Summer Food Service Program Sponsor Manual 2010





Alabama Department of Education
Child Nutrition Programs
P. O. Box 302101
5301 Gordon Persons Building
Montgomery, AL 36130-2101
Phone: 334.242.8249
Fax: 334.242.2475

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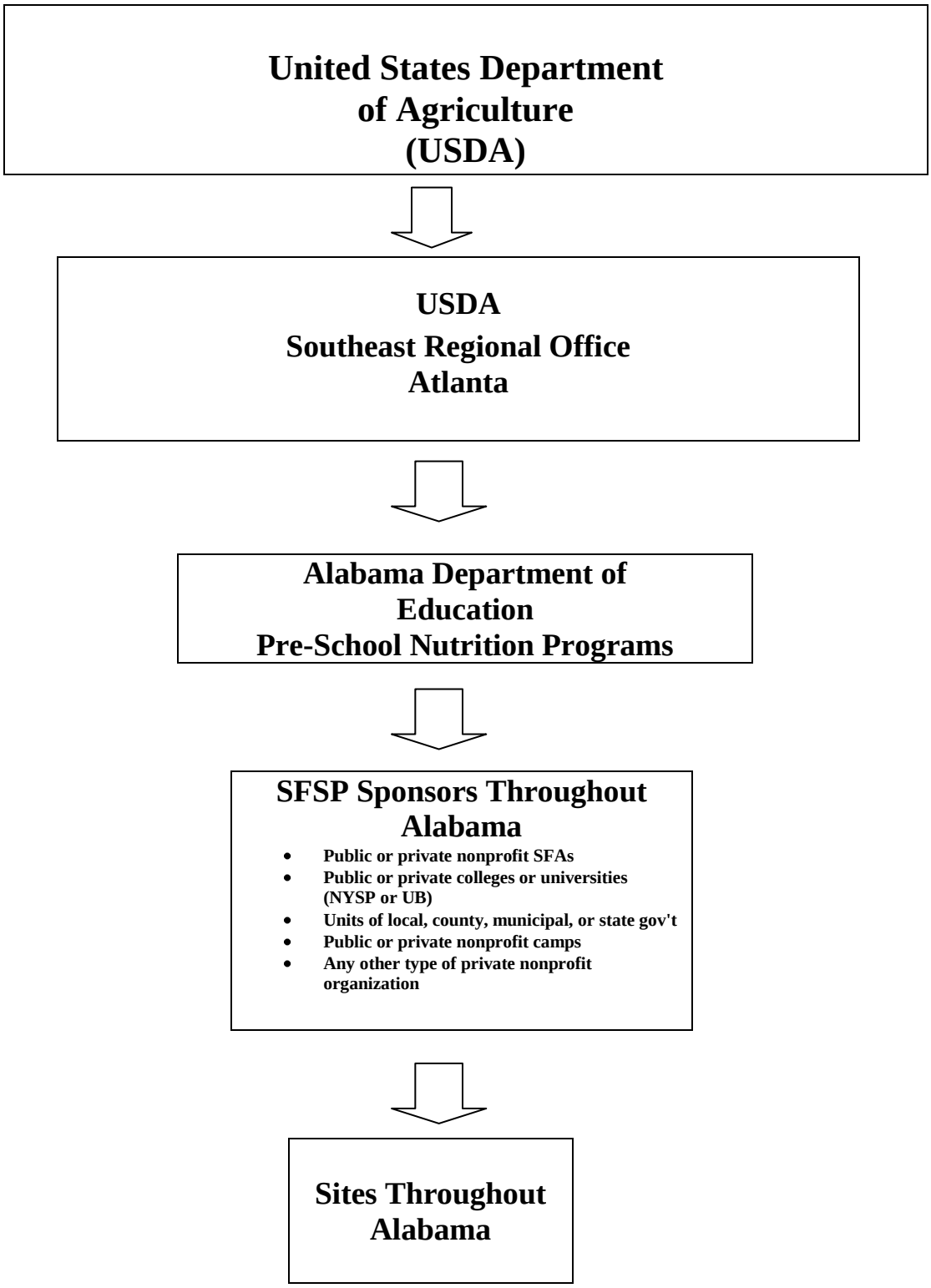
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SUMMER FOOD SERVICE PROGRAM



Acronyms used in the Summer Food Service Program

ALSDE	Alabama State Department of Education
CNP	Child Nutrition Programs
DHR	Department of Human Resources
FDPIR	Food Distribution Programs on Indian Reservations
FNS	Food and Nutrition Services (the part of USDA that administers SFSP)
FSMC	Food Service Management Companies
NYSP	National Youth Sports Program
OTE	One Time Exception
IRS	Internal Revenue Service
SDE	Alabama State Department of Education
SFA	School Food Authority
SFSP	Summer Food Service Program
TANF	Temporary Assistance for Needy Families
UB	Upward Bound Program
USDA	United States Department of Agriculture (the federal agency that administers the SFSP)

Overview of the SFSP

The Summer Food Service Program was established to ensure that low income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children 18 years of age and under at approved SFSP sites in areas with significant concentrations of low-income children.

The SFSP operates during school vacations, primarily in the summer months—from May through August. It may also provide meals during vacation breaks where schools are operated on a year-round basis or a continuous school calendar, or during emergency school closures from October through April.

The Alabama Department of Education administers the SFSP. Funding for the program is provided by the U. S. Department of Agriculture (USDA). All Program funds come from tax dollars, which is why all recipient agencies must be accountable for how these funds are used.

The Program Serves:

- Children age 18 and under
- Persons 19 and over who have a mental or physical disability and who participated during the school year in a public or private non-profit school program

Eligibility Requirements:

- A public or private non-profit school food authority
- A public or private non-profit residential or non residential camp
- A public or private non-profit college or university participating in the National Youth Sports Program (NYSP) or Upward Bound Program
- A unit of local, county, municipal, State or Federal government
- Any other type of private non-profit organization with tax exempt status i.e., 501 (c) 3 approved
- Sponsor organizations must be financially viable, organizationally capable, and have internal controls in place which ensure program accountability

Some Services of the Alabama Department of Education:

- To provide reimbursement for meals served. The reimbursement is determined by the number of eligible participants who are served creditable meals, at the existing rates set by USDA
- To provide technical assistance and training on nutrition, food service operations, program management, and recordkeeping
- To review and monitor program services to ensure good nutrition for all eligible participants

Some Responsibilities of the SFSP Sponsor:

- To serve meals meeting program requirements
- To keep daily records of the number of meals served, quantities of food prepared, delivery receipts, payroll records and program purchases
- To collect Meal Benefit Eligibility forms, if applicable
- To comply with all regulations and instructions relating to the SPSP

Getting Started

To participate in the SFSP in Alabama, all of the following steps must be successfully completed:

I. All sponsors
   A. Attend annual workshop
      1. Official sponsor representative must attend
      2. Attendance for the duration of workshop is required
   B. Select food production site or secure food service vendor
   C. Contact local health department for Permit to Operate
   D. Submit application by deadline
      1. Hard copy attachments
      2. Web application
   E. Conduct and document training

II. New Sponsors
   A. Complete and submit Assessment of Potential SFSP Sponsor form
   B. Submit financial viability documentation
      1. Audited financial statements
      2. Bank statements
      3. Form 990
   C. Submit sponsor resolution regarding Program participation
   D. Submit board minutes
   E. Satisfy on site visit by State agency representative
      1. Organizational capability
      2. Internal Management controls established

I. FINANCIAL MANAGEMENT

Part of the success of the SFSP depends on the sponsor's ability to keep accurate financial records. In this section, you will learn how to:

- Document all costs for meals;
- Identify allowable and unallowable costs;
- Calculate reimbursement based on formulated reimbursement rates;
- Complete the claim for reimbursement process.

PROGRAM PAYMENT - financial assistance in the form of reimbursement and advance payments paid to sponsors for operating and administrative costs

CONSIDER who will pay the difference if the actual costs are more than you are paid.

2010 Simplified SFSP for Children Reimbursement Structure

Sponsors are reimbursed financially for operating the Summer Food Service Program. The amount of reimbursement is based on the annual rates of reimbursement which are set by Federal law.

2010 SFSP Maximum Per Meal Reimbursement Rates
Effective January 1, 2010 – December 31, 2010

	Operating Rates	Administrative Rates		Combined Rate	
	All Site Types	Rural or Self Prep Sites	Other Types of Sites	Rural or Self Prep Sites	Other Types of Sites
Breakfast	$ 1.68	$ 0.1675	$ 0.1325	$ 1.8475	$ 1.8125
Lunch or Supper	$ 2.94	$ 0.3075	$ 0.2550	$ 3.2475	$ 3.1950
Snack	$ 0.68	$ 0.0825	$ 0.0650	$ 0.7625	$ 0.7450

USDA updates operational and administrative rates of reimbursement annually.

Rates are established for meals served at rural/self-preparation sites and urban/vended sites. Reimbursements are received based on the number and types of meals served multiplied by the appropriate combined administrative and operating rates for reimbursement, without comparison to actual or budgeted costs. Sponsors assume complete responsibility for all of the

information they submit on their claims. In order to receive reimbursement for SFSP meals served at your sites, a Monthly Claim for Reimbursement form must be filled out and documentation kept on file to support the entire claim. The completed claim must be submitted to the Alabama Department of Education. Claims for reimbursement must reflect only meals that meet SFSP requirements and are actually served to eligible children during the claiming period.

See Appendix B for 2010 Reimbursement Rates

Estimated Meal Reimbursement

To figure the estimated total of reimbursement for operating and administering the program, simply multiply the number of reimbursable meals by type by the appropriate rates of reimbursement. Test meals would be included in the meals served.

See end of this section for activities for Estimating Reimbursement.

ADVANCE PAYMENTS

Sponsors who have executed program agreements may be eligible for advance payments if requested. These payments are to assist the sponsor in meeting operating and/or administrative costs. Although sponsors are no longer required to categorize costs as operational or administrative when submitting claims for reimbursement, advance payments are still categorized as such. When determining the amount of the advance payment, the State agency will make the best possible estimate based on the sponsor's request and any other available data. These payments are advances on the reimbursement that sponsors will receive for a month of operations and **will be deducted from future reimbursement payments**. Advances may be adjusted based on reduced program participation or State monitoring efforts. The advances should help maintain a positive cash flow by making funds available to meet program costs as they arise throughout the month.

In order to receive an advance payment you must:

- have executed a program agreement with the State agency;
- request the advance payment using the SFSP web application;
- provide budget calculations for each type of advance requested;
- operate for 10 or more days in the month for which the advance is requested;
- have a complete and correct application into the State agency by the deadline date;
- provide certification of training to State agency before a second month's advance payment can be processed.

Once the application is approved the sponsor will no longer be able to change this request!

Boards of Education currently operating under NSLP school sponsors may have reduced requirements for the receipt of advance fund; please contact program staff before submitting application.

Advance Payment Calculations
Advance calculations are performed by SDE Accounting.

Repayment of Excess Advance Payments
The State agency will require repayment of funds advanced in excess of the amount earned for meals reported on a valid claim for reimbursement. When preparing your application for the program, use a realistic estimate of the average number of meals expected to be served at your sites so that the advance payment calculation will more accurately reflect your initial needs.

Be careful! Watch your participation, if it is lower than previous year or what you anticipated in your budget, don't spend your entire advance. You may have to pay back what you didn't earn.

Legal Time Frames Regarding Payment
The SDE must pay a claim within 45 days of receipt of a complete and correct claim. If there is an error on the claim, you must be notified of the error within 15 days. Once the claim is submitted complete and correct, the SDE has 45 days in which to make payment.

You must wait a minimum of 10 days after submitting your Site Data Sheet/Claim for Reimbursement before contacting our offices. You may want to check the status reflected on the bar located at the top of the Site Data Sheet and Online Claim for updated information on where your claim is in the reimbursement process. Full CNP Claim Submission and Confirmation Guidelines are available on SDE's website at **www.alsde.edu.**

(Select "Sections" on menu at left and click "Child Nutrition." Then, click "Publications" on menu at left.)

You are encouraged to email **CNPClaim@alsde.edu**, with any questions you may have.

Alabama Claim for Reimbursement Process
The Alabama Department of Education (SDE) requires that Summer Food Service Program (SFSP) sponsors file a claim for reimbursement for **each month** within which a sponsor operates. The claim for reimbursement process contains two parts – the Site Data Sheet submission and Online Claim entry. Sponsors that only operate the SFSP program must only submit the Site Data Sheet. Sponsors that participate in other programs in addition to the SFSP must submit the Site Data Sheet and coordinate with other CNP program representatives within their agency to submit the Online Claim form. For detailed instructions on how to file the claim if you operate more than one CNP program refer to **Summer Feeding User Manual, Online Claim Process: Combined SFSP and NSLP and NSLP and/or CACFP Sponsors, beginning on page 49.**

Correct completion of the reimbursement process will help ensure timely processing and payment. ***Any discrepancy will slow the approval process and your receipt of reimbursement.***

Site Data Sheet
The initial document that is submitted online is called a "Site Data Sheet". This online form is used to submit monthly participation data and meals served for each operating site. A Site Data

Sheet **must** be filed each month you are approved to operate the program. If it becomes necessary to submit claims out of order, please contact SDE staff for further instructions.

Please refer to *Appendix A* for an example of the Site Data Sheet, detailed instructions are available in the **Summer Feeding User Manual, beginning at page 45.**

Sites that are approved to operate but for some reason did not serve meals during a month must **revise their online application** showing they did not operate that meal service or month.

REMEMBER: Update your application timely, don't wait until the day before the claim is due, you risk a late submission.

Deadlines for Submission

Initial Claims for Reimbursement

The entire claim submission process, Site Data sheet, is due no later than 12:00 midnight, 30 days from the end of the month for which you are claiming. For example, a June Site Data Sheet is due no later than 12:00 midnight on July 30th even though there are 31 days in the month. Site Data Sheets submitted at 12:01 AM on the 31st day will be considered late regardless of the reason and will not be paid unless covered by the One Time Exception Waiver. Sponsors that participate in the SFSP and other programs must submit their Site Data Sheet and Online Claim prior to the submission deadline.

Revised Claims for Reimbursement

A revised claim that *decreases* your reimbursement must be submitted as soon as the error is discovered. A revised claim due to an audit or review preformed by our monitoring staff must be submitted according to the deadlines given by them. A revised claim that *increases* your reimbursement must be submitted within 90 days from the end of the month for which you will be reimbursed additional funds.

If you miss a deadline, file the late site data sheet immediately. Your action should trigger a SDE process for requesting your OTE waiver.

One Time Exception Waiver Rule (OTE)

You will be contacted regarding the requirements of "One Time Exception Waiver" (OTE). Once every three years, 36 months, a sponsor may apply for an exception if a deadline is missed. There is absolutely no guarantee that you will be granted this relief. The law simply allows you to apply and explain the circumstances under which you were unable to submit the Claim for Reimbursement as required. Be prepared to provide a written explanation and acceptable corrective action plan (written procedures to prevent future late submissions).

Preparing for the Claim for Reimbursement

- The **Site Data Sheet** is the document used to record the number of meals served for a specific month's operation and submitted to the State agency for processing.
- **Claim Month :** Must be for a **single** calendar month only. Combined claims **are not** permitted.
- **Signature Line:** Select the correct signatory before submitting the claim for reimbursement. Keep authorized signatory information current. Submit updates on the SFSP Statement of Authority and Signature Authorization Certificate (SFSP-13) to the State Agency.
- **Period Covered by This Claim:** This is the first day of *meal service* to the last day of *meal service*, **not the first day of the calendar month and the last day of the calendar month.** Make sure these dates are not weekend or holiday dates if the sponsoring organization was not approved to operate on weekends or holidays.

Individual Site Information

- Transfer the information from the Monthly Claim Consolidation Worksheet (SFSP Form M-8A) to the appropriate site. (See Appendix G.) If a site did not serve meals during the month, create a revision using the SFSP web application, wait for State agency approval. The non operating site should not appear on the site data sheet.

- Period Covered By This Claim

  Must be for the actual period of time in which meals were served during the claim month at this Site.

  - The "From" date must be for the first day of the month on which meals were served. (This date will not always fall on the first calendar day of the month.)
  - The "To" date must be the last day of the month on which meals were served. (This date will not always fall on the last calendar day of the month.)

- No. of Days Served

  The actual number of days in which meals were served at that site. (Do not include holidays or weekends, unless the site was approved and served meals on those days.)

  - Days served must equal the number of days in which the site is approved to operate.

- Highest No. of Children Served

  Enter the highest number of children served on any one day during the claim month for each meal type.

  For Camp Only – Highest Number Enrolled and Eligible.

  - The highest number of children Enrolled is defined as the total of children enrolled for any session during the PERIOD COVERED BY THE CLAIM at each site.
  - The highest number of children Eligible is defined as the total number of children eligible for free or reduced price meals for any session during the PERIOD COVERED BY THE CLAIM at each site.

- No. of 1st Meals Served
  Enter the monthly total of eligible 1st meals served for each meal type. (Include all test meals in the 1st meals totals for each meal type.)
- No. of 2nd Meals Served
  Enter the monthly total of eligible 2nd meals served for each meal type. (Please note that the total of 2nd meal types claimed for all sites during the claim period cannot exceed 2% of 1st meal types claimed for all sites.)

Review and Edits

The site data sheet compares the information entered to the approved application. Review the summary table below and check your application to ensure the site classifications are correct. Amend your application if you need to. This will save time and help to correct any problems before the claim is submitted to the State agency.

Application Entries	Application Pages to Correct
Check site names. If you close a site, contact state agency.	Contact state agency in order that revision process can be completed before time for site data submission.
Site classification (rural/self prep, other)	Site Document, Page 1, Question 3
Site type (closed enrolled checks for license capacity)	Site Document, Page 2, Question 5
Calendar (Approved start and end dates affect maximum meal counts)	Site Document, Page 3, Question 6
Maximum meals allowed = number of days served multiplied by highest number of children served	Site Document, Page 3, Question 6
Meal Type, Meal Times, Meal Preparation Type	Site Document, Page 4, Question 7
Approved Level Meal Service	Site Document, Page 5, Question 8

Edit Check Formulas

- Days of operation must be equal to number of days approved on the application.
- Meals claimed cannot exceed the maximum expected meals. Maximum expected meals are calculated by taking the number of days served multiplied by the approved level of meal service.
- Maximum meals allowed = number of days served multiplied by highest no. of children served. ***If meal counts exceed this amount, a review of meal count documents is necessary.***
- Highest number of children served must be reported correctly. Compare this to the approved level of meal service and do not claim any meals served over approved level of meal service. You will receive a warning when trying to submit site data sheet is this is incorrect. You may need to contact the state agency.
- Number of days served is equal to State agency approved days. Do not include meals on days not approved.

- Total second meals for all sites for the calendar month is less than or equal to the Total 1st meals for all sites for the same period of time for the same meal type (Breakfast, Lunch etc.), multiplied by 2%.

Last chance! Before you are ready to submit the site data sheet/claim, review the following:

- For sponsoring organization operating more than one CNP program, coordinate with other program staff to ensure accurate and timely claim submissions.
- Check meal counts thoroughly.
- Check due date of claim and make sure it is submitted on time.

See Appendix N for answers to activities.

Activity 1

Claim Deadlines- 30 days for initial claim and 90 days for upward $ revised, always submit for downward $ revisions.

REPORT MONTH	DUE DATE	
	Initial Claim	REVISED CLAIM
May 2010	June 30, 2010	August 29, 2010
June 2010	July 30, 2010	September 28, 2010

Write in the deadline date for claim submission for the following months:

May revised claim: _____
June initial claim: _____

Activity 2

The following meals were served as first meals to children. Calculate how many documented second meals served to children may be claimed.

Example: If 282 first meals were served, what is the maximum number of second meals that can be claimed?

282 x .02 (2%) = 5.64 or 5

First Meals	Second Meals
1,218 x .02 =	_____ or _____
546 x .02 =	_____ or _____
3,109 x .02 =	_____ or _____

Activity 3

Using the current reimbursement rates (Appendix B), calculate the maximum **operating** reimbursement for the following meals.

Number of Meals Served	**X**	**Reimbursement Rate**	**=**	
10,000 Breakfasts	**X**		**=**	
20,007 Lunches	**X**		**=**	
1,505 Suppers	**X**		**=**	
5,000 Snacks	**X**		**=**	
Total			**=**	

Activity 4

Using the current **Rural/Self Preparation** reimbursement rates, calculate the maximum **administrative** reimbursement for the following meals.

Number of Meals Served	**X**	**Reimbursement Rate**	**=**	
10,000 Breakfasts	**X**		**=**	
20,007 Lunches	**X**		**=**	
1,505 Suppers	**X**		**=**	
5,000 Snacks	**X**		**=**	
Total			**=**	

Activity 5

Using the current reimbursement rates for sponsors **serving vended** meals not classified as rural, calculate the **administrative** reimbursement for the following meals.

Number of Meals Served	**X**	**Reimbursement Rate**	**=**	
10,000 Breakfasts	**X**		**=**	
20,007 Lunches	**X**		**=**	
1,505 Suppers	**X**		**=**	
5,000 Snacks	**X**		**=**	
Total			**=**	

II. DOCUMENTING PROGRAM COSTS

This section will help sponsors identify the acceptable forms of documentation for all costs associated with the SFSP.

SAVE YOUR INVOICES & RECEIPTS

Every organization that participates in the SFSP must operate a nonprofit food service program. This means that ALL of the money you receive in SFSP reimbursement MUST be used ONLY in the food service operation. Sponsors must retain copies of all revenues received and expenses paid from the food service account.

To document the use of SFSP funds, you must have three types of documentation:

- Written receipt/invoice for product or service,
- Payment documentation such as a canceled check, and
- A tracking system that documents SFSP funds received and expended.

Your SFSP should have a separate checking account for SFSP funds only. This allows for clear accountability of how the money is being spent. It also ensures that sponsor funds and personal monies are separate from SFSP funds, which is required.

The reimbursement may only be used to support the operation of the SFSP. When deciding how to best use the reimbursement, sponsors must ask "Is this cost reasonable and necessary?" Please contact the State agency should you have any questions about an allowable cost.

It is important to remember in considering allowable costs that the reimbursement received is based upon the number of meals served. The reimbursement may or may not cover all allowable costs.



Check with the State agency and FNS Instruction 796-4, Rev.4 for other allowable operating costs. Visit our website http://cnp.alsde.edu .

Operating Costs

Operating costs are costs incurred for the preparation and service of meals. Allowable operating costs include, but are not limited to:

- Food costs, food service labor costs,
- Costs for certain nonfood supplies, and
- Costs for purchased services.

Food Costs

Food costs are costs incurred by self prep sponsors purchasing ingredients for menu items that are served to children. The cost for the food may include the purchase price and any associated sales tax plus charges for processing, transporting, storing and handling purchased or donated food. Invoices, receipts and itemized bills must document these costs.

The cost of purchasing vended meals is also a food cost. It is important that these meals be "bid" or procured and documented correctly.

Activity 6

While food requirements will be discussed later, which of the foods listed below do you believe would be allowable costs in the SFSP?

Milk
Cigarettes
Personal groceries
Spices
Bread
Crab meat
Soda pop
Rabbit food
Adult meals

Food Service Labor and Benefits Costs

Food service labor includes staff performing labor necessary to the food service operation. Food service labor and benefits must be documented for SFSP. This may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor to perform the following tasks:

- Menu planning and purchasing;
- Meal preparation, serving and clean-up of SFSP meals
- Time spent in completing required records including menus, production records, meal count forms; and
- Supervision of day to day food service operations, including supervision of children during the meal service.

Records that must be maintained include payroll records and time documentation. The **value** of volunteer labor may not be used to support SFSP costs under this or any other category.

In some instances, SFSP employees will have dual responsibilities related to the SFSP and to the sponsoring organization unrelated to the SFSP. In those instances, a time sheet must be kept showing when the employee worked in the SFSP and when the employee was performing other duties. The time sheet must account for the total hours worked by the individual, not just SFSP time.

In addition, if a portion of an employee's salary is paid with funds from another governmental source; accurate records must be maintained to ensure that the same costs are not charged to both sources.

Costs of Nonfood Supplies

Non food supplies include small kitchen equipment, paper goods (such as napkins and lunch bags or boxes) and cleaning supplies used directly for the food service operation. Itemized receipt or invoices must be kept on file as documentation.

Activity 7

Below is a list of non food supplies. Circle the items that would be allowable costs to the SFSP.

Dishes
Milk
Stove
Cups arts/craft supplies
Toilet paper
Cooking utensils
Dishwashing detergent
Paper towels used in group activities

Cost of Purchased Services
Purchased services are items such as utilities, equipment rental, rental of facilities, pest control, trash collection (food service and preparation only), and minor equipment repairs. The cost of all food service related rental and repair expenses must be documented. Costs for shared purchases such as utilities, water, and gas must be prorated and documented. A representative of a utility company would need to study the site operations and determine how much of the utility should be allocated to the SFSP. In lieu of a study, the sponsor may elect to install a separate meter for the kitchen only.



Note: Only the portion of purchased services directly related to the preparation and service of meals are an allowable expense. If a service is used for both the summer activities program and the SFSP, the expense must be prorated by a State agency approved method.

Prorating Example
Prorating Square Footage for Building Rental

1. Square footage of kitchen divided by total square footage of the building.
2. Record the rental charge for the month
3. Divide the number of days in the month into the total bill to get the daily cost of rental
4. Multiply the daily rental charge by the number of days operated.
5. Multiply the percentage rate times the total of #4.

Example

Building is 14,783 square feet
Kitchen is 12, 264 square feet

12,264 divided by 14,783 = 83%
Total rental bill for June is $2500.00
30 days in month

Divide the rental bill by the number of days operating ($2500/30) = $83.33
$83.33 X 20 days operation = $1666.60

83% of $1666.60 = $1383.28

Other Service Expenditures/Cost of Large Equipment
This category is only used to report purchases of large kitchen equipment with SFSP funds. Purchase of items such as refrigerators, dishwashers, and freezers may be purchased with prior approval from the State agency. To purchase such items, follow these steps:

1. Contact the State agency office. The state staff will review the budget and require the sponsor to verify that there are funds available in the SFSP account. The sponsor will be asked to secure three or more bids or price quotes.
2. Secure three or more price quotes and submit to the State agency. The bids or price quotes should be for like items. Like items are similar in size, quality, and features. All quotes should include taxes, delivery charges, set up fees or other fees associated with the use of the item.
3. The state staff will review the bids or price quotes and approve the lowest price item.
4. Once the item is purchased, record the purchase as an expense on the accounting ledger or monthly general journal.

Maintain all records relating to the bids and purchase.

SFSP funds may not be used for equipment purchases if the above listed steps are not followed.

Note: Only the proportion of the purchased equipment that will be used for the SFSP is an allowable expense. If a service is used by both sponsor and the SFSP, the expense must be prorated by a State agency approved method.

Administrative Costs
Administrative costs are costs incurred in the planning, organizing, and managing the food service operation under the SFSP. Administrative cost categories include the cost of clerical and office labor, supplies, monitoring labor and mileage.

Administrative Labor and Benefits Costs
Administrative labor costs include compensation paid for labor needed for the following activities:

- Conducting pre-operational site visits
- Completing application/agreement
- Conducting training for both administrative and site staff
- Reviewing eligibility applications
- Consolidating meal count documents
- Completing the monthly claim for reimbursement and
- Monitoring visits

The costs of administrative labor must be documented. Records that must be maintained include payroll records and time documentation. The **value** of volunteer labor may not be claimed under this or any other cost category.

Most persons administering the SFSP have other responsibilities. In this case, a time sheet is required to indicate actual hours worked and duties performed. The time sheet must account for the total hours worked by the individual, not just SFSP time.

Other Administrative Costs
Costs incurred for supplies used to administer the SFSP may include:

- Costs for setting up and maintaining a separate checking account including monthly service charges and the costs of checks
- Costs of printing or reproducing materials that are used for the food service operation
- Office supplies used to support the SFSP
- Telephone calls used to support the SFSP
- Postage necessary for the sponsor food service operation

Itemized receipts, invoices, and other records must be kept to document all costs.

In addition, the proportion of a sponsoring organization's expenditures for office supplies, professional activities, training, transportation, and other allowable costs that are applicable to the SFSP must be supported with documentation.

When vehicles owned by the sponsoring organizations or by one of the organization's employees are used for SFSP administrative duties such as visits to sites for monitoring or training, the transportation costs (approved mileage rate times total miles plus parking and toll fees) - are allowable costs. Records must be kept to document the mileage claimed which include start and finish odometer readings, date, and purpose of the trip.

Directors and officers insurance is an allowable cost provided that:

1) The insurance policy actually provides liability coverage for activities related to the SFSP.
2) The SFSP share of the cost is properly allocated, when the policy includes coverage for non SFSP liability.

Audit Expenses

Federal audit standards require recipients of Federal funds to have audits performed if the organization received funds in the amount of $500,000 or more during the previous fiscal year. If your organization meets this threshold, the costs associated with the SFSP portion of the audit are allowable. The invoice from the certified public accountant should indicate the SFSP portion of the total cost and the amount should be recorded on the monthly general journal or accounting ledger.



Check with the State agency and FNS Instruction 796-4, Rev.4 for other allowable administrative costs.

Unallowable Expenditures

You may not expend SFSP funds on items not related to the food program. Below are a few items for which you may **not** use program funds:

- Interest expenses – this includes interest on a credit card used for food purchase;
- Returned check fees – regardless of the reason they occurred;
- Loans – you may not loan money from the SFSP account for any purpose;
- Cola drinks – whether served to children or staff;
- Foods or beverages only consumed by adults (i.e., coffee or tea);
- Foods served to the children at times other than approved SFSP meal service times;
- Equipment purchases that have not received State agency approval;
- Entertainment;
- Fines or penalties;
- Rental or use charges for equipment and space owned by the sponsor;
- Fundraising expenses.

Remember!!

1. Save **ALL** receipts and invoices.
2. Keep all receipts and invoices filed by month.
3. Time documentation is required for all employees. Time sheets are required for any person for which only a portion of their time is reimbursed with SFSP funds. These time sheets must document all activities of the employee, not just the portion of time expended for SFSP activities.
4. If using time sheets, make sure the sheets are completed correctly and on a daily basis.
5. Keep personal expenses separate from sponsor expenses and SFSP funds.
6. There must be a correlation between the foods shown on itemized grocery receipts and menu production records. (self-prep sponsors)

Invoice Form
(An optional form)

This invoice form is used when receipts are not itemized or items are donated for use in the SFSP only.

The invoice form is useful for documenting purchases for which:

1. There is not an itemized receipt
   List the item (i.e., fruit/vegetable at $5.00 each would be itemized as watermelon, $5.00 ea.) on the form and attach the receipt. Enter the check number and date purchased on the bottom.
2. Foods or other items are donated – list the items donated and amount. Be sure to note the date received and have the person donating the food or non food item(s) sign the form.

See Appendix C (SFSP Invoice Form)

Program Income

Any credits or income accruing to the program, other than the reimbursement received from the State agency, must be recorded as income. Credits and income include, but are not limited to:

- rebates or allowances;
- recovery or indemnity on losses;
- adjustments for overpayment or erroneous charges;
- payments from food sales to non-program adults;
- donations of cash;
- funds received from Federal (other than SFSP reimbursement from the State agency), State, or local government units for the sponsor's food services.



Remember!!

All operating and administrative costs **must** be documented, signed (if applicable) and dated, and **must be** maintained on file for the current year, plus three additional years. If payroll expenses are charged to the SFSP for staff (operational or administrative) who work with other (non-SFSP) activities, detailed daily time and attendance records must be maintained to support the time spent and cost allocated to the SFSP. This documentation which supports the program **may be reviewed by the State agency at any time**. The sponsor is responsible for all claims and supportive documentation.

Documentation should consist of (but not be limited to):

- receipts;
- invoices;
- payroll vouchers;
- daily time sheets;
- usage logs;
- canceled checks;
- mileage logs;
- inventories;
- meal counts.

Each site should develop a system to protect and save meal count records and receipts. Sponsors should have a central place to store all receipts. Maintain documentation for three years plus the current year.



Activity 8

This activity will give you practice identifying costs and documentation available for those costs.

The following are charges that are often incurred in a SFSP. Write the dollar amount in the appropriate column for operating or administrative costs and list the type of documentation needed to support the cost.

Item	Cost	Operating Cost	Administrative Cost	Documentation Available
Ad in newspaper	$58.60		$58.60	Receipt, invoice, copy of ad
Sit supervisors' salaries	746.55	$746.55		Payroll voucher, time card
Postage	12.29			
Beans	409.33			
Cook's salary	1785.44			
Coordinator's salary	240.19			
Dish soap	12.45			
Ham	341.37			
Kitchen utilities	101.87			
Monitor's salary	50.78			
Napkins	124.50			
Copy paper	12.23			
Oranges	102.69			
Oven rental	250.00			
Paper bags	56.51			
Delivery truck rental	500.28			
Rental of kitchen	653.91			
Total				

Monthly General Journal
(An optional form)



The purpose of the monthly general journal is to provide a convenient one-page record of all income and all expenditures charged to the SFSP account during a month. If all transactions are recorded accurately and are supported by proper documentation, the totals at the bottom of the page may be used to provide a snapshot of the condition of the non profit food service operation.

You must use the monthly general journal if you do not have another acceptable bookkeeping system!

In column A, record all deposits made to the SFSP account. Any amounts deposited should also be recorded in either Column C (USDA) or D (Other). Most deposits will be the monthly SFSP reimbursement check and should be recorded in Column C. Any other income generated by the food service (such as charges for meals served to adults) would be recorded in Column D.

Note: "Other" income would include cash donations made to the sponsor specifically to benefit the operation of the SFSP. Do not include income received by the sponsor for activities unrelated to the food service program. This form is for tracking the receipt and expenditure of the SFSP **only**.

At the end of the month, total each column. Check the figures by using the following edits:
Total of Column A = total of Columns C+D
Total of Column B = Total of Columns E + F + G + H + I + J + K

Remember!!

1. All entries for income or withdrawals are made twice
2. Invoices and receipts are required to document all entries
3. The "other" column (Column K) should only be used occasionally. If an expenditure does not fit into columns G - J, call the State agency for assistance.

Idea…

Tape the monthly general journal to a large envelope (i.e., 9x12). Once a receipt or invoice has been entered into the general journal, place the receipt inside the envelope as source documentation.

See Appendix D (Monthly General Journal)

Reconciled Balance

You should always know how much money you have in your food service account in order to be sure you are running a non profit food service operation. This calculation allows you to always know how much you have (or don't have) in your food service account. To figure the reconciled balance, you will need three things:

1. Balance from the previous month
2. Total income for the month (the sum of column A of the monthly general journal)
3. Total expensed for the month (the sum of column B of the monthly general journal)

Use the following formula to determine your monthly or reconciled balance:
Reconciled Balance = Balance from previous month + monthly income – monthly expenditures

Reconciled Balance = _____ + _____ - _____
Balance Monthly Income (col. A) Monthly Expenditures (col. B)

CASH BASED ACCOUNTING

It is highly recommended that SFSP sponsors use the "cash based accounting" system. This means reporting of expenditures when they are actually paid. For example, when a check is written or a debit card is used for your SFSP, it is reported on the date the check was written or the debit transaction took place. If items or services purchased using a credit card, those expenditures will be recorded when the charge bill is actually paid.

Idea…

Consider separating food and non food supplies while shopping and paying for them separately. This will make it easier to identify the type of expense and allow the sales tax to follow the items purchased making it easier to document the expenditure on the general journal.

Paying food service or administrative labor – It is strongly recommended that SFSP labor be paid out of the sponsor's regular payroll system. The sponsor should then be reimbursed using a SFSP check. This allows the sponsor to pay the full cost of the labor including payroll taxes paid by both the employee and the sponsor.

Remember!!

Payroll documentation must be available to support the amount paid to the sponsor.

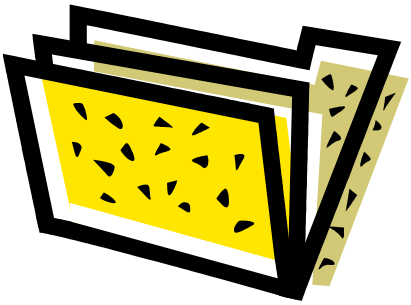
Separate SFSP Checking Account

Separate SFSP checking accounts are not required for all sponsors.

1. All private nonprofit sponsors who expend less than $500,000 per year in Federal financial assistance AND who do not submit an annual audited financial statement to the State agency in accordance with the requirements of OMB Circular A-133 will be required to maintain a separate checking account. The purpose of a separate account is to clearly identify SFSP expenditures and income and to provide payment documentation.

2. All other sponsors (including private nonprofit organizations and governmental entities) expending $500,000 or more in Federal financial assistance and submitting an annual audited financial statement to the State agency, in accordance with the requirements of OMB Circular A-133, will not be required to maintain a separate checking account. This provision is contingent upon the sponsor's written description of an accounting system that provides for separate identification of ALL SFSP food service transactions, including the accrual of interest earned on any cash balance of the SFSP food service account on a monthly basis. Also, if it is identified on a program administrative review or audit that the sponsor has failed to maintain such an accounting system, the sponsor **will be** required to maintain a separate checking account as required corrective action.

For all new sponsors, not bound by the A-133 audit requirements, we **strongly** suggest opening a separate account once the first reimbursement or advance payment check is received. All SFSP bills should then be paid from the SFSP account from that point forward. The account should be used to pay bills directly and not simply to reimburse the sponsor for expenses it incurred on behalf of the SFSP.



Audits/Reviews

All sponsors of the Summer Food Service Program are subject to reviews to determine compliance with all USDA and State agency regulations. The basis of the review is to establish that:

- financial operations are conducted properly;
- financial statements/reports are correct;
- expenditures of program funds comply with applicable laws and regulations;
- internal procedures meet the objectives of federally assisted programs.

The administrative review is designed to monitor the sponsor's CURRENT operations. *Normally*, the last month for which a claim for reimbursement has been filed will be selected. (Due to the nature of the SFSP operating for a short period of time, a month from the previous year could be selected.) A meal service is observed and analyzed for accurate meal counts, proper components and portion sizes. A review is also conducted of the facilities. Any disallowance resulting from these reviews must be paid back as required in the review report.

The frequency and scope of reviews are determined by Federal guidelines:

- review of every new sponsor at least once during the first year of operation;
- annual review for sponsors which experienced significant operational problems in the prior year;
- review each sponsor at least once every three years;
- annual review of the number of sponsors whose program reimbursements, in the aggregate, accounted for at least one-half of the total program meal reimbursements in the State in the prior year;
- all sponsors with 20 or more sites
- review of at least 10 percent of each sponsor's sites or one site, whichever number is greater;
- sponsors with large numbers of sites, or a site with a large number of children attending, should be reviewed earlier than sponsors with few sites or a site with fewer children.

REMEMBER!!

The administrative review is an unannounced visit by the State agency and may occur at any time during program operation. SFSP sponsors should be prepared for a review at any time.



III. MONITORING

AUDITS

Federal audit standards require recipients of Federal funds to have audits performed based upon the amount of funds received during a fiscal year. Sponsors must meet audit requirements in order to participate in the SFSP.

If the sponsor is a governmental or non-profit entity and expends $500,000 or more in Federal awards during its fiscal year period and receives funding from more than one type of Federal program, the sponsor must submit an organization-wide A-133 audit. If the sponsor expends $500,000 or more and only has one federal program, the sponsor may submit a program specific audit. The audits are due within 30 days after issuance or no later than 9 months after the end of the sponsor's fiscal year.

The State agency reserves the right to expand the testing during the review and/or audit process for a sponsor who demonstrates serious deficiencies during the review process regardless of funding level.

Audit Review Process

- The sponsor must submit the required audit within the time frames. The audit regulations do not permit an extension of time beyond the 9-month period.
- The State agency audit staff will review the audit for compliance with applicable audit standards. If the audit report is deficient, the State agency will notify the sponsor of corrections.
- If audit report reflects findings and/or questionable costs, the sponsor should submit written corrective actions along with the audit report. If not submitted, the State agency will contact the sponsor within 30 days. The State agency will work with the sponsor to resolve any findings pertaining directly or indirectly to the SFSP.
- When the report is considered acceptable and resolved, the State agency will notify the sponsor in writing that the audit file is closed.

Submit audit reports to Alabama Department of Education, Child Nutrition Programs, Financial Management and Compliance, 5302 Gordon Persons Building, P. O. Box 302101, Montgomery, AL 36130-2101.



Note: All programs are subject to audits/reviews. The State agency and USDA may choose to audit/review any and all programs.

Compliance Review Checklist

What records do you need to keep? What records will the State agency representative or auditor need to review?

1. A current SFSP application is on file.
2. Documentation of sponsor training conducted for site and administrative personnel.
3. Documentation for pre-operational visits, site visits and site reviews.
4. Monthly inventory records, meal production records and menus.
5. Supporting documentation for the designated reimbursement submitted for all meals served.
6. Meal benefit eligibility forms for all children participating in closed enrolled sites (if applicable) or camps. List of enrolled children eligibility determinations provided by the local board of education.
7. Daily meal count records and the sponsor's consolidation count of daily meals served by type.
8. Documentation supporting operating costs.
9. Documentation supporting administrative costs.
10. Documentation for Racial/Ethnic Data
11. Media documents, including press release dates for public announcements.

Check to see that all of the following items are readily available and accurately reflect the administration of the program:

- Eligibility for Meal Benefits forms is correctly approved/denied.
- Each site claims only meal types for which they have been approved.
- The total number of meals reimbursed is counted correctly.
- Recorded menus and production records support meals claimed.
- Meals claimed meet meal pattern requirements.
- No more than the maximum number of meals is claimed for any child on any day depending on the type of SFSP site.
- All expenditures are recorded in a record keeping/bookkeeping system.
- Receipts or other documentation is available for all reported expenditures.
- Bank statements are reconciled on a monthly basis.
- Sponsor operates a non-profit food service operation.



Remember!!

1. Keep all records to support claims for FOUR YEARS (or longer if an audit/review/appeal has not been resolved).

2. All SFSP records must be kept at the sponsor office during the sponsor's regular business hours.

SPONSOR MONITORING OF SITES

Each sponsoring organization must have sufficient staff to perform required monitoring responsibilities at all SFSP sites. This is to ensure that there is effective oversight of program operations. To meet program monitoring requirements, USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered. A sponsoring organization must submit a staffing pattern, as part of its SFSP application/agreement. The State agency shall review the sponsor's application to determine if this minimum standard is sufficient or if an organization should be required to hire additional monitoring staff.

Returning sponsors must complete a schedule of program monitoring to be kept on file at the sponsoring organization's office. As part of program planning, the sponsoring organization must create a schedule for monitoring **EVERY** site under its sponsorship. New sponsors must submit a schedule for program monitoring along with its application. Site reviews and site visits must be conducted for all sites. **Exception:** Sponsors may seek a waiver of the first week visit requirement at sites with experienced staff and no significant operational problems the prior year.

All reviews and visits must be documented using the appropriate State agency provided forms and filed at the sponsor's office. SFSP regulations require that site visits be conducted within the first week of program operations to identify any problems and allow for corrective action to be performed before the site review. The site review, on the other hand, must occur within the first four weeks of operation. This is a more detailed review in which the monitor evaluates the site beginning with meal delivery and ending with cleaning up.

Observations likely to be conducted during site visits and/ or reviews are:

- ❑ Meal service
- ❑ Delivery of meals
- ❑ Review of site records (delivery receipts, meal counts, payroll records)
- ❑ Sanitation and Safety
- ❑ Display of the "…And Justice for All" poster
- ❑ Other aspects of Program compliance, as needed

Remember!!



The sponsoring organization must document site visits and site reviews for all SFSP sites under its administration.

The sponsor must submit and receive approval for any new sites before meals may be claimed at those sites.

The monitor is the first line of defense for the sponsoring organization to evaluate its program operation before a review from the State agency. The monitor should be:

- Familiar with the geographic area of the sites
- Included in site personnel training
- Respected by site supervisors
- Familiar with sites – approved meals, approved meal service times, approved levels of meal service

The monitor's visit will be guided by the site review and/or site visit form. Some additional items the monitor should look for:

- ❖ Ordering the same number of meals every day
- ❖ Serving the same number of meals every day
- ❖ Meal count document checked before or after meal service
- ❖ Second meals being counted as firsts
- ❖ All meal components not being served
- ❖ Counting adult meals as children's meals
- ❖ No documentation of leftovers
- ❖ Counting portions of meals as seconds
- ❖ Allowing children to consume SFSP meals off site



IV. MEAL BENEFIT ELIGIBILITY FORM

Before distributing the eligibility application, write the name of the Sponsor Representative and the phone number on the application instructions, Part 3, in the event households should have questions.

Make sure **all** parents are asked to complete an eligibility form. If parents do not qualify, instruct them to write their child's name and "Do Not Qualify" on the application. If a parent refuses to complete the application, write the child's name and "Parent refused" on the application. Both of these will be categorized "ineligible" and should be filed as such.

Once households have returned the eligibility application to the sponsor, review each form and make the eligibility determination. Do not use the income chart on the letter to households to determine eligibility. Use the Evaluation Sheet for Free/Reduced Price Meal Applications (SFSP M18-3)

Step 1 – Children Enrolled in Camp or Closed Enrolled Sites
Make sure the names of the children in the household who are enrolled at the site are listed in Part 1. This must include his/her LAST name and FIRST name.

Part 1. Children enrolled in Camp or Closed Enrolled Sites. (Use a separate application for each foster child.)	
Names (First, Middle Initial, Last)	Food Stamp, TANF, FDPIR number, (if any). **Skip to Part 4 if you listed a case #.**

Nicknames – show in parenthesis following the legal name. For example: William (Billy).

Food Stamps or Temporary Assistance for Needy Families (TANF) or Food Distribution Programs on Indian Reservations (FDPIR) Benefits

This section is to be completed by households that receive food stamps, TANF or FDPIR benefits. Receipt of either of these benefits result in categorical eligibility for the SFSP. The TANF identification number will be the head of household's nine digit social security number. (Rarely, a reviewer might encounter a 900T number. This is a temporary nine digit number beginning with the number nine (9) and ending with the letter T. This number is valid only until the recipient receives a permanent social security number.) The food stamp case number is a randomly assigned, nine digit number.

Step 2 – Foster Child
If the eligibility application is completed on behalf of a foster child, the household will check the line in PART 2. Only the foster child's personal use income should be listed. The amount of money the foster parent receives for the care of the child should NOT be listed – neither in PART 2 nor PART 3.

Part 2. Foster Child
In certain cases, foster children are eligible for free and reduced-price meals regardless of household income. If a foster child lives with you, check this box ☐ and then list the amount of the child's personal use monthly income. $_____
Please contact _____ (NAME OF SPONSOR) at _____ (PHONE NUMBER) if you have questions. Skip to Part 4.

Remember!!

1. A foster child is considered a household size of ONE. Only the personal use income is used to make the eligibility determination, using the Income Eligibility Guidelines. Personal use income is defined as money given by a welfare office for the child's personal use and all money the child received from his or her family. Write "0" if none is received. Money received by foster parents for care of the child (or their earnings) does not apply.
2. The foster parent does NOT have to complete PART 3.
3. The foster parent does NOT have to provide a social security number on the application.

Step 3 – Total Household Gross Income

Households that do not receive any assistance and who did not provide a Food Stamp, TANF or FDPIR Number are requested to complete PART 3.

Part 3. Total Household Gross Income — You must tell us how much and how often.					
A. Name (List **everyone** in household, including children)	B. Gross income and how often it was received *Example: $100/month $100/twice a month $100/every other week $100/week*				C. Check if **NO** Income
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Social Security, pension, retirement	4. All other income	
Example: Jane Smith	$200 / weekly	$150 / weekly	$100 / monthly	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐

Column A – Name

The first and last names of **all** household members related and unrelated must be listed.

Column B – Gross Income

The amount of income received by each wage earner before taxes and all other deductions should be written next to the appropriate household member's name. The frequency in which the wage earner receives pay should be indicated.

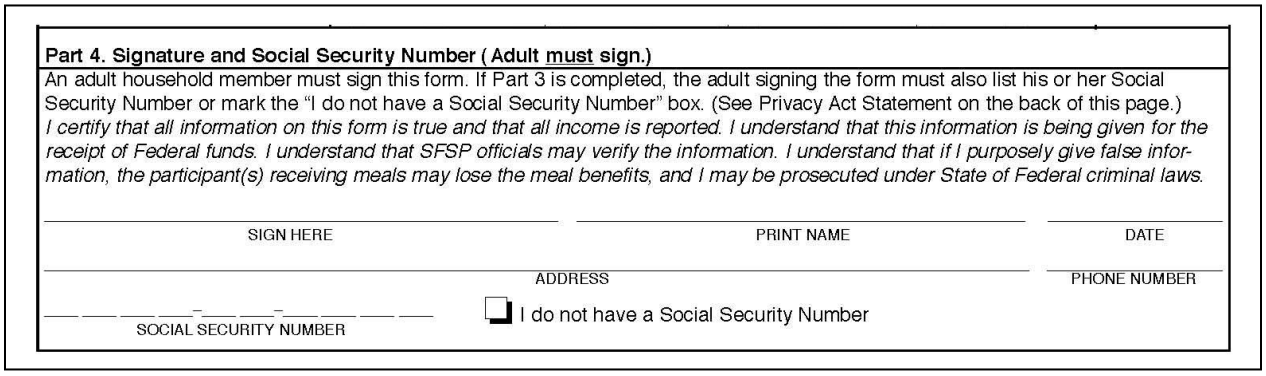
If household members receive other sources of income other than earnings from work, it should be shown in the appropriate boxes 2, 3, and/or 4.

Column C – No Income
If the household member does not have any income, the box should be checked.

Remember!!

1. You may make an eligibility determination if the household has reported income as weekly, monthly, or yearly. If the household has reported HOURLY income, you will need to check with the family to verify the usual weekly or monthly income.
2. An unborn child does NOT count as a household member.
3. All household members must be listed. All income received must be reported. If a household member does not receive income, check the corresponding box in column C.
4. If a household has provided a case number in PART 1, you may disregard any income reported in PART 3B.
5. Households whose income is above the Income Eligibility Guidelines may choose to write "above guidelines" or N/A in Part 3B.

Step 4 – Signature and Social Security Number



Part 4. Signature and Social Security Number (Adult must sign.)

An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that this information is being given for the receipt of Federal funds. I understand that SFSP officials may verify the information. I understand that if I purposely give false information, the participant(s) receiving meals may lose the meal benefits, and I may be prosecuted under State of Federal criminal laws.

SIGN HERE | PRINT NAME | DATE

ADDRESS | PHONE NUMBER

___ ___ ___ ___–___ ___–___ ___ ___ ___
SOCIAL SECURITY NUMBER

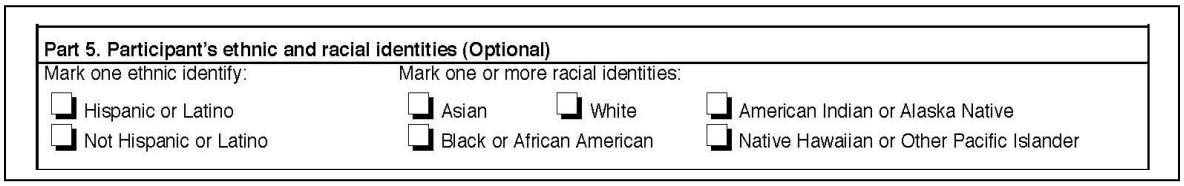
☐ I do not have a Social Security Number

Remember!!

1. An adult household member MUST sign every eligibility application.
2. Every eligibility application MUST include the social security number of the person who signs the application; unless a case number for categorically eligible benefits has been provided or if the application is made on behalf of a foster child. If the adult household member signing the application does not have a social security number, then check the box labeled "I do not have a Social Security Number."
3. Applications that are not signed by an adult household member are INCOMPLETE and CANNOT be approved.

Step 6 – Race and Ethnicity

Households are asked to identify the racial and ethnic identity of their child(ren). Parent's provision of this information is voluntary, and failure to provide the information must not affect the child's eligibility for benefits.



Part 5. Participant's ethnic and racial identities (Optional)

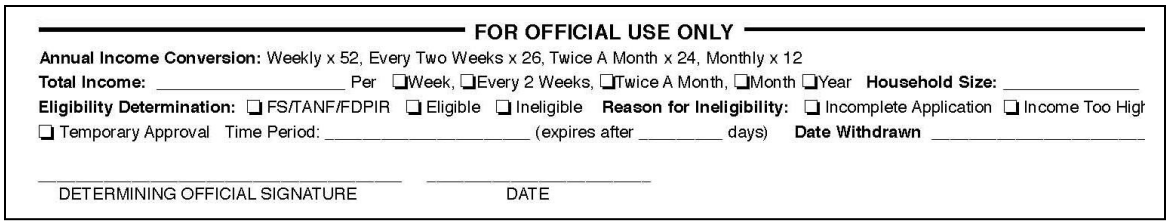
Mark one ethnic identify:

❑ Hispanic or Latino
❑ Not Hispanic or Latino

Mark one or more racial identities:

❑ Asian ❑ White ❑ American Indian or Alaska Native
❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander

Step 7 – For Sponsor Use Only



FOR OFFICIAL USE ONLY

Annual Income Conversion: Weekly x 52, Every Two Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per ❑Week, ❑Every 2 Weeks, ❑Twice A Month, ❑Month ❑Year **Household Size:** _____

Eligibility Determination: ❑ FS/TANF/FDPIR ❑ Eligible ❑ Ineligible **Reason for Ineligibility:** ❑ Incomplete Application ❑ Income Too High

❑ Temporary Approval Time Period: _____ (expires after _____ days) **Date Withdrawn** _____

_____ _____

DETERMINING OFFICIAL SIGNATURE DATE

If the household provided a valid food stamp case number, TANF or FDPIR number

- Check the appropriate eligibility determination box.
- Determining official sign and date application using the date the eligibility determination was made.

If the household provided income and family size information:

- Use income amounts listed in Part 3B and convert to total monthly income if provided in frequencies other than monthly, i.e., weekly, biweekly, or twice a month;
- Sum all household income amounts and put in the section "Total Income";
- Write the number of persons included in the household. Check to make sure the enrolled child's name appears in Part 3A;
- Use the Evaluation Sheet for Free and Reduced Price Meal Applications (SFSP M18-3) to determine eligibility. Find the household size on the evaluation sheet and move to the monthly income column. If the monthly income amount is less than or equal to the income shown in the column, the household is eligible for program benefits. If the monthly income amount is more than the amount shown in the column, the household is ineligible;
- Determining official sign and date application using the date the eligibility determination was made.

Remember!!

- Make sure the enrolled child is included in the total household count.
- Make sure the eligibility form is complete. If something is missing, contact the household to clarify the information.
- The determining official must complete the "For Official Use Only" section of the form.
- The date signed by the determining official must be the same or later than the date signed by the adult household member.

Eligibility Application – Summary

Categorical Eligibility - A complete application for households with case numbers must include:

- ❖ Child's name
- ❖ Case number of Food Stamps, TANF Identification Number or FDPIR Number
- ❖ Signature of adult household member

Income and Family Size - A complete application for households without case numbers must include:

- ❖ Child's name
- ❖ Names of all household members
- ❖ Current monthly income for each household member by source
- ❖ Signature of an adult household member
- ❖ Social Security Number (SSN) or an indication that the adult signing the application does not have a SSN.

Ideas for getting parents to turn in a completed eligibility form

1. Complete Part 1 (enrolled child's name) for each child enrolled in the SFSP before issuing the form to the households.
2. Have parents complete the form on site.

See Appendix E (Meal Benefit Eligibility Form)



V. MEAL COUNTS

Accurate point-of -service meal counts are imperative. A point of service meal count refers to meals counted as they are served. This ensures an accurate number of meals served is obtained and reported.

Meal counts should represent only the number of meals actually **served** to **children**.

Only meals containing all components and served to eligible children can be claimed for reimbursement. Counting meals at the point -of -service allows site personnel to ensure that only complete meals are served.

Children's Meals
Report all of the meals served to children ages 18 and under for reimbursement. A trained staff person who counts and records the number of children receiving reimbursable meals must document these complete meals as they are served. Be sure to include any complete second meals that may have been served. The number of complete second meals claimed for reimbursement cannot exceed 2% of the total number of first meals served by meal type within the same claim period.

Adult Meals
Meals served to non-program adults, those who do not work with the meal service, such as teachers or camp counselors, **are not** reimbursable. If you serve non program adults and charge for their meals, you must keep documentation of the number of meals served, the amount collected and a copy of the deposit slip.

Program adults are those who work in the preparation or service of meals. Meals may be served to program adults. These meals may **not** be claimed for reimbursement in the same way as children's meals. However, the cost of program adult meals is a legitimate cost. The cost of preparing those meals becomes part of your food cost. The number of program adult meals served must be documented on the Daily Meal Count Tally Sheet form (SFSP M-6), Weekly Meal Count Worksheet by Site (SFSP-M7) and/or Weekly Roster of Enrolled Children (SFSP M-5).

Daily Meal Count Tally Sheet

Forms may be marked with pen or pencil. They must be legible so that any reviewer is able to determine meal count and type of meal service. A separate daily meal count tally sheet **must be used** for **each type of meal service**.

Step 1 – Information at the top of the form

Enter the information required. This includes:

- Name of sponsor
- Name of Site
- Date of Meal Service
- Type of Meal Service

Alabama Department of Education
Division of Administrative and Financial Services
Child Nutrition Programs
Montgomery, Alabama 36130-2101
Form SFSP M-6 (10/07)

SUMMER FOOD SERVICE PROGRAM
DAILY MEAL COUNT TALLY SHEET

Sponsor Name: _____ Date: _____ **Type of Meal Service (Check ONE only)**

❑Breakfast ❑Lunch

Site Name: _____ ❑Supper ❑Supplement

Step 2: Mark number of meals served as first.

- Cross out each number as a child receives a meal.
- Write the number of firsts meals served and the test meal in the correct sections.
- Total the number of first meals and the test meal.

NUMBER OF MEALS SERVED AS FIRSTS
(Mark through each number beginning with 1 as meal is served.)

~~1~~	~~6~~	~~11~~	~~16~~
~~2~~	~~7~~	~~12~~	~~17~~
~~3~~	~~8~~	~~13~~	18
~~4~~	~~9~~	~~14~~	19
~~5~~	~~10~~	~~15~~	20

Number of meals served as firsts to children 17 + Number of test meals 1 = TOTAL number first meals 18

Step 3: Mark number of complete second meals served, if applicable.
Record all second meals served. **Remember:** Reimbursable meals are limited to no more than 2 percent of the total number of first meals served.

NUMBER MEALS SERVED AS SECONDS
(Mark through each number beginning with 1 as meal is served.)

~~1~~	6
~~2~~	7
~~3~~	8
4	9
5	10

Total Number second meals _3

Step 4: If the sponsor allows service of meals to adults, total the number of meals served to program adults. "Program adults" are adults who work directly with the operation of the food service. This includes all adults who prepare meals, serve meals, clean up or supervise children. This does not include teenagers, 18 and under, who may perform these tasks at the site. Meals for children 18 and under are fully reimbursable and should be counted under the section "Number of Meals Served as Firsts".

Remember!! Meals served to program adults 19 and over **cannot** be claimed for reimbursement unless the adults are mentally or physically handicapped and enrolled in a public or private school.

Step 5: If permitted by sponsor, meals can be served to non program adults. "Non-program" adults are adults who are not directly involved in the operation of the food service. Non-program adults include any sponsor administrative staff, such as monitors and sponsor directors. It also includes parents and State or Federal reviewers. **Remember:** Meals served to non program adults cannot be claimed for reimbursement. Income received from the sale of such meals must be documented by deposit slips and recorded as income.

Step 6: Verify that all information is correct by signing and dating the Daily Meal Count Tally Sheet.

Weekly Roster of Enrolled Children (Camp and Enrolled Sites only)

50% free or reduced price eligibility of enrolled children must be determined before meal service begins at closed enrolled sites. Camps may serve only those children who are free/reduced eligible without regard to the 50% eligibility criterion used for closed enrolled sites.

These forms may be marked in pen or pencil. They must be legible so that any reviewer is able to determine which meal a child is served.

Step 1 – Information at the top of the form
Enter required information:

- Name of site
- Week of meal service

Page _____ of _____

SUMMER FOOD SERVICE PROGRAM
WEEKLY ROSTER OF ENROLLED CHILDREN
(CAMPS AND ENROLLED SITES ONLY)

NAME OF SITE _____ WEEK OF _____ _____
FROM TO

Enter the correct beginning and ending dates for each operating week. **Do not** overlap months even if it falls within the same week. If a new month begins on Tuesday for example, get a new form and enter Tuesday's date as the beginning date.

Step 2 – Name of Child
Write the full name of each child on each name line. Use as many pages as necessary to list all children who are enrolled at the site. List names exactly as they appear on the eligibility forms and enrollment roster. A copy of the enrollment roster must be properly maintained consistent with the weekly roster of enrolled children and readily retrievable for review.

Step 3 – Date enrolled
If using census data or school data to document area eligibility enter the date the child enrolled in the program. If the child enrolled before the program began, put the beginning date of the program. If the child enrolled after the program began, enter the actual date of enrollment.

If using meal eligibility forms, enter the date the program began if the eligibility determination was made prior to program inception. If the child enrolled after the program began, enter the date of enrollment.

Remember!!

Closed enrolled site eligibility is based on at least 50% of enrollment categorized as free or reduced price eligible. When children enroll after the program begins, have parents complete a meal eligibility application and add the child's name and code to the roster.

Step 4 - Meal Code
Use "E" for eligible or "IE" for ineligible. The eligibility determination must only be known to the management of the site so that parents are assured that income information is kept private. If a parent refuses to complete an eligibility form, the child's code should be "IE". Take a blank Meal Benefit Eligibility form; write the child's name on Part 1 and document parent's refusal to complete the form.

If the site is eligible based on area eligibility data, then write "AE" down the meal code column. Individual Meal Benefit Eligibility forms are not required if the area where the enrolled site is located is in a low income area.

Step 5 – Page number
Use as many pages as necessary to list children enrolled at the site. In the upper right corner, complete the spaces marked "page ____ of ____". Write the page number in the first space (page ____). Write the total number of pages for the particular site in the second space (of ____).

Example: Page 1 of 5

Step 6 – Mark Attendance at each meal
Meal Codes are:
B = Breakfast
L = Lunch
S = Supper **or** Snack

Attendance notations:
X = present and served a meal
A = absent
○ = present but not served a meal (do not include in meal count)

For each meal or snack served to a child, put an "X" in the proper space. If the child is absent for a meal, put an uppercase A in the proper column.
Mark participation in the meal service during the time of meal service. Do not mark meals before or after meal service. You may mark the form in pen or pencil provided that it's legible. When a new child enters the site, add the child's name and meal eligibility code. Begin checking the appropriate meal participation from that day forward.



WEEKLY ROSTER OF ENROLLED CHILDREN

Name of Child	Date Enrolled	Date	6/1/2020			6/2/2020			6/3/2020			6/4/2020			6/5/2020		
		Meals	**B**	**L**	**S**	**B**	**L**	**S**	**B**	**L**	**S**	**B**	**L**	**S**	**B**	**L**	**S**
		Code															
1.Baker, Josh	6/1	E	X	X		X	X		X	X		A	A		X	X	
2.Carter, Jon	6/1	E	A	X		A	X		A	X		A	X		A	X	
3.Deere, Alex	6/3	IE							A	X		X	X		X	X	
4.Ford, Lee	6/4	E										X	X		X	X	
5.Nay, Phil	6/1	IE	X	X		A	X		X	X		X	X		X	X	

Step 7 – Total Meals
Total eligible meals by meal type (breakfast, lunch, snack, and supper). It might be easier to total each page and put the grand total on the last page.

Step 8 – Adult Meals
If the sponsor allows service of meals to adults, total the number of meals served to program adults. "Program adults" are adults who work directly with the operation of the food service. This includes all adults who prepare meals, serve meals, clean up or supervise children.

If permitted by sponsor, meals can be served to non program adults. "Non-program" adults are adults who are not directly involved in the operation of the food service. Non-program adults include any sponsor administrative staff, such as monitors and sponsor directors. It also includes parents and State or Federal reviewers.

Remember!!

Meals served to non program adults cannot be claimed for reimbursement. Income received from the sale of such meals must be documented by deposit slips and recorded as income on accounting documents.

Step 9: Verify that all information is correct by signing and dating the Weekly Roster of Enrolled Children

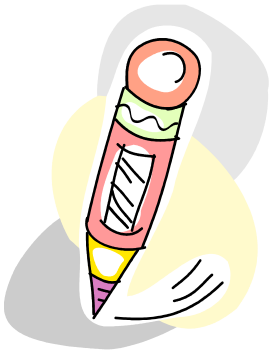


Not all meals served may be claimed for reimbursement!
Meals that cannot be claimed for reimbursement are:

- Meals served to any child who is not enrolled at the site (closed enrolled)
- Meals served at camp to ineligible participants
- Meals served in excess of the approved level of meal service
- Meal types not approved by the State agency
- Meals served in excess of the two meals per day (or 3 meals a day for migrant and camp programs)
- Meals that do not meet meal pattern requirements
- Meals served outside the approved meal service times
- Meals served at unapproved locations
- Meals served in the temperature danger zone

See Appendix F (Disallowance Policy)

The State agency will not reimburse meals served to children in excess of the approved level of meal service for each site. If the approved level of meal service is exceeded, the sponsor must **immediately** notify the State agency by revising the information using the online application.



Special Circumstances

- Holidays and Other Site Closings
  When a site is closed, write a one or two word explanation down the column on the actual day of meal service when the site closed. For example, holiday, voting day, field trip, weather, etc.

- Child is present, but not served a meal
  Mark the meal service column with an "X" and circle to indicate the child was present, but did not receive a meal. Do not include in the meal count that will be used to file the claim for reimbursement.

Dos and Don'ts:

Do

- Do use children's **full names**, not initials or nicknames. While the site staff is likely very familiar with the children's names, the auditor/reviewer will not be. Reviewers will look for the same name to appear consistently on the weekly roster, enrollment and meal eligibility forms. If the names are different, it creates confusion and delays completion of the review. If space permits, consider putting the nickname in parenthesis i.e., William (Billy) Johnson.
- Do print participants' names legibly.
- Do show the eligibility code "E for eligible" or "IE for ineligible" for each child. If using area eligibility documentation, write "AE" for area eligible.
- Do fill out the Weekly Roster of Enrolled Children form at the point of meal service; do not complete before meal service or after meal service.
- Do use the following symbols:
- X – present
- A – absent
- Make sure these records are accurate, up to date and neat. Do not mark symbols in a manner that they extend into other boxes. This will make it much easier to count marks in each row.
- Do use a circle to indicate meals or children not to count:
- Circle meals served outside the approved level of meal service
- Circle meals where children were in attendance, but did not receive a meal



Don't

Do not use the same Weekly Roster of Enrolled Children form for two different months. For example, Tuesday, May 31 is on one sheet. Begin Wednesday, June 1 on a new form.

See Appendix G (Meal Documentation Flow Chart)

VI. PROCUREMENT IN THE SFSP



Federal regulations require that open and free competition exist to the maximum extent possible when utilizing Federal funds in the SFSP. Competition is mandated so that program goods, equipment, and services will be obtained at the lowest possible cost.

A procurement plan must be completed and kept on file in the sponsor's office. A sample document is provided by the State agency. If your organization does not have a procurement plan on file, complete the sample procurement plan as follows:

- All empty spaces on pages one and two should be filled in with information pertaining to the sponsor
- The official representative must sign and date the form on page two.

SFSP Procurement Responsibilities:

- Maintain a contract administration system
- Maintain a written code of standards of conduct governing the performance of employees
- Provide for a review of proposed procurements
- Make awards only to responsible contractors
- Maintain records to document procurement history
- Conduct procurement procedures to provide for full and open competition
- Conduct procurements without imposing State or local geographical preferences
- Have written selection procedures
- Prohibit contractors involved in writing specifications, requests for proposal, contract terms and conditions from bidding on goods or services

There are four methods of procurement (food, supplies, equipment, services) in the SFSP:

- Formal Bid Procedures
- Small Purchase Procedures
- Noncompetitive Negotiations
- Emergency Purchase Procedures

Public Agencies (State, local, municipal or county governmental entities, public colleges and universities)

- Must conform to Alabama Bid Law.
- Formal bids must be let for purchases of $15,000 or more.
- Small purchase procedures for goods/services valued at less than $15,000

Private Non Profit Organizations

- Can choose their option either the Federal threshold or the institution's own threshold, if lower
- Federal Requirement

1) Small purchase procedures for goods/services valued at less than $100,000
2) Formal Bid Procedures for goods/services valued at $100,000 or more

Small Purchase Procedures

- Simplified acquisition threshold set at $100,000
- Complete and adequate specifications of goods or services
- Ensure all vendors get the same product description/specifications
- Price or rate quotes from an adequate number of qualified sources
- Prepare price quote documentation (Use sample small purchase documentation form. See Appendix H.)
- Select price quote from the lowest responsible bidder
- Enter into a contract. Use State agency form SFSP 17 for food service agreement.

Formal Bid Procedures

- Prepare Invitation for Bid and Contract (IFB) package FNS-688. It must include complete, adequate and realistic specifications or purchase description.
- Check with State agency for a list of approved food service management companies
- Publicly advertise IFB not less than 14 days before bids are opened
- Notify State agency at least 14 days before the bid opening if contract is valued over $100,000
- Publicly open and post all bids which are submitted
- Submit required documents to State agency
- Receive approval from State agency before beginning program or accepting/contracting with vendor.

Exception: Sponsors may enter into a food service agreement with the local board of education without following formal bid procedures or small purchase procedure. Added advantages:

1. Schools have staff and facilities needed
2. School staff familiar with federal meal pattern requirements and written documentation

If entering into an agreement with the local board of education SFA, use State agency form SFSP 15.

Noncompetitive Negotiations

Noncompetitive negotiations are used to purchase items, which are:

- Available from a single source,
- One-time purchase of new food in order to determine acceptance (self prep sponsors), and
- Samples for testing purposes

A log of all noncompetitive negotiation purchases must be kept in the procurement file.

Emergency Purchase Procedures

Emergency purchases occur when the unexpected happens to the food or equipment already purchased for use. This would include fires, tornadoes, extended power outages, and theft. A log of emergency purchases must be kept in the procurement file. In the case of theft, a police report must be filed as well.

VII. CIVIL RIGHTS COMPLIANCE

All participating sponsors must ensure their sites are run without discrimination. Listed below are examples of discriminatory practices that are prohibited. This is not an all inclusive list.

- ✓ Exclusion of children from receiving SFSP benefits based upon race, color, national origin, sex, age or disability
- ✓ The inequitable allocation of SFSP benefits to eligible children on the basis of race, color, national origin sex, age or disability
- ✓ Serving or delivering foods in a place, time or manner that results in or has the effect of denying or limiting the benefits of the SFSP on the basis of race, color, national origin, sex, age or disability
- ✓ Segregation of children through recruitment, referral, or enrollment systems
- ✓ The selection of sites for participation in the SFSP which as the effect of, or results in, limiting the availability of benefits or services, on the basis of race, color, national origin, sex, age or disability
- ✓ Failure to apply the same eligibility criteria to all children seeking participation in the program
- ✓ Maintenance of a waiting list which makes distinctions on the basis of race, color, national origin, sex, age, or disability
- ✓ Failure to use or provide material to non-English speaking persons, in effect, denying full and equal opportunity to receive benefits or services under the SFSP.

…And Justice for All Poster

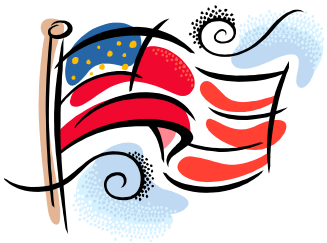
Every SFSP site must display the poster in a prominent place so that parents and children can see it.

Data Collection and Reporting

All sponsors participating in the Summer Food Service Program must provide and maintain a system to collect racial and ethnic data of the participants served. These data will be used to determine how effectively FNS programs are reaching potentially eligible persons and beneficiaries and identify areas where additional outreach is needed.

Racial and ethnic data are collected from the following sources:

A. Meal Eligibility Form (SFSP M18-2)
B. Site Review Form (SFSP M3 and M4) – All sites must be reviewed by sponsoring organization within the first four weeks of operation.



Civil Rights Statement

All SFSP sites must post the following nondiscrimination statement and include it, in full on all SFSP materials produced for public information, public education or public distribution. The authorized statement listed below cannot be modified.
"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a claim of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text that **"This institution is an equal opportunity provider."**

Complaint Procedure

All SFSP sponsors must have a procedure for handling civil rights complaints. The following "Procedure for Handling Civil Rights Complaints" is a suggested procedure the sponsor might adopt. This procedure or a similar one should be placed in a permanent file.

(Sample) Procedure for Handling Civil Rights Complaints

1. Right to file. Any person or representative alleging discrimination based on a race, color, national origin, age, sex, or disability has the right to file a complaint within 180 days of the alleged discriminatory action.
2. Acceptance. All complaints, written or verbal must be forwarded to the appropriate Regional or Food and Nutrition Service Office of Civil Rights Director.
3. Forms. Having a data collection form will help ensure all information necessary for evaluating the merits of the complaint is encouraged. Sponsors may use its own form for documenting complaints or the sample provided in FNS Instruction 113-1, appendix E.
4. Verbal Complaints. In the event a complainant makes the allegations verbally or in person and refuse or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant.

Every effort should be made to have the complainant provide the following information:

a. name, address, and telephone number or other means of contacting the complainant,
b. The specific location and name of the State agency, local agency, or other sub recipient delivering the service or benefit,
c. The nature of the incident or action that led the complainant to feel discrimination was a factor, and an example of the method of administration that is having a disparate effect on the public, potential eligible persons, applicants, or participants,
d. The basis on which the complainant believes discrimination exists. The bases for nondiscrimination are race, color, national origin, age, disability or sex.
e. The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action, and
f. The date (s) during which the alleged discriminatory actions occurred, or, if continuing, the duration of such actions.

5. Written documentation of the complaint must be submitted to either the State Department of Education, Child Nutrition Programs, Food and Nutrition Service Headquarters Civil Rights Division or the Food and Nutrition Service Regional Office of Civil Rights within three working days from the date the complaint is received.



VIII. SFSP MEAL PATTERNS

Food Components	**Breakfast** (Select foods from all 3 components)	**Lunch or Supper** (Select foods from all 4 components)	**Snack** (Choose 2 of the 4 components)
Milk			
Milk, fluid	1 cup (8 fl oz)	1 cup (8 fl oz)	1 cup (8 fl oz)
Vegetables and/or Fruits			
Vegetables(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s) and juice	½ cup ½ cup (4 fl oz)	¾ cup total	¾ cup ¾ cup (6 fl oz)
Grains and Breads			
Bread	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
Cold dry cereal	¾ cup or 1 oz	¾ cup or 1 oz	¾ cup or 1 oz
Cooked pasta or noodle product	½ cup	½ cup	½ cup
Cooked Cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates	(Optional)		
Lean meat or poultry or fish	1 oz	2 oz	1 oz
Cheese	1 oz	2 oz	1 oz
Eggs	½ large egg	1 large egg	½ large egg
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
Peanuts or soy nuts or tree nuts or seeds	1 oz	1 oz = 50%	1 oz
Yogurt, plain or sweetened and flavored	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup
Alternate Protein Product	1 oz	2 oz	1 oz
Any equivalent quantity of any combination of the above meat/meat alternates			

For the purpose of this table, a cup means a standard measuring cup.

Crediting Foods in SFSP

Important words

Creditable Foods – Those foods that may be counted toward meeting the meal pattern requirements for a reimbursable meal. Foods are determined to be creditable based upon the following factors:

1. Nutrient content;
2. Customary function in a meal;
3. Compliance with regulations governing the Child Nutrition Programs;
4. Compliance with FDA's Standards of Identity;
5. Compliance with USDA's standards for meat and meat products; and
6. Compliance with administrative policy decision on the crediting of popular foods.

Non-Creditable Foods – Those foods that do not count toward meeting meal pattern requirements because they do not meet the above criteria. Foods in this group include bacon, potato chips, ice cream, cola beverages, popcorn, condiments, frozen yogurt, canned pudding and candy.

Food Component – A food grouped in a certain category according to the SFSP meal pattern. These categories are:

- Milk
- Meat/Meat Alternate
- Fruit/Vegetable; and
- Grain/Bread.

Serving Size – The serving size specified in the meal patterns is the minimum amount that must be served in order to meet meal pattern requirements.

Reimbursable Meal – A reimbursable meal contains:

- All the required components; and
- Meets or exceeds the serving size.

If both requirements are met, then payment for meals served may be claimed. If part of the meal is missing or the minimum serving size is not met, the entire meal may not be claimed for reimbursement.

Meat:

- A Child Nutrition (CN) label is required on ALL processed, prepared meat items.
- If a CN label is not available, a product specification or product analysis sheet may be obtained from the manufacturer. A product specification sheet is an information sheet with a detailed explanation of what the product actually contains and the amount of each ingredient by weight. The sheet must specify the amount of "meat" e item, not "protein."



Idea – It is often possible to call the toll free number on the product label or write or e-mail the manufacturer to obtain the product analysis sheet.

Common Crediting Mistakes

Rice – Is credited as a grain/bread, not a fruit/vegetable.

Canned ravioli or other canned pasta dishes – The bread portion is creditable as a grain/bread. The filling and sauce are considered "other" foods unless a CN label or product identification sheet is obtained from the manufacturer.

Meat/Meat Alternates served at breakfast – These items are not creditable. Items such as eggs, sausage, and ham may be served, but are considered "other" foods at breakfast. *A meat item cannot replace one of the three required breakfast components.*

Juice Drinks – Check the food label for percentage of juice. Often, these items are less than 100% juice.

Potatoes – Credit as a vegetable/fruit, not a grain/bread.

Frozen yogurt – This item is not creditable and is considered an "other" food in all meals and snacks.

Yogurt – is credited as a meat/meat alternate.

Potato Chips – Potato chips are not creditable; corn chips are credited as a grain/bread.

Puffed snack products – These items, such as cheese puffs or "bugles", are not creditable.

Fruit-flavored canned punch – These items usually contain less than 50% fruit juice. They are not creditable and considered an "other" food in all meals and snacks.

Fruit-flavored powders – These items do not contain any fruit juice and are considered an "other" food in all meals and snacks.

Activity 9

Review the menus on the next page. Find the menu problems and identify. (For example, Monday's breakfast is missing milk; write "missing milk" under the sausage.) Assume the correct portion sizes are offered.

Find the Menu Problems

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast				
Orange Juice Waffles Sausage	Ham and Eggs Toast Milk	Orange Slices Hash Browns Milk	Raisins Oatmeal Milk	Strawberries Cornbread Hot Chocolate
AM Snack				
Apple Juice Watermelon	Milk Trail Mix	Vanilla Pudding Vanilla Wafer	Milk Pretzels	Banana Hot Dog Bun
Lunch				
Hot Dog Baked Beans Melon Slices Milk	Chicken Leg Rice Green Beans Biscuit Milk	Scrambled Eggs Bacon Potato Rounds Tomato Juice	Ravioli Broccoli Fruit Cocktail Garlic Toast Milk	Pizza Parmesan Zucchini Peach Slice
PM Snack				
Potato Chips Cheese	Veggies Cottage Cheese Dip	Bologna Cheese	Pineapple Juice Carrots & Celery	Yogurt Rolls
Supper				
Fish Sticks Coleslaw Baked Beans Corn Bread Milk	Macaroni and Cheese Asparagus Mandarin Oranges Milk	Hamburger Cucumber Banana Slices Chips Milk	Pinto Beans Cheese Frozen Red Grapes Tortilla Milk	Meat Loaf Glazed Carrots Cherry Cobbler Rice Milk

See Appendix I - (Cycle Menu Form)

Remember!!

- ✓ You **are required** to create cycle menus.
- ✓ List foods under the column for which the item is being credited (i.e., turkey sandwich should be listed next to the meat/meat alternate and grain/bread components.)

Sample Lunch Menu

Dates to be served (List dates each menu will be served.)	**Milk Fluid milk – 1 cup (8 fl oz.)**	**Meat &Meat Alternates**	**Vegetables & Fruits**	**Grains & Breads**	**Optional Foods**
May 31, 2020	Low fat Chocolate Milk	Turkey Sandwich (Turkey Roast)	Pineapple Juice Fresh Apple	Turkey Sandwich (Slice Whole Wheat Bread Oatmeal Cookie)	Mayonnaise Mustard

- ✓ A minimum of two fruits/vegetables must be listed at lunch.
- ✓ Optional foods are non creditable or not required to meet the meal pattern.
- ✓ At snack, two of the four components must be included. Remember milk and juice cannot be the only two components offered for a snack meal.
- ✓ Different forms of the same food (i.e., fresh oranges and orange juice) count as one component.

Review the menu once it is completed for the following:

- Variety (no repeated foods)
- Color
- Texture
- Temperature
- Shape
- For young children-Is it appropriate?
- For young children-Ease of consumption



Idea – Dishes that contain foods from more than one food component are combination dishes. It is recommended that combination dishes be credited for only one or two components. This ensures that children get a variety of menu items.

For example, lasagna may be credited as follows:

- Meat/meat alternate component,
- Fruit/vegetable component, and
- Grain/bread component.

In a meal that contains Lasagna, milk and peaches, some of the children may dislike or not eat the lasagna. In this case, the child who disliked lasagna would not receive a sufficient amount of food. By only counting the combination food (i.e., the lasagna) as one or two components, and adding an additional component such as a roll, it is more likely the child will receive a sufficient amount of food.

IX. DAILY FOOD PRODUCTION RECORD

(A Required Form)

The Daily Food Production Record is used to show how much food was used to prepare the meal.

1. **The Daily Food Production Record is a required record**. Failure to have this record will result in disallowed meals during an administrative review or audit.

2. The Daily Food Production Record should be completed as the meal is prepared or immediately thereafter.

3. The Daily Food Production Record must show actual amounts of foods prepared.

Meals claimed without a complete and correct Production Record will be disallowed!

Daily Food Production Record Step by Step

Step 1 – List the name of SFSP sponsor and location of production kitchen

Step 2 – List the menu number if menu numbers are used.

Step 3 – Write the calendar date the menu is served showing month, day and year.

NAME OF SPONSOR Sunshine SFSP Sponsor

NAME OF SITE/FOOD PRODUCTION KITCHEN Township Food Service Management Company

MENU NUMBER 1 DATE June 1, 2020

Step 4 – Check the TYPE OF MEAL for which production is planned. If "snack" is selected, indicate whether it is a morning or afternoon meal.

TYPE OF MEAL (Please check)
BREAKFAST ☐ LUNCH ✓ SUPPER ☐

AM SNACK ☐ PM SNACK ☐

Step 5 – Enter the total number of meals planned or ordered for children and adults.

NUMBER OF MEALS				
CHILDREN		**ADULTS**		
		Program	**Non-Program**	**Total**
Planned or Ordered	500			500
Served or Delivered	350			350

Step 6 – Enter the name of each food item used to meet meal or snack requirements. Indicate USDA recipe used or source of recipe (State agency, sponsor, etc.)

MENU ITEM (List each item)	**USDA RECIPE NO.**
MILK 1% Chocolate	
MEAT/MEAT ALTERNATE Turkey Sandwich	
FRUIT/VEGETABLE Fresh Apple Pineapple Juice	
GRAINS/BREADS Whole Grain Bread Oatmeal Cookies	 C-10
OTHER FOODS Individual Mayonnaise Packets Individual Mustard Packets	

Step 7 – List all menu items to be served in the various meal component categories which are used to meet meal pattern requirements. Include creditable and non-creditable items.

Step 8 – List the planned portion size for each item. Serving sizes can be shown in measures (such as cup, scoop size or ladle size) weight or number (such as number of apples wedges or, chicken nuggets or 2 oz shredded cheese).

Step 9 – List the estimated number of portions to prepare for each menu item.

FOODS USED TO MEET REQUIREMENTS **Step 7**	**PORTION SIZE** **Step 8**	**NUMBER OF PORTIONS TO PREPARE** **Step 9**
1% Low fat Chocolate Milk	8 fl oz	500
Turkey Roast, Cooked	2 oz	500
Pineapple Juice	4 fl oz	500
Fresh Apples (size 125-138)	½ cup	500
Sliced Whole Grain Bread	2 slices	500
Oatmeal Cookie	1 ea	500
Individual Mayonnaise	1 ea	500
Individual Mustard	1 ea.	500

Step 10 – Calculate the amount of food that should be purchased and prepared to meet meal requirements using the Food Buying Guide. List **amount to prepare** based on the number of items planned for meal service. List **only the major ingredients** that make an item creditable.

When serving combination foods (for example pizza) made from scratch and only counting the bread and cheese, the pizza sauce does not have to be recorded here.

Spices and "minor" ingredients should not be listed. For example, if making baked chicken, your recipe may call for salt, pepper, garlic powder. Only the amount of chicken must be listed.

Foods Used to Meet Requirements **Step 10**	**Minimum Quantity to Prepare** **Step 10**
1% Low fat Chocolate Milk	500 – ½ pints
Turkey Roast, Cooked	96 lbs
Pineapple Juice	500 cartons
Fresh Apples (size 125-138)	68 lbs
Sliced Whole Grain Bread	63 lbs
Oatmeal Cookie	42 dozen
Enriched A.P. Flour	
Rolled Oats	
Individual Mayonnaise	500
Individual Mustard	500

Step 11 - The number of portions prepared for each menu item may increase or decrease depending on many variables. This number must reflect the amount of each menu item actually prepared for that day's meal service.

Foods Used to Meet Requirements **Step 10**	**Minimum Quantity to Prepare** **Step 10**	**Actual Quantity Prepared** **Step 11**
1% Low fat Chocolate Milk	500 – ½ pints	350 – ½ pints
Turkey Roast, Cooked	96 lbs	68 lbs
Pineapple Juice	500 cartons	350 cartons
Fresh Apples (size 125-138)	68 lbs	48 lbs
Sliced Whole Grain Bread	63 lbs	45 lbs
Oatmeal Cookie	42 dozen	42 dozen
Enriched A.P. Flour	9 lbs	9 lbs
Rolled Oats	6 lbs 4 oz	6 lbs 4 oz
Individual Mayonnaise	500	350
Individual Mustard	500	350

Step 12 – If applicable, indicate the amount of USDA Donated Foods prepared to meet meal requirements using the Food Buying Guide.



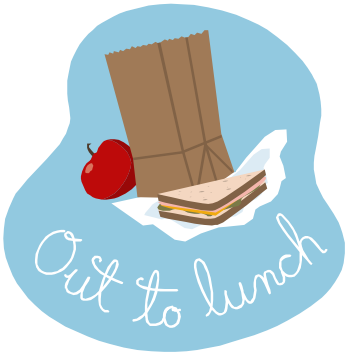
Step 13 – Record the quantity of each menu item left over after meal service.

Foods Used to Meet Requirements **Step 10**	Minimum Quantity to Prepare **Step 10**	Actual Quantity Prepared **Step 11**	Quantity USDA Commodities Prepared **Step 12**	Food Leftover **Step 13**
1% Low fat Chocolate Milk	500 – ½ pints	350 – ½ pints		
Turkey Roast, Cooked	96 lbs	68 lbs		28 lbs
Pineapple Juice	500 cartons	350 cartons		
Fresh Apples (size 125-138)	68 lbs	48 lbs		
Sliced Whole Grain Bread	63 lbs	45 lbs		
Oatmeal Cookie	42 dozen	42 dozen		13 doz
Individual Mayonnaise	500	350		
Individual Mustard	500	350		

Signature: The person completing the production record should sign and date it.

Food Service Supervisor _____ Date _____

See Appendix J (Daily Food Production Record)



X. Food Safety and Handling

Federal regulations (7 CFR 225.16) require that sponsors notify the local health department of site locations and meal service times. You must be able to document that you've contacted the health department. You may create your own letter of notification with the required information or you may use the sample letter (SFSP 12) on the SFSP website. In addition, to notification of planned sites, sponsors must make application for a permit to operate for all sites. See Appendix K (Permit to Operate)

Note: All sites must be visited and permitted by the local health department prior to beginning program operation.

During program operation, the health department may make unannounced visits to your sites. Welcome these visits as a means to assure that your sites are following food safety rules. During the visit, the health inspector may note:

- ✓ Time meals are received and times that they are served
- ✓ Temperatures of refrigerated units
- ✓ How food items are stored
- ✓ If potentially hazardous foods are held at safe temperatures
- ✓ Internal food temperatures
- ✓ Hand washing procedures
- ✓ Proper use of serving utensils
- ✓ Use of hair restraints
- ✓ Whether the facility is clean and sanitized
- ✓ How garbage is stored
- ✓ How utensils are sanitized



The health inspector will leave a copy of the inspection report at the site. (See Appendix L Health Inspection Report) Inform site supervisors to contact the sponsoring organization if the health official finds problems at a site. It is the sponsor's responsibility to develop a corrective action plan for any deficiencies discovered at a site. The corrective action plan should list the discrepancies, plans for correcting the discrepancies, dates of completion or anticipated completion and the person(s) responsible.

Make sure site supervisors have an exit interview with the health inspector to get a clear understanding of the infractions and how to correct them.
There are many aspects to health and sanitation in the SFSP. Some are explored below:

Hand washing

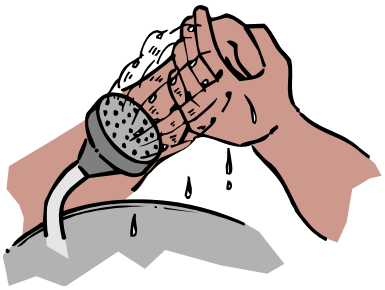
Hand washing is one of the most critical aspects of good personal hygiene in foodservice. Clean hands are necessary to prevent contamination of food during preparation and service. Microorganisms are found throughout the body:

- On hair, skin, and clothing
- In the mouth, nose and throat
- In the intestinal tract
- On open wounds, sores, scabs, or scars

These microorganisms often end up on hands where they can easily be spread to food. Wash hands often whenever hands are visibly dirty and before:

- ❑ Beginning food preparation
- ❑ Putting on disposable gloves
- ❑ Serving food to children
- ❑ Wash hands after:
- ❑ Arriving at work and after breaks
- ❑ Using the restroom and then again at the hand washing sink
- ❑ Eating, drinking, smoking, or chewing tobacco or gum
- ❑ Using the phone
- ❑ Using a handkerchief or a tissue
- ❑ Handling inventory
- ❑ Handling raw food
- ❑ Touching or scratching areas of the body such as ears, mouth, nose or hair
- ❑ Coughing or sneezing
- ❑ Clearing or cleaning tables
- ❑ Clearing, scraping, or washing dirty plates or utensils
- ❑ Handling garbage
- ❑ Handling money
- ❑ Touching soiled aprons, clothing or dirty surfaces
- ❑ Using cleaning chemicals

Hands should be washed using warm water. First wet hands, and then lather with soap. Thoroughly wash and rinse. Turn running water off with a paper towel and dry hands with a paper towel.



The Danger Zone

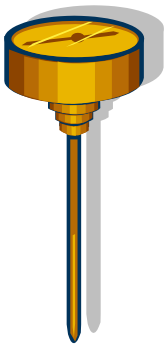
Cooking food to a safe internal temperature is an essential step in the food safety process. When food is to be served hot, it should be kept in hot holding equipment above 140 degrees F. Cold food should be kept below 41 degrees F in a refrigeration unit or surrounded by ice.
When foods are in the danger zone, harmful microorganisms that cause contamination can grow very rapidly. Keep the internal temperature of food below 41 degrees F or above 140 degrees F.

Moving Foods Quickly Through the Danger Zone

It is very important to move foods quickly through the danger zone to prevent the growth of harmful microorganisms. Hot foods that are to be chilled must be chilled rapidly.
Remember, cold foods must be kept cold below 41 degrees F. When reheating previously cooked food, be sure to bring to an internal temperature of 165 degrees F for 15 seconds. Use a thermometer to determine the internal temperature of food at every stage in the foodservice process: receiving, storage, preparation, cooking, holding, serving, reheating and chilling.
Follow these tips for moving food quickly through the danger zone:

- Chill heated or cooked bulk foods in shallow pans
- Stir frequently
- Use an ice bath
- Take and write down internal temperatures often

Never cool food at room temperature. Stirring accelerates cooling and helps to ensure that cold air reaches all parts of the food.



Food Safety Tips for Hot and Cold Foods

Foods are sometimes brought to the serving site in bulk and served to children. In other cases, individual lunch bags are given to the children. Here are some suggestions for keeping hot and cold foods safe.

Hot Foods

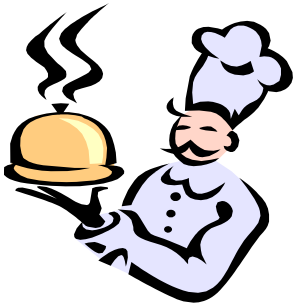
- ► Use hot holding equipment whenever possible
- ► Use insulated containers to transport food

Cold Foods

- ♦ Pack individual sandwiches in insulated lunch bags with a frozen gel pack OR with a frozen juice box.
- ♦ Freeze sandwiches overnight. They will thaw by lunchtime, but will stay cold and safe.
- ♦ Use a cooler to keep perishable foods cold packed with several inches of ice, ice packs, or containers of frozen water.
- ♦ Pack perishable foods directly from the refrigerator or freezer into the cooler.
- ♦ Pack beverages in one cooler and perishable foods in another.
- ♦ Store the cooler in building, if possible or in a shady spot out of the sun.
- ♦ Keep the cooler closed as much as possible and cover it for additional insulation.
- ♦ Place an appliance thermometer inside the cooler to check the temperature.
- ♦ Store all foods in airtight containers to avoid contact with any melting ice water.
- ♦ Keep all perishable foods cold right up until serving time.

Hot and Cold Foods

- ♥ Keep hot foods and cold foods at appropriate temperatures.
- ♥ Check and write down temperatures of foods before serving.



Guidelines for Using a Thermometer

The two most common types of food thermometers used to determine the internal temperature of foods are:

- A bi-metallic stemmed thermometer with an instant-read dial that measures temperatures from 0 degrees F to 220 degrees F
- Digital thermometer that measures temperature with a metal probe and displays the temperature on a digital readout

Follow these guidelines for using a thermometer properly:

- ⌂ Clean and sanitize the stem of the thermometer after every use. Use a sanitizing solution or sanitizing wipe. Allow to air dry
- ⌂ Store in a clean and sanitized case
- ⌂ Sanitize the clean case by immersing in a sanitizing solution
- ⌂ Check and change batteries in digital thermometers on a routine basis
- ⌂ Measure the internal temperature of a food by inserting the stem of the thermometer into the center and thickest part of the food
- ⌂ Check the temperature of foods in several places
- ⌂ Clean and sanitize the thermometer before inserting it into a different food

Use the food thermometer to check the temperature of refrigerated foods during the receiving process. Refrigerated foods should be delivered at or below 41 degrees D, except as specified in laws governing milk, shell eggs and mollusks/shellfish.

Write down all temperatures so that there will be a record. Test the temperature of milk or juice by opening a carton and inserting the thermometer at least two inches into the liquid. Avoid touching the bottom or sides of the container.

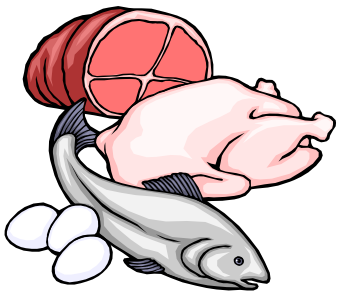
Cross Contamination

One of the biggest dangers foodservice operations face is cross contamination, the transfer of microorganisms from:

- Hand to food
- Food to food
- Equipment to food
- Hand-to-Food Cross-Contamination

Hand-to-food contamination occurs when hands handle cooked or ready to eat foods. Bacteria are found throughout the body-on hair, skin, and clothing; in the mouth nose; and throat; in the intestinal tract; and on open wounds, sores, scabs, or scars. These bacteria often end up on the hands where they can easily spread to food. People can also pick up bacteria by touching raw food and then handling cooked or ready-to-eat foods. To prevent hand-to-food contamination, wash hands often and use gloves appropriately when preparing or serving ready-to-eat foods. To prevent hand-to-food cross contamination, staff and volunteers can:

- ➢ Wash hands properly and at appropriate times
- ➢ Wash hands before putting on single use gloves and change gloves frequently, especially when activity changes
- ➢ Cover cut, sores, and wounds
- ➢ Avoid wearing jewelry except for a plain ring such as a wedding band
- ➢ Avoid wearing nail polish and artificial nails



Food-to-Food Cross-Contamination

Food-to-food contamination happens when harmful microorganisms from one food, such as unwashed produce, contaminate other foods. Bacteria in raw meat and poultry can be spread to other foods, utensils, and surfaces. A common mistake is to leave thawing meat on a top shelf in the refrigerator where it can drip onto foods stored below.
To prevent food-to-food cross-contamination staff and volunteers can:

- Store cooked foods and ready-to-eat foods above raw foods in the refrigerator
- Wash fresh fruits and vegetables in cold running water
- Avoid preparing meats on the same surface as fresh fruits and vegetables

Equipment-to-Food Cross-Contamination

Bacteria may pass from equipment to food when the food equipment has not been properly cleaned and sanitized before being used to prepare food. For example, cross contamination can occur when a meat slicer used for slicing deli meats is then used for slicing fresh tomatoes without proper cleaning and sanitizing between each usage.
To prevent equipment-to-food contamination, staff and volunteers can:

- Use separate cutting boards for different foods, such as meats and fresh fruits and vegetables
- Clean and sanitize cutting boards after each use
- Clean and sanitize food preparation equipment, work surfaces and utensils after each use
- Follow State and local health department guidelines for the use of cleaning cloths
- Make sure cloths or towels used for wiping spills are not used for any other purpose
- Use specific containers for various types of food products. Clearly label the containers with contents and date
- Wash and sanitize the can opener on a regular schedule
- Never reuse single-use containers, such as mayonnaise jars or single-use plastic containers
- Never reuse plastic wrap or aluminum foil after its initial use
- Touch dishes, trays, flatware, glasses, or serving utensils by contacting only the outside surface; never touch the surface where food will be placed or where a person's mouth will touch
- Use a clean, sanitized utensil when a new pan of food is added to the steam table



A Clean and Sanitary Facility

To help keep facilities free of harmful levels of bacteria or other contaminants, it is necessary to clean and sanitize all surfaces that will come into contact with food. A table, dish, or sink may look clean, but cannot be considered sanitary until bacteria and other harmful contaminants have been reduced to safe levels.

Using recommended levels of a commercial sanitizing solution will help prevent the spread of harmful bacteria. Household bleach can be used as a sanitizer only if the label indicates it is EPA registered.

Use the manufacturer's label directions for specific information on mixing, storing, and first aid. Sanitizing solution concentrations may vary depending on water and outside temperatures. Always check the sanitizing solution with test strips.



Rule-of-thumb mixtures of chlorine sanitizing solutions:

A) 50 PPM solution for immersion: 1 tablespoon (1/2 fluid ounce) 5% chlorine commercial bleach mixed with four gallons of water

   The solution should be in contact with the surface to be sanitized for seven seconds at a temperature between 75 degrees F and 115 degrees F. Be aware that very hot water may prevent chlorine bleach from sanitizing. Sanitizing solution can be used to sanitize a food thermometer after each use.

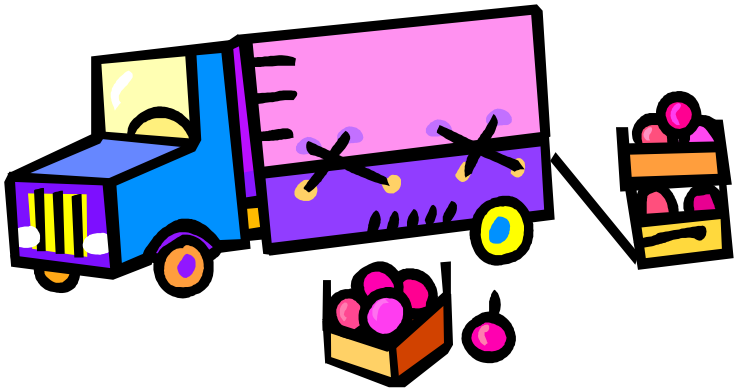
B) 100 PPM solution: 1 tablespoon (1/2 fluid ounce) 5% chlorine commercial bleach mixed with two gallons of water

C) 200 PPM solution: 1 tablespoon (1/2 fluid ounce) 5% chlorine commercial bleach mixed with one gallon of water

If not handled properly, chemicals can also contaminate food and make people sick. Only persons who are properly trained should use chemicals. Chemicals should be properly stored in original containers away from food. Physical contaminates that are a threat to food safety include dirt, hair, nail polish flakes, broken glass and crockery, nails, staples, metal fragments, and bits of packing materials. Staff and volunteers wearing proper attire and following safety precautions can prevent most physical food contamination.

It is important to handle garbage appropriately. Place garbage in a covered trash container and remove from food preparation and serving area. Remove boxes and containers from the site and make sure dumpster lids are tightly closed.

XI. COMMODITIES



USDA commodities are request driven purchases of foods grown and processed in the USA. The following sponsors are eligible to receive commodities:

1) Self preparation sponsors

2) Sponsor who have entered into an agreement with a school food authority for preparation of meals

3) Sponsors that are school food authorities (SFAs) and have competitively procured meals from the same food service management company from which they competitively procured meals for the National School Lunch Program.

The National School Lunch Act does not establish a specific per meal value of donated food assistance in the SFSP. The Food and Nutrition Service (FNS) has traditionally provided donated food assistance in the SFSP valued at 1.5 cents per lunch meal claimed for reimbursement.

Sponsors participating in the commodities program must enter into an agreement between the sponsoring organization and the State agency and submit the commodity request form indicating the amount of the item requested to the State agency along with the SFSP application materials. See Appendix M (Commodity Agreement)

Sponsors will be notified when the food arrives at the distributor's warehouse. Commodities must be picked up by the sponsor from the Wood Fruitticher Grocery Company in Birmingham. School systems that are vending or sponsoring SFSP may use any commodity products in inventory. This includes commodities schools might have in inventory from the prior school year.

Sponsors should be aware of some of the basic requirements for participating in the Food Distribution Program.

1) Commodities received must be used solely for the benefit of children and not be otherwise disposed of without prior written approval of the Distributing Agency.
2) Sponsors must have proper facilities for the handling and storage of commodities are available.

3) Records pertaining to the receipt and use of commodities must be kept for a period of 3 years from the close of the fiscal year to which they pertain. As a minimum the following records must be kept:
   a. Records and supporting documents of all commodities received including date and quantity
   b. Record of distributions made to sites and receipts from each site supporting such distribution
   c. Documents relating to the funds received from the sale of containers
   d. Record of all commodities used in the SFSP



XII. MISCELLANEOUS

Serving Time Restrictions

Federal regulations mandate maximum time restrictions according to meal types. If your sites are serving small numbers of children, set meal service times to adequately accommodate the meal service. Do not set lunch meal service for 2 hours if all children can be served in a period of 30 minutes.

You must notify the State agency if there is a change in meal service time after application approval. Regulations do not allow you to claim meals served outside the approved meal service times.

SFSP Training Requirements:
SA required training is held annually for all SFSP sponsors. Any sponsor failing to send a representative will be terminated from the program. Regardless of who represents the sponsor at the annual meeting, the sponsor is held accountable for all information covered.

Administrative and site personnel must be trained annually. SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. Sign up sheets must be available to document training.

At least one person who has been trained by the sponsor must be present at each of the sponsor's sites during the time of meal service.

Sponsor Participation in the Child and Adult Care Food Program (CACFP)
CACFP institutions that have sufficient changes in their activities or enrollment, or develop a separate food service program for children who are not enrolled in their CACFP, and meet SFSP eligibility criteria, may be approved to participate in the SFSP. Institutions that are approved for both the CACFP and the SFSP must ensure that the same children are not served meals in both programs.

If sites have pre-school aged children (from birth to age five) in attendance for more than 4 hours per day, this meets the definition of a daycare center. Daycare centers not licensed by the Department of Human Resources (DHR) are illegal operations and not eligible to participate in the SFSP.



Official Representative

When an organization participates in the SFSP, there is fiscal accountability and liability that go along with receiving the monthly reimbursement. Remember, funds that a sponsor receives come from taxpayer dollars and the sponsoring organization must be accountable for how those funds are used.

By signing the application and agreement to participate in the SFSP, the official representative is accepting administrative and financial responsibility for funds received from the State agency for the operation of the SFSP.
In the application/agreement to participate in the SFSP, the Official Representative also agrees to the following:

1. He/she has the authority to enter into and execute contracts/agreements for the organization.
2. That the SFSP is under the direct control and supervision of the specific sponsor and all funds relating to the SFSP will be subject to the direct control of that organization and will be used exclusively for the purpose of operating the SFSP.
3. Any deliberate misrepresentation of program requirements may be subject to Federal criminal statues.
4. He/she will compile data, maintain records and submit reports as required and will permit authorized State agency personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance.

Remember!!

- The Official Representative of the organization must be in a position of administrative authority.
- The Official Representative and at least one other designated person are the only persons authorized to sign claims for reimbursement.
- The Official Representative is held responsible for following SFSP policies.



Field Trips

SFSP sponsors must notify the State agency of field trips taken by sites. The State agency must be notified of:
A. Field trips where SFSP meals will be consumed off site - All meals served at the site or away from the site must contain all required items, including milk. The sponsor must ensure that food items are maintained at the proper temperature during fieldtrips. All requirements regarding meal components, sanitation/safety, and point of service meal counts apply to field trip meals.
B. Field trips where SFSP meals will not be served – Meals are being provided by another means (purchased, packed at home, or donated) and should not be claimed for reimbursement.

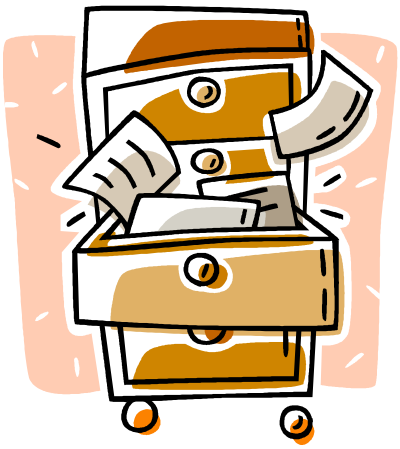
XIII. ORGANIZING YOUR SFSP RECORDS

SFSP records document your organizations eligibility and verification for filing a claim for reimbursement. Your SFSP records must be complete, accurate and readily retrievable. Listed below is a suggested system:

1. Annual Program files (maintained on a permanent basis and updated as required):
2. Approved agreement
3. Application for Participation
4. Site Information Document for each site
    a. Pre operational site visit forms for new and problem sites
    b. Sponsor/Site agreements
    c. Monitor reports of site visits and reviews
    d. Health Dept Permit
5. Site eligibility documentation
    a. F/R data from local Board of Education
    b. Eligibility forms
    c. List of meal eligibilities from local Board of Education for enrolled sites
    d. Migrant certification letter
    e. Census data
6. Public Release
7. Free meal policy statement
8. 501(c) 3 Letter, for private non profits only
9. Documentation of Training
    a. Sign in sheets
    b. Sample folder or handouts
10. Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter, if applicable
11. Letter to health department
12. Procurement plan
13. School foodservice agreement, if applicable
14. Contract with Food Service Management Company, if applicable
15. Bid procedures used
16. Monthly file/envelope (set up one file or envelope for each month):
17. Records that support the number of meals served to children
    a. Open Sites
        i. Daily Tally Sheet – staple by site per week
        ii. Weekly Consolidation Meal Count - affix to top of Daily Tally Sheets
        iii. Monthly Meal Count Worksheet by Site– affix to top of Weekly Consolidation Meal Count
        iv. Claim Consolidation Worksheet – affix to top of Monthly Meal Count

b. Closed Enrolled Sites/Camps
    i. Weekly Roster of Enrolled Children
    ii. Monthly Meal Count Worksheet by Site – affix to top of Weekly Roster of Enrolled Children
    iii. Monthly Claim Consolidation Worksheet – affix to top of Monthly Meal Count Worksheet by Site

18. Records that support food costs:
    a. Menus
    b. Food Inventories, self prep sponsors
    c. Delivery receipts for vended meals
    d. Daily Food Production Records
    e. Payroll and time and attendance records for site personnel
    f. Purchase invoices
19. Records that support administrative costs:
    a. Payroll and daily time and attendance records for administrative personnel
    b. Rental agreements for office equipment space
    c. Receipts, invoices, and bills for all rented or purchased items and services
    d. Mileage records
20. Records that support funds accruing to the Program:
    a. Site records of cash collected
    b. Copies of receipts given for cash donations
    c. Advance Payment
    d. Reimbursement Warrant
    e. Records of any other funds received for the SFSP
21. Other records:
    a. Bank statements
    b. Deposit slips
    c. Accounting ledgers/monthly general journal
    d. Monthly General Journal



APPENDICES

SFSP SITE DATA SHEET

Autauga County Board of Education [001-0000] — Program Year: Jan 2008 - Dec 2008

Revision: 1 | **Month: August 2008** | **001-0000**

Revision	Status	Decision Date	Start Date	End Date	Submitted By	Signature Authority	Submission Date	View	Rev Comments	Submission Type
0	Approved	01/20/2009	08/01/2008	08/15/2008	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	Select	Comments	StateUser
1	Unsubmitted		08/01/2008	08/15/2008				Select	Comments	SponsorUser

Sponsoring Organization's Period Covered by this Claim:

From 08/01/2008 (mm/dd/yyyy)

To 08/15/2008 (mm/dd/yyyy)

Autaugaville School — **001-K001**

Period covered by this claim: From: 08/01/2008 To: 08/15/2008

Days Served and Enrollment: Days Served Calendar days=11 11

Open Site	Breakfast	AM Snack	Lunch	PM Snack	Supper	Total
Approved Level of Meal service	100	0	100	0	0	
Highest Daily No. Children Served	25	0	35	0	0	60
First Meals Served (Include Test Meals)	200	0	300	0	0	500
Seconds Meals Served	0	0	0	0	0	0

Comments: Validate & Save [001-K001]

Certification:

Comments:

Please make sure that the data on this form is correct.

☐ I certify that, to the best of my knowledge, this report and claim for reimbursement is true, correct, and executed according to the terms of agreement; that payment has not been received and that records are available to support the claim. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

☐ Approved and Submitted Electronically.

Authorized Signatory: Joseph Larry Butler

Submission by: UVAJRALA

Validate & Submit

Sponsor Comments	
State Comments	

Rev No	Status	Rev Comments	Submission Date	Submitted By	Signatory Name	Approval Date	Approved By	Decision Comments
0	Approved	UVAJRALA : Initial Revision	1/20/2009 4:05:55 PM	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	UVAJRALA	
1	Unsubmitted	UVAJRALA : Uma Testing						

Autauga County Board of Education [001-0000] — Program Year: Jan 2008 - Dec 2008

Revision: 1 | Month: August 2008 | 001-0000

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0	Approved	01/20/2009	08/01/2008	08/15/2008	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	Select	Comments	StateUser
1	Unsubmitted		08/01/2008	08/15/2008				Select	Comments	SponsorUser

Site Data Sheet Submission Errors:

- Certification Statement has not been Checked.
- Electronic Submission Statement has not been Checked.

Autaugaville School [001-K001]:

- The Start Date for this month does not match the Start date in the Site Document Calendar.
- The End Date for this month does not match the End date in the Site Document Calendar.
- No of days served = 0. If this Site did not serve meals this month, please revise your Site Document and update the Site Document Calendar.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Sum of First Meals Served for each meal type is not equal to the Total entered [500].
- Breakfast - Highest Daily No. Children Served = 0. If this Site did not serve Breakfast meals, please revise your Site Document and de-select Breakfast for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Breakfast - No of First Meals Served exceeds the Maximum allowed Breakfast Meals.
- Lunch - Highest Daily No. Children Served = 0. If this Site did not serve Lunch meals, please revise your Site Document and de-select Lunch for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Lunch - No of First Meals Served = 0. If this Site did not serve Lunch meals, please revise your Site Document and de-select Lunch for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.

Sponsoring Organization's Period Covered by this Claim:

From 08/01/2008 (mm/dd/yyyy)
To 08/15/2008 (mm/dd/yyyy)

Autaugaville School — 001-K001

Period covered by this claim: From: 08/02/2008 To: 08/16/2008

Days Served and Enrollment: Days Served Calendar days=11 0

Open Site	Breakfast	AM Snack	Lunch	PM Snack	Supper	Total
Approved Level of Meal service	100	0	100	0	0	
Highest Daily No. Children Served	0	0	0	0	0	0
First Meals Served (Include Test Meals)	200	0	0	0	0	500
Seconds Meals Served	0	0	0	0	0	0

Validate & Save [001-K001]

Errors:

- The Start Date for this month does not match the Start date in the Site Document Calendar.
- The End Date for this month does not match the End date in the Site Document Calendar.
- No of days served = 0. If this Site did not serve meals this month, please revise your Site Document and update the Site Document Calendar.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Sum of First Meals Served for each meal type is not equal to the Total entered [500].
- Breakfast - Highest Daily No. Children Served = 0. If this Site did not serve Breakfast meals, please revise your Site Document and de-select Breakfast for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Breakfast - No of First Meals Served exceeds the Maximum allowed Breakfast Meals.
- Lunch - Highest Daily No. Children Served = 0. If this Site did not serve Lunch meals, please revise your Site Document and de-select Lunch for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.
- Lunch - No of First Meals Served = 0. If this Site did not serve Lunch meals, please revise your Site Document and de-select Lunch for the month.
  Note: This Site Data Sheet cannot be submitted until the Site Document changes are approved.

Comments:

Certification:

Comments:

Please make sure that the data on this form is correct.

☐ I certify that, to the best of my knowledge, this report and claim for reimbursement is true, correct, and executed according to the terms of agreement; that payment has not been received and that records are available to support the claim. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

☐ Approved and Submitted Electronically.

Authorized Signatory: Joseph Larry Butler
Submission by: UVAJRALA

Validate & Submit

Sponsor Comments	
State Comments	UVAJRALA [1/23/2009 11:36:50 AM] [Rev 1]: uma testing state comments

Rev No	Status	Rev Comments	Submission Date	Submitted By	Signatory Name	Approval Date	Approved By	Decision Comments
0	Approved	UVAJRALA : Initial Revision	1/20/2009 4:05:55 PM	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	UVAJRALA	
1	Unsubmitted	UVAJRALA : Uma Testing						

SFSP SITE DATA SHEET

Autauga County Board of Education [001-0000] — Program Year: Jan 2008 - Dec 2008

Revision: 1 | Month: August 2008 | 001-0000

Revision	Status	Decision Date	Start Date	End Date	Submitted By	Signature Authority	Submission Date	View	Rev Comments	Submission Type
0	Approved	01/20/2009	08/01/2008	08/15/2008	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	Select	Comments	StateUser
1	Unsubmitted		08/01/2008	08/15/2008				Select	Comments	SponsorUser

Sponsoring Organization's Period Covered by this Claim:

From 08/01/2008 (mm/dd/yyyy)

To 08/15/2008 (mm/dd/yyyy)

Autaugaville School — 001-K001

Period covered by this claim: From: 08/01/2008 To: 08/15/2008

Days Served and Enrollment: Days Served Calendar days=11 11

Open Site	Breakfast	AM Snack	Lunch	PM Snack	Supper	Total
Approved Level of Meal service	100	0	100	0	0	
Highest Daily No. Children Served	25	0	35	0	0	60
First Meals Served (Include Test Meals)	200	0	300	0	0	500
Seconds Meals Served	0	0	0	0	0	0

Comments:

Validate & Save [001-K001]

Certification:

Comments:

Please make sure that the data on this form is correct.

☐ I certify that, to the best of my knowledge, this report and claim for reimbursement is true, correct, and executed according to the terms of agreement; that payment has not been received and that records are available to support the claim. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

☐ Approved and Submitted Electronically.

Authorized Signatory: Joseph Larry Butler

Submission by: UVAJRALA

Validate & Submit

Sponsor Comments	
State Comments	

Rev No	Status	Rev Comments	Submission Date	Submitted By	Signatory Name	Approval Date	Approved By	Decision Comments
0	Approved	UVAJRALA : Initial Revision	1/20/2009 4:05:55 PM	UVAJRALA	Joseph Larry Butler	1/20/2009 4:05:55 PM	UVAJRALA	
1	Unsubmitted	UVAJRALA : Uma Testing						

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
MAXIMUM PER MEAL REIMBURSEMENT
2010

EFFECTIVE JANUARY 1, 2010 – DECEMBER 31, 2010

COMBINED REIMBURSEMENT RATES

	Rural or Self-Prep Sites	Other Sites
Breakfast	$1.8475	$1.8125
Lunch or Supper	$3.2475	$3.1950
Snacks	$ 0.7625	$0.7450

OPERATING COST

Breakfast	$1.6800
Lunch or Supper	$2.9400
Snacks	$ 0.6800

ADMINISTRATIVE COSTS

a. For meals served at rural or self-preparation sites:

Breakfast	$.1675
Lunch or Supper	$.3075
Snacks	$.0825

b. For meals served at other types of sites:

Breakfast	$.1325
Lunch or Supper	$.2550
Snacks	$.0650

ALABAMA DEPARTMENT OF EDUCATION
DIVISION OF ADMINISTRATIVE & FINANCIAL SERVICES
CHILD NUTRITION PROGRAMS
MONTGOMERY, AL 36130-2101
Form SFSP-M13 (formerly ADC-M6)
(Rev. 01/08)

NAME OF SPONSOR: _____

Summer Food Service Program
INVOICE

Instructions: Use when vendor does not provide detailed invoice. When purchases are made at local stores, list food items and quantities and costs. Break out non-food supplies separately. Attach cash register tape.

Name of Vendor: _____
(Store, company, or individual selling goods or services.)

Food Items Purchased	Quantity	Cost	Food Items Purchased	Quantity	Cost
		$			$
		$			$
		$			$
		$			$
		$			$
		$			$
		$	TOTAL FOOD ITEMS		$
		$	NON-FOOD SUPPLIES:		
		$			$
		$			$
		$			$
		$			$
		$			$
		$	TOTAL NON-FOOD		$
		$	SERVICES: (Describe)		
		$			$
		$			$
		$	TOTAL SERVICES		$

Paid by:
Cash _____ Check _____ Ck. # _____

Items Donated _____

Date Received: _____ Received by: _____
(Signature of person receiving goods or services.)

ALABAMA DEPARTMENT OF EDUCATION
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
CHILD NUTRITION PROGRAMS
MONTGOMERY, AL 36130-2101
Form SFSP-M14 (formerly ADC-M8)
Revised 01/08

Summer Food Service Program

MONTHLY GENERAL JOURNAL

Agreement No. _____

Month of _____, 20 _____
(NOTE: Instructions and suggestions for use of this form on reverse side.)

			Bank Account		Income		Admin. Expense		Food Service Operation Expense				
Date	Income Source, Description of Expense, To Whom Paid, etc.	Ck. No.	(A) Deposits	(B) With-drawals	(C) USDA	(D) Other	(E) Admin. Labor	(F) Other Admin.	(G) Food Purchase	(H) Food Labor	(I) Non-food Supplies	(J) Mainten-ance	(K) Other

INSTRUCTIONS AND SUGGESTIONS FOR USING THE MONTHLY GENERAL JOURNAL

The purpose of the Monthly General Journal is to provide a convenient one-page record of all income to the USDA food account and all expenditures charged to the account during a month. This one page will replace several accounting forms used in the past. If all transactions are recorded accurately and are supported by proper documents, the totals at the bottom of the page can be used to complete the Monthly Claim for Reimbursement quickly and easily.

In Column A, record all deposits made to the special USDA food account. Any amounts deposited should also be recorded in either Column C or D. Most deposits will be the monthly USDA reimbursement check and should be recorded in Column C. Any other income generated by food service (such as charges for meals served to non-program adults) would be recorded in Column D. (Note: "Other" income does NOT include payments from DHR, fees, etc. This form is for tracking the receipt and expenditure of USDA related money only.)

All expenditures should be recorded in Column B and then in the appropriate Column E through K. The date, check number, and a description of what was purchased or to whom payment was made should always be recorded. All payments should be based on invoices, payroll records, contracts, or other documentation supporting cost.

When the "Invoice" form (SFSP-M13) is used as part of the documentation, the "Total Food Items" figure can be recorded in Column B and in Column G of the General Journal, and the "Total Non-food" figure can be recorded in Column B and in Column I.

When the "Payroll Worksheet" (SFSP-M8) is used as part of the documentation, several figures from it can be transferred to the Monthly Journal.

a. The amount of "Net Pay" should be entered in Column B and under Admin. Labor (Col. E) or under Food Labor (col. H), along with the date, person's name, and check number in the appropriate columns.

b. When the sponsor sends the withholding monies (FICA, Federal Taxes, State Taxes, etc.) along with the employer's contributions, to the designated federal or state office, these payments should be entered in Column B and under "Administrative Labor" if they are for personnel in administration or under "Food Labor" if they were withheld for personnel in food service. The name of the office to which sent, the date, and check number should also be recorded.

To balance this journal at the end of the month:

— Total all columns
— Total of Column A = totals of Columns C + D
— Total of Column B = totals of Columns E + F + G + H + I + J + K

Alabama Department of Education
Division of Administrative and Financial Services
Child Nutrition Programs
Montgomery, Alabama 36130-2101
Rev. 02/10
SFSP M18-1

SAMPLE LETTER TO HOUSEHOLDS
SUMMER FOOD SERVICE PROGRAM

Dear Parent/Guardian:

The _____ participates in the Summer Food Service Program for Children.
Name of Sponsor

Please help us comply with the U.S. Department of Agriculture requirements for determining eligibility for free program meals. This information is necessary so that we may receive reimbursement for the meals served to eligible children in our program.

• If you now get food stamps, Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR) benefits for your child, that child can get free meals.

• If your total household income is at or below the amounts indicated on the Income Eligibility Guidelines listed below your child is eligible for free meals.

• If you have a foster child, that child may be eligible for benefits regardless of household income.

SUMMER FOOD SERVICE PROGRAM
Income Eligibility Guidelines Effective from July 1, 2009 to June 30, 2010

Household Size	Annual	Month	Week
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
FOR EACH ADDITIONAL PERSON, ADD	+6,919	+577	+134

HOW TO APPLY:
To get free meals for your child, carefully complete the application and return it to the sponsoring organization. If you now get food stamps or TANF benefits for your child, the application must have the child's name, your food stamp or TANF identification number and the signature of an adult household member. If you do not list a food stamp or TANF identification number, the application must have the names of everyone in the household, the amount of income each household member now gets, where it comes from, how often it is received and the social security number of the household member who signs the application or an indication that the member does not have a social security number. An application that is not complete cannot be approved.

OTHER INFORMATION:

• VERIFICATION: Your eligibility may be checked by officials of the sponsoring organization any time during the program year. You may be asked to send information to prove that your child should get free meals.

• FAIR HEARING: If you do not agree with the sponsor's decision on your application or the results of verification, you may wish to discuss it with the sponsoring organization. You also have the right to a fair hearing. You can do this by calling or writing the following official:

Name_____ Telephone Number _____

Address _____

• CONFIDENTIALITY: The information you give on the application will be used to allow your child to get free meals, verify eligibility, and ensure proper administration and enforcement of the Program.

• REAPPLICATION: You may apply for free meals at any time during the program year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get food stamps or TANF for your child, fill out an application then.

• In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

You will be notified when the application is approved or denied. If you have questions regarding the completion of the form, please contact me at telephone number _____ .

Sincerely,

Alabama Department of Education
Division of Administrative and Financial Services
Food Distribution and Special Nutrition Programs
Montgomery, Alabama 36130-2101
Rev. 02/10
SFSP M18-2

SUMMER FOOD SERVICE PROGRAM
MEAL BENEFIT ELIGIBILITY FORM
(For Camps and Closed Enrolled Sites)

Part 1. Children enrolled in Camp or Closed Enrolled Sites. (Use a separate application for each foster child.)

Names (First, Middle Initial, Last)	Food Stamp, TANF, FDPIR number, (if any). **Skip to Part 4 if you listed a case #.**

Part 2. Foster Child

In certain cases, foster children are eligible for free and reduced-price meals regardless of household income. If a foster child lives with you, check this box ❑ and then list the amount of the child's personal use monthly income. $_____

Please contact _____ at _____ if you have questions. Skip to Part 4.
NAME OF SPONSOR PHONE NUMBER

Part 3. Total Household Gross Income — You must tell us how much and how often.

A. Name (List **everyone** in household, including children)	**B. Gross income and how often it was received** *Example: $100/month $100/twice a month $100/every other week $100/week* 1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Social Security, pension, retirement	4. All other income	**C. Check if NO Income**
Example: Jane Smith	$200 / weekly	$150 / weekly	$100 / monthly	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	❑

Part 4. Signature and Social Security Number (Adult must sign.)

An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)
I certify that all information on this form is true and that all income is reported. I understand that this information is being given for the receipt of Federal funds. I understand that SFSP officials may verify the information. I understand that if I purposely give false information, the participant(s) receiving meals may lose the meal benefits, and I may be prosecuted under State of Federal criminal laws.

_____ _____ _____
SIGN HERE PRINT NAME DATE

_____ _____
ADDRESS PHONE NUMBER

___ ___ ___ - ___ ___ - ___ ___ ___ ___
SOCIAL SECURITY NUMBER

❑ I do not have a Social Security Number

Part 5. Participant's ethnic and racial identities (Optional)

Mark one ethnic identify:
❑ Hispanic or Latino
❑ Not Hispanic or Latino

Mark one or more racial identities:
❑ Asian ❑ White ❑ American Indian or Alaska Native
❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander

FOR OFFICIAL USE ONLY

Annual Income Conversion: Weekly x 52, Every Two Weeks x 26, Twice A Month x 24, Monthly x 12
Total Income: _____ Per ❑Week, ❑Every 2 Weeks, ❑Twice A Month, ❑Month ❑Year **Household Size:** _____
Eligibility Determination: ❑ FS/TANF/FDPIR ❑ Eligible ❑ Ineligible **Reason for Ineligibility:** ❑ Incomplete Application ❑ Income Too High
❑ Temporary Approval Time Period: _____ (expires after _____ days) **Date Withdrawn:** _____

_____ _____
DETERMINING OFFICIAL SIGNATURE DATE

SUMMER FOOD SERVICE PROGRAM MEAL BENEFIT ELIGIBILITY FORM
(For Camps and Closed Enrolled Sites)

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis or race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Income to Report

Earnings From Work
Wages/salaries/tips
Strike benefits
Unemployment compensation
Workman's compensation
Net income from self-owned business or farm

Welfare/Child Support/Alimony
Public assistance payments
Welfare payments
Alimony payments
Child support payments

Pensions/Retirement/Social Security
Pensions
Retirement income
Social Security
Veteran payments
Supplemental Security Income

Other Income/Self-employment
Earnings from second job
Disability benefits
Interest/Dividends
Cash withdrawn from Savings
Income from Estates/Trusts/Investments
Regular contributions from persons not living in the household
Net Royalties/Annuities/Net Rental income
Any other income that may be available to pay for the child's meals

Summer Food Service Program Income Eligibility Guidelines

USDA's Income Eligibility Guidelines for reduced price school meals—the basis of SFSP meal eligibility—are equal to 185 percent of the Office of Management and Budget's nonfarm income poverty guidelines. Households with income less than or equal to these values are eligible for free Summer Food Service Program meals.

EFFECTIVE FROM JULY 1, 2009 TO JUNE 30, 2010

Household Size	Annual	Month	Week
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
FOR EACH ADDITIONAL PERSON, ADD	+6,919	+577	+134

Alabama Department of Education
Division of Administrative and Financial Services
Food Distribution and Special Nutrition Programs
Montgomery, Alabama 36130-2101
Rev.02/10
SFSP M18-3

EVALUATION SHEET FOR FREE AND REDUCED-PRICE MEAL APPLICATIONS

Based on USDA Income Eligibility Guidelines
Effective July 1, 2009 – June 30, 2010

Use the following scale when determining eligibility for free meal benefits in the Summer Food Service Program during FY 2009.

Copies of this sheet should be given to all personnel who receive and evaluate applications for free and reduced-price meals. You may make as many copies of this sheet as needed.

Summer Food Service Program Income Eligibility Guidelines

USDA's Income Eligibility Guidelines for reduced price school meals—the basis of SFSP meal eligibility—are equal to 185 percent of the Office of Management and Budget's nonfarm income poverty guidelines. Households with income less than or equal to these values are eligible for free Summer Food Service Program meals.

EFFECTIVE FROM JULY 1, 2009 TO JUNE 30, 2010

Household Size	Annual	Month	Week
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7	61,550	5,130	1,184
8	68,469	5,706	1,317
FOR EACH ADDITIONAL PERSON, ADD	+6,919	+577	+134

NOTE: To convert weekly income figures to annual figures, multiply weekly income by 52.
To convert twice-monthly income figures to annual figures, multiply bi-weekly income by 24.
To convert bi-weekly (every 2 weeks) income figures to annual figures, multiply income by 26.

Alabama Department of Education
Division of Administrative and Financial Services
Child Nutrition Programs
Rev. 01/09

SUMMER FOOD SERVICE PROGRAM
POLICY AND PROCEDURES FOR DISALLOWING REIMBURSEMENT OF PROGRAM FUNDS

Sponsor may only claim for reimbursement those meals that meet all Summer Food Service Program requirements. Reimbursement may not be claimed when the program violations listed below have been determined. If a decision is made to disallow meals, the State Agency should document the violations on the review instrument. **REMEMBER: Meals can be disallowed only after having been recorded on the daily meal records as served to children.** A meal not claimed for reimbursement cannot be disallowed. This is why it is essential for the reviewer to remain at the site until the daily meal records have been completed. Each of the violations is discussed below.

PROGRAM VIOLATION	DESCRIPTION	DISALLOW MEAL FOR REIMBURSEMENT	DISALLOW COST
1. Meals served to adults & claimed as children's meals. 225.9(d)(5) 225.15(b)(3)	Meals served to program or non-program adults are not necessarily a violation. The reviewer should check to be sure that the adult meals are not included in the number of meals served to children on the daily meal count records. Only when adult meals are counted as children's meals does it become a site level violation. However, the total number of meals for which operating costs are claimed may exceed the approved level of meal service if the meals exceeding this level were served to adults performing necessary food service labor in accordance with 225.9(f).	Yes	Food Cost*
2. Meals are deficient and do not meet meal service requirements. 225.11(c)(4), 225.16			
(a) Missing or inadequate components	(a) Meals are observed to be deficient as a result of missing or inadequate components. Only those meals should be disallowed for reimbursement unless it is obvious that all meals were the same. Example: Sponsor served a 1 ½ oz. hot dog with no other meat/meat alternate.	(a) Yes, but only those observed unless it is obvious that all meals were the same. Example: Sponsor served a 1 ½ oz. hot dog with no other meat/meat alternate.	
(b) Meal analysis of food production records	(b) Meals are determined to be deficient based on meal analysis of the food production record. If deficient meals are determined during the review, all food cost for all meals identified must be disallowed from reimbursement. During the review of sponsors in which more than one site must be reviewed, a meal analysis must be completed based on total meals prepared and delivered to the sponsor for each day a site is reviewed in addition to the meal analysis completed during the review of the food service management company or on-site food preparation facility. When only one (1) site review is required, the meal analysis should be completed for total meals prepared and delivered to sites by the food service management company. The meal analysis should be completed for the meal observed. **Remember: The entire meal must be disallowed for reimbursement if any component does not meet minimum standards.**	(b) Yes	

PROGRAM VIOLATION	DESCRIPTION	DISALLOW MEAL FOR REIMBURSEMENT	DISALLOW COST
(c) Incomplete Food Production Record	(c) A meal analysis should be made of the meals which are prepared and served during the review. Production plans are required and should include sufficient information to enable the reviewer to complete a meal analysis. Food production records which are incomplete or lack information necessary to analyze the meal for claiming reimbursement are unacceptable. Total deficient meals as determined by the reviewer should be disallowed. ***If production plans are inadequate, technical assistance should be provided to those individuals who are responsible for completing the record.***	Yes	Food Cost* In a vended program, the sponsor would not be obligated to pay for the meals determined to be deficient.
3. Meals are not delivered as a complete unit. 225.6(h)(2)(i), 225.6(h)(3)	Sponsors must insure that the food service management companies provide unitized meals. This means that meals must be individually portioned, packaged, delivered and served as a unit. Milk and juice may be packaged separately, but are still considered part of the meal unit.	Yes	
4. Meals served at non-approved site. 225.6(d), 225.6(e)(7)	An approved site is one in which the sponsor has submitted a Site Information Document to the State Agency and has notification of approval on file. Satellite and sub sites are not approved sites. Meals are reimbursable only when served at sites which have been approved. Approval of a given site applies only to meals served at that site and not to meals removed from that site for service at another location which has not been approved. Exceptions may be granted for the service of meals at a location other than the approved site when children attending that site are taken on a field trip.	Yes	Food Cost*
5. Meals consumed off site. 225.6(e)(15) 225.11(c)(vii)	The site supervisor must supervise and maintain children on site while meals are consumed. Only meals that children eat on-site are eligible for reimbursement. This refers to complete meals that are taken off site. It does not refer to the permissible practice of allowing children to take a piece of fruit or vegetable off site.	Yes	Food Cost*
6. Meals served in excess of the site's approved level of meal service. 225.6(d)(2), 225.9(f), 225.11(e)(3) 225.15(b)(2)(3)	The approved site level can be found on page 5 of the Site Information Document, FNS-81-1. All meals served above this level should be disallowed. The approved level represents the maximum number of meals sponsors can serve at each meal service for each site and claim for reimbursement. If a sponsor determines that the approved level is too low, the sponsor may seek an adjustment by submitting a written request to the State Agency.	Yes	All Identifiable Cost**
7. Excessive second meals served. 225.11(e), 225.15(b)(3), 225.15(b)(4)	All children in attendance at the site must receive a meal before any child can be served a second meal. Sponsors must plan for and adjust meal orders with the objective of serving only one meal to each child at each meal service. Sponsors may claim for reimbursement a number of second meals which do not exceed 2% of the number of first meals served to children for each type (breakfast, lunch, supplement, supper) during the claiming period. If the sponsor is attempting to do this, second meals should not be disallowed, even if on a particular day they exceed 2%. However, if the sponsor is not implementing a procedure to plan or order on the basis of one meal per child at each meal service, seconds should be disallowed even if they are less than 2%. Sites will be allowed to stabilize operations during the first week. Therefore, no disallowances will be made during the first week of operations. After this period the State Agency reviewer will determine whether the sponsor has failed to plan and prepare or order one meal per child at each meal service.	Yes	Food Cost

PROGRAM VIOLATION	DESCRIPTION	DISALLOW MEAL FOR REIMBURSEMENT	DISALLOW COST
8. Meals served outside of approved time frames. 225.16(c)(3), 225.16(c)(4), 225.11(d), 225.6(e)(7)	The period of approved meal service for the site is listed on page 4 of the Site Information Document FNS-81-1. The duration of the meal service shall be limited to two (2) hours for lunch and supper and one (1) hour for breakfast and snacks. Meals must be served during the time of meal service approved on the Site Information Document FNS-81-1. Any changes in the meal service times must be approved by the State Agency. Three (3) hours must elapse between meals. Four (4) hours must elapse between lunch and supper if no afternoon snack is served at non-residential camp sites and sites serving primarily migrant children. These sites must begin supper no later than 7:00 p.m. and must end service by 8:00 p.m. Meals served outside of the period of approved meal service shall not be eligible for program payments. Any permanent or planned changes in meal service periods must be approved by the State Agency.	Yes	
9. Meals served outside of approved dates of operation. 225.9(d), 2009 Administrative Guidance Handbook, page 72	Meals must be served during the dates of program operation approved on the Site Information Document FNS-81-1. Meals served outside of the dates of program operation shall not be eligible for program payments. Any changes in the dates of meal service must be approved by the State Agency.	Yes	
10. Meals served by untrained site personnel. 225.15(d)(1), 225.6(e)(6)	No food service site may operate until personnel at the site have attended the sponsor's training session. At least one person who has been trained by the sponsor must be present at each of the sponsor's sites during meal service. There must be documentation in the sponsor's file that personnel have attended a training session. Sponsors must record the date and attendance for each training session. Personnel in attendance should sign an attendance form for the training session. The list of signatures must be kept with the sponsor's program records.	Yes	
11. Inadequate application for free meals. 225.14(d)(1), 225.15(e), 225.15(f)	Meals served to ineligible children at enrolled sites and camps cannot be claimed for reimbursement. Information on participants' eligibility must be on file to support the claim for reimbursement.	Yes	
12. Failure to maintain adequate records. 225.6(e), 225.9(d)(5), 225.15(c)(1), 225.12(a)	Sponsors must keep full and accurate records so that they can substantiate the allowable administrative and operating cost and the number of program meals that they have submitted on each claim for reimbursement.	Yes	
13. Food service management company and self preparation sponsor facilities in violation of health codes. 225.6(h)(2)(v)	The food service management company and self preparation sponsors shall have State or local health certification for the facility in which program meals are prepared. It shall insure that health and sanitation requirements are met at all times. The storage, preparation, service and holding of food items shall be within the proper temperature range as prescribed by the local health department.	Yes	

PROGRAM VIOLATION	DESCRIPTION	DISALLOW MEAL FOR REIMBURSEMENT	DISALLOW COST
14. Food service management company delivering meals outside designated delivery time. 225.16(c)(5), 225.6(h)(2)(x), 225.6(h)(2)(ix)	The food service management company shall be paid by the sponsor for all meals delivered in accordance with the contract. Meals shall be delivered in accordance with delivery schedule prescribed in the contract. Meals not delivered in accordance with the contract should be disallowed reimbursement by the sponsor.	Yes	Food Cost* - Vended sponsor
15. Menu changed or components substituted without the prior approval from the sponsor. 225.16(f)	The sponsor must provide the food service management company information regarding meal service requirements, food specifications, and menu which lists the types and amounts of food in each meal. The specifications must indicate under what conditions substitutions may be made by the food service management company during program operation. Menus approved by the State Agency must be served in the program. Any permanent changes in the menu of certain foods which are unacceptable or unavailable must be approved by the State Agency.	Yes	
16. Failure to adjust meal orders to variation in number of participating children which results in unserved meals. 225.15(b)(3)(4), 225.11(e), 225.11(c)(4)(iii)	The sponsor's procedure for planning, preparing or ordering program meals should be based on daily participation trends with the objective of providing one meal per child at each meal service. The sponsor shall adjust the number of meals ordered or prepared with the objective of providing only one meal per child whenever the number of children attending the site is below the approved level.	Yes	
17. Non-Compliance with meal service time requirements. 225.16(c)	With the exception of residential camps, sponsors shall not claim reimbursement for meals served on Saturday and Sunday. Three (3) hours shall elapse between the beginning of one meal service, including supplements, and the beginning of another except four (4) hours shall elapse between the service of a lunch and supper when no supplement is served between lunch and supper. The service of supper shall begin no later than 7 p.m. unless approval is granted by the State. In no case may the service of supper extend beyond 8 p.m. ♦ The duration of the meal service shall be limited to two (2) hours for lunch or supper and one (1) hour for all other meals. Changes in length of time of meal service and duration of meal service must be approved by SA. ♦ Meals served outside of the approved meal service are not eligible for program payments. ♦ Any permanent or planned changes in meal service periods must be approved by the State Agency.	Yes	
18. Simultaneous service of more than one meal per child. 225.11(c)(4)(iv)	All claims for second meals shall be disallowed if it is determined that the sponsor failed to plan and prepare or order meals with the objective of providing only one meal per child at each meal service. Second meals shall be served only after all participating children at the sites meals service have been served a meal.	Yes	

PROGRAM VIOLATION	DESCRIPTION	DISALLOW MEAL FOR REIMBURSEMENT	DISALLOW COST
19. Unallowable costs (FNS Instruction 796-4, Rev.4)	Unallowable costs are for which program funds may not be used. They include but are not limited to: bad debts, repayment of over-claims and other Federal debts, contributions and donations, fines or penalties, entertainment and fundraising costs, interest on loans, direct capital expenditures, rental costs for periods beyond the end of the program, cost to purchase non-creditable foods such as coffee, cost of spoiled or damaged meals.		Yes

***Food Cost**

For vended operation, this is the charge or price per meal the sponsor pays the vendor or school system. This cost should be shown on the contract or agreement between the sponsor and the vendor or school.

For self-preparation programs, the following procedure for determining food cost per meal should be used:

1. Beginning inventory plus purchases plus other cost of food minus credits to cost of food minus inventory adjustments minus ending inventory equals total inventory value to date.
2. Determine number of meals served for inventory period to date.
3. Determine food cost per meal served. If more than one meal type, determine number of each meal type based on percentage of total meals served.

   Advise the sponsor that if he believes his actual food costs are different than the amount computed, documentation must be sent to the State Agency for review and verification of claims for reimbursement and disallowance of program funds.

****All Identifiable Cost**

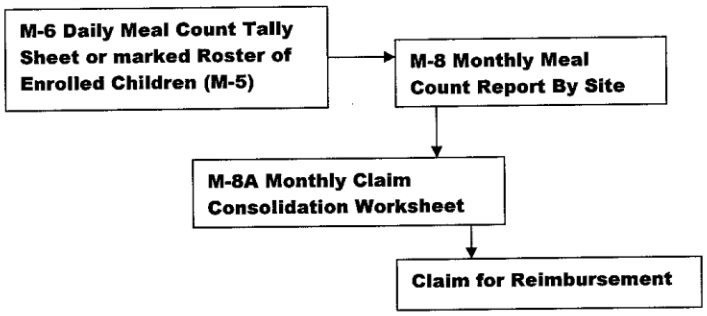
It may be difficult to identify costs other than food costs. Therefore, deduct all cost connected with food service at that site: food, labor, non-food supplies, etc. This disallowance of program funds should be carefully calculated by the State Agency representative during the final audit of the program.

SUMMER FOOD SERVICE PROGRAM (SFSP)
DOCUMENTATION OF MEAL COUNTS

The SFSP meal count forms are designed so that you can easily accumulate your meals counts from each site for preparing your monthly claim for reimbursement. We have different forms for your use depending upon whether you have only a few sites or if you have multiple sites and collect meal counts weekly from those sites.

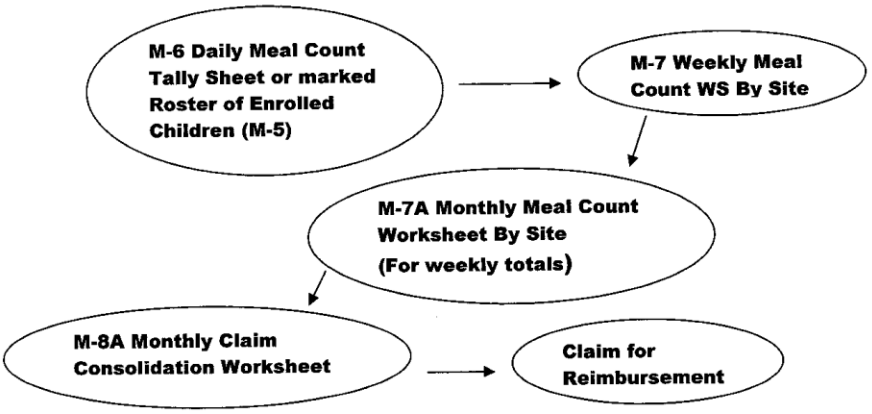
1. If you have a few sites and prefer to maintain a monthly meal count by each site to bring forward to your claim, follow these procedures and use the following forms:

   A. Complete daily meal counts at the point-of-service for open sites or enrolled sites (M-5, M-6).
   B. Record daily totals on the Monthly Meal Count Report by Site (M-8).
   C. Bring totals for each site to the M-8A Monthly Claim Consolidation Worksheet.
   D. Prepare Claim for Reimbursement from data on the M-8A.



2. If you have several sites and prefer to collect meal counts on a weekly basis for each site, follow these procedures and use the following forms:

   A. Complete daily meal counts at the point-of-service for open sites or enrolled sites (M-5, M-6).
   B. Record daily totals on the Weekly Meal Count Worksheet by Site (M-7).
   C. Bring weekly totals by sites to M-7A to compute monthly total for each site.
   D. Bring totals for each site to the M-8A Monthly Claim Consolidation Worksheet.
   E. Prepare Claim for Reimbursement from data on the M-8A.



Alabama Department of Education
Division of Administrative & Financial Services
Child Nutrition Programs
Form
Revised 12/05

SUMMER FOOD SERVICE PROGRAM
PROCUREMENT PLAN

The _____ will purchase food, supplies, equipment, and other items for use in the
SPONSORING ORGANIZATION
Summer Food Service Program in compliance with 7 CFR 3016 and 3019 and the Alabama Bid Law, using procedures outlined in this plan for Federal grant management requirements.

METHOD OF PROCUREMENT

A. *Formal Bid Procedures
If the total amount of purchases for like items is $100,000 or more in aggregate value, formal bid procedures will be utilized. Formal bid procedures will be utilized as follows:
1. Advertisement in a newspaper of general circulation.
2. Mail specifications and bid documents to all potential bidders.
3. Authorized sponsor personnel will publicly open and tabulate bids.
4. Bids will be submitted to the governing board for approval.

B. Small Purchase Procedures
If the total amount of purchase for like items is less than $100,000 in aggregate value, purchases shall be made by use of the small purchase procedure as follows:
1. Develop specifications and instructions for all items.
2. Obtain price quotations from an adequate number of suppliers.
3. Prepare a price quote documentation sheet and indicate the supplier who was awarded the quote.
4. Submit documentation sheet to review official.

C. Noncompetitive Negotiations
Noncompetitive negotiations will be used to purchase items: (1) which are available from a single source, (2) one-time purchases of a new food item in order to determine acceptance, and (3) sample for testing purposes. A log of all noncompetitive negotiation purchases shall be maintained and reviewed by the review official.

D. Emergency Purchase Procedures
If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of such purchases shall be maintained and reviewed by the designated authorized sponsor representative.

The log of emergency purchases shall show:
1. Item name
2. Dollar amount
3. Vendor
4. Reason for emergency purchase

PROCUREMENT RECORD RETENTION

The following records will be maintained for a period of three years plus the current year.
1. Records of all telephone quotations
2. Logs of all emergency and noncompetitive purchases
3. All written quotations and bid documents
4. Comparison of all price quotations and bids with the effective dates shown
5. Price comparison will show bid or quotation award
6. Log of approval substitutions

CODE OF CONDUCT

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by Summer Food Service Program Funds.

No employee, officer, or agency of the above-named sponsoring organization shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

1. The employee, officer, or agent
2. Any immediate family member of person listed in (1.)
3. His or her partner
4. An organization which employs or is about to employ one of the above

The sponsoring organization employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

The purchase during the operating hours of any food or service from a contractor for individual use is prohibited.

The removal of any food, supplies, equipment, or property of the sponsoring organization, such as official records, recipes, books, and the like, is prohibited.

The outside sales of such items as used cooking oil, empty cans and the like will be sold by contract between the sponsoring organization and the outside agency. Individual sales by any personnel of the sponsor to an outside agency or other personnel is prohibited.

Staff, whether full-time, part-time or contracted, or board or immediate family members of staff or board are prohibited from being providers.

Rental of facilities, equipment, or furnishings from staff or board or another organization of which staff or board is also a member is prohibited.

Hiring of family members and paying them salaries/travel for which there is no documentation of work performed is prohibited.

The selling of items or services to providers from which staff or board members make a profit is forbidden.

Failure of any employee to abide by the above stated code could result in a fine, or suspension, or both, or dismissal.

Interpretation of the code will be given at any time by contacting _____
NAME OF AUTHORIZED SPONSOR REPRESENTATIVE

_____ at _____
TITLE TELEPHONE NUMBER

The sponsoring organization will not be responsible for any other explanation/interpretation which anyone presumes to make on behalf of the sponsoring organization.

This plan is adopted by the governing body of the above-named sponsoring organization at the regularly scheduled meeting on this the

_____ day of _____ in the year _____.

Signature: _____
CHAIRMAN OF THE BOARD

Signature: _____
SECRETARY OF THE BOARD

*Public institutions must comply with the Alabama Bid Law, which is $7500.

Sample Small Purchase Documentation Form

Date:

Quote Award:	**Vendor:**	**Vendor:**	**Vendor:**
Products Surveyed:	**Price Quote:**	**Price Quote:**	**Price Quote:**
Totals:			

Notes:

Alabama Department of Education
Division of Administrative and Financial Services
Child Nutrition Programs
SFSP-14
Revised 10/07

Agreement No. _____

Name of Sponsor _____

Page _____ of _____

SUMMER FOOD SERVICE PROGRAM
CYCLE MENUS FOR BREAKFAST

Dates to be served (List dates each menu will be served.)	**MILK** Fluid milk- 1 cup (8 fl. oz.)	**VEGETABLES & FRUITS** Vegetables and/or fruits. Or full-strength vegetable or fruit juice. Or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	**GRAINS & BREADS** Bread-1 slice. Or cornbread, biscuits, rolls, muffins, etc.- 1 serving. Or cold dry cereal-3/4 cup (1 oz.) Or cooked pasta or noodle product-1/2 cup. Or cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads-1/2 cup.	**OPTIONAL FOODS** Lean meat or poultry or fish-1 oz. Or cheese-1 oz. Or eggs-1/2 large egg. Or cooked dry beans or peas- 1/4 cup. Or peanut butter or soynut butter or other nut or seed butters-2 tbsp. Or peanuts or soynuts or tree nuts or seeds-1 oz. Or yogurt, plain or sweetened and flavored-4 oz. or 1/2 cup. Or an equivalent quantity of any combination of the above meat/meat alternates.
Menu No. 1				
Menu No. 2				
Menu No. 3				
Menu No. 4				
Menu No. 5				
Menu No. 6				

Alabama Department of Education
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Child Nutrition Programs
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Revised 10/07

SUMMER FOOD SERVICE PROGRAM
CYCLE MENUS FOR LUNCH

Agreement No. _____

Name of Sponsor _____

Page _____ of _____

Dates to be served (List dates each menu will be served.)	**MILK** Fluid milk-1 cup (8 fl. oz.)	**MEAT & MEAT ALTERNATES** Lean meat or poultry or fish-2 oz. Or cheese-2 oz. Or egg-1 large egg. Or cooked dry beans or peas-1/2 cup. Or peanut butter or soynut butter or other nut or seed butters-4 tbsp. Or peanuts or soynuts or tree nuts or seeds-1 oz. Or yogurt, plain or sweetened and flavored-8 oz. or 1 cup. Or an equivalent quantity of any combination of the above meat/meat alternates.	**VEGETABLES & FRUITS** Vegetable(s) and/or fruit(s)-3/4 cup total. Or full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	**GRAINS & BREADS** Bread-1 slice. Or cornbread, biscuits, rolls, muffins, etc.-1 serving. Or cooked pasta or noodle product-1/2 cup. Or cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads-1/2 cup.	**OPTIONAL FOODS** Not required to meet the meal pattern. Remember - Keep fat, salt and sugar at moderate levels.
Menu No. 1					
Menu No. 2					
Menu No. 3					
Menu No. 4					
Menu No. 5					
Menu No. 6					

Alabama Department of Education
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SUMMER FOOD SERVICE PROGRAM
CYCLE MENUS FOR SUPPER

Agreement No. _____

Name of Sponsor _____

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Dates to be served (List dates each menu will be served.)	MILK Fluid milk-1 cup (8 fl. oz.)	MEAT & MEAT ALTERNATES Lean meat or poultry or fish-2 oz. Or cheese-2 oz. Or eggs-1 large egg. Or cooked dry beans or peas-1/2 cup. Or peanut butter or soynut butter or other nut or seed butters-4 tbsp. Or peanuts or soynuts or tree nuts or seeds-1 oz. Or yogurt, plain or sweetened and flavored-8 oz. or 1 cup. Or an equivalent quantity of any combination of the above meat/meat alternates.	VEGETABLES & FRUITS Vegetable(s) and/or fruit(s)-3/4 cup total. Or full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	GRAINS & BREADS Bread-1 slice. Or cornbread, biscuits, rolls, muffins, etc.- 1 serving. Or cooked pasta or noodle product-1/2 cup. Or cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads-1/2 cup.	OPTIONAL FOODS Not required to meet the meal pattern. Remember - Keep fat, salt and sugar at moderate levels.
Menu No. 1					
Menu No. 2					
Menu No. 3					
Menu No. 4					
Menu No. 5					
Menu No. 6					

Alabama Department of Education
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Agreement No. _____

Name of Sponsor _____

Page _____ of _____

SUMMER FOOD SERVICE PROGRAM
CYCLE MENUS FOR SUPPLEMENTAL MEAL SNACK
(Choose two from the following Components)

Dates to be served (List dates each menu will be served.)	**MILK** Fluid milk-1 cup (8 fl. oz.)	**MEAT & MEAT ALTERNATES** Lean meat or poultry or fish-1 oz. Or cheese-1 oz. Or eggs-1/2 large egg. Or cooked dry beans or peas-1/4 cup. Or peanut butter or soynut butter or other nut or seed butters-2 tbsp. Or peanuts or soynuts or tree nuts or seeds-1 oz. Or yogurt, plain or sweetened and flavored-4 oz. or 1/2 cup. Or an equivalent quantity of any combination of the above meat/meat alternates.	**VEGETABLES & FRUITS** Vegetable(s) and/or fruit(s)-3/4 cup (6 fl. oz.). Or full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruits), and juice-3/4 cup (6 fl. oz.). **Juice cannot be served with milk.**	**GRAINS & BREADS** Bread-1 slice. Or cornbread, biscuits, rolls, muffins, etc.-1 serving. Or cold dry cereal-3/4 cup (1 oz.). Or cooked pasta or noodle product-1/2 cup. Or cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads-1/2 cup.
Menu No. 1				
Menu No. 2				
Menu No. 3				
Menu No. 4				
Menu No. 5				
Menu No. 6				

ALABAMA DEPARTMENT OF EDUCATION
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
CHILD NUTRITION PROGRAMS
SFSP-M9
Revised 12/07

SUMMER FOOD SERVICE PROGRAM
ALABAMA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS

DAILY FOOD PRODUCTION PLAN

1. Name of Sponsor - Self-explanatory
2. Name of Site - Self-explanatory
3. Write the calendar date this menu is served showing month, day, and year.
4. Indicate menu number if cycle menus are used.
5. Indicate type of meal for which production is planned.
6. Enter total number of meals planned or ordered for children and program adults.
7. Menu Item - Enter the name of each food item used to meet meal or snack requirements.
8. USDA Recipe No. - Indicate USDA recipe used or source of recipe (State Agency, Sponsor, etc.)
9. Foods Used to Meet Requirements - List all menu items to be served in the various meal component categories which are used to meet meal pattern requirements.
10. Portion Size - List the planned portion size for each menu item you serve. Serving sizes can be shown in measures (such as cup, scoop size or ladle size), weight, or number (such as number of apples).
11. Number Portions to Prepare - List the estimated number of portions to prepare for each menu item.
12. Minimum Quantity to Prepare - Calculate the amount of food that should be purchased and prepared to meet meal requirements using the Food Buying Guide for Child Nutrition Programs, USDA Program Aid No. 1331. (Refer to Calculating How Much Food You Need for a Given Number of Servings, pages I-49 through I-66)
13. Actual Quantity to Prepare - During the meal preparation, the number of portions to prepare for each menu item may increase or decrease. If portions are increased or decreased, the amount of food prepared should be adjusted to indicate the amount actually prepared or served.
14. Quantity USDA Commodities to Prepare - Calculate the amount of USDA Donated Foods that should be prepared to meet meal requirements using the Food Buying Guide for Child Nutrition Programs (PA 1331). (Refer to Calculating How Much You Need for a Given Number of Servings, pages I-49 through I-66)
15. Food Left Over - After the meal is served, record the estimated quantity of each menu item left over that will be stored and used again.
16. Comments - This space has several uses: a) Direction for storage and use of left-over food
    b) Instruction to employees on food production
    c) Acceptance of menu items
    d) Participation, relating to weather conditions, delivery problems
    e) Instructions for day-ahead preparation
17. Indicate number of meals served to children in the section "Number of Meals" OR indicate total number of meals delivered if a vended program.
18. Signature - Self-explanatory
19. File - File in Sponsor's Office. School Food Authorities or Food Management Companies preparing meals for sponsors should provide them a copy of the daily food production plan to verify that the meals purchased were eligible for federal reimbursement. **The Daily Food Production Plan is a permanent source document and must be retained for a period of 3 years after the end of the fiscal year to which it pertains.** This provides an auditable record that verifies that the meals and snacks served meet the meal requirements and qualify for Federal reimbursement.

ALABAMA DEPARTMENT OF EDUCATION
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
CHILD NUTRITION PROGRAMS
SFSP-M9
Revised 12/07

SUMMER FOOD SERVICE PROGRAM
DAILY FOOD PRODUCTION PLAN

NAME OF SPONSOR _____
NAME OF SITE/FOOD PRODUCTION KITCHEN _____
MENU NUMBER _____ DATE _____

NUMBER OF MEALS — CHILDREN | ADULTS: Program | Non-Program | Total

TYPE OF MEAL (Please check)
BREAKFAST ☐ LUNCH ☐ SUPPER ☐
AM SNACK ☐ PM SNACK ☐

Planned or Ordered

MENU ITEM (List each Item)	USDA RECIPE NO.	FOODS USED TO MEET REQUIREMENTS	PORTION SIZE	NUMBER PORTIONS TO PREPARE	MINIMUM QUANTITY TO PREPARE	ACTUAL QUANTITY PREPARED	QUANTITY USDA COMMODITIES PREPARED	FOOD LEFT OVER Portions, Wt., Volume
MILK								
MEAT/MEAT ALTERNATE								
FRUIT/ VEGETABLE								
GRAINS/BREADS								
OTHER FOODS								

COMMENTS:

Signature of Person Completing Form

THIS IS A PERMANENT SOURCE DOCUMENT AND MUST BE RETAINED FOR A PERIOD OF 3 YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH IT PERTAINS.

****PLEASE PRINT****

ALABAMA DEPARTMENT OF PUBLIC HEALTH
APPLICATION
FOR A PERMIT TO OPERATE

Date_____ County_____

Name of Establishment: _____

Street Address _____ Establishment Phone: _____

City/Town: _____ Zip Code:_____

Name of Owner/Proprietor _____

Mailing Address: _____

Owner City: _____ Owner State: **AL** Owner Zip _____

Manager's Name _____ Telephone Number _____

Smoking Preference: _____ Grease Disposal Method: _____

Smoking, Non Smoking, Designated Smoking

Grease Disposal Method Approved?: _____

TYPE OF PERMIT--Check one:

- ☐ Food Service Establishment
  - Seating Capacity: _____
- ☐ Catering
- ☐ Mobile Food Service ☐ Mobile Food Commissary
- ☐ Food Processing Establishment
- ☐ Retail Food Store
- ☐ Limited Food Service Establishment
- ☐ Limited Retail Food Store
- ☐ Temporary Food Service Establishment

Type of Permit:

- ☐ School Lunchroom
- ☐ Day Care Food Service
- ☐ Food Vending Machine
- ☐ Camp Type: Day ☐ Resident ☐
- ☐ Camp Food Service
- ☐ Hotel Number Rental Units: 0
  - Swimming Pool: Yes ☐ No ☐

I hereby certify that the above statements are true and correct, and I (we) agree to comply with all of the provisions of the State Board of Health Rules, and hereby authorize the County Health Officer, the State Health Officer, or their representatives to enter upon the premises of the above named establishment for inspection purposes.

Signed _____

Title _____

Check # _____ Cash _____

FOR OFFICIAL USE ONLY

Permit Number Issued: _____ Issue Date: _____

Expiration Date: _____

If Applicable: Fee Code: _____ Fee Paid: $ _____

Fee Amount: $0.00 Receipt Number: _____ Client Number: 0

Are products from this establishment distributed in intercounty commerce? YES ☐ NO ☐

Application Approved By:

_____ _____

Local Health Department Date

ALABAMA DEPARTMENT OF PUBLIC HEALTH
FOOD ESTABLISHMENT / RETAIL FOOD STORE INSPECTION REPORT

_____ COUNTY HEALTH DEPARTMENT SCORE _____

LEGAL NOTICE TO THE PROPRIETOR OR MANAGER: You are respectfully notified of such violations of the Alabama State Board of Health Rules for Food Establishment Sanitation as are indicated by a circle in the Inspection Report. This report constitutes an official notice to comply with Chapter 420-3-22 of the aforesaid Rules within a period of _____ days. Failure to comply with this notice may result in cessation of food service food store operations.

ESTABLISHMENT NAME	OWNER OR MANAGER NAME
ADDRESS	ZIP CODE

PERMIT NUMBER	MO. DAY YEAR	INSP. TIME	PERMITTED	PRIORITY CAT.	COMPLIANCE VISIT/ INSP. REQUIRED	NO. OF CRITICAL
		OUT / IN	YES ☐ NO ☐		YES___ NO___	ITEMS____

*CRITICAL ITEMS REQUIRING IMMEDIATE ACTION

MANAGEMENT AND PERSONNEL

01*	Assignment of Person in Charge; Commissary used. Personnel with infections restricted, excluded. No discharges from eyes, nose, mouth.	5
02*	Hands clean; properly washed. No bare hand contact ; approved alternative. No eating, drinking, tobacco use.	5
03*	Demonstration of knowledge: Approved course, other requirements met	+2 -5
04	Clean clothes; Hair restraints; Nails. Authorized personnel. Other.	1

FOOD

05*	Safe; Source; Condition; Not adulterated; Shellstock tags; Compliance with plan/ROP. Other.	5
06*	Potentially hazardous food meets temperature requirements during receiving, cooking, hot holding, cooling. Pasteurized eggs used if required.	5
07*	Potentially hazardous food meets temperature requirements during cold holding. Time as a public health control. Consumer Advisory used if required. Date marking.	5
08*	Food separated, protected from contamination. Tasting. Returned, reservice of food.	5
09	Cooling methods. Facilities to maintain product temperature. Plant food cooking.	1
10	Properly labeled; Original container. Records. Code date limits.	1
11	Thermometers provided, accurate, conspicuous.	1
12	Approved thawing methods used.	1
13	Food contamination prevented during storage, preparation, display, handling, other.	1
14	In use, between use, food/ice dispensing utensils properly stored.	1

EQUIPMENT, UTENSILS, AND LINENS

15*	Equipment; food contact surfaces (non-cooking) clean; sanitized. Sanitization temperature, concentration, time.	5
16*	Food contact surfaces characteristics. Single service/use used when required.	4
17	Cooking surfaces, non-food contact surfaces: clean. Frequency; Methods.	1
18	Food (ice), Non-food contact surfaces: constructed, cleanable, installed, located.	1
19	Warewashing facilities: designed, constructed, maintained, installed, located, operated. Accurate thermometers, Chemical test papers.	1
20	Linens properly stored, dried, handled. Laundry facilities used.	1
21	Wiping cloths; clean, use limitations, stored.	1
22	Storage, handling, drying of clean equipment, utensils.	1
23	Single service articles, storage, dispensing, wrapped, Use limitations. Gloves used properly.	1

WATER, PLUMBING, AND WASTE

24*	Water: Source, Quality, Capacity. System: Approved.	4
25*	Sewage, grease disposal: System approved; Flushed (mobile).	4
26*	Cross connection; Back siphonage; Backflow.	4
27*	Handwashing facilities; Toilets: Number, location.	4
28	Water supply, Waste disposal: Approved system (fixtures), materials, design, operation; maintenance. Other liquid wastes properly disposed. Service sink provided.	1
29	Handwashing facilities: Soap, towels/drying device, sign, use restrictions.	2
30	Toilet rooms constructed, supplied.	1
31	Refuse, recyclables, and returnables. Outdoor/Indoor storage area approved. Receptacles provided; covered. Approved refuse disposal method.	1

PHYSICAL FACILITIES

32*	Food contamination from cleaning equipment prevented.	4
33*	Presence of insects, rodents, other pests, Animals prohibited.	4
34	Pests control methods approved, used. Pest control devices serviced as required.	1
35	Premises, Free of litter, harborage.	1
36	Floors, walls, ceilings, attached equipment: clean. Outer openings protected. Surface characteristics, indoor, outdoor: Maintained. Cleaning frequency, dustless methods. Absorbent floor materials properly used.	2
37	Lighting, Ventilation: adequate. Ventilation system (filters), clean, operated. Lights shielded.	1
38	Dressing rooms provided. Employee designated areas properly located. Living/sleeping quarters separation.	1
39	Cleaning, maintenance tools properly stored.	1

POISONOUS OR TOXIC MATERIALS

40*	Toxic or poisonous items; Medicines; First aid materials: Stored; Labeled; Used.	4
41	Other personal care/first aid items: Stored; Labeled. Toxic or poisonous materials separation; Non-toxic tracking powder.	1

OTHER

42	Permit, Report, Other properly posted. Administrative requirements, HACCP plan	1

RECEIVED BY: Name _____ INSPECTED BY: Name _____

Title _____

REMARKS _____

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DRAFT

(Commodities)

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ANSWERS TO ACTIVITIES

Activity 1

May	August 29, 2010
June	July 30, 2010

Activity 2

First Meals	Second Meals
1,218 x .02 =	24.36 or 24
546 x .02 =	10.92 or 10
3,109 x .02 =	62.18 or 62

Activity 3

Number of Meals Served	X	Reimbursement Rate	=	
10,000 Breakfasts	X	$1.6800	=	$16,800.00
20,007 Lunches	X	$2.9400	=	$58,820.58
1,505 Suppers	X	$2.9400	=	$ 4,424.70
5,000 Snacks	X	$0.6800	=	$ 3,400.00
Total			=	$83,445.28

Activity 4

Number of Meals Served	X	Reimbursement Rate	=	
10,000 Breakfasts	X	$.1675	=	$1,675.00
20,007 Lunches	X	$.3075	=	$6,152.15
1,505 Suppers	X	$.3075	=	$462.78
5,000 Snacks	X	$.0825	=	$412.50
Total			=	$8,702.43

Activity 5

Number of Meals Served	X	Reimbursement Rate	=	
10,000 Breakfasts	X	$.1325	=	$1,325.00
20,007 Lunches	X	$.2550	=	$5,101.78
1,505 Suppers	X	$.2550	=	$383.77
5,000 Snacks	X	$.0650	=	$325.00
Total			=	$7,135.55

Activity 6
Milk
Spices
Bread

Activity 7
Dishes
Toilet Paper
Cooking Utensils
Dishwashing Detergent

Activity 8

Item	Cost	Operating Cost	Administrative Cost	Documentation Available
Ad in newspaper	$58.60		$58.60	Receipt, invoice, copy of ad
Sit supervisors' salaries	746.55	$746.55		Payroll voucher, time card
Postage	12.29		12.29	Usage log, receipt
Frozen Vegetables	409.33	409.33		Receipt, invoice
Cook's salary	1785.44		1785.44	Payroll voucher, time card
Coordinator's salary	240.19	240.19		Payroll voucher, time card
Dish soap	12.45	12.45		Receipt, invoice
Ham	341.37	341.37		Receipt, invoice
Kitchen utilities	101.87	101.87		Invoice, electric bill
Monitor's salary	50.78		50.78	Payroll voucher, time card
Napkins	124.50	124.5		Receipt, invoice
Copy paper	12.23		12.23	Receipt, invoice
Oranges	102.69	102.69		Receipt, invoice
Oven rental	250.00	250.00		Lease agreement, invoice
Paper bags	56.51	56.51		Receipts, Invoice
Delivery truck rental	500.28	500.28		Lease agreement, receipt, invoice
Rental of kitchen	653.91	653.91		Lease agreement, receipt, invoice
Total				

Activity 9

Breakfast
Tuesday – No F/V
Wednesday – No Grain/Bread

AM Snack
Monday – Same component
Wednesday – Pudding not creditable

Lunch
Tuesday – Missing F/V
Wednesday – Missing milk and Grain/Bread
Friday – Missing milk

PM Snack
Monday – Potato chips not creditable
Wednesday – Same component
Thursday – Same component

Supper
Thursday – Missing F/V or M/MA
Friday – Inadequate F/V