



COLORADO
Department of Education

Summer Food Service Program Training 2020

COVID-19 Flexibilities in the SFSP

Tuesday, June 2

2:00 – 3:00pm

- CDE Vision
 - All students graduate ready for college and careers and are prepared to be productive citizens of Colorado.
- CDE School Nutrition Unit Mission
 - The School Nutrition Unit is committed to ensuring all school-aged children have equal access to healthy meals by supporting, training, and connecting Colorado's child nutrition community.

USDA Nondiscrimination Statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#) , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.



Program Purpose

The SFSP is a federally-funded, state-administered program.

While the SFSP traditionally operates during the summer vacation, providing meals to children and youth in low-income areas, sponsors have already been operating the SFSP since March during the unanticipated school closure provisions.

USDA waiver allows sites to operate non-area eligible locations until June 30

Learning Objectives

1. Implement sponsor and site operation requirements
2. Understand program costs and reimbursements
3. Identify the meal pattern requirements

Professional Standards

✓ 1 hour of training

Key Areas and Learning Codes:

Nutrition- Menu Planning 1100;

Operations- Purchasing 2400;

Administration- Program Management 3200

and Financial Management 3400



Waivers

Nationwide Waivers

Waiver	Expiration Date
Non-congregate Feeding <ul style="list-style-type: none">• Allows Grab-n-go Meals	August 31, 2020
Parent pick up <ul style="list-style-type: none">• Parent/guardian can pick up meals for children• Sponsor must have method to ensure integrity	August 31, 2020
Meal service times <ul style="list-style-type: none">• Can distribute meals for multiple days at a time• Sponsor must have method to ensure integrity	August 31, 2020
Meal pattern flexibility <ul style="list-style-type: none">• If your sponsor is having difficulty meeting SFSP meal pattern, contact Jon Padia or Erin Opgenorth for guidance.	June 30, 2020

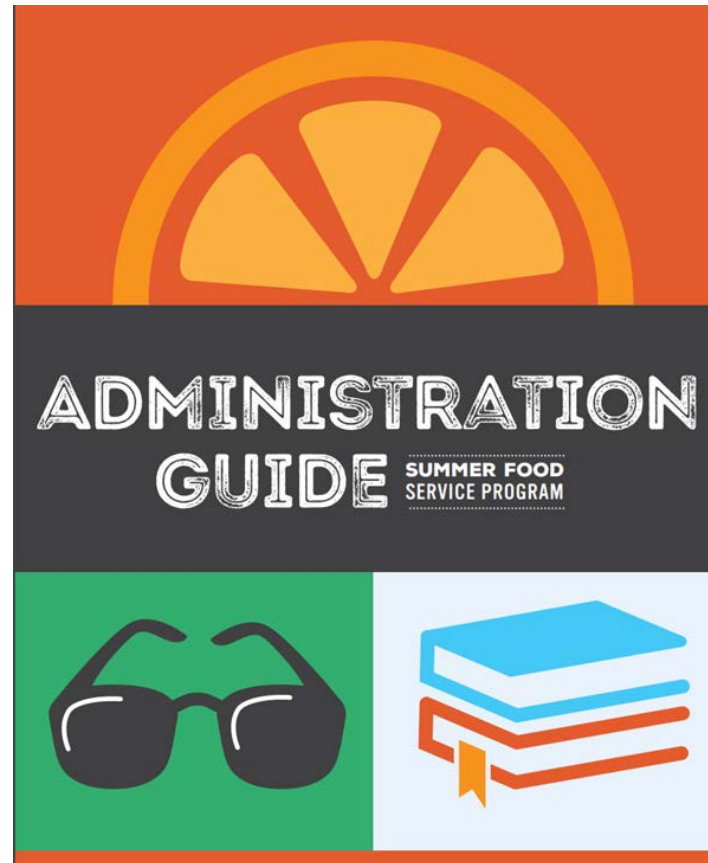
Waivers Continued

Waiver	Expiration Date
Area Eligibility <ul style="list-style-type: none">• Allows sites to operate in locations that do not meet traditional eligibility requirements	June 30, 2020
SFSP Onsite Monitoring Requirements <ul style="list-style-type: none">• Waives onsite monitoring and recommends offsite monitoring (i.e. desk audit)	June 30, 2020

Waivers Continued

Waiver	Expiration Date
<p>SFSP first week site visits</p> <ul style="list-style-type: none">• Waived 1st week site visits for sites that operated last year plus sites that operate other Child Nutrition Programs	Sept. 30, 2020
<p>SFSP closed enrolled sites</p> <ul style="list-style-type: none">• Allows closed-enrolled sites to use area eligibility	Sept. 30, 2020
<p>SFSP Meal Service Times</p> <ul style="list-style-type: none">• Waives time that must elapse between meal service and duration of meal service	Sept. 30, 2020
<p>SFSP Offer versus Serve</p> <ul style="list-style-type: none">• All sponsors can implement OVS	April 30, 2022

Administration Guide



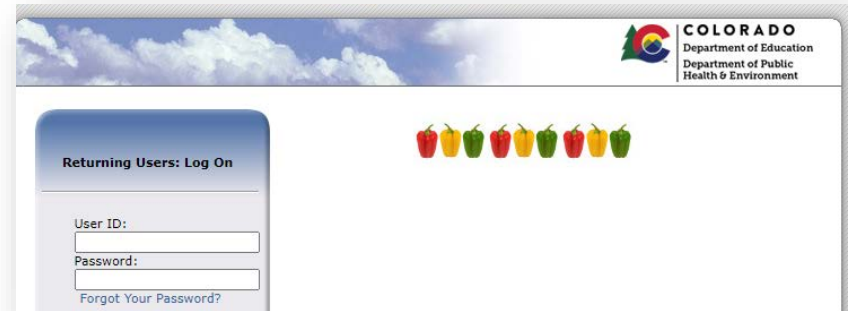
Sponsor Responsibilities

- Annually attend the CDE School Nutrition sponsor training
- Apply to the program
- Locate and recruit eligible sites
- Hire, train, and supervise staff and volunteers
- Competitively procure food to be prepared or a vendor for meals to be delivered
- Monitor all sites
- Prepare claims for reimbursement
- Maintain all program documents for 3 years plus current year

Sponsor Application

CDE School Nutrition is transferring your applications into the Colorado Nutrition Portal

The [Colorado Nutrition Portal](#)



Required documents:

- Health Department letter – not required at NSLP/CACFP sites
- SFSP invitation to bid – above small purchase threshold
- Vended meal contract – below small purchase threshold
- Vendor packet (W9) – new sponsors
- Permanent agreement – new sponsors
- Tax exempt documentation – private non-profit sponsors

Sponsor/Site Agreement

Sponsor/Site Agreement

- Recommended where program sites are not legally affiliated with the sponsor.
- Sponsor maintains all administrative and financial responsibility for operations at non legally affiliated sites.

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Sponsor/Site Agreement
for the Summer Food Service Program

Name of site: _____
Address of site: _____
Site supervisor: _____ Telephone: _____

The person named above agrees to:

1. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private non-profit school program for the mentally or physically disabled).
2. Serve meals that meet the minimum meal pattern requirements.
3. Provide adequate supervision during the meal service.
4. Maintain and submit promptly such reports and records that the sponsor requires.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems regarding the meal services.
7. Comply with civil rights laws and regulations.
8. Attend sponsor training sessions.

SFSP Administrative Review

CDE School Nutrition will be conducting SFSP Administrative Reviews this summer.

- [SFSP Sponsor Review List](#)
- USDA waiver for in-person site review expires June 30.
- SFSP [Administrative Review](#) resources

Summer Food Service Program Sponsor Review Checklist



The Colorado Department of Education (CDE) School Nutrition Unit will review program records for compliance with federal and state regulations. This checklist provides an overview of the major areas that will be evaluated and should assist in preparation for the review. Records for the entire fiscal year should be available for review.

Administrative Responsibilities

- Documentation of health department notification (waived for sites that participate in NSLP/SBP/CACFP and currently receive health inspections)
 - Health department letter template and a link to find your local health department: <http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#foodsafety>
- Documentation of program outreach
 - Required for open and restricted open sites
 - Outreach tools and resources: <http://www.cde.state.co.us/nutrition/sfspoutreachtools>
- Documentation of staff training (agenda, sign in sheet, training materials)
 - Utilize the CDE School Nutrition site staff training guide and online trainings: <http://www.cde.state.co.us/nutrition/sfssponsorandsitetraining>
- Documentation of site eligibility
 - Residential or nonresidential camps: individual income applications for each child for whom meals are claimed
 - Non-area eligible closed-enrolled sites: individual income applications must be on file and 50 percent (half) of the enrolled children must meet the [Income Eligibility Guidelines](#)
- Ensure Summer Food Service Program records are on file for 3 years plus the current year

Food Service

Meal Pattern and Menu Planning resources:

Site Supervisor/Staff responsibility

- Serve and accurately record meals
- Ensure open sites serve all children who attend
- Ensure safe and sanitary site conditions
 - [COVID-19 CDC Guidelines for School Nutrition Professionals](#)
- Ensure children eat meals on-site
 - USDA waiver for Congregate feeding sites expires August 31
- Ensure civil rights compliance
- Clean up after meal service

Civil Rights

- Meals served to ALL children at the site
- Equal access
- [Ethnic/racial data](#) collected
- An [And Justice for All](#) poster is visible
- Alternate languages used on materials
- All materials contain [Nondiscrimination statement](#)
- Individuals with disabilities are accommodated





- Ensure [Procurement requirements](#) are followed, and written procurement procedures are on file
- If applicable, the vendor contract will be evaluated to ensure meals and services are provided as agreed upon in the contract



- Accounting for all program expenses and expected reimbursement and budget accordingly
- **Nonprofit school food service:** all food service operations conducted by the sponsor principally for the benefit of children, all of the revenue from which is used solely for the operation or improvement of such food services.

Operating Costs

- Food
- Nonfood supplies
- Labor
- Transportation

Administrative

- Planning
- Organizing
- Managing



Unallowable Costs:

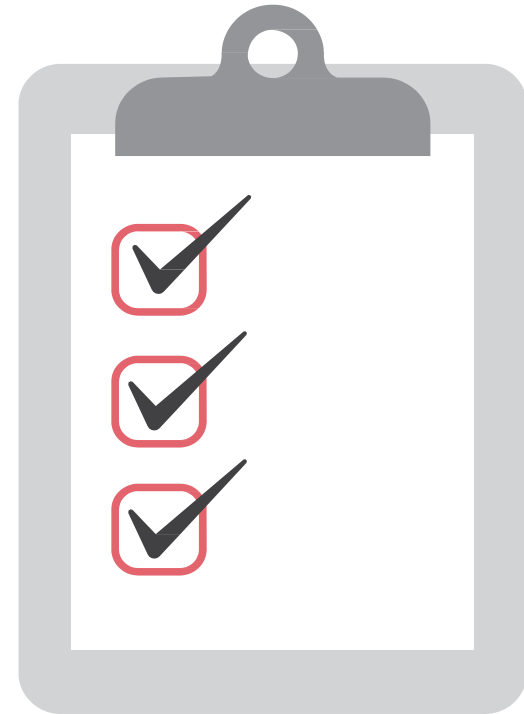
- Costs for excess meals ordered or prepared and not served
- Meals served in violation of program requirements
- Cost of non-creditable foods
- Cost of meals served to non-program adults
- Entertainment and fundraising costs (i.e. site activities)
- Direct capital expenditures, including vehicles

- [CDE Summer Food Service Program webpage](#)
- [Reimbursement Rates](#)
- [Assessing Program Costs](#)
- [Excess Funds Tip Sheet](#)
- [Claiming Resources](#)
- [SFSP Online Financial Management Training](#)

Program Implementation

Program Integrity

- Ensure the program operates according to requirements
- Train all site staff on program operations
- Review food service operations of all sites
- Ensure records are accurate



Site Monitoring



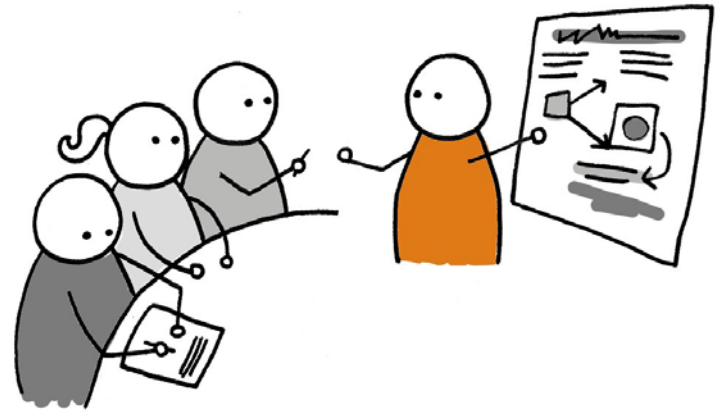
- **Pre-Operational Visit** - New sites only.
 - USDA has waived pre-operational site visit for summer 2020 for returning Sponsors and/or sites participating in the NSLP/SBP/CACFP
- **First Week Site Visit** – New sites only.
 - USDA has waived first week site visit for summer 2020 for returning Sponsors and/or sites participating in the NSLP/SBP/CACFP
- **Site Review** - All sites must be reviewed during the first four weeks of operation.
 - USDA waiver: site visits and reviews must still take place but can be done offsite before June 30. Sponsors operating the program after the unanticipated school closure waiver expires on June 30 may postpone required site visits until after June 30, and then conduct them onsite.
- **Sponsor Monitors Guide**



Training

Training Requirements

- If you will continue operating after June 30:
 - This webinar meets sponsor training requirement
 - [Train](#) all site staff (even volunteers!) **by June 30**
 - Including [Civil Rights](#)
- Track and document everything as usual
 - Maintain records for 3 years + current
- For additional training, complete our [online trainings](#)



Claiming Process

Claiming – until the end of May

- SFSP meals in May must be claimed within the Smartsheet claim submission form
 - Use the [Emergency Feeding Claim Resource](#)
 - For questions, contact free&reducedpriceschoolmeals@cde.state.co.us

Average Daily Attendance (ADA)	
A way to determine the attendance at a site on an average day during the claim period	
How many days did you serve meals during the claim month? (use intended serving days)	<input type="text"/>
How many meals were served? (enter <i>total</i> meals served during the month for all meals types)	<input type="text"/>
Average Daily Attendance	

Claiming – June onwards



- Starting with the month of June, claims will move to the [Colorado Nutrition Portal](#)
 - Claims submitted into the Portal will continue to be consolidated sponsor level claiming
 - For questions, contact summermealprogram@cde.state.co.us

CARES Act Funding & Grant Codes

- CDE received CARES Act* funding - \$143,151,717.00 for all meal claims March 2020 - September 2020

Federal Child Nutrition Programs	Code (optional)	CFDA#	Grant/Project	Source Code
COVID19 Emergency- CARES Act funds	SRE 94	10.555	4555	4000

**Coronavirus Aid, Relief, Economic Security (CARES) Act*



Meal Pattern

Summer Meal Pattern Requirements

4 food components in the SFSP:

Milk

**Fruit/
Vegetable**

Grain

**Meat/Meat
Alternate**

Breakfast

8 oz Milk



1/2 cup Fruit/Vegetable



1 serving Grain



Optional: 1 oz Meat/Meat Alternate

SFSP Meal Pattern Requirements

Lunch/Supper

8 oz Milk

3/4 cup Fruit/Vegetable (two food items)

1 serving Grain

2 oz Meat/Meat Alternate



Snack

Serve any 2 of the 4 components

8 oz Milk

3/4 cup Fruit/Vegetable



1 serving Grain

1 oz Meat/Meat Alternate



SFSP Meal Pattern Considerations



- SFSP Meal Pattern:
 - Skim, 1%, 2% and whole milk are all allowable
 - No requirement to offer a variety of milk
 - No vegetable subgroup requirements
 - Juice can meet up to half of the fruit/vegetable requirement at lunch/supper
 - No whole grain-rich requirement
 - No age/grade group requirements
 - No dietary specifications
- May serve larger portions
- SFAs may follow the NSLP/SBP meal patterns

Meal Pattern Waiver

- Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs
- If your sponsor is having difficulty meeting the Summer Food Service Program meal pattern, please contact [Jon Padia](#) or [Erin Opgenorth](#) to discuss best practices, challenges, and if appropriate, a meal pattern flexibility waiver.
- Expires June 30, 2020.

Offer versus Serve (OVS) at Breakfast

Four food items must be offered:

One serving (8oz) Milk

One serving (1/2 cup) Fruit/Vegetable

One serving (1oz) Grain

+ One additional serving of Fruit/Vegetable,
Grain, or a serving of Meat/Meat Alternate

Must select
at least
3 food items

OVS at Lunch/Supper

Four food components must be offered through at least five different foods:

One serving (8 oz) Milk

One serving (3/4 cup) Fruit/Vegetable
(2 different food items)

One serving (1 oz) Grain

One serving (2 oz) Meat/Meat Alternate

Must select
at least
3 food
components



OVS and Non-Congregate Meals



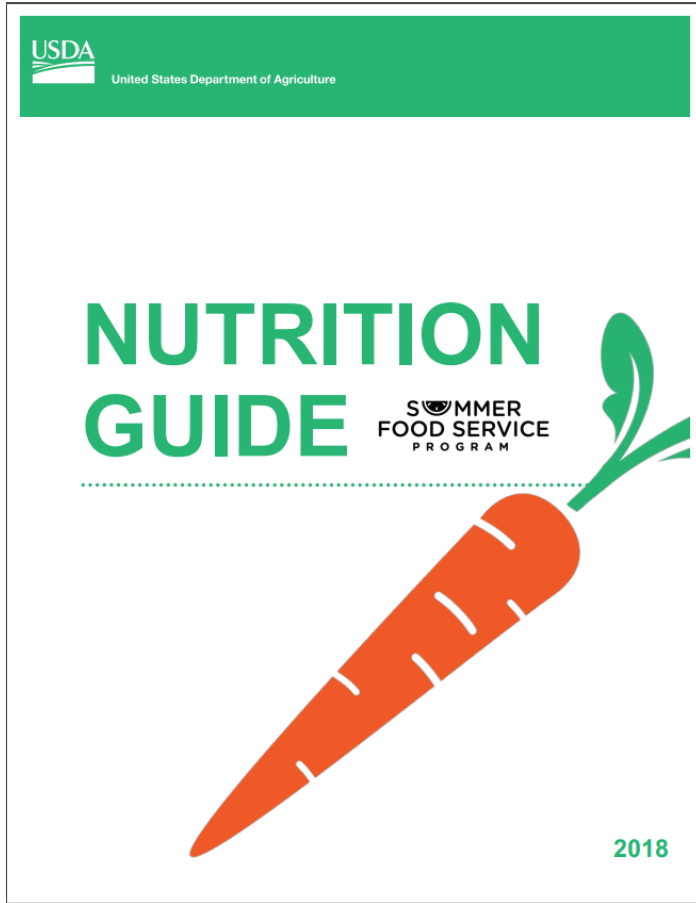
- Requires thoughtful planning and consideration
 - How to communicate OVS
 - Parent pick-up
 - Drive thru sites
 - Meal delivery
 - Staffing to determine reimbursable meals
 - Distribution of meals for multiple days
 - Social distancing practices and safety
 - Site participation

Implementing OVS

- Online meal ordering
 - Open sites serve all youth 0-18; pre-ordering cannot be required to receive a meal
- Pre-bag entrée and leave fruit/vegetable and milk out
- Provide pre-bagged meal and let participants return what they do not want
- Post daily menu at the site and participants “order” which items they want
- Share carts



Additional Meal Pattern Guidance



[SFSP Nutrition Guide](#)

**SUMMER FOOD SERVICE PROGRAM
OFFER VS. SERVE**

Children who are offered food choices are more likely to eat the foods they like rather than throw the food away. Offer Versus Serve (OVS) is an optional style to menu planning and meal service that helps Summer Meal sponsors reduce food waste and costs, while ensuring children receive nutritious meals they enjoy. You can use OVS at breakfast, lunch, and supper meals. OVS is not allowed at snack.

Terms to Know

- Food Component** - One of the food groups that comprise a reimbursable breakfast, lunch, or supper. Food components include milk, fruit and vegetable, grains, and meat/meat alternate.
- Food Item** - Foods that are part of a food component. For example, broccoli is a food item in the fruit and vegetable component.

How Does OVS Work?

Breakfast
Offer four food items, one from each component:

- Milk
- Fruit & vegetable
- Grains
- Meat/meat alternate, or fruit/vegetable, or grains

All food items offered must be different from each other. For example, a flaked cereal and a puffed cereal are two types of cereals that are not identical, but they are the same food item.

A child must take at least 3 different food items out of the 4 food items offered.

REQUIRED FOOD COMPONENT	YOU OFFER THESE FOOD ITEMS
Milk	Low-fat (1%) milk
Fruit and vegetable	Apple slices
Grains	Whole-wheat toast
Additional Food Item (meat/meat alternate, fruit/vegetable, grains)	Peanut butter

-Note: The child may select all 4 food items

[SFSP Offer vs Serve Tip Sheet](#)

Meal Pattern Polling Question



- Are you planning to use Offer vs Serve at your sites this summer?
 - Yes
 - No
 - Undecided

Practices to Ensure Program Integrity

Parent Pick Up and Multiple Meals

- Parents may pick up meals for children
- Sponsors may distribute more than one meal at a time
- How sponsors have been ensuring integrity:
 - Posting [signage](#)
 - Asking for names of children (recording on forms or logs)
 - Checking student ID cards
 - Strategically scheduling meal distribution
 - Punch cards
 - Window tags

[Best Practices for Parent Pick-Up of Meals and Snacks](#)

Resources

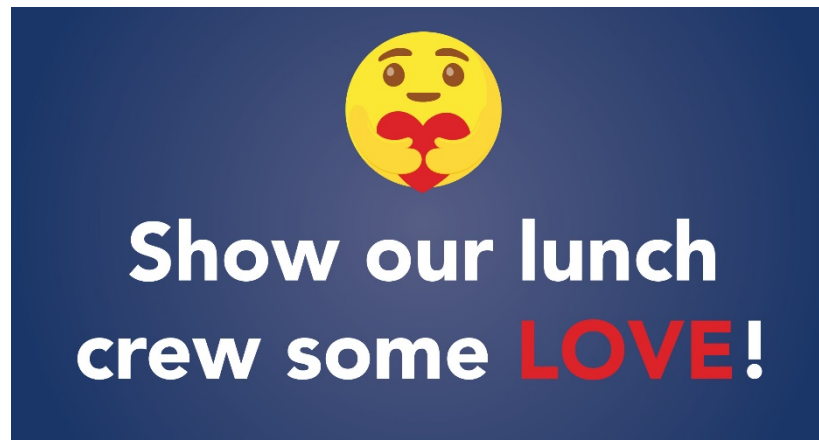
Program Resources



- [School Nutrition Emergency Feeding webpage](#)
- [School Nutrition Summer Food Service Program webpage](#)
- [School Nutrition Waivers webpage](#)
- [SFSP Administration Guide](#)
- [SFSP Nutrition Guide](#)
- [SFSP Offer vs. Serve Tip Sheet](#)
- [Best Practices for Parent Pick-Up of Meals and Snacks](#)
- [SFSP During COVID-19 Q &A](#)
- [Colorado Nutrition Portal](#)
- [SFSP Online Training](#)

Outreach Resources

- [CDE SFSP Outreach Tools](#)
- Hunger Free Colorado
 - Host and run the [Kids Food Finder](#) website
 - Provide outreach and promotion support to sponsors
 - Please contact [Paola Babb](#), Community Engagement and Child Nutrition Manager for more information
- Colorado Blueprint to End Hunger
 - Offer a free suite of social media graphics and outreach content to market school meals across communities. Find the resources [here](#).



THE DISH

Updates from the
School Nutrition Unit



COLORADO
Department of Education

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Training Evaluation and Certificate

- Click this link to complete a quick training evaluation
 - <https://www.surveymonkey.com/r/MXWR65R>
 - When you submit your evaluation, click “DONE” on the survey thank you page to download your certificate.

2020 SFSP Webinar Training Evaluation

Thank you for completing our survey! Please press the button "DONE" to download your certificate. If you have any training questions, please reach out to Alicia Grove at grove_a@cde.state.co.us or [720-795-2038](tel:720-795-2038).



Questions & Answers

Submitted Questions

- Can we operate Offer versus Serve by having milk as the only component that children can decline?
 - No. This is a [great resource](#) regarding how to operate OVS in SFSP. Operating OVS in the SFSP requires that children are able to select from all components to decide which item to decline. For example, a sponsor may have an entrée item bagged, while the fruit/vegetable component and milk are separate.

Submitted Questions, Continued

- Are we still required to complete the Racial and Ethnic Data forms? Because of the parent pick up waiver, our students do not have to be present for meal pick up.
 - It must be completed **once at each site**. The sponsor may use visual identification to determine a participant's racial/ethnic category. A participant may be included in the group to which he or she appears to belong, identifies with or is regarded as a member of by the community.
 - Remember that this form can be completed without asking individuals to share their race/ethnicity.
 - **However, If you are not able to collect racial/ethnic data due to parent pick-up, you could make a note of this on the form. You do not need to complete the form as you normally would.**

Submitted Questions, Continued

- What is the difference between program and non-program adults?
Can program reimbursement be used to cover adult meals?
 - **Program adults** work directly with the meal service at the site preparing or serving the meal. They could be a paid employee or a volunteer. Meals can be provided free to program adults. These meals cannot be claimed for reimbursement, However, the cost of these meals is an allowable operating cost. The cost of these meals can be covered using SFSP funds.
 - **A non-program** adult does not work in any direct way with the meal service at the site, such as a program bookkeeper, parent or guardian. If meals are served to non-program adults, sponsors must either charge the adults at least the full cost of the meal or use funds other than SFSP to cover the cost of these meals. These meals cannot be claimed for reimbursement. Ultimately, federal reimbursement for child meals should not be subsidizing adult meals.
 - Both program and non-program adult meals are recorded on the daily meal count form.

Submitted Questions, Continued

- If we are operating an open site, do we have to provide meals to any child who comes to our site?
 - Yes, when a sponsor operates an open site this means that they will provide meals to all children age 0-18 (or their parents for pick up) regardless of whether they are enrolled at the nearby school.
- For meal counting and claiming, do we need to track children's names or just the number of meals?
 - Sponsors must only track the number of meals served to children and youth aged 0-18, by meal type. CDE School Nutrition recommends using the [SFSP Daily Meal Count Form](#).
- If we use the SFSP tracking form and hand out breakfast and lunch together, can we circle B and L at the top of the sheet and count the total number of meals served on one sheet?
 - CDE School Nutrition advises sponsors track meals served for specific meal types separately to ensure accurate claiming.

Submitted Questions, Continued

- Do volunteers have to complete training?
 - Yes, all site staff including volunteers must complete training relevant to the areas they oversee. Additionally, every person operating the program must complete civil rights training. Site staff self-study guides, along with the civil rights self-study guide both available in English and Spanish are linked on the [SFSP Training](#) webpage.

Questions?

