

Administration of the SFSP Program





This training is part of a series of online trainings designed for experienced sponsors of the Summer Food Service Program in Kentucky. Sponsors who choose to receive their training via the online modules are responsible for adhering to the information presented in this training. Please address all questions to the State Agency.

SFSP Materials

The Summer Food Service Program Summer Food Rocks!

2015 Administrative Guidance for Sponsors



USDA
United States Department of Agriculture
Food and Nutrition Service

The Summer Food Service Program Summer Food Rocks!

2015 Monitor's Guide



USDA
United States Department of Agriculture
Food and Nutrition Service

Administering the Program

- Budgeting and Allowable Expenses
- Training and Monitoring
- Claiming Meals
- Recordkeeping Tips



Administering the Program

Budgeting and
Allowable Expenses



Budgeting

-As part of the application process, each year, all non-profit and government sponsors will submit a budget in CNIPS.

-School SFSP sponsors do not have to submit a budget to have their application approved, however, school sponsors are still responsible for including SFSP as part of their overall nutrition programs budget.

-All sponsors are encouraged to use the “projected reimbursement” tool in the budget section of CNIPS to plan and manage their expenses vs. reimbursement.

-Sponsors are encouraged to operate at a break even point with their SFSP program. If excess funds are available at the end of the SFSP program, those funds may be used for the SFSP program next year, or, be rolled into other child nutrition programs.

Projected Reimbursement Tool

After you have completed your site applications, and you open your budget in CNIPS, you will see the reimbursement amount you will receive if your projected meals are correct.

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	2,000	\$6,420.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$6,420.00

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	2,000	\$670.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$670.00

Every time you add a site, delete a site, or change the ADP of any site, these projected numbers will change. We recommend you revisit your budget each time you make a change.

Budget Part 2

Under the Projected Reimbursement Tool, you will see an area where you can input your budget figures based on your projected costs.

Projected Operating Costs

Food for all vended and self-prep meals:		\$5,000.00
Non Food Supplies:		\$500.00
Operational Personnel:		\$0.00
Fringe Benefits:		\$0.00
Facility and Utility:		\$0.00
Equipment Rental:		\$0.00
Transportation:	Rate per mile: 0.00	\$0.00
Other:		\$0.00
	Sub Total	\$5,500.00

Projected Administrative Costs

Administrative Personnel:		\$2,000.00
Fringe Benefits:		\$0.00
Office Expense:		\$0.00
Facility and Utility:		\$0.00
Transportation:	Rate per mile: 0.00	\$0.00
Other:		\$0.00
	Sub Total	\$2,000.00

Make sure that your projected budget costs comes in “at” or below your projected reimbursement, or, be ready to indicate where your program will get the necessary additional funds to operate your SFSP program.

The Cost Reimbursement Summary will give you an indication of how balanced your budget appears to be, and, demonstrates where you intend to get additional funding should your projected budget indicate the need for it!

Cost Reimbursement Summary

Total SFSP Costs		\$7,500.00
Total SFSP Reimbursement		\$7,090.00
Excess SFSP revenue amount from the prior program year or previous participation in SFSP		\$0.00
Amount from other funding resources (e.g. grant, donations)		\$1,000.00
Other funding resources	Cooper Charity	
Balance		\$590.00



In the example above, we see that costs are projected to be more than reimbursement. We need to find other sources for funding OR go back and make some modifications

Budget Tips

- Be conservative when projecting # of children to be served. You can always increase your ADP if you need to.
- Look at various ways to control cost:
 - Use volunteer labor
 - Use local foods that are in season
 - Control food production or, know exactly how much to prepare Standardized recipes are helpful.
 - Do a sufficient amount of outreach so that you can serve meals to as many children as possible.
 - ***Also! It is critical that your site supervisors communicate with you about number of meals served on a daily basis so that you know how much food to send out the next day. This is a significant way to control costs.***

Allowable Costs

When creating your budget, It is important to know what costs are allowable, and which are not. Examples of allowable costs are:

- The creditable food you use in your meals
- Paper goods such as plates, napkins, and utensils that you purchase and use for the meal service.
- Program labor or people that you pay to prepare, serve or deliver the food to your sites.
- Administrative labor or people who over-see, monitor, and plan the program.
- Mileage for delivering the meals to satellite sites

UN-Allowable Costs

It is important to know what costs are not allowable as well. Examples of costs that are not allowable in your budget are:

- Meals served to NON program adults
- Food that is NOT creditable (i.e. ice cream, candy, coffee)
- The purchase of vehicles (leasing vehicles IS allowable though)
- Fundraising
- Bad Debt

Quiz

True or False: Sponsors may not have any excess SFSP funds at the end of the summer.

FALSE: If sponsors have excess SFSP funds at the end of the summer, they may use the funds for another child nutrition program, or, they may use the funds in next year's SFSP program.

Administering the Program

Training and
Monitoring



The Program Monitor

The program monitor has one of the most important jobs in the SFSP program. They make sure that the sites are in compliance with all regulations, and ensure that training and technical assistance is given when site personnel are new, or are not clear on how to operate their SFSP site within regulations.

The program monitor becomes the “eyes and ears” for the sponsor.

Some SFSP programs have several part time or full time program monitors, especially when the program has large numbers of sites. Some programs may only have one or two who work as a monitor full time. For very small SFSP programs, the program coordinator might also act as the monitor.

A Successful Monitor:

- Understands Program Rules and Sponsor Policies
- Is familiar with his/her assigned sites (location, needs of that community, and site staff)
- Works cooperatively with site staff to implement and maintain a successful SFSP site
- Communicates regularly with Sponsor

Monitor Responsibilities

- Checking site operations, including maintenance of accurate records
- Providing site staff with training, as necessary
- Conducting pre-operational visits for new & problem sites
- Monitor sites requiring a visit within the 1st week of operation
- Revisiting sites as necessary

Also...

- Works with sites to correct any problems
- Completes forms/reports of site visits and reviews, ensuring that the review forms are included with the site folder.
- Informs the sponsor of problems found during visits/reviews .
- Ensures corrective action is completed and documented.

Sponsor Monitor Training

Sponsors are required to train monitors on Program requirements and Sponsor Policies

Training should include:

- Explanation of monitor's duties and responsibilities
- Review of forms that will be used to document visits/reviews and corrective action
- Sponsor policies for meal deliveries, adjustments to meal deliveries, reporting site complaints, meal counting, sanitation and food safety rules, collection of meal count records, etc.
- Review of menu, meal pattern requirements
- Offer Vs Serve Policy (if applicable)

Monitoring Visits and Reviews

Site Visits

- **Pre-operational Visits** for all new sites and sites with problems the previous year. This is not mandatory for school sponsors, but is still recommended especially for sites that are unaffiliated with the school.
- **First Week Visits** for all sites. All sponsors may request a first week visit waivers for sites that had no problems the previous year. This waiver request is kept in the site application in CNIPS. School sponsors are not required to do a first week site visit, but it is still recommended especially for new sites that are not affiliated with the school.

Site Reviews

- A **Site Review** must be conducted at ALL sites within 4 weeks of the program operation, or shorter, if the site operates for a shorter time.

All Visit and Review forms are on the SFSP website.

Monitoring Tips:

- Remember to include the review date and arrival and departure time for the review.
- Be sure all questions are answered or indicate 'N/A' for those that do not apply.
- If problems are found, be sure to clearly indicate what the problem was; provide as much detail as possible.
- Sign and date the form.
- Communicate any major problems to the sponsor immediately

Quiz

True or False: Site Supervisors can also act as the monitor for their site.

False: A site supervisor cannot monitor themselves. A monitor must have a completely objective eye when observing the meal service and the site.

Administering the Program

Claiming Meals and
Advanced Payments



Claiming Your Meals for Reimbursement

- Claims for your meals are done in CNIPS. After you sign in, click on the “Claims” tab.
- Claims are submitted **by site**. It is best to have all of your meal totals in front of you and ready to go when you sign into CNIPS!
- Claims need to be submitted by the 15th of the month following the month being claimed. Only one late claim is accepted every three years; Make it a goal to get your claim in early in the month!

Quiz:

True or False: Only one late claim every three years can be submitted for reimbursement. All other late claims will not be paid.

TRUE: Ensure that you pick a day well in advance of the 15th of the month to submit your claim!

Advance Payments

- Advance Payments are available to sponsors who need their reimbursement before the SFSP meals are actually served.
- Requests for advance payments are done in CNIPS. Click on the application tab and click on “Advance Request”



Summer Food Service Program KENTUCKY DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2014 - 2015

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Download Forms	Forms Available for Downloading

Click on the month that you are requesting the advance payment for.

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out
Applications > Advance Summary > Program Year: 2014 - 2015

Summer Food Service Program Advance Requests for 2014 - 2015

12151 Status: Active
Camp Fit Kid
DBA:
123 Sunshine Way
GLASGOW, KY 40034-3762
Type of Agency: Private Non Profit Organization
Type of SFSP Organization: Nonresidential Summer Camp

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
	Oct 2014				n/a	
	Nov 2014				n/a	
	Dec 2014				n/a	
	Jan 2015				n/a	
	Feb 2015				n/a	
	Mar 2015				n/a	
	Apr 2015				n/a	
	May 2015				n/a	
Add	Jun 2015				n/a	
Add	Jul 2015				n/a	
Add	Aug 2015				n/a	
	Sep 2015				n/a	
Totals			\$ 0.00	\$ 0.00		

< Back

Requests for operating and administrative advances are done separately. Simply click the box or boxes.

VIEW | **MODIFY** | DELETE

Advance Request Detail for 2014 - 2015

12151 Status: Active
Camp Fit Kid
DBA:
123 Sunshine Way
GLASGOW, KY 40034-3762
Type of Agency: Private Non Profit Organization
Type of SFSP Organization: Nonresidential Summer Camp

Advance Date: Jun 2015

First Advance Request

Operating
 Administrative

I certify that the information on this form is true and correct. I understand that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Created By: scnsponsorcv on: 3/25/2015 3:52:58 PM

Save Cancel

Advance Payments

- Notify the State Agency that you have put in a request for an advance payment!
- The State agency will make the estimate for the amount for a month of operation,
- After the advance payment is awarded, the amount will then be deducted from reimbursement payments.

Quiz

True or False: Even though the advance payment is requested in CNIPS, the state agency must be notified that a request has been made.

TRUE: CNIPS does not alert the State Agency that a request has been made.

Administering the Program

Recordkeeping Tips



It is recommended that sponsors keep their SFSP paperwork organized in this way:

1. Sponsor Documents

2. Food Prep Facility Documents

3. Site Documents, Kept by Site

Let's Look at the Required Documents!

Sponsor Checklist for Required SFSP Documentation



Sponsor Checklist for Required SFSP Documentation

The State Agency recommends that you keep the required documents that you keep at a sponsor level separate from the required documents you keep for each of your sites. For sponsors that have multiple food preparation facilities, we recommend that you keep a separate folder for each facility as well. For sponsors of multiple sites, we also recommend keeping site documentation separate from other sites.

Sponsor Documentation

- Fiscal Management: Receipts, Inventories, Paycheck Stubs, Timesheets, Etc.
- Required Annual Training Documentation and Proof of Participation: (Dates, Locations, Topics, Participant Names and Sign-In Signatures)
- Civil Rights Pre-Award Data Collection (Also kept in CNIPS)
- Media Release (Original in CNIPS) and all Updates to Media Release Notifying Changes in Site Information
- Health Department Notification (Also Kept in CNIPS)
- Procurement Procedures
- Written Codes of Standards of Conduct and Conflict of Interest Policy
- Protest Procedures

Food Production Facility(ies)

- Menu Records
- Delivery Tickets for All Sites Served

Site Documentation

- Civil Rights Data Collection
- Pre-Approval Visit (If Applicable)
- First Week Visit (If Applicable)
- Monitor Review (Required for Every Site. Conducted within the first four weeks of programming)
- Daily Meal Count Sheets (Turned into Sponsor Once a Week.)
- Open Site Eligibility Documentation (School or Census Data)
- Closed Site Eligibility Documentation (School or Census Data OR Total Enrollment #'s and Income Applications.)
- Sponsor-Site Agreement for Sites Not Directly Connected to the Sponsor Organization (Unaffiliated)

**Sponsor
Documentation**



**Food Production Facility
(or Facilities)
Documentation**



**Site Documentation.
Keep Sites Separate
From Each Other**



Quiz:

True or False: Having records organized in a clear and consistent manner will help you and others, verify that your claims are accurate, and that you are in compliance with all regulations.

True! Documentation organization is a key element to a successful SFSP program.

Please contact School and Community Nutrition if you have any questions regarding this online training or any questions regarding the Administration of the Summer Food Service Program.

502-564-5625