Breakfast, Special Milk, Commodity Schools, Child and Adult Care Food Program, Food Distribution Program and Summer Food Service Program); allow the Department of Education to accept receipt of the funds allocated and authorize expenditures of these funds; and authorize the Department of Education to disburse these funds to eligible recipients in accordance with the federally stipulated reimbursement formulas and other USDA and Federal regulations.

ATTACHMENTS: YES [X] NO []



United States
Department of
Agriculture

File: 225 SFSP\2013 MAPS\AZ
April 22, 2013

Food and
Nutrition
Service

Western Region

90 Seventh St.
Suite 10-100
San Francisco, CA
94103

Ms. Mary Szafranski
Deputy Associate Superintendent
Arizona Department of Education
1535 West Jefferson Street, Bin #7
Phoenix, AZ 85007

Re: 2013 Summer Food Service Program Management and Administration Plan
Approval

Dear Ms. Szafranski:

I am pleased to advise you that Arizona's 2013 Management and Administration Plan (MAP) for the Summer Food Service Program (SFSP) is approved at the following levels:

State Administrative Funding (SAF)	\$ 223,857
Sponsor Operational Reimbursement	\$ 7,976,525
Sponsor Administrative Reimbursement	\$ 768,992

The SAF is approved at less than the amount requested. The approved amount is within the maximum allowed by regulatory formula under 7 CFR 225.5(a). If you determine later that the SAF originally awarded based on your 2013 MAP is inadequate, 7 CFR Part 225.5(c) authorizes FNS to increase your SAF based on information provided in a Mid-Program Assessment request. The deadline to submit a Mid-Program Assessment to our office, including data and narrative justification, is **August 15, 2013**.

The Sponsor Operational and Administrative Reimbursement amounts are estimates based on projected meals to be served. The actual amounts will vary depending on actual meals served in the current year. If you find that your MAP significantly underestimated demand for meals, you can also submit a Mid-Program Assessment request to adjust this funding to the proper levels. Alternatively, if you do not submit a Mid-Program Assessment, you can readjust your Block account to cover the additional amount needed, provided you have remaining money in your Block account.

FNS encourages state outreach efforts to increase awareness of and participation in the Summer Food Service Program. Up to twenty percent of the SAF may be used for activities associated with program outreach.

Ms. Mary Szafranski
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AZ 2013 MAP Approval

We look forward to working with you and your staff to ensure healthy meals are available for children this summer. Please call your State Point of Contact, Holly Prestegaard, at 415-645-1938 if you have any questions.

Sincerely,



Ronna Bach, MPH
Division Director
Special Nutrition Programs

cc: Melissa Rothstein, CND
Cynthia D. Turner, Director, WRO FM
Emerick Konno, WRO FM
Sophie Latif, WRO FM

**Management and Administration Plan
Summer Food Service Program
2013**

Health & Nutrition Services

**Mary Szafranski
Deputy Associate Superintendent**

**Arizona Department of Education
1535 West Jefferson, BIN #7
Phoenix, Arizona 85007**

2/14/2013

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INTRODUCTION

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225.4(d)(1) THE STATE'S ADMINISTRATIVE BUDGET FOR THE FISCAL YEAR 2013:

**ESTIMATED 2013 BUDGET FOR STATE
ADMINISTRATIVE EXPENSES**

Please see attached MAP Checklist Budget Calc-2013

225.4(d)(2) THE STATE'S PLAN FOR USE OF PROGRAM FUNDS AND FUNDS FROM WITHIN THE STATE TO THE MAXIMUM EXTENT PRACTICABLE TO REACH NEEDY CHILDREN:

A. Outreach will be conducted through the following means:

1. Posters providing a website and toll free hotline for the nearest SFSP sites will be placed in local WIC clinics, DES field offices, food banks, and community action offices.
2. The Arizona Department of Education (ADE) will partner to provide a kickoff event to educate current and potential sponsors on topics of SFSP success and outreach implementation.
3. ADE will utilize the redesigned; user-friendly SFSP website, which provides a search map mechanism to promote open feeding sites statewide.
4. ADE will distribute SFSP outreach materials to sponsors, community partner programs, and businesses. These outreach materials will also be available to download from the SFSP website.
5. Potential sponsors, determined to be in underserved areas as identified by using GIS mapping, will be contacted through ADE's partnership with Department of Economic Security (DES) Community Network Teams.
6. Organizations requesting program information will be contacted by ADE staff and invited to training.
7. Three information sessions will be hosted by Valley of the Sun United Way to promote SFSP.
8. Active participation with the Arizona Hunger Advisory Council committee to promote awareness of SFSP statewide.
9. SFSP Coordinators will host an exhibit table at the Arizona Coordinated School Health Conference.
10. Sponsors attending training will receive and be encouraged to use outreach materials to increase awareness of their programs to reach potential participants in their communities.
11. When conducting Coordinated Review Efforts, Health and Nutrition staff will promote the SFSP to potential sponsors.
12. SFSP brochure and training schedules will be provided at CACFP At-Risk Meals trainings.
13. An interview of successful SFSP sponsors will be performed. These sponsors will be highlighted during the SFSP training to promote outreach and increase participation.
14. Contact and send informational flyers that promote SFSP to WIC, Arizona Parks and Recreation Programs, Migrant Camps, YMCA/YWCA, Boys and Girls Clubs, Libraries, Public Pools, churches, and other community programs.
15. SFSP program availability and workshop information will be advertised on www.volunteerphoenix.org, a website devoted to volunteer organizations in Arizona.

B. Application Process:

As of February 1, 2013, a memo describing the purpose, eligibility criteria, availability, responsibility, and training requirements of the Program will be posted to the "azsummerfood" website and sent to the following:

1. Sponsors of the previous year's SFSP.
2. Sponsors of the NSLP.
3. Any person or program that shows an interest in the SFSP.

225.4(d)(3) THE STATE'S PLANS FOR PROVIDING TECHNICAL ASSISTANCE AND TRAINING TO ELIGIBLE SPONSORS:

The ADE will offer SFSP trainings in four regions of Arizona. The trainings will cover program guidelines, meal requirements, food safety, outreach, application process, budget, reimbursement, and an overview of Seamless Summer Option vs. Simplified SFSP. Training will be required for those sponsors who participate in the Simplified SFSP, are new to the Seamless Summer Option, and for sponsors whose corrective action requires them to do so per the state agency.

Trainings will be offered covering the following topics:

1. Purpose of the program
2. Site eligibility
3. Application process
4. Record keeping requirements
5. Meal requirements
6. Sponsor budget requirements
7. Food production
8. Health and sanitation
9. Reimbursement
10. Audit and review
11. Civil Rights requirements
12. Seamless Summer Option requirements
13. Outreach

225.4(d)(4) THE STATE'S PLANS FOR MONITORING AND INSPECTING SPONSORS, FEEDING SITES, AND FOOD SERVICE MANAGEMENT COMPANIES, AND FOR ENSURING THAT SUCH COMPANIES DO NOT ENTER INTO CONTRACTS FOR MORE MEALS THAN THEY CAN EFFECTIVELY PROVIDE:

All programs will receive training and program materials which include food specifications and quality standards.

1. The State will conduct pre-approval visits of the following Simplified SFSP Sponsors:
 - a. All applicant sponsors that did not participate in the Program in the prior year (unless an NSLP review was conducted within 12 months and no significant deficiencies were noted).
 - b. All applicant sponsors that had operational difficulties the prior year.
 - c. All sites which the SA determines are in need of a pre-approval visit.
2. The State will conduct reviews of Seamless Summer Option participants during the summer prior to or following their regularly scheduled CRE.
3. The state will conduct Simplified SFSP reviews according to regulations and will ensure program compliance of sponsor operations by reviewing at least 10 percent of the sponsor's sites or one site, whichever is greater, for:
 - a. Every new sponsor during its first year of operation.
 - b. Sponsors whose program reimbursements, in the aggregate, account for at least one-half of the previous year's total program meal reimbursement.
 - c. Sponsors, who in the determination of the state agency, experienced significant problems in the prior year.
 - d. All sponsors will be reviewed at least once every 3 years (except when "F" applies; see "F" below).
 - e. Follow-up reviews will be conducted as necessary.
 - f. Reviews may not be required of school sponsors that manage the SFSP when: (1) the sponsor manages the program with the same personnel as the school meal program; and (2) a review of the school food service operations conducted in the same year determined their operations to be satisfactory.
4. When approving an application to be served by a vendor, the state agency shall establish a cap on the total number to be served at any meal service for each site.
 - a. The cap shall be established according to the maximum approved level from the past performance for existing sponsors. For new programs, the maximum shall be ten (10) percent over the planned number of children.
 - b. The maximum level may be adjusted up or down if attendance warrants it and written approval is given by the state agency.

c. Meals served over the cap will be disallowed.

5. Health Inspection requirements:

a. Non-school sites and catering facilities will not be given approval without proof of notification to the appropriate health agency of their intent to operate the Program.

b. Health inspection violations must be corrected prior to operating.

225.4(d)(5) THE STATE'S PLAN FOR TIMELY AND EFFECTIVE ACTION AGAINST PROGRAM VIOLATORS:

1. Complaints and irregularities will be investigated expeditiously and a file of evidence will be constructed. If there is suspected fraud or criminal abuse, Food and Nutrition Service (FNS) will be notified. A SFSP found in non-compliance during review will be provided with a deadline to explain in writing how the deficiencies have been corrected. Sponsors and food service management companies will be notified of appeal rights.
2. Denial of applications or termination of a sponsor may result from:
 - a. Non-compliance with applicable bid procedures and contract requirements.
 - b. Submission of false information.
 - c. Failure to return to the state agency any advanced payments that exceeded the amount earned.
 - d. Program violations of significant proportion or at a significant number of sites.
3. Termination of sites may result from:
 - a. Failure to correct violations.
 - b. A threat to the health and safety of children.
4. Meal disallowance may result from:
 - a. Violations of meal service requirements.
 - b. Meals served in excess of approved level.
5. Food service management companies must be notified within 48 hours of the termination of a sponsor or site.

225.4(d)(6) THE STATE'S PLAN FOR ENSURING FISCAL INTEGRITY OF SPONSORS NOT SUBJECT TO AUDITING REQUIREMENTS PRESCRIBED BY THE SECRETARY:

1. Sponsor reviews conducted by Child and Adult Care Food Program staff cover the fiscal components of the program. The reviews verify that funds are used in accordance with applicable laws and regulations.
2. Computerized edit checks are included in the State's payment system to ensure the validity of claims submitted.

225.4(d)(7) THE STATE'S PLAN FOR ENSURING COMPLIANCE WITH THE FOOD SERVICE MANAGEMENT COMPANY PROCUREMENT MONITORING REQUIREMENTS SET FORTH AT 225.6(h):

1. A Request for Proposal (RFP) has been developed by the ADE for sponsors who want to contract with a Food Service Management Company (FSMC) to use.
2. Sponsors whose contracts exceed \$50,000 require formal procurement for Charter Schools or School District. Non-profit sponsors whose contracts exceed \$100,000 are required to complete formal procurement.
3. Sponsors that are considering contracting with an FSMC must follow the procedures listed below:
 - Sponsors must attend a mandatory contracting training;
 - Sponsors must use the ADE RFP template and RFP Evaluation Rubric for the solicitation process;
 - Before the solicitation process begins, sponsors must e-mail the solicitation materials to ADE to gain approval;
 - The SFA is required to send the RFP to at least five (5) different vendors;
 - The selected proposal, with all supporting documents included, must be sent to ADE for final review and approval prior to obtaining signatures; and
 - When ADE has ensured that the procurement meets the CFR, ADE will notify the SFA in writing. Then, the SFA may notify the FSMC of award.
4. For an RFP or IFB that includes the Simplified SFSP and is over \$100,000, the FSMC must submit a Bid Bond in an amount not less than 5 percent and no more than 10 percent of the value of the contract for which the bid is made, as determined by the sponsor and specified in the IFB. A copy of the bond must be included in the proposal. The bond must be from one of the companies listed in the most recent issue of the U.S. Department of Treasury Circular 570, which is available from the Government Printing Office for a small fee. Sponsors may obtain a copy by calling (202) 512-1800, or by downloading at: <http://www.fms.treas.gov/c570/index.html>.
5. A Performance Bond is required by the SFA as a matter of protection. The FSMC shall obtain a Performance Bond that is 10 percent of the entire contract. The bond must be from one of the companies listed in the most recent issue of the U.S. Department of Treasury Circular 570, which is available from the Government Printing Office for a small fee. Sponsors may obtain a copy by calling (202) 512-1800, or by downloading at: <http://www.fms.treas.gov/c570/index.html>.

225.4(d)(8) THE STATE'S NEED, IF ANY, FOR MONIES AVAILABLE TO PAY FOR THE COST OF CONDUCTING HEALTH INSPECTIONS AND MEAL QUALITY TESTS:

No monies are needed for the costs of these services.

Management and Administration Plan
SUMMER FOOD SERVICE PROGRAM

Projected for 2013

Submitted By

**Arizona Department of Education
Health and Nutrition Programs**

**Mary Szafranski
Deputy Associate Superintendent**

Mary Szafranski
Signature of Chief Official of State Agency

Deputy Associate Supt.
Title

2/14/13
Date

Signature of Reviewing Official

Title

Date

The contents of this publication were developed under a grant from the US Department of Agriculture. However, these contents do not necessarily represent the policy of that agency, nor should endorsement by the Federal Government be assumed. [20 U.S.C. 1221e-3(a)(1)]

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