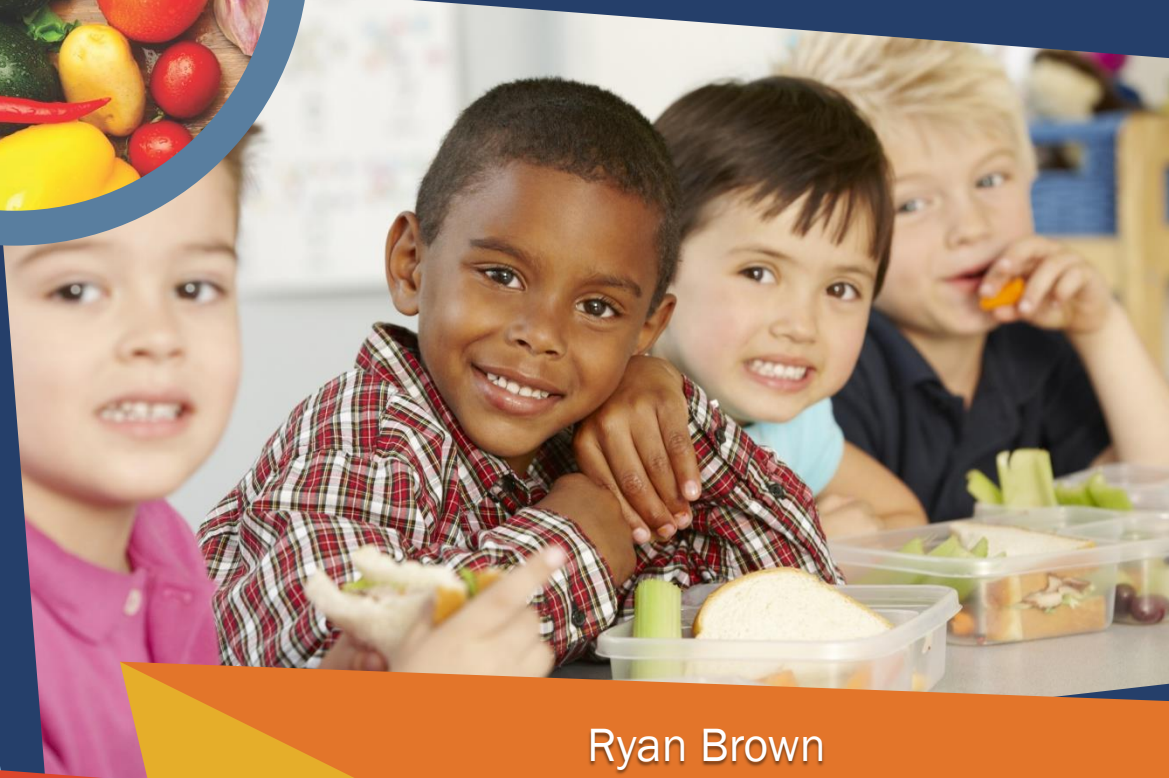


COMMUNITY NUTRITION conference



Ryan Brown
Region 4 ESC Child Nutrition Specialist

Summer Food Program Sponsor's Responsibilities



TEXAS DEPARTMENT OF AGRICULTURE
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ACKNOWLEDGEMENT STATEMENT

You understand and acknowledge that

- ✔ the training you are about to receive does not cover the entire scope of the program and that
- ✔ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

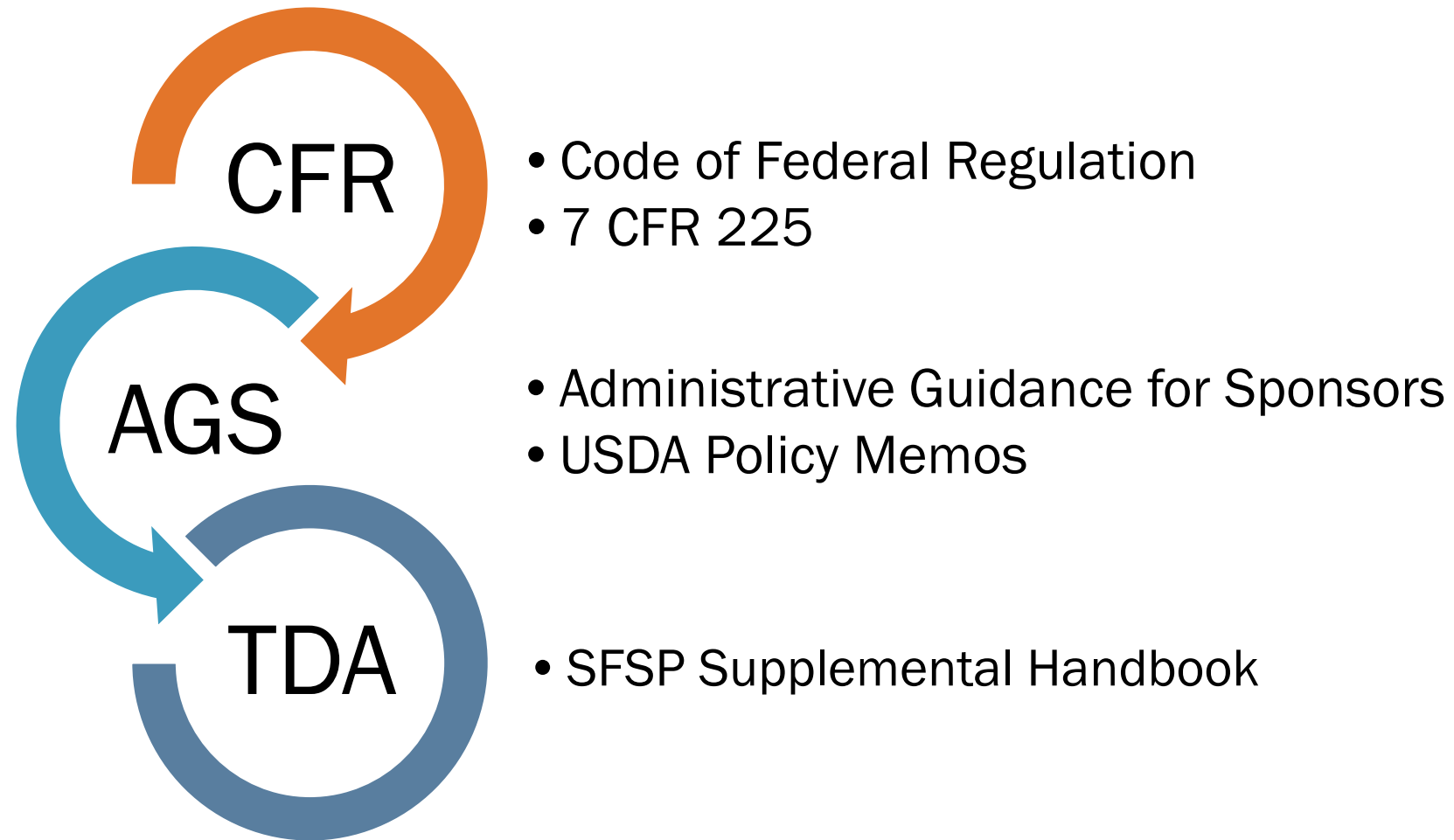
SCOPE

- ✓ Sponsors role in a site's success
- ✓ Three major areas a sponsor is responsible for
- ✓ Know it, Plan it, Work it, Check it

WHAT DOES USDA SAY

- ✓ Attend State Agency training
- ✓ Locate and recruit eligible sites
- ✓ Hire train and supervise staff
- ✓ Procure meals
- ✓ Monitor all sites
- ✓ Prepare claims
- ✓ Ensure sites sustainability
- ✓ Maintain records for 3 years

ADMINISTRATIVE GUIDE FOR SPONSORS



RESCISSIONS

- ✔ TDA has requested statewide waivers
- ✔ Operate and prepare to be compliant with current (rescinded) policy



01

Training

Set Your Sites Up for Success

Adequate Staffing

- ✓ Staffing consideration
- ✓ Labor
 - Paid staff
 - Volunteers
- ✓ Site supervisor
- ✓ Turnover & contingencies

1 FTE

100
meals



Training Requirements

- ✓ Annual requirement
 - Before assuming duties
- ✓ Documentation
 - Training date
 - Names of attendees
 - Topics
- ✓ Recommended
 - Signatures of attendees
 - Location of training
 - Trainers name
 - Copy of training materials

**If it's not documented,
it didn't happen!**



Focused Training

- ✓ Administrative Staff
 - Office
 - Oversight
 - Non-food
- ✓ Monitors
 - Eyes and ears
- ✓ Site Staff
 - Feed the kids

Strategies for Success

- ✓ Develop plan, timeline and schedule
- ✓ Make your trainings
 - Focused
 - Comprehensive
 - Concise
 - Engaging
 - Continuous



02

Monitoring

Providing Technical Assistance

“

To observe and check the progress or quality of (something) over a period of time; keep under systematic review.

What is Monitoring?

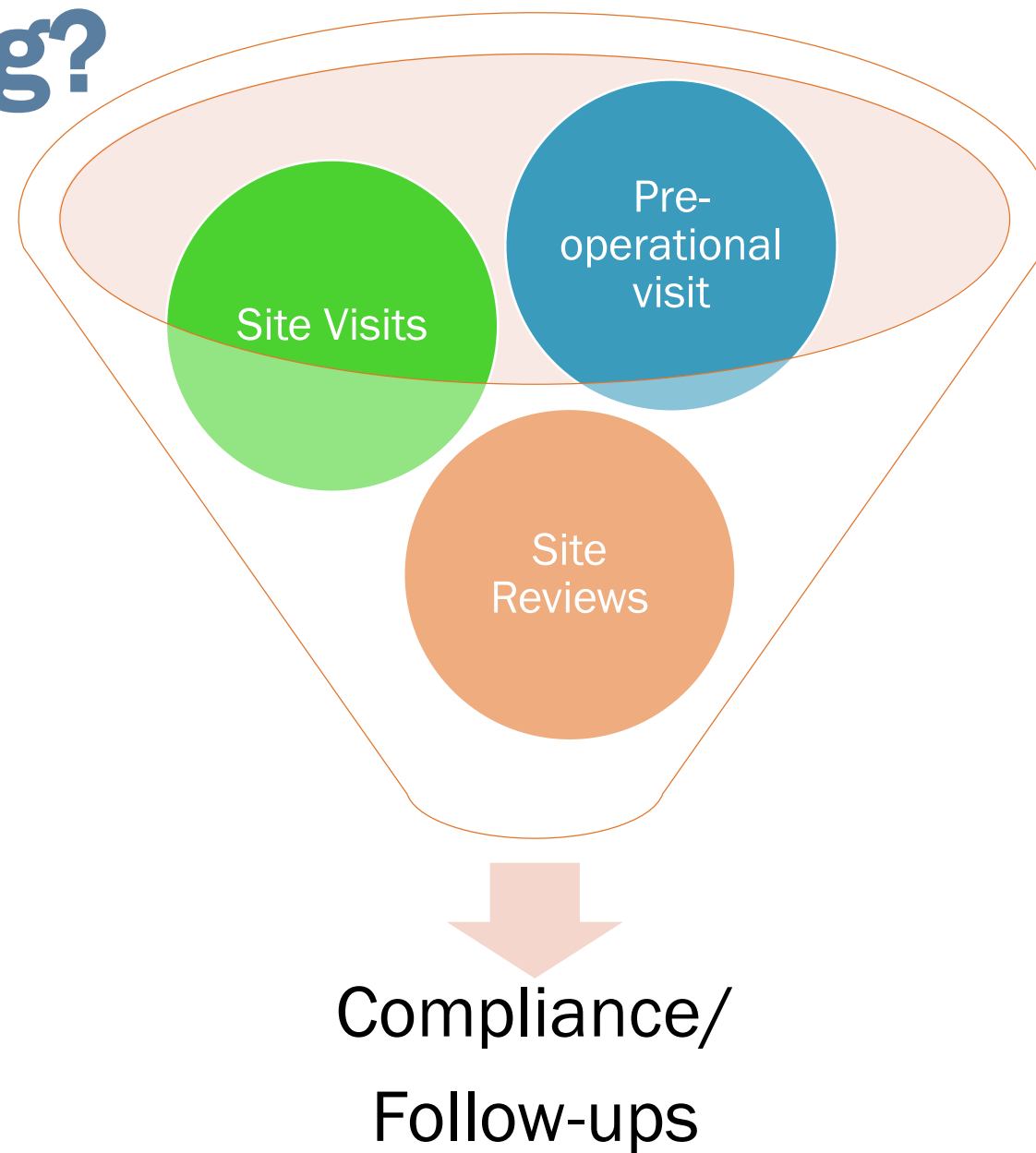
- ✓ Providing supervision and evaluation
- ✓ Create & follow monitoring plan
- ✓ Establish rapport

Highest
Finding

Two years
straight



Types of Monitoring?



Strategies for Success

- ✓ Build relationships through TA
 - TA strategies
- ✓ Site visits
- ✓ Site reviews
- ✓ Follow-ups

Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____

Site name: _____ Site address: _____

Discussion with site staff (list names): _____

Areas of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/ grains to be taken off site).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:

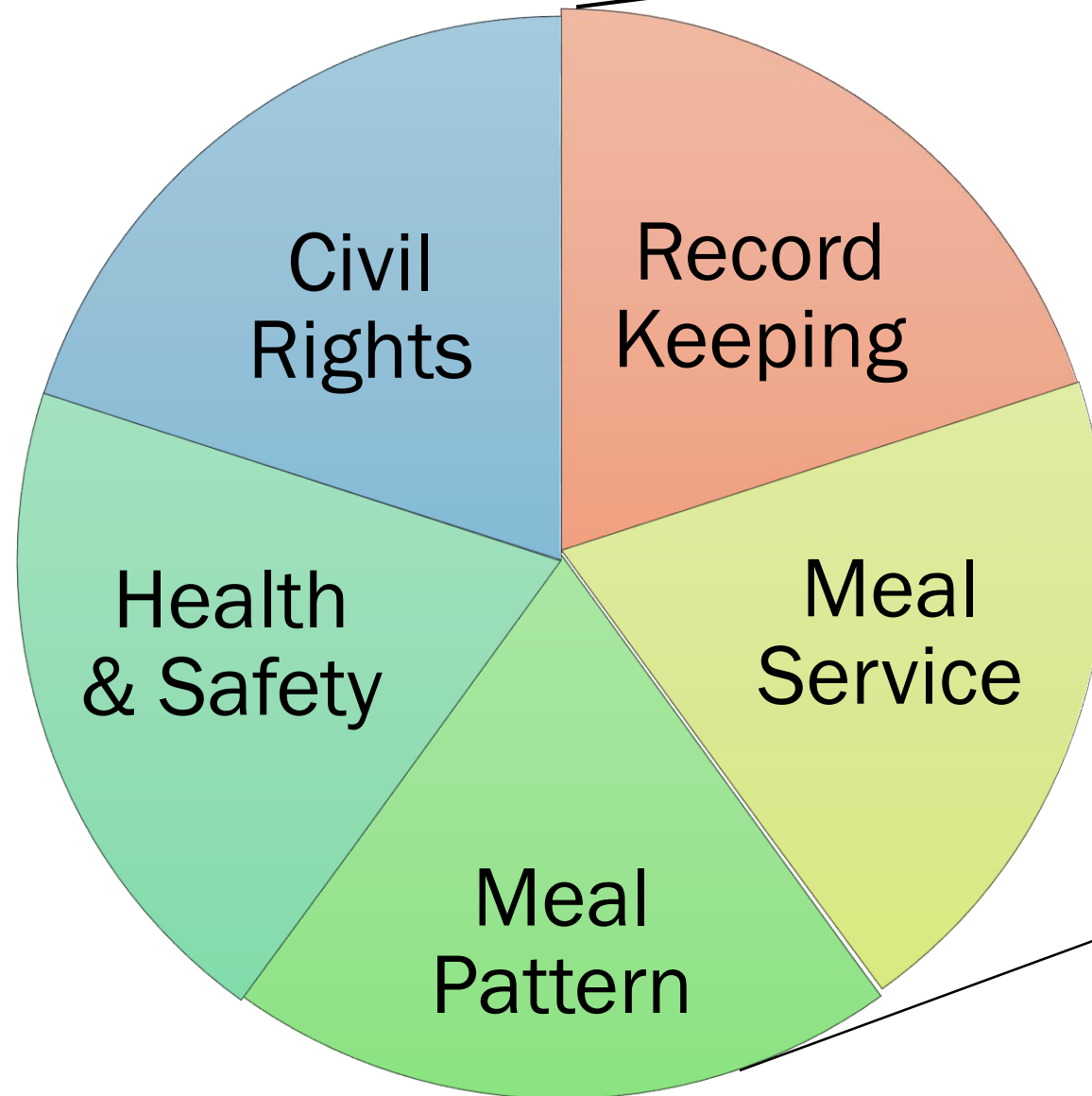


03

Compliance

Stay on the right track

Easy as Pie



Compliance Handbooks



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Search FND

Home | About | News | **Programs** | F&N Resources | Community Involvement | Publications | Site Map | **I Need To...**

Programs > Summer Feeding

Summer Feeding

TDA Appeals Process

Child and Adult Care Food Program

Special Milk Program

National School Lunch Program

School Breakfast Program

Summer Feeding Programs

Fresh Fruit and Vegetable Program

Food Distribution Program for CN Programs

The Emergency Food Assistance Program

Commodity Supplemental Food Program

Food Assistance for Disaster Relief

Farmers Market Nutrition Program

Senior Farmers Market Nutrition Program

Tip Sheet - Assessing

State and Federal Law

Seamless Summer Opt

Handbooks

Handbooks

Service Program (SFSP) Handbooks

Service Program (SFSP) handbooks, visit the USDA SFSP

How can I participate in SFSP?

Summer Food Service Program Training

Summer Feeding Policy & Handbooks

Summer Feeding Administration & Forms

Summer Waivers

SFSP Income Eligibility Guidelines

Summer Feeding Program Food Safety

Summer Feeding Reimbursement Rates

Turnip the Beet

SFSP CFDA and FAIN Numbers

Summer Feeding Program Statistics

Farm to Summer

Outreach Tools

ADMINISTRATION GUIDE

SUMMER FOOD
SERVICE PROGRAM



United States Department of Agriculture

2016

Civil Rights

- ✓ Annual training
- ✓ Ethnic/racial data
- ✓ “...And Justice for All”



Programs	F&N Resources	Community Involvement	Publications	Site Ma
	Training	Online Education and Self Study		
	HUSC	Classroom Training		
	Nutrition Standards for School Meals	Introductory Training for New CACFP Contractors		
	Boost Meal Appeal			
	Boost Meal Appeal CACFP			
	Texas Farm Fresh			
	Healthy Child Care Network			

Other Online Education and Self Study

Civil Rights—English

Online Civil Rights training in English that meets USDA Child Nutrition Program requirements as mandated in FNS Instruction 113-1.

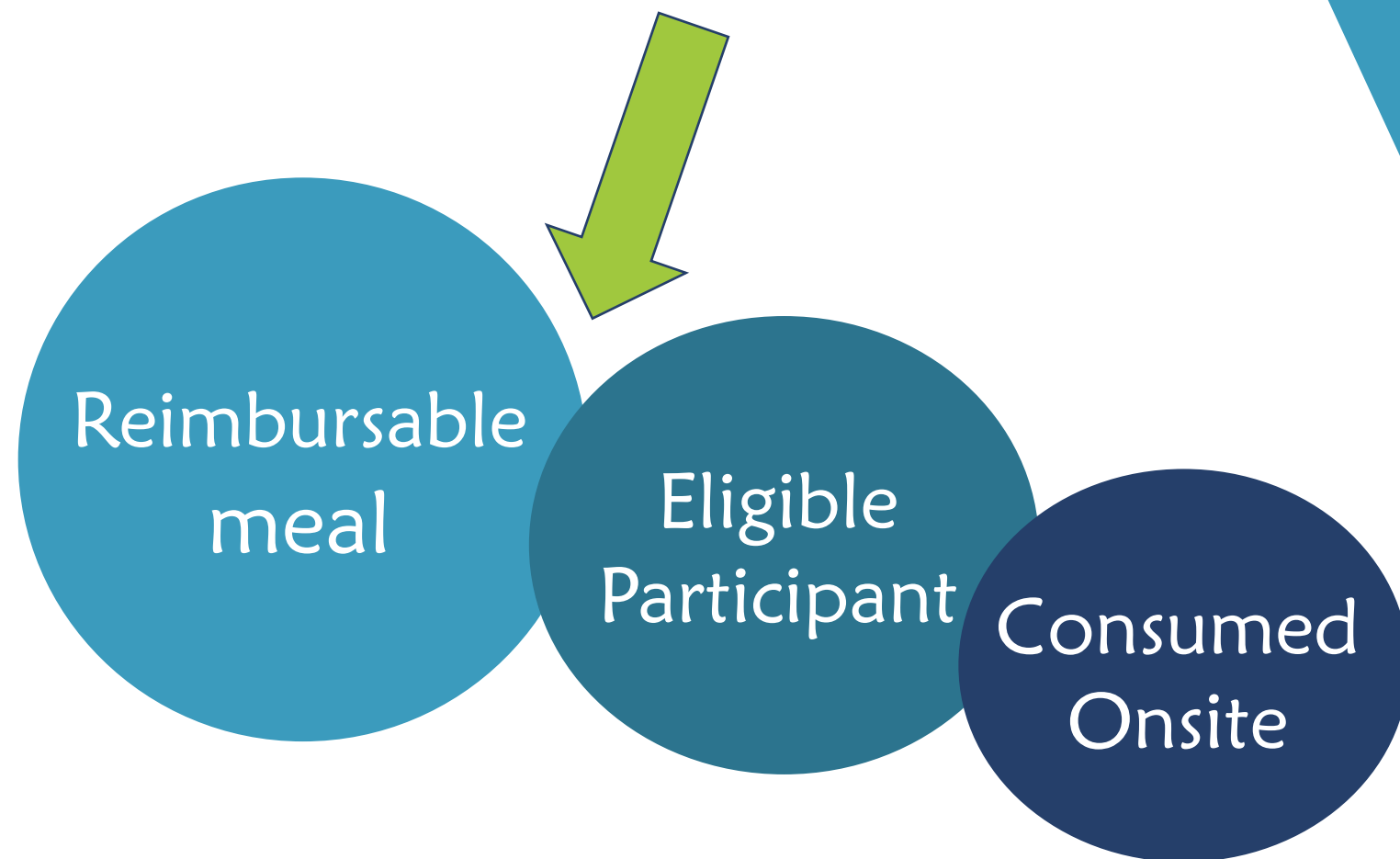
Civil Rights—Spanish

Print Civil Rights training in Spanish that meets USDA Child Nutrition Program requirements as mandated in FNS Instruction 113-1.

Health and Safety

- ✓ Health, Safety & Sanitation
 - Local
 - State
- ✓ Submit to TDA
 - Food Production Facility (FPF)
 - Upon request/review

Point of Service



Meals

- ✓ Meal patterns
- ✓ Meal Service type
- ✓ Meal times
 - Handbook
 - Site Application
- ✓ ADP
- ✓ Max meals

SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	Required	Required	
Fluid milk (whole, low-fat, or fat-free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits - Equivalent quantity of any combination of...	Required	Required	
Vegetable or fruit or	½ cup	¾ cup total ⁴	¾ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		¾ cup (6 fluid ounces) ⁵
Grains/Breads⁶ - Equivalent quantity of any combination of...	Required	Required	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc or	1 serving ⁷	1 serving ⁷	1 serving ⁷
Cold dry cereal or	¾ cup or 1 ounce ⁸		¾ cup or 1 ounce ⁸
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates - Equivalent quantity of any combination of...	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce

Recordkeeping

- ✓ Three years
- ✓ Training
- ✓ Collection & retention
- ✓ Delivery Receipts

RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Checklist of Records

Note: This is intended as a template and is not an all-inclusive list. Please check with your State agency to see if your State has other record requirements.

1. Records that document eligibility for the Summer Food Service Program:

- ___ Approved agreement
- ___ Application
- ___ Site Information Sheet for each site
- ___ Evidence to show eligibility for each site based on serving needy children (or in the case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced-price school meals)
- ___ Public release
- ___ Letter from IRS showing tax-exempt status (for private non-profit sponsors)
- ___ Pre-operational site visit forms
- ___ Sponsor/site agreements
- ___ Documentation of training
- ___ Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter (if applicable)
- ___ Letter to health department

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.

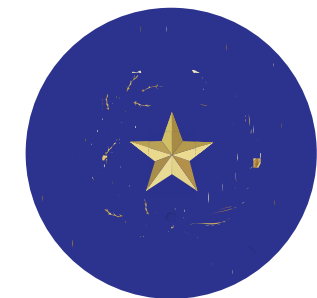
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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