



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS # 39-2018

MEMORANDUM

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

Original Signed

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

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

Date: November 27, 2018

RE: SFSP Program Year 2019 Application and Program Announcement

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2019 Summer Food Service Program (SFSP). SFSP was originally established in 1968 as part of the Child Care Food Program, now called the Child and Adult Care Food Program (CACFP). This makes the infrastructure of the two programs very similar. The CACFP/SFSP 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 2019 program year. The following topics are discussed in this memo:

- Training opportunities, both mandatory and elective;
- Annual application deadlines, process, and requirements;
- How to utilize USDA Foods in the SFSP;
- E-Memorandum; and
- Important program reminders and updates.

Diane M. Douglas, Superintendent of Public Instruction

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Training Requirements

Training is available to all qualified entities interested in being a SFSP sponsor. Non-profit organizations and non-school government entities will not be approved to operate the SFSP unless they have attended SFSP training in the current year.

SFSP training is not mandatory for returning school sponsors that have previously operated a successful Seamless or Simplified SFSP; however, it is highly recommended. New staff members and sponsors that had operational review findings from the prior year are strongly encouraged to attend.

1. **February 27, 2019 - 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. Even though the training is optional for schools, schools are strongly encouraged to send staff members that wish to learn how to manage the SFSP. This Summit day will provide quality information about program operations, site management and program updates. Sessions will discuss proper monitoring of sites, outreach and enrichment and how to operate the SFSP. It will allow sponsors to learn about community resources and the importance of food safety. Sponsors will also have the opportunity to discuss successful marketing strategies with peers. Additionally, it will provide information on how to access additional food resources through USDA Foods.

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

The Summit check-in begins at 7:00 AM. The Summit runs from 8:00 AM to 4:00 PM. Registration for the Summit will close on February 20th, 2019 and all attendees must register to attend this event.

Please register at <https://ems.azed.gov/Home/Calendar>.

2. **Summer Food - School Food Programs Ordering Web-Based Training:** Learn about USDA Foods and how it may benefit your organization. This by invitation only training session will be offered on **April 30th, 2019** to instruct you 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.
3. **Management Plan and Budget Training:** This training will introduce prospective and renewing sponsors to the new online Management Plan and Budget system. This training is mandatory for all program participants and will provide sponsors with the tools they need to successfully apply and renew for SFSP Program Year 2019. Trainings are expected to occur in March 2019. Specifics regarding dates, times and locations, will be announced in January 2019.
4. **How to Operate the SFSP Training:** This elective training will provide both Seamless and Simplified sponsors an opportunity to refresh their knowledge of SFSP operations and work with ADE Program Specialists. Trainings are expected to occur in March 2019. Specifics including dates, times and locations, will be announced in January 2019.

Note: If qualifying schools wish to participate in SFSP and are not attending the Summit, please send an email to the SFSP Inbox, SFSP@azed.gov. This will provide access to the Management Plan and Budget system.

Annual Application Deadline, Process, and Requirements

Application Deadlines

- **March 22, 2019:** Application deadline for school sponsors.
- **March 29, 2019:** Application deadline for non-school sponsors (private non-profit organizations, government entities, etc.)
- **May 31, 2019:** Sponsors must have a completed and approved application to participate for the summer of 2019. 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.

The 2019 SFSP application process will be completed online. Detailed instructions will be provided the day of the SFSP Summit as well as in the mandatory Management Plan and Budget Training.

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**.

ADE Program Specialists will contact sponsors once the SFSP Management Plan and Budget has been approved. Please remember that submitting an application to ADE does not mean the application is approved. Once notified, sponsors will be able to enter the approved information in the CNPWeb and click “submit” for online approval. Sponsors must carefully read the online application instructions in the SFSP Web User Guide that is located at <http://www.azed.gov/hns/sfsp/sfspforms/>. Sponsors must have an Entity Administrator in ADEConnect to grant access to the appropriate CNP applications.

** Individuals are responsible for keeping individual Entity Administrator accounts confidential, accurate and up-to-date. The username/password is an electronic signature and must not be shared. Consulting firms contracting with an LEA, including Food Service Management Company employees, are not authorized to complete the SFSP online applications or claiming process, and shall not be provided with Entity Administrator rights to enter such data.*

The sponsor’s participation in the SFSP begins only when all required **complete and correct** documentation is approved by the program director. 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

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, so 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 requirements:

- 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 Deliver Information Application.
- Remember to enter your approved information into the CNPWeb as soon as your Program Specialist notifies you that your Management Plan and Budget is approved. ADE must approve the CNPWeb online application **on or before April 12, 2019**. 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 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. (See page 2 for details.)

E-Memorandum Reminder

Health and 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 Program Specialist to discuss other options for the budget.**

Program Forms

Access to the SFSP Management Plan and Budget will be granted following the summit. Sponsors may easily access additional items such as application instructions, memos and guidance manuals at <http://www.azed.gov/hns/sfsp/>.

All SFSP sponsors that prepare meals will need to closely work with their local county health departments to ensure the proper food service permits are obtained for both the kitchen facility and meal service sites. Please refer to the memo published by USDA, SFSP 07-2015, on the memo page of the ADE website.

Claims for Reimbursement

- Meals served prior to ADE’s approval of the application cannot be claimed 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, 2019.

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.

Serious Deficiency

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. Repayment of any fiscal action is a corrective action and a Program review cannot be closed until payment in full has been received by ADE. Outstanding corrective action and unpaid fiscal actions will lead to a seriously deficient determination. Seriously deficient sponsors (in any child nutrition program) are not eligible to participate in the SFSP. If a sponsor is declared seriously deficient while operating the SFSP, it is not eligible for an advance until the serious deficiency is permanently corrected and the program review is closed.

Non-Associated Site Agreements

Sponsors who administer the SFSP at non-associated sites (sites owned by an 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 located at <http://www.azed.gov/hns/sfsp/sfspforms/>. 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 and locations.

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. Returning sponsors have an assigned Program Specialist and can find specific contact information on the online Sponsor Application.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

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