



## Summer Food Service Program



## Bulletin

*Child Nutrition Programs*  
Teaching and Learning Support  
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**To:** SFSP Sponsors  
Program Reviewers

**Date:** February 25, 2016

**Bulletin:** 2016 – 6

**From:** Alicia Stephens  
SFSP Program Specialist

**Subject:** USDA Policy Memos and Information

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### USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:  
<http://www.fns.usda.gov/sfsp/policy>

#### Additional Topics:

- SFSP 2016 Annual Training
- Farm to Summer Meal Site Grant
- 2016 USDA Handbooks
- Capacity Builder Updates
- Improving Meal Service by Using Local Foods
- Tips for Procuring Local Foods
- Upcoming SFSP Webinars & Conference Calls

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**Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.**

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#### Additional Topics

- **SFSP 2016 Annual Training**  
SFSP training is required every year in order to be an eligible sponsor and receive reimbursement for participation in summer 2016. New and returning sponsors and administrators must attend one of the following trainings and interested programs not currently participating are also welcome to attend.
  - In person training will be held at the Anchorage Courtyard Marriott at 4901 Spenard Road on **Thursday, March 24, 2016**. This is an all-day training for new and returning sponsors. There is a block of rooms reserved for attendees and you can make reservations here if you need lodging: [Book your group rate for SFSP Training](#)
  - Distance training for school sponsors will be held on **Thursday, April 7, 2016**.
  - Distance training for all other sponsors unable to travel to Anchorage will be held **Thursday, April 14<sup>th</sup>**.

Distance delivery participants will receive materials prior to the training date, so please register in advance. Submit your training registration to [cyde.coil@alaska.gov](mailto:cyde.coil@alaska.gov) by **March 14, 2016**.

Additionally, to assist with planning, please submit your organization's **Intent to Operate** form to Cyde at the earliest convenience.

- **Farm to Summer Meal Site Grant**

Applications sought for summer nutrition program grants – providers of summer nutrition programs are invited to apply for a Farm to Summer Meal Site grant to educate children about nutrition and promote healthy attitudes towards food choices.

The purpose of the Farm to Summer Meal Site Grant is to encourage gardening projects, incorporate local foods into meal programs, build healthier environments and engage children with fun and interactive nutrition education.

The grants are administered by the Division of Agriculture Farm to School Program through a coordinated effort between the Alaska State Department of Education & Early Development's Child Nutrition programs and the United States Department of Agriculture's Team Nutrition Program.

Eligible applicants include school districts or agencies participating in the National School Lunch Program, Child and Adult Care Food Program and the Summer Food Service Program. Grants may be used to purchase gardening supplies or other materials to support activities such as growing, harvesting or cooking local foods.

The Division intends to award up to \$750 per summer meal site or \$150 per day care homes. Approximately 35 to 60 summer meal sites will be chosen for a total of \$28,000 in grants.

Applications will be accepted **Jan. 22 through Feb. 29**. For more information and to apply, go to [http://dnr.alaska.gov/ag/ag\\_grants.htm](http://dnr.alaska.gov/ag/ag_grants.htm).

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- **2016 USDA Handbooks**

FNS has published updated policy guides for the Summer Meal Programs available now at [www.fns.usda.gov/sfsp/handbooks](http://www.fns.usda.gov/sfsp/handbooks)

- The 2016 Administrative Guide for Sponsors
- The 2016 Nutrition Guide for Sponsors
- The 2016 Sponsor Monitor's Guide
- The 2016 Site Supervisor's Guide

Sponsors will each receive a printed copy of the handbooks at the annual SFSP training.

- **Capacity Builder Updates**

The FNS Capacity Builder has been updated. Comments welcome about visibility range (how far you have to zoom in to display the layer) and symbology.

- The USDA Rural Development layer has been updated with the November 2015 dataset <https://catalog.data.gov/dataset/usda-rural-development-multi-family-housing>
- HRSA Health Centers have been added <http://datawarehouse.hrsa.gov/data/datadownload/hccDownload.aspx>

- **Improving Meal Service by Using Local Foods**

With harvests at their peak in many regions across the country, summer is a perfect time to incorporate local foods at meal service sites. FNS highly encourages utilizing local foods as a way to improve the quality and appeal of summer meals. Local foods and related activities can help children understand where their food comes from, and encourage them to make healthy choices.

Sponsors can incorporate local foods into summer meal programs by:

- Purchasing local foods for meals and snacks
- Growing or visiting edible gardens
- Promoting nutrition lessons focused on local foods
- Offering agriculture-based, hands-on activities
- Organizing farm field trips or producer visits
- Teaching children how to cook or prepare locally grown food
- Conducting taste tests with local foods



Local foods add variety to meals, connect the community with local agriculture producers, and provide hands-on enrichment activities. For more information on

local foods and related activities, check out the FNS toolkit page *How Sponsors Can Use Local Foods in Summer Meals* available at [http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Local\\_Foods\\_Sponsors.pdf](http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Local_Foods_Sponsors.pdf)

### ● Tips for Procuring Local Foods

**WHERE?** Local products can be purchased from a variety of sources: direct from farmers, through produce or full service distributors or Food Service Management Companies (FSMC)'s, from food hubs, farmers markets, community supported agriculture (CSA) programs, and school or community gardens.



**HOW?** There are many ways to target local foods through fair, open, and competitive procurements. A good starting point is asking about the source of the food currently purchased. You may already be using local foods and not yet know it! Sponsors can also communicate to current vendors and potential vendors a preference for local products. Solicitations may be written with characteristics of products from local sources in mind. For instance, you can specify a particular variety of apple native to your region, or that a product be delivered within 24 or 48 hours of harvest. The desire for local products must be expressed as a *preference*, and may not be *required* as a product specification. See the USDA Local Procurement Guide for more tips:

<http://www.fns.usda.gov/farmtoschool/procuring-local-foods>.

FRAC also has a *Summer Meals Vendor Guide* which helps sponsors ensure meal quality through a variety of mechanisms including strengthening contract language, improving vendor communication and increasing completion. You can check out the guide here: [http://frac.org/wp-content/uploads/2009/09/summer\\_meals\\_vendor\\_guide.pdf](http://frac.org/wp-content/uploads/2009/09/summer_meals_vendor_guide.pdf)

### ● Upcoming SFSP Webinars & Conference Calls

- USDA – Applying the Procurement Standards in the Summer Food Service Program  
**Tuesday, March 1<sup>st</sup> at 9:00AM**

The Food and Nutrition Service (FNS) will host a webinar on Tuesday, March 1, from 1:00 to 2:00 PM, providing the opportunity for State agency staff, program operators, and anyone interested to participate in a webinar on applying the procurement standards in the Summer Food Service Program (SFSP). Topics to be covered include: procurement standards in program regulations and government-wide regulations; application of the standards through solicitations and contract awards, and what to look for in procurement monitoring.

To view the Webinar: Please watch online, register at:

<https://cc.readytalk.com/r/xlg4biagrem9&eom> To dial in, call: U.S. Toll: 303-248-0285, access code: 7201000

- FRAC's Summer Meals Matter Call – Organizing Community Summits and Kick-off Events  
**Thursday, March 3<sup>rd</sup> at 9:00AM**  
 Community summits and kick-off events are effective ways to bring partners together and increase awareness of the Summer Nutrition Programs. Summits provide a platform to share information and recruit new sponsors and sites, while kick-offs energize and showcase the great work being accomplished. Hear from summit and kick-off organizers how to plan a successful event. [Register here.](#)

<b>Calendar of Upcoming Events &amp; Deadlines</b>	
<b>Farm to Summer Meal Site Grant Deadline</b>	<b>February 29, 2016</b>
<b>USDA Procurement in SFSP Webinar</b>	<b>March 1, 2016</b>
<b>FRAC's Summer Meals Matter Call</b>	<b>March 3, 2016</b>
<b>Training Registration Due</b>	<b>March 14, 2016</b>
<b>Annual SFSP Training in Anchorage</b>	<b>March 24, 2016</b>
<b>Distance SFSP Training for School Sponsors</b>	<b>April 7, 2016</b>
<b>Distance Training for All Remaining SFSP Sponsors</b>	<b>April 14, 2016</b>
<b>SFSP Applications Due for Sponsors Requesting Advance Payments</b>	<b>April 15, 2016</b>
<b>Final day to submit SFSP Applications</b> <i>All applications must be submitted <u>no later</u></i>	<b>June 15, 2016</b>

## Contact Information

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## Commonly Used Acronyms

SFSP – Summer Food Service Program  
CNP – Child Nutrition Programs  
WRO – Western Region Office  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
EED – Education & Early Development  
DEC – Department of Conservation  
LEA – Local Education Agency



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*Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).*

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