



**Planning and
Administering the Summer
Food Service Program**

Online Course Workbook



INTRODUCTION

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LESSON 1 | Topics 1 – 8



By the end of this lesson, you will be able to...

- Explain the eligibility requirements for participants in a Summer Food Service Program
- Understand the eligibility requirements for a sponsor of a Summer Food Service Program
- Identify the types of Summer Food Service Program sites
- Select the best site for your program, in compliance with regulations
- Determine how site eligibility is documented
- Distinguish when Income Eligibility Applications are used to document site eligibility
- Recognize categorically eligible Summer Food Service Program participants
- Clarify how military benefits impact income eligibility



Top 3

Take two minutes and write down the top 3 things you want to get out of this course. Put a star next to the one that is the most important to you.

1. _____

2. _____

3. _____



Activity 1.7 Workbook - Facility Checklist

Before you choose a site location, consider these questions:

Is there a high concentration of low-income children in the area?

Are there educational, recreational, or social activities already established or planned in the area?

Can children get to the site safely and easily?

How will you determine eligibility? Will you use school data, census data, or income eligibility statements?

Will you prepare meals yourself at the site or at a central kitchen, or will you purchase meals?

If you are purchasing meals, are you vending with a school food authority? Or, if not vending with a school food authority, what is the estimated value of your contract?



REMEMBER THIS

- Children age 18 and under as well as people age 19 and over with identified disabilities can participate in the SFSP.
- Sponsors assume all administrative and financial responsibility for sites.
- Visit and evaluate site facilities before selecting a site.
- Partnering with local agencies to provide activities can boost attendance at your program.
- Area eligibility for open, restricted open and some closed enrolled sites can be determined with school building and census data.
- Camps and closed enrolled sites require the use of income eligibility applications to determine site and/or participant eligibility.
- Foster and homeless children, migrant sites and children participating in summer initiatives where the eligibility thresholds are equal to or stricter than the SFSP are categorically eligible.
- Food allowances, certain housing allowances and combat pay received by military personnel are not considered when determining income eligibility.

LESSON 2 | Topics 1 – 5



By the end of this lesson, you will be able to...

1. Distinguish between the methods available to provide SFSP meals
2. Create nutritious meals and snacks, in accordance with SFSP meal pattern requirements
3. Operate a successful meal service, in accordance with SFSP meal service requirements
4. Implement the four principles of food safety in the SFSP meal planning process
5. Understand the basic process of contracting for meals in the SFSP



Activity

What part of meal planning are you least familiar with?

1. Methods for providing meals
2. Meal pattern requirements
3. Meal service requirements
4. The principles of food safety
5. Contracting for meals

Write down any questions about the one you chose.

Questions you have:



REMEMBER THIS

- Choosing your method to provide meals will depend on the availability of kitchen and storage facilities as well as the number and type of meals you plan to serve at each site.
- Meal patterns include combinations of the four food components: milk, grains and breads, fruits and vegetables, and meats or meat alternates.
- The purpose of the meal patterns is to ensure that well-balanced and nutritious meals are being served to children.
- Sponsors have several options to reduce waste including using the Offer versus Serve option, transferring extra meals to other sites, designating a share table and donating food, but must follow local and state health and safety protocols.
- All children, except for those with disabilities determined by a medical authority, must be served the same meal components.
- No matter where the meal service is held, all health and safety regulations must be met.
- The four food safety principles are clean, separate, cook and chill.
- Contracting for meals requires strict adherence to federal regulations so sponsors should work closely with their state agency.

LESSON 3 | Topics 1 – 3



By the end of this lesson, you will be able to...

- 1. Distinguish between the responsibilities of the administrative staff
- 2. Clarify the site supervisor’s responsibilities
- 3. Explain the sponsor monitor’s responsibilities



Activity: Staff

Directions: Write down staff you already have. Write down specific duties and positions.

STAFF NAME	POSITION	DUTIES



Common Meal Service and Delivery Violations

The best way for site supervisors to avoid violations at their sites is to become familiar with the most common problems. Look out for these common meal service and delivery violations and spread the word!

1. Not counting meals at the point of service

Maintaining accurate meal count records is important. If you don't, your reimbursement could be affected. Remember, site supervisors need to report the number of meals served at each meal service, not just the number of meals delivered.

2. Having more than one meal type delivered at the same time

If you're serving two meal types at a site, it may seem more cost effective to deliver both meals at the same time. This is not permitted unless you have adequate refrigeration at your site. Remember, the site supervisor has to verify the meal temperatures when they're delivered, and keep them in the safe zone until meal service time to ensure meals are safe to eat.

3. Not recording meal temperatures upon delivery

If you don't, you could be accepting meals that are not within the proper temperature. If they are out of the safe zone at meal service time, there is no way to determine how long they've been that way. The only option is to throw the food away. That should never happen.

4. Not counting meals ordered upon delivery

Sometimes site supervisors don't check to make sure they received the correct number of meals ordered when the meals are delivered. Without this number, your sponsor may be overcharged and you may not have enough meals to give to the kids.

5. Other common violations:

- Claiming meals not served or served without all the components
- Off-site consumption for items not approved to be taken off site
- And using food service management companies that violate health codes



What to Expect When Violations Occur

Corrective Action Plans

There are times when a sponsor's performance requires corrective action. When site reviews indicate program violations at a significant number of sites or high levels of meal service violations, you'll be required to take corrective action. Genuine mistakes do happen. You can usually expect to be given time to correct any problems. However, if the health or safety of the participating children is imminently threatened, the state agency will terminate the site immediately.

In most cases, the state agency will issue a request for a corrective action plan. The corrective action plan (CAP) includes three things:

1. A statement of the issue
2. Suggestions for resolving the issue
3. And the timeframe for resolving the issue.

The state agency may follow up to make sure the site is taking appropriate action to correct the program violation, as noted in their review. If you don't take action within the timeframes set in the corrective action plan, the state agency may terminate the participation of that site.



Helpful Resources for Site Supervisors

Several resources exist to help site supervisors fulfill their responsibilities and avoid violations.

- The Administrative Guidance
- The Site Supervisors Guide
- The Site Monitors Guide
- The Nutrition Guidance Handbook
- The SFSP page on the WDE website
- Download forms available on our online application system.
- And this e-learning course

One of the most important resources for the site supervisor is the program sponsor. Close communication between site supervisors and sponsors helps ensure high-quality and compliant SFSP operations.



5 Tips for a Successful Field Trip

Providing meal services on field trips in the SFSP

Whether you're heading to the zoo, the park or the lake, field trips are a favorite of SFSP participants. Keep these tips in mind when planning your next adventure.

1. Complete the approval process.

If you're planning to claim meals on your excursion, you need prior approval for the trip from the state agency. Remember, the date, the meals to be served and the location of the field trip all have to be entered on your application. The approval process should be on your to do list when making your field trip arrangements.

2. Take meal counts before you leave.

Don't forget to take meal counts before you leave to make sure you have enough meals for every child on the field trip.

3. Take point of service meal counts.

You'll need to take point of service meal counts during the field trip so you can show how many meals were actually served in your records.

4. Follow the meal patterns.

Make sure that all meal components are available so only complete meals will be served during the field trip.

5. Chill!

Remember to include a way to keep your meals cold (40 degrees Fahrenheit or lower!) and maintain all other food safety requirements.

Have fun!



Responsibility Number One

Helping kids understand SFSP regulations

Site supervisors at Summer Food Service Program sites have to understand program regulations for obvious reasons. How can they operate a successful program if they don't? There is another less obvious reason however. To participate, the kids should know what to expect. Site Supervisors should be ready to answer questions like:

- When can they expect meals to be served?
- It's important that the kids know when and how to obtain the meals.
- Who is eligible to eat at the site?
- That needs to be clear to all participants beginning on the first day.
- Why do meals have to be eaten at the site?

To answer that, the site supervisor needs to simplify the importance of keeping food safe. Some regulations might not make sense to some of the children so it's important for the site supervisor to be able to explain why certain rules exist. For example, the reason some components are not permitted off site is to ensure that food is safe for them to eat...when they eat it.

Sponsors may allow for one item from the fruit, vegetable or grain component to be taken off-site, but site supervisors are the ones who must determine whether or not that will work for their site and remain within regulations. In the simplest terms, they need to be sure they can control what is taken off-site before implementing this. So as you might imagine, this might be impossible at larger sites.



REMEMBER THIS

- Operating a successful SFSP takes teamwork.
- All sponsors need staff to be responsible for the director, site supervisor and monitor duties. Remember that the minimum staff is a director who may also be the site supervisor, a back up for that person, and a monitor.
- Large sponsorships can subdivide administrative duties among multiple staff members.
- A well-trained staff is essential to your program's success.
- Site supervisors are responsible on a daily basis for maintaining the organization and meal service for their sites.
- Some of the most common violations that occurs at sites involve meal deliveries, the meal service and counting meals.
- Good communication and cooperation between the sponsor, the director, the site supervisor and the monitor leads to great results for your program.
- Monitors review a site's organization, meal service and safety to make sure the SFSP is successful and safe for children.

LESSON 4 | Topics 1 – 3



By the end of this lesson, you will be able to...

1. Understand the administrative recordkeeping requirements
2. Understand the financial recordkeeping requirements
3. Identify the documentation required for the administrative review
4. Explain the administrative review process



Activity: Improve on your current recordkeeping system

Write down how you could create and improve on your current recordkeeping system.



SFSP Administrative Review Survival Guide

Essentials of the state agency's administrative review process and what to do if your program is determined to be operating in violation of SFSP regulations

Getting through an administrative review can be easy—if you're prepared and know what to expect.

New sponsors receive an administrative review in the first year of their program. Sponsors where significant problems are noted throughout the summer will be reviewed. At a minimum, all sponsors are required to be reviewed at least once every three years. Throughout the summer, the state agency will conduct reviews of at least ten percent of each sponsor's sites, or one site, whichever number is greater.

They will review site operations including observing a meal service—from the time the meals are delivered to the time the children have been served.

Make sure you have all your records available when it's time for your review. A large part of the Administrative Review Guidance (<http://www.fns.usda.gov/sites/default/files/ARguidancemanual.pdf>) involves the examination of records. The state agency will look at how your claims are compiled and make sure they are accurate and properly documented. Take advantage of the Administrative Review Guidance. It provides samples of forms, lists of records to be maintained, and will show you how to organize your documentation to make the Administrative Review go smoothly.

Administrative reviews ensure program compliance and success. But, there are times when they could result in the determination that a sponsor is operating in violation of SFSP regulations. When that happens, the sponsor will receive an appropriate Corrective Action Plan, or CAP, to address the specific violation.

That's usually how it goes. But three other courses of action could be taken by the state agency in the event of a more serious violation:

- They disallow meals or recover funds for meals erroneously claimed.
- They could temporarily suspend or terminate the site until the problem is resolved;
- Or they could exclude the site or sponsor from future participation.
- If you're found to be operating in violation, you'll be given time to correct problems, although food safety issues require immediate attention. Even one sick child is one too many.

Administrative reviews don't have to end badly and most often they don't. With good recordkeeping practices and a little preparation leading up to your review, you can nail it! And remember, it's a good idea to use the time during your administrative review to explore ways to prevent future problems and improve program quality.



Administrative Costs

All administrative costs are divided into four categories:

1. Salaries
2. Office supplies and related support expenses
3. Travel for administrative staff and monitors
4. And a general “other cost” category.

In the salaries category, you’ll find the salaries, wages and benefits for the director and assistant director as well as any clerical and financial support and monitoring staff. In the office supplies and support expenses category, you’ll find costs for renting offices, office equipment, office supplies, telephones and internet services, and costs to print any forms used in the program. The travel for administrative staff and monitors category includes vehicle costs, tolls, parking, costs to attend training and any mileage reimbursement.

Here a few examples of what you might include as other administrative costs in the “other costs” category:

- Contracted accounting
- Audits
- Maintenance agreements for equipment.

These lists are just examples and they’re not intended to be exhaustive. If you’re ever unsure about whether a cost is allowable, or if it’s an administrative or operating cost, just contact your state agency to clear it up.



Documenting Administrative Costs

The first step is itemize all your administrative cost documentation. To document the administrative costs for your staff, these are the records you'll need to keep:

1. Payroll
2. Daily time and attendance logs
3. And payments for benefits.

Don't forget, your payroll records must include applicable taxes paid; cash payments aren't allowable. Anything you purchase has to be documented with an order form or purchase order, an invoice, or some other authorization, like a delivery slip, receipt or a check, signed by an administrator. If you use petty cash, your program director or bookkeeper will need to document all disbursements.

If you're renting office equipment or office space, you have to keep the rental agreement and payment history in your financial records. When documenting the cost for your space, make sure you include how the cost was determined. It may also be necessary to provide documentation that the cost is comparable to other space in the area.

To document travel costs you have to collect mileage and vehicle logs as well as receipts for parking and for tolls. If you don't have the documentation, the costs aren't allowable.

Sometimes sponsors share costs with other programs. When that happens, it is important to document the methods you used to determine the allocation of the shared costs.



Operating Costs

There are five categories for operating costs:

1. Food and related costs
2. Supplies and labor
3. Food preparation facility expenses
4. Food delivery or transportation of children
5. And the general other cost category.

Let's look at each category:

- Food and related costs include the actual meals you serve--vended or self-prepared.
- In the supplies and labor category, you'll find non-food supplies; salaries, wages and benefits for the site supervisor and food preparation staff; and vendor costs.
- The food preparation facility expenses category includes the facility rental costs as well as utility costs.
- The food delivery or transportation of children category is where you'll report your delivery costs for food or bussing costs for children to attend a food service at a different location.

You need to make sure your vendor costs are well-documented. As far as operating costs go, your daily meal counts, delivery slips, and monitoring reports will be the best basis for validating your vendor contract costs.

You can find more information about administrative and operating costs, activities and documentation in the Administrative Guidance. Or you can go right to the source and check out the FNS Financial Management Instruction for SFSP, FNS 796-4, Revision 4.



REMEMBER THIS

- All sponsors must keep the initial records generated when they first became a sponsor permanently.
- All sponsors must also retain records of their daily meal service, monitoring visits, trainings, racial and ethnic data, and health and sanitation reports.
- Sponsors need clear financial records that define operating and administrative costs and show that SFSP funds have only been used for allowable costs.
- Administrative costs are incurred when planning, overseeing, and closing out your program. Operating costs are incurred when you're getting food to kids or kids to food.
- All records need to be available for review by state agency staff during the administrative review.
- Unless there is imminent danger to the safety of the children, you will be given a corrective action plan that will provide you with the opportunity to correct problems.
- Administrative reviews can be good opportunities for sponsors to ask for help and clarification.

COMMON PROGRAM VIOLATIONS

Sometimes the best way to avoid violations is to learn about what usually goes wrong. We just happen to have that information. Here are some examples of bad practices that led to serious violations:

- Failure to maintain the required records
- The number of meal orders not matching the number of children participating
- Claiming meals that were not served or served without all components
- Using food service management companies that violate health codes
- Failure to have a trained site supervisor at each site
- Using program funds for unallowable costs
- Not following the federal procurement regulations correctly
- Or not complying with the civil rights laws
- Failure to complete the required monitoring
- Failure to record staff training
- Failure to include civil rights on the training agenda

These are all serious concerns.

ALLOWABLE & UNALLOWABLE COSTS

ALLOWABLE OPERATING COSTS

Operating costs are expenses incurred when preparing, delivering and serving meals for eligible children in the SFSP. Total all actual allowable costs. These costs include, but are not limited to:

Food and Related Costs, Supplies, and Labor

1. Purchasing
2. Storing
3. Transportation costs to purchase food
4. Plates, eating utensils, ice, paper towels, trash bags for clean-up
5. Nutrition education activities and materials
6. Program adults who perform meal service labor, including supervision of children while they are eating
7. Meal preparation, including cooking and packaging of food
8. Staff maintaining SFSP records onsite
9. Any and all costs agreed upon between vendor and sponsor
10. Must be pro-rated for program usage if other business is conducted
11. Non-food supplies involved in preparation, serving and clean-up only
12. Labor – preparing, delivering, serving and clean-up

Food Preparation Facilities Expenses

1. Rental of food service facilities and equipment kitchens, cafeterias, pavilions
2. Cost of utilities: electricity for keeping food hot/cold, water, etc.
3. Repairs involved in food preparation, serving and cleanup: refrigeration repairs

Food Delivery or Transportation of Children to Sites

1. Food to children
2. Children to food
3. Mileage allowances for food delivery
4. Transportation charges of purchased or donated food

See Administrative Guidance for Sponsors for additional information and examples of allowable operating costs.

Camp sponsors can only report a portion of their operating costs. Only the cost of meals served to children eligible for free or reduced price meals and although meals served to Program Adults are not claimed for reimbursement, the costs for Program Adult meals are allowable costs; the cost of meals served to others is considered unallowable. For each reporting period, the sponsor should calculate the percentage of operating costs to be submitted. This factor is not applied to program administrative costs.

Operating costs also include the cost of producing meals served to program adults who are performing meal service labor.

If the sponsor chooses to serve meals to adults, the following rules must be observed:

- If the number of meals is limited, all children must be fed first.
- Income from the sale of adult meals and/or non-program funds used to pay for adult meals must be reported as income to the program on the claim form to offset reported costs.
- Meals served to children, program adults and non-program funds used to pay for adult meals must be counted and recorded separately on the daily meal count form.
- A decision to serve meals to adults may require additional site staff to maintain program safety and integrity.

UNALLOWABLE OPERATING COSTS

Examples of unallowable operating cost include, but are not limited to:

Food and Related Costs, Supplies and Labor

1. Food for use outside the SFSP
2. Meals served to adults/teachers
3. Money and food donated from other groups, including USDA commodities
4. Meals served in violation of Program regulations
5. Costs of spoiled or damaged meals
6. Non-food supplies purchased for anything outside the SFSP
7. Administrative costs included in contract
8. Value of donated labor such as volunteers or labor funded through other government programs
9. Sponsors using FSMC contracts cannot include rebates, discounts, and other credits

Food Preparation Facility Expenses

1. Rental or leasing costs for buildings, facilities, or equipment if the rental agreement includes option-to-purchase, or for periods beyond the closeout date for Program operations
2. Maintenance costs of keeping rented facilities in a clean and efficient operating condition if already reflected in rental fees
3. Purchasing land
4. Depreciation or used allowance for publicly owned buildings
5. Rental or leasing costs owned by the sponsor, costs to owner to maintain property
6. Capital improvements

Other

1. Rental or leasing costs may not be charged to the Program for vehicles owned by the sponsor.
2. Rental or leasing fees may not be charged to the Program if fees exceed those normally charged in the sponsor's locality for vehicles.
3. Bad debts arising from uncollectible accounts and other claims and related costs
4. Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws or regulations.

ALLOWABLE ADMINISTRATIVE COSTS

Administrative costs are expenses incurred when planning, organizing, managing or administering the program. Total the actual allowable administrative costs when completing the Claim for Reimbursement. These costs include, but are not limited to:

Salaries (Director, Monitors and Clerical Support)

1. Preparing and submitting an application for participation, a management plan, a budget, a staffing and monitoring plan
2. Establishing the eligibility of participants
3. Attending training
4. Hiring training site and administrative personnel
5. Visiting sites, reviewing and monitoring operations at sites, and documenting visits and reviews
6. Preparing an invitation to bid if contracting with a food service management company

1. Preparing and submitting claims for reimbursement
2. Performing other management activities
3. Salary
4. Benefits for personnel charged with responsibility of monitoring SFSP activities
5. Labor costs that are charged to operating costs
6. Benefits for personnel charged with responsibility of clerical SFSP activities

Office Supplies and Support Expenses

1. Printing of posters, brochures, or flyers specific to the SFSP
2. Postage for mailings specific to the SFSP
3. Phone costs accrued by SFSP staff specific to SFSP business
4. Software specific to menu planning, bookkeeping, or other SFSP administrative activities
5. General office supplies – staples, paperclips, pens, etc.
6. Rental costs for offices to conduct SFSP business only
7. Rental costs for office equipment for SFSP business only
8. Must be pro-rated for program usage if other business is conducted

Travel (Director and Monitors)

1. Cost of mileage for directors and monitors performing SFSP duties
2. Parking expenses
3. Vehicle Allowance

Other

1. Insurance and indemnification
2. Audits

See Administrative Guidance for Sponsors for additional guidance and examples for allowable administrative costs.

You should only be charging that portion of the administrative costs incurred that benefit the SFSP. If equipment or services are purchased for the sole use of the SFSP, then 100% would be allocable to the SFSP. If, however, the purchase is to benefit several objectives, then only the appropriate percentage should be charged to the SFSP.

UNALLOWABLE ADMINISTRATIVE COSTS

Examples of unallowable administrative cost include, but are not limited to:

Salaries (Director, Monitors and Clerical Support)

1. Costs of meals served to administrative adult personnel
2. Other adults that are not food service workers
3. Labor costs that are charged to operating costs
4. Costs charged to the program that do not comply with Federal and State employment compensation and taxation requirements

Office Supplies and Support Expenses

1. Printing, postage, and phone costs accrued not specific to the SFSP
2. Office supplies purchased for business operations other than the SFSP
3. Bags, visors, t-shirts, etc. with no value to food service

Travel (Director and Monitors)

1. Transportation costs used on field trips or other entertainment

PROGRAM INCOME

Income is all funds, including cash donations and grants accruing to, transferred to, or collected by a sponsor and designated to be used by a sponsor in its SFSP food service program. SFSP reimbursement and advance funds are not included as income to the program.

Any credits or income accruing to the program, other than reimbursement for the SFSP meals must be recorded as income. Credits and income include, but are not limited to the following:

1. Income from the sale of adult meals and/or non-program funds used to pay for adult meals must be reported to offset reported costs.
2. Purchase discounts
3. Rebates or allowances
4. Recovery or indemnity on losses
5. Receipt of incidental services
6. Adjustments for overpayment or erroneous charges
7. Payment from food sales to non-program adults
8. Donations of cash
9. Funds received from Federal (not including SFSP reimbursement), State, or local governments units for the sponsor's service

notes