



Department of Education

Health and Nutrition Services Division



HNS #02-2018

MEMORANDUM

To: Summer Food Service Program (SFSP) Sponsors
National School Lunch Program (NSLP) Sponsors

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Kenny Barnes, Co-Director
Community Nutrition, Non-Traditional

Date: January 4, 2018

RE: SFSP Program Year 2018 Application and Program Announcement

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2018 Summer Food Service Program (SFSP). SFSP was originally established in 1968 as part of the Child Care Food Program (which is now Child and Adult Care Food Program), thereby making the infrastructure of the two programs very similar.

The Community Nutrition Programs team will continue to provide participants with staff accessibility, applicable training, quality technical assistance and continual program oversight. Additionally, this memo provides all current and potential SFSP sponsors with necessary information to meet application and training requirements for the 2018 program year. The following topics are discussed in this memo:

- Training opportunities; both mandatory and elective
- Annual application deadlines, process, and requirements
- USDA Foods Program (formerly commodities)
- E-Memorandum
- Important program reminders and updates

Training Opportunities: Both Mandatory and Elective

Please review the information below regarding training.

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Diane M. Douglas, Superintendent of Public Instruction

1535 West Jefferson Street, Phoenix, Arizona 85007 · (602) 542-8700 · www.azed.gov

This institution is an equal opportunity provider.

Training is available to all qualified entities interested in being a SFSP sponsor.

SFSP training is not mandatory for a returning school; however, it is highly recommended.

ADE is holding one SFSP Summit this year and it will be held at the:

Renaissance Phoenix Glendale Hotel and Spa
9495 W. Coyotes Blvd.
Glendale, AZ 85305

1. **January 24, 2018 - Summer Food Service Program Summit for Schools, Non-Profit Organizations, and Government Entities who wish to sponsor the SFSP:** This training is required for all interested SFSP sponsors that are non-profit or government entities, or schools operating the SFSP for the first time. Summit attendance is optional for school sponsors that have previously operated a successful Seamless or Simplified SFSP. New staff members and sponsors that had operational review findings from the prior year are encouraged to attend as well. This Summit will provide quality information about program operations and site management. General sessions will provide insight to how childhood hunger and obesity are related, as well as provide professional development in the areas of Farm to Summer, Food Safety, and the USDA Foods Program. There will be three afternoon breakout tracks specific to Simplified Summer Operations, Seamless Summer Operations (for schools only), and a New Sponsor Track. These sessions will cover common review findings from FY 17, financial viability, program recordkeeping, outreach ideas and materials, and the application process for new sponsors. The Summit check-in begins at 7:00 AM and the Summit runs from 8:00 AM to 3:00 PM.

Please register at <https://ems.azed.gov/home/SearchResults?SearchString=Summer>

2. **January 25, 2018 – School Food Programs Processing Conference:** This conference for schools will include one breakout session on how to operate the Seamless or Simplified Summer Food Service Program. This conference is not required for any SFSP participation, but is an additional opportunity for school sponsors to learn about the program and explore best practices when operating SFSP in a school setting. There will be three sessions related to SFSP at the Processing Conference. The first breakout session will cover details for how to operate the program. The other two sessions will focus on improving meal quality and mobile feeding sites for schools in the SFSP. The School Food Programs Processing Conference check-in begins at 7:00 AM and the first SFSP breakout sessions begins at 9:00 AM. No additional registration is necessary for school staff that have already registered for the processing conference.
3. **USDA Foods in SFSP - School Food Programs Ordering Web-Based Training:** USDA Foods are available to all SFSP sponsors. Sponsors should indicate their interest in this program on the SFSP applications. In order to receive access to the invitation only training session for USDA Foods, the entire SFSP Application must be approved by mid-April. This additional training for USDA Foods will be offered the first week of May to instruct sponsors on how to navigate the MyFoods ordering system. This training is required for those approved organizations that do not have access to MyFoods and wish to order USDA Foods to use in the SFSP.

Registration for the Summit will close on January 17th, 2018 and all attendees must register prior to arriving at the event. Please note that due to facility food restrictions, no outside food or beverages will be allowed on the property.

Note: If qualifying schools wish to participate in SFSP but will not be attending the Summit, please send an email to the SFSP Inbox, SFSP@azed.gov, and a link to the 2018 SFSP application forms will be sent to you.

Annual Application Deadlines, Process, and Requirements

Application Deadlines

- **March 23, 2018: Application deadline for school sponsors**
- **March 30, 2018: Application deadline for non-school sponsors (private non-profit organizations, government entities, etc.)**
- **May 31, 2018: Sponsors must have a completed and approved application to participate for the summer of 2018. Please note that any applications received after this date will not be considered for SFSP sponsorship participation but can be considered for an SFSP site.**
 - Note: Sponsors interested in participating in USDA Foods must have their applications approved by mid-April.

The application documents are accessible by a unique link that will be provided to all attendees shortly after the summit and electronic documents must be completed and submitted for approval prior to submitting information on the CNP Web. The 2018 SFSP forms are computer based and all electronic application packets must be sent to ADE's SFSP Inbox, SFSP@azed.gov. **When emailing the information, please note the name of the organization in the subject line and attach all required documents.** Detailed instructions will be provided at the Summit and during the first breakout session at the Processing Conference.

Additionally, new sponsors or returning sponsors who are updating their program designated officials will need to submit a Food Service Program Permanent Agreement, which requires 2 copies with an original signature. **These must be submitted postmarked no later than March 23, 2018 for schools, and March 30, 2018 for non-school sponsors to:**

SFSP 2018 Application
Arizona Department of Education
1535 W. Jefferson St, BIN 7
Phoenix, AZ 85007

ADE Program Specialists will review the submitted applications and contact sponsors for any necessary revisions. Once the ADE Program Director approves the submitted SFSP electronic application forms, sponsors will be able to enter the approved information in the CNPWeb and click "submit" for on-line approval. Please remember that submitting an application through CNPWeb does not mean the application is approved. The CNPWeb can only be accessed through ADEConnect, and all sponsors must have a designated ADEConnect Entity Administrator. The request form for designating an Entity Administrator is included in the application packet.

It will be essential that contact information such as email addresses for the responsible principals are active and correct. ADE staff must be made aware of the type of Summer Food Service Program you will be operating for 2018.

For ADE to successfully promote your program through statewide outreach, please submit complete applications as early as possible. ADE advertises the availability of open sites through public service announcements, website postings, and ongoing outreach efforts.

Schools that operate the National School Lunch Program (NSLP) have the option of administering the Simplified SFSP or the Seamless SFSP. All other organizations, i.e., private, non-profits and government entities or schools who do not operate the NSLP, must administer the Simplified SFSP **ONLY**.

Meals served to children must fully meet the meal pattern requirements to be considered for reimbursement.

Meals served prior to ADE's approval of the application are not eligible for reimbursement. There are no exceptions!

USDA Foods Program (Formerly Commodities)

All SFSP sponsors may participate in the USDA Foods Program. Sponsors are required to pay a delivery fee for any cases of USDA Foods received. Please keep this in mind when considering participation in the program. These fees shall be paid out of the sponsor's existing food service budget. For more information, contact a member of the School Foods team at FDP@azed.gov.

USDA Foods Program participation request process:

- Select "yes" from the drop-down box in the *General Information* section of the Sponsor Application on CNPWeb.
- Complete and submit a Food Distribution Program Delivery Information Application, which is available in the application packet.
- Remember to enter your approved information into the CNPWeb as soon as your Program Specialist contacts you that your application is approved. ADE must approve the CNPWeb on-line application on or before April 13, 2018. Schools that are in good standing are considered approved for USDA Foods.

Sponsors who are **new to the USDA Foods Program must also:**

- Attend the School Food Programs Ordering Web-based training discussed above to learn how to gain access to MyFoods and receive an overview of the program. You will be contacted by a member of the School Food Programs to register.

E-Memorandum Reminder

Health & Nutrition Services, SFSP posts all SFSP memoranda to the ADE website: <http://www.azed.gov/hns/memos/>. **SFSP Sponsors are responsible for all information provided in SFSP Child Nutrition (CN) memos**; hard copies will not be mailed directly to the sponsor. Please visit the website regularly to review the most current information related to the SFSP.

Important Program Reminders and Updates

All sponsors planning to participate in the simplified SFSP are required to submit a realistic budget. **Schools that successfully participate in the NSLP may contact their SFSP Program Specialist to discuss other options for the budget.**

Program Forms

Program forms for documenting daily operations are available on the SFSP website. They can be accessed at <http://www.azed.gov/hns/sfsp/sfspforms/> on the Operating, Administrative, and Camps tabs.

Health and Safety

All SFSP sponsors that prepare meals will need to closely work with their applicable county health departments to ensure the proper food service permits are obtained for both the kitchen facility and meal service sites.

Claims for Reimbursement

- Sponsors may submit claims for reimbursement once the claim month ends. Claims for reimbursement are processed by ADE on an ongoing basis. Sponsors must file the claim for reimbursement no later than 60 days after the claim month ends.
- June and July claims CANNOT be combined because the fiscal year ends June 30, 2018.

Advance Request

Simplified SFSP sponsors may request a reimbursement advance for the months of June, July and August. It is important to note that advances can only be requested by sponsors who are operating a minimum of 10 days in the month for which they are requesting the advance. All requests must be made prior to serving meals for the month an advance is needed. **The initial advance will be based on realistic, approved administrative costs and projected revenue.** Prior to the second advance being disbursed, sponsors must provide detailed program training documentation to their Program Specialist. ADE will subtract the amount of the advanced funds from the submitted reimbursement claims. Sponsors in good standing that wish to be considered for advanced funds may request it on the application. If a sponsor is declared seriously deficient while operating the SFSP, the sponsor is not eligible for an advance until the serious deficiency is permanently corrected and the program review is closed.

Serious Deficiency

Outstanding corrective action and unpaid fiscal actions will lead to a seriously deficient determination. Sponsors that were deemed seriously deficient or owe fiscal action from a previous year are not considered

“in good standing” and will not be approved for SFSP participation. Additionally, seriously deficient sponsors in the CACFP are not eligible to participate in the SFSP.

Non-Associated Site Agreements

Sponsors who administer the SFSP at non-associated sites (sites owned by another entity, other than the sponsor, such as recreational programs, parks, vacation bible schools, etc.), **must submit to ADE** a copy of a signed agreement between the legal operator of the non-associated site and the sponsor representative. A sample agreement is available in the application packet. Sponsors may use this template or provide an agreement of their own, that at the minimum, specifies the details relating to meal service, times, dates, locations, and recordkeeping responsibilities.

Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.