

# SFSP Administrative Handbook

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## 2. Program Administration

SFSP regulations are based upon [7 CFR part 225](#). USDA Food & Nutrition Service (FNS) has developed SFSP Handbooks and other resources to aid individuals and organizations interested in working with the SFSP. The [USDA SFSP Handbooks webpage](#) includes links for Administrative Guidance for Sponsors, Sponsor Monitor's Guide, Nutrition Guidance for Sponsors, and Site Supervisor's Guide. The Administrative Guidance contains essential information for SFSP administration.

### Program Administration

#### Before Opening

- ◆ Participate in KSDE's SFSP training for an update on program requirements in April and May. SFSP scheduled training is available on the CNW Calendar at <https://cnw.ksde.gov>. Training recordings are available on the KSDE Training Portal at <https://learning.ksde.org>.
- ◆ Document site eligibility and receive approval for operation from KSDE.
- ◆ Determine food source. Sponsors may prepare meals or contract for meals. Contracts must be completed and approved prior to operation. Contracts with Food Service Management Companies over \$250,000 require formal purchasing methods to be used.
- ◆ Send Letter to Health Department (available in KN-CLAIM, Checklist Tab) listing prospective site locations.
- ◆ Complete the pre-operational site visit (using Pre-Operational Site Visit Form
- ◆ Train personnel in preparation, service, and civil rights. Complete the Training Certification (available in KN-CLAIM, Checklist Tab) and send to KSDE.

#### After Opening

- ◆ Complete Enrollment Certification for enrolled sites based on enrollment.
- ◆ Monitor Daily "Point of Service" Counts. Meals must be counted at a point that the child has received a complete meal.
- ◆ First two weeks visit to all sites are encouraged to assure smooth operation. New sites with operational problems in the prior year and any site the State Agency determines a visit is needed are required. For sites that operate for a week or less, the site visit must be conducted during the period of operation. Note: Food service reviews may occur at the same time as the first week site visit.
- ◆ Complete the Daily Meal Count Form (SFSP, Administrative Handbook, Chapter 4, Related Forms) to record all meals served for each month of operation.
- ◆ Submit claims for reimbursement.
- ◆ Monitor program costs for:
  - ◆ Food using invoices and receipts,
  - ◆ Labor costs using payroll data, and
  - ◆ Other expenses.

- ◆ Complete the Monitor Site Review Form (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms) for each site within first four weeks of operation. See below for guidance for sites that operate both SFSP and CACFP At-Risk Afterschool Meals Program.
- ◆ Complete Monthly Financial Status Summary Form (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms), optional but recommended.
- ◆ Site records should be maintained at the sponsor's office for a period of three years plus the current year after the submission of the final reimbursement claim.

### Meal Service

The goal of every program should be the service of nutritionally adequate meals that include:

- ◆ safe, wholesome foods,
- ◆ variety,
- ◆ ethnic/cultural preferences,
- ◆ foods available in season, and
- ◆ a safe, comfortable, enjoyable environment.

### Eligible SFSP Sponsors

Eligible sponsors include:

- ◆ Public or private nonprofit school sponsors
- ◆ Public or private nonprofit residential summer camps
- ◆ Units of local, county, municipal, state or federal government
- ◆ Public or private non-profit colleges or universities
- ◆ Any other type of private, nonprofit organization

### Requirements for SFSP Sponsors

An SFSP sponsor must:

- ◆ Be a public or private nonprofit IRS tax-exempt entity; including a faith-based organization, a school, a unit of government; a public or private non-residential camp. (\*churches must be tax-exempt, but there is no requirement that they provide documentation of their tax-exempt status).
- ◆ Serve low-income children at one or more sites
  - Each “open” site must be documented as an area in which poor economic conditions exist (school or census data).
  - Each “enrolled” or “camp” site must certify that household size and income information will be collected or be area eligible to document the site's SFSP eligibility.
- ◆ Demonstrate financial and administrative capability and accept final financial and administrative responsibility for SFSP operation at all food service sites.
- ◆ Provide ongoing year-round service to the community; unless the sponsor serves children of migrant workers, residential camp students, or areas where low-income children might not otherwise be served.
- ◆ Conduct outreach that notifies area families of the location and availability of meals at site/s.

- ◆ Have adequate personnel for overall management of each food service site. New and returning sponsors must monitor site operations throughout the period of program participation. They must also demonstrate their ability to maintain contact with meal service staff, ensuring that there is adequately trained meal service staff on site.
- ◆ Enter into a written agreement with KSDE to:
  - Maintain/collect site eligibility records.
  - Operate a nonprofit food service for children during summer vacation (typically May through September) or at other times at schools that operate on a year-round school calendar.
  - Ensure that administrative personnel have received KSDE training and provide training sessions throughout the summer for all administrative and site personnel regarding program duties.
  - Provide training for site personnel and allow no site to operate unless site personnel have been trained.
  - Serve meals which meet SFSP meal pattern or NSLP meal pattern if school sponsor.
  - Maintain food production records or other documentation to document that meals meet SFSP requirements.
  - Record meals served to children at the point-of-service.
  - Serve all meals free, except that camps may charge for meals served to children not eligible for reduced price or free school meals.
  - Adhere to USDA Food and Nutrition Service standards for purchase of goods and services. Maintain records to show expenditures within approved guidelines.
- ◆ Certify that all sites have been visited prior to the beginning of meal service and are capable of conducting the meal service for the number of children anticipated and of supervising children on-site while meals are being consumed.
- ◆ Complete a Sponsor Site Visit Form (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms) for new or sites with operational problems in the first two weeks of operation.
- ◆ Complete a Monitor Site Review Form (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms) at every site during the first four weeks of operation. This review must be completed at all sites regardless of the length of operation.
- ◆ Not have been declared seriously deficient in operating any federal child nutrition program in previous years.
- ◆ Serve low-income Children in a regularly scheduled meal service.
- ◆ Have access to facilities adequate for storing, preparing, and serving food, as appropriate.
- ◆ Notify news media of SFSP operation.
- ◆ Make program information available to the public upon request and in the appropriate foreign language translations.
- ◆ Notify the local health department of the times, dates, and sites of the food service operation.
- ◆ Meet applicable state and local health, safety, and sanitation standards for each site's food service operation
- ◆ Maintain documentation of site visits and reviews.
- ◆ Serve the same meal pattern to all eligible children regardless of race, color, national origin, sex (including gender identity and sexual orientation), age or disability

and display the USDA nondiscrimination poster at the sponsor's office and all meal sites.

- ◆ Use existing school food service facilities to the maximum extent feasible. Prior to contracting with a Food Service Management Company (FSMC), sponsors of vended operations should contact the local school sponsor and document efforts to obtain school meals using the Verification of Efforts to Obtain School Meals or Use School Food Service Facilities (available in KN-CLAIM, Checklist Tab). Private nonprofit sponsors may not vend with another private nonprofit.
- ◆ Conduct a nonprofit food service and maintain a financial management system (meal count records, cost information and SFSP income) as prescribed by KSDE.
- ◆ Submit reimbursement claims in accordance with procedures established by KSDE.
- ◆ Have an audit conducted of final claims and SFSP operations, if the amount of federal funds from all sources expended in the prior fiscal year is \$750,000 or more.
- ◆ Maintain all records for three (3) years plus the current year; however, records must be retained after the three-year period if audit findings have not been resolved.
- ◆ An “unaffiliated” site is not part of the sponsor's organization – legally distinct. Sponsors must be able to train staff and administer the program at the site.
- ◆ If the sponsor is a school, college or university with an existing year-round contract with a FSMC to prepare meals:
  - Amend the contract to assure that SFSP requirements are met.
  - A sponsor with a FSMC contract totaling \$250,000 or less is not required to comply with the formal competitive purchasing procedures.
- ◆ If the sponsor is a private, nonprofit agency, it may:
  - Contract with a school for the preparation of SFSP meals,
  - Contract with any FSMC for the preparation of unitized meals.

## **Eligible Sites**

### **Open Site**

- ◆ Fifty percent (50%) or more of the school enrollment or children in the geographic area from which the site draws its attendance must be eligible for reduced price or free school meals.
- ◆ Free meals are available to any child who attends a meal service. Sponsors must allow meal service access to all children. Information regarding the meal service must be publicized in the community served.
- ◆ Only meals served to children (ages 1-18) are eligible for reimbursement.
- ◆ Eligibility is documented every 5 years:
  - With KSDE's annual Principal's Building Report data, current school data, or the individual school ISP data for schools that participate in Community Eligibility Provision (CEP)  
OR
  - Census Tract and Census Block Group (CBG) data are available through the FNS Area Eligibility Mapper is located at <http://www.fns.usda.gov/area-eligibility>. The map may be used to conduct weighted averaging for eligibility. Contact KSDE for assistance. A tool to average is the Census Block Group (CBG) Averaging Tool (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms).

- Other Data: Approved alternative data sources may include information from Departments of Welfare, Zoning Commissions, USDA Rural Development Housing Authorities, Housing and Urban Development (HUD) Housing Authorities or local Housing Authorities. Contact KSDE for assistance.
- Exceptions:
  - If a significant number of low-income children from outside a school's normal attendance area are transported to the school, the enrollment eligibility for the site must be adjusted to reflect the children who have access to the site/program.
  - Restricted Open sites allow sponsors to operate an open site but restrict or limit site participation due to reasons of space, security, safety, or control. A restricted open site must be open to community participation at some point, with a limit announced and maintained.
- ◆ A maximum of two (2) of the following meals may be claimed for reimbursement: breakfast, lunch, supper, snack. However, lunch and supper cannot be claimed on the same day.

### **Enrolled Site**

- ◆ At least fifty percent (50%) of the enrolled children must have been individually determined to be eligible for reduced price or free school meals.
- ◆ Only the specific groups of enrolled children are served meals. If a summer school program required for graduation is offered, area children must be allowed to attend meals and their participation factored into the site's eligibility OR the NSLP meal program should be continued through summer school. Summer school programs may not enroll as restricted open sites in order to serve only summer school participants.
- ◆ Once fifty percent (50%) eligibility for reduced price or free school meals is achieved, all children in attendance in the enrolled program receive a free meal and all meals served to children are eligible for free reimbursement.
- ◆ Documentation of fifty percent (50%) eligibility must be completed by at least the fifth day after food service begins. Reimbursement claims may not be paid unless documentation of site eligibility is on file with KSDE.
- ◆ When SFSP sponsor have to obtain individual eligibility information, they can obtain student-specific eligibility status from another Child Nutrition Program operator, like a school or child care center to expedite the certification process. The Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality allows the potential SFSP to clearly identify the information request for the purpose of a child nutrition program.
- ◆ A maximum of two (2) of the following meals may be claimed for reimbursement: breakfast, lunch, supper, snack.

### **National Youth Sports Program (NYSP) Site**

- ◆ Sponsors document that fifty percent (50%) of participating children are eligible based on:
  - Completed Applications for Child Nutrition Program Benefits, OR
  - Residency in an area where poor economic conditions exist, OR
  - U.S. Department of Health and Human Services guidelines for income eligibility.
- ◆ The fifty percent (50%) eligibility should be documented by at least the fifth day after food service begins.

- ◆ Once fifty percent (50%) eligibility is achieved, all enrolled NYSP children in attendance are eligible to receive a maximum of two (2) of the following reimbursable meals: breakfast, lunch, supper, snack.

### Residential/Nonresidential Camp Site

- ◆ Sponsors receive reimbursement for meals served to students eligible for reduced price or free school meals.
- ◆ Upward Bound (UB) Programs must document the number of eligible children based on:
  - A completed Application for Child Nutrition Program Benefits (available in KN-CLAIM, Checklist Tab), or
  - An Upward Bound application in which the participant qualifies by income; however, participants who are determined eligible for Upward Bound on criteria other than income must complete an income eligibility form, or
  - By disclosure of eligibility by the student's home school district. The school district should be contacted using the Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality (<https://cnw.ksde.gov>, SFSP, Administrative Handbook, Chapter 2 Related Forms).
- ◆ A maximum of three (3) of the following meals may be claimed for reimbursement: breakfast, lunch, snack, supper.

### Migrant Site

- ◆ Sponsors must certify that the site serves children of migrant workers. If the site also serves non-migrant children, sponsor must certify the site primarily serves migrant children.
- ◆ A maximum of three (3) of the following meals may be claimed for reimbursement: breakfast, lunch, snack, supper.

### Disaster Situations

- ◆ Summer Food Service Program or Seamless Summer Options may be useful when schools or day care facilities must remain closed due to disaster situations. KSDE can approve organizations with current agreements to open emergency feeding sites. Contact Child Nutrition & Wellness to address these situations.



## Site Activities

Children are drawn to locations that offer educational, enrichment and recreational activities. SFSP reimbursement funds are to defray the cost of food, production, service, and monitoring and may not be used to fund other program costs at a site. Sponsors are encouraged to cooperate with programs that can provide activities that attract children to the meal setting. Consider local libraries, swimming pools, faith-based organizations, school programs, local coalitions, United Way, Boys & Girls Clubs, recreational programs, 4-H clubs, YMCA and YWCA programs and National Youth Sports Programs.

## Reimbursement

Sponsors receive reimbursement based on claims of number of meals served submitted at the end of a service month. The United States Department of Agriculture (USDA) establishes the rates annually. Current reimbursement rates are available at <https://cnw.ksde.gov>.

Sponsors indicate the Average Daily Attendance (ADA) for each site. Once approved the ADA becomes the maximum capacity that can be claimed daily at the site. If participation exceeds the projected ADA, the sponsor may change the level of the cap and the consultant may approve up to the level that the sponsor can efficiently and safely operate. Advances may be requested through KSDE. An advance is a partial payment paid at the beginning of a month of operation. Advances are reconciled with each claim payment. Advances that exceed claims must be repaid in full.

Advance payments for operating costs will be made to eligible sponsors that request them in accordance with 7 CFR, Part 225.9(c)(1) of the SFSP regulations. If reimbursement earned is less than the advance paid, adjustments will be made to forthcoming reimbursement payments, or sponsors will be required to make a refund payment to the KSDE. No operating advance payments will be made to sponsors operating less than ten days during the month for which the advance is requested.

Advance payments will be made following established procedures for operating costs by June 1, July 15 and August 1. Requests for advance payments received after May 1, June 15 and July 1 will be processed for payment within 30 days of receipt of the request.

Advance payments will be the greater of the following:

- total operating costs paid to the sponsor for the same month in the prior year; or
- for sponsors purchasing contracted meals, 50 percent of the amount determined by KSDE to be needed that month for meals; or
- for sponsors preparing their own meals, 65 percent of the amount determined by KSDE to be needed that month for meals.

A second operating cost advance payment will not be made until:

- the first reimbursement claim is received, and
- the sponsor (exception, school food authorities) certifies that a training session for administrative and site personnel has been conducted.

Advance payments for administrative costs will be made following the KSDE Advance Payment procedures to eligible sponsors who request them in accordance with 7 CFR,



Part 225.9(c)(2) of the SFSP regulations. If reimbursement earned is less than the advance paid, adjustments will be made to forthcoming reimbursement payments, or sponsors will be required to make a refund payment to KSDE.

Advance payments requested by May 1 will be made for administrative costs by June 1 and July 15. Requests for advance payments received after May 1 and June 15 will be processed for payment within 30 days of receipt of the request.

Each administrative advance payment will be based on the amount determined by KSDE to be needed by the sponsor to administer the program for the designated period. The duration of the program as well as the number of days in each operating month will be considered. No administrative advance payments will be made to sponsors operating less than ten days during the month for which the advance is requested. If a sponsor operates for less than 10 days in June but for at least 10 days in August, the second administrative advance payment will be made by August 15. A second administrative cost advance payment will not be made until:

- the first reimbursement claim is received, and
- except for school food authority sponsors, the sponsor certifies on the reimbursement claim that it is operating the number of sites for which the sponsor was approved.

Reimbursement claims are filed online in KN-CLAIM. KSDE vouchers weekly. Claims filed promptly will be paid promptly.

Sponsors must file original claims within 60 days after the last day of the claiming month. Original claims submitted later than 60 calendar days following the last day of the claiming month cannot be paid without a request for a 36-month exception. A 36-month exception must be requested in writing from KSDE. If approved, it will enable the sponsor to receive payment for a late claim, but no additional late claim payments will be allowed for the following 36 months.

## Calendar of Sponsor Responsibilities

### Winter

- ◆ Explore options for SFSP sites; meet with community partners

### Early Spring

- ◆ Make preoperational site visits; complete Site Visit Form to maintain on file.
- ◆ Ensure that administrative personnel completed KSDE training.
- ◆ Publicize the program within the school/organization and community.
- ◆ Complete Application/Renewal Packet.
  - Collect/maintain site eligibility records.
  - If contracting for meals, obtain contract for service or amend contract with FSMC to continue service.

### Prior to Opening

- ◆ Send Health Inspection Letter to local health department.
- ◆ Provide training for site personnel with regard to program duties and allow no site to operate until the site personnel have been trained.

### Summer Operation

- ◆ Serve meals which meet approved meal pattern and time schedule requirements.
- ◆ Record meals served to children at point of service.
- ◆ Maintain production records.
- ◆ Send copy of Training Certification to KSDE prior to or during 1<sup>st</sup> week of operation.
- ◆ Visit site within 1<sup>st</sup> 2 weeks and complete Site Visit Form to maintain on file.
- ◆ Enrolled sites: send Enrollment Certification to KSDE if not area eligible.
- ◆ Conduct Monitor Site Review. Complete form to maintain on file by 4<sup>th</sup> week.
- ◆ Maintain a financial management system (meal count records, all costing information and SFSP income).
- ◆ Operate a nonprofit food service.

### End of Month/Summer

- ◆ Consolidate daily meal counts by the end of operating month with over 10 days service.
- ◆ Submit and certify reimbursement claims within 60 operating days of the end of a month of service.
- ◆ Evaluate program; create goals/ideas for next year.
- ◆ Maintain all records for three years plus the current year; records must be retained after the three-year period if audit findings have not been resolved.