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KENTUCKY DEPARTMENT OF EDUCATION

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SFSP Policy and Procedure Memorandum 2016-01

TO: SFSP Sponsors

FROM: Mike Sullivan, Support Branch Manager *MS*
Division of School and Community Nutrition

RE: Notification to Local Health Departments

DATE: March 15, 2016

The Kentucky Department of Education (KDE), Division of School and Community Nutrition, has developed the following procedure by which sponsors are to submit to KDE their letters advising "health department of their intention to provide a food service during a specific period at specific sites" as required by 7 CFR 225.16.

PROCEDURE: Submitting health department letters to KDE

1. As required by 7 CFR 225.16, a Summer Food Service Program (SFSP) sponsor shall advise all appropriate health departments by letter of its intent to provide food service during a specific period of time at specific sites.
2. The SFSP sponsor shall provide KDE with copies of these health department letters within two weeks after KDE has approved the SFSP's site application.
3. The SFSP sponsor may satisfy this requirement by doing any one of the following three things:
 - The SFSP sponsor may copy the SCN Support Branch Mailbox (dscnsupportbranch@education.ky.gov) in e-mail communication to the health department;
 - The SFSP sponsor may fax a copy of the health department letter and site information by facsimile to SCN using the facsimile located on the KDE website located at <http://education.ky.gov/federal/SCN/Pages/Health-Inspections---Resources.aspx> OR
 - The SFSP sponsor may mail a copy of the health department letter to KDE by U.S. Mail using the address located on the KDE website at <http://education.ky.gov/federal/SCN/Pages/Health-Inspections---Resources.aspx>.
4. The SFSP sponsor must continue to update the appropriate health departments as it 1) adds sites; and/or 2) changes dates and/or times of existing sites throughout the program year.
5. The SFSP sponsor must also provide KDE with copies of the health department letters identified in numerical paragraph 4 in accordance with the procedure set forth in numerical paragraph 2 and 3.
6. The SFSP sponsor must ensure that these letters are available for KDE's inspection and review in accordance with 7 CFR 225.6(e)(iii)(14).

7. The KDE may request that the SFSP sponsor make these health department letters available for inspection at any time during the program year.
8. Failure to comply with the requirements of this policy may result in a finding of seriously deficient and subsequent termination from participation in the SFSP.

Approved: Deanna Jackott Date: 3/15/16