



Summer Food Service Program



Child Nutrition Programs
Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465 4788
Fax (907) 465-8910

To: SFSP Sponsors
Program Reviewers

Date: January 24, 2013

Bulletin: 2013-01

From: Jo Dawson
CNP Administrator

Subject: USDA Policy Memo & Information

USDA Policy Memos, Information & Implementation Memos:

- 1.) [SFSP 13-2012](#) Smoothies Offered in Child Nutrition Programs
- 2.) [SFSP 14-2012](#) Tribal Participation in the Child and Adult Care Food Program and the Summer Food Service Program
- 3.) [SFSP 01-2013](#) Federal Small Purchase Threshold Adjustment
- 4.) [SFSP 02-2013](#) Procurement Geographic Preference Q&As – part II
- 5.) [SFSP 03-2013](#) Determining Area Eligibility Based on School Data
- 6.) [SFSP 04-2013](#) Summer Feeding Options for School Food Authorities
- 7.) [SFSP 05-2013](#) Summer Food Service Program Questions and Answers

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/cnd/summer/Administration/policy.html>.

Additional Topics

- Upcoming Annual SFSP Training (*registration attached*)
- Intent to Operate
- 2012-2013 Assurances
- Addendum to the Permanent Agreement
- Cooking Up Good Nutrition
- FY13 Application/Forms Status

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 Services office if you need further clarification.

USDA Policy Memo

1. USDA Policy Memo SFSP 13-2012: Smoothies in Child Nutrition Programs

This policy memo clarifies the use and crediting of food components used in smoothies. Smoothies may credit towards milk and fruit but may not credit towards the grains or meat/meat alternate component.

2. USDA Policy Memo SFSP 14-2012: Tribal Participation in the Child and Adult Care Food Program and the Summer Food Service Program

This policy memo addresses and clarifies that tribal entities are eligible for participation in the USDA programs as a public entity or local government.

3. USDA Policy Memo 01-2013 Federal Small Purchase Threshold Adjustment

The USDA has increased its small purchase threshold to \$150,000. If you are purchasing any services, equipment, etc. with USDA funds (meal reimbursement funds) you must follow the formal bid guidelines if the contract exceeds \$150,000.

4. USDA Policy Memo 02-2013: Procurement Geographic Preference Q&As – part II

This policy memo addresses questions on the application of the geographic preference option in the purchasing of unprocessed locally grown or raised agricultural produces

5. USDA Policy Memo 03-2013: Determining Area Eligibility Based on School Data

This policy memo provides guidance on using school data in instances where school attendance areas may not accurately reflect the population of the school for which eligibility data is being used. If you wish to use any alternative methods please work with the state agency

6. USDA Policy Memo 04-2013: Summer Feeding Options for School Food Authorities

The purpose of this memorandum is to present the options available to SFA for feeding children in the summer months through the Child Nutrition Programs administered by the Food and Nutrition Service.

7. USDA Policy Memo 05-2013: Summer Food Service Program Questions and Answers

This policy memo provides general information and updates to various SFSP program elements

Additional Topics

- **Upcoming Annual SFSP Training (*required for all new/returning sponsors*)**
Annual training is required every year in order to be an eligible sponsor and receive reimbursement for participation Summer 2013. Training will be held in Anchorage at the BP Energy Center on March 7 with an optional roundtable on March 8 for large sponsoring agencies. Distance training will be held on March 13. Please submit the registration
- **Intent to Operate (*required for all returning sponsors*)**
Sponsors of the Summer Food Service Program (SFSP) are required to submit in writing their intention to operate the program and the sites they plan to serve. Please indicate which sites you plan on operating, as well as any additions or deletions of sites that you know of at this time. If you are not planning to participate in the SFSP, please advise our offices so that a termination form may be sent to your agency.
- **2012-2013 Assurances (*required for all new/returning sponsors*)**
All program sponsors administering the Summer Food Service Program must complete the assurance form and provide their DUNS number. If a sponsor is registered with CCR, please provide the data of expiration.

- **Addendum to the Permanent Agreement (*required for sponsors >25 sites*)**
In January 2011 USDA increased the site limits for private, non-profit organizations administering the SFSP from 25 sites to 200 sites. All agencies exceeding 25 sites must complete and submit this Addendum to the Permanent Agreement. A signed copy will be returned to the agency which must be kept on file with the original permanent agreement.
- **Cooking Up Good Nutrition**
Alaska Child Nutrition Programs will be offering Cooking Up Nutrition hand's on cooks trainings in Anchorage. The training is geared for schools and child care programs, however Summer Food Service Program sponsors are welcome to attend a training most suited towards the clientele they serve. Registration attached.
- **FY13 Application/Forms Status**
We anticipate the applications packets for the 2013 Summer Food Service Program to be available and distributed including on-line CNP Web availability by February 22, 2013.

Calendar of Upcoming Events & Deadlines	
Letter of Intention to Operate Due	February 28, 2013
Annual SFSP Training Registration Due	February 28, 2013
SFSP Training-Anchorage	March 7, 2013
SFSP Training-Distance Delivery	March 13, 2013

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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Summer Food Service Program 2013



Annual Training Registration Form

Child Nutrition Programs
Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

Federal Regulations require attendance at a workshop for approval to run a SFSP

Workshop Locations, Dates, and Time:

Please check **ONE** box indicating date of workshop you will be attending.
A registration confirmation email will be sent once your form is received.
Continuing sponsors may attend a new sponsor & new staff training if they prefer.

-  **Anchorage Location:** BP Energy Center, 900 E. Benson Blvd, Anchorage
 - March 7, 2012 8:30 AM – 4:30 PM
 - March 8, 2012 8:30AM -12:00PM *Optional Large Agency Roundtable*

-  **Distance Delivery:** Call will originate from DEED, Child Nutrition Programs
 - March 13, 2012 9:00 AM – 3:30 PM New Sponsors & New Staff

Name(s) and Title(s) _____

Sponsor Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Fax or e-mail completed registration form by **February 28th, 2012** to:

**Debbie Soto, SFSP Assistant, debbie.soto@alaska.gov or;
Fax: (907) 465-8910**

If you have questions regarding which workshop to attend, registration, or if you have a disability and need assistance in order to participate in this training, please contact the SFSP Specialist at (907) 465-4788.

Food That's In When School Is Out!



Summer Food Service Program 2013



Intention to Operate

Child Nutrition Programs
Teaching and Learning Support
 801 West 10th Street, Suite 200
 P.O. Box 110500
 Juneau, Alaska 99811-0500
 Phone (907) 465-4788
 Fax (907) 465-8910

Sponsor Name:

Participation in the 2013 Summer Food Service Program

Sponsors of the Summer Food Service Program (SFSP) are required to submit in writing their intention to operate the program and the sites they plan to serve. Please indicate which sites you plan on operating, as well as any additions or deletions of sites that you know of at this time. If you are not planning to participate in the SFSP an explanation would be helpful to program staff and USDA.

Site Name	New/Returning	Site Location	Participating?			Comments
			Yes	No	Maybe	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sponsor Representative:			Date			

Fax or mail this form to Child Nutrition Programs
at (907) 465-8910 by February 15th.

If you have any questions, please contact our office at(907) 465-4788

Alaska Department of Education & Early Development
2012-2013 ASSURANCES

CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**CERTIFICATIONS REGARDING CENTRAL CONTRACTOR REGISTRATION (CCR)
AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS) *optional***

The Central Contractor Registration (CCR) is the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Information about registration procedures can be found at the CCR website: <http://www.ccr.gov>.

The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit universal identifier established and assigned by D&B to uniquely identify Federal financial assistance applicants, as well as recipients and their direct subrecipients. A DUNS number may be obtained by telephone at 866-705-5711 or through the website: <http://fedgov.dnb.com/webform>.

As an authorized agency that makes subawards that contains federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110 does the following:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active federal award or an application or plan under consideration by DEED; and
- Provide its DUNS number in each application or plan it submits to DEED.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF GRANTEE	PR/AWARD NUMBER AND/OR PROJECT NAME
DUNS NUMBER	CENTRAL CONTRACTOR REGISTRATION (CCR) EXPIRATION (optional)
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

State of Alaska
Department of Education & Early Development
Child Nutrition Services
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500
(907) 465-4788

**SUMMER FOOD PROGRAM
ADDENDUM to the PERMANENT AGREEMENT**

Sponsor _____ HEREBY AMENDS THE PERMANENT AGREEMENT WITH THE ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT FOR PARTICIPATION IN THE SUMMER FOOD SERVICE PROGRAM.

TO IMPLEMENT SECTION 13 OF THE NATIONAL SCHOOL LUNCH ACT, (42 U.S.C. 1761) AS AMENDED, AND THE REGULATIONS GOVERNING THE SUMMER FOOD SERVICE PROGRAM FOR CHILDREN ISSUED THERE UNDER 7 CFR PART 225, AND THE AGREEMENT BETWEEN THE UNITED STATES DEPARTMENT OF AGRICULTURE, AND THE ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT,

THIS AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN THE ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT AND _____ (HEREINAFTER REFERRED TO AS THE **SPONSOR**).

IF PRIVATE NONPROFIT AGENCY, CLAIM MEALS FOR NO MORE THAN TWO HUNDRED (200) SITES SERVING NO MORE THAN 50,000 CHILDREN AS LISTED ON THE SITE INFORMATION SHEET.

I CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE FUTURE RECEIPT OF FEDERAL FUNDS, AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

THIS AGREEMENT SHALL BE EFFECTIVE (DATE) _____, _____.

NAME OF SPONSOR ORGANIZATION

ALASKA DEPARTMENT OF EDUCATION
& EARLY DEVELOPMENT
DIVISION OF TEACHING & LEARNING SUPPORT

BY: _____
SIGNATURE OF SPONSOR DESIGNATED OFFICIAL

BY: _____
STATE AGENCY AUTHORIZED REPRESENTATIVE

NAME (PRINT OR TYPE)

NAME (PRINT OR TYPE)

TITLE (PRINT OR TYPE)

TITLE (PRINT OR TYPE)

DATE

DATE



Child Nutrition Programs Cooking up Nutrition Workshop

Registration Deadline is Friday, April 5, 2013

May Trainings Dates

Schools & RCC I	May 9-10	CACFP May 20-21
	May 13-14	
	May 16-17	

August Training Dates

Schools & RCCI	August 5	CACFP August 8-9
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***SFSP sponsors please select the appropriate training for your site's age group.**

Cooking Up Nutrition Workshop

Chef John Layton, and Lydia Wirkus will cover the meal pattern, standardized recipes, production records, The Food Buying Guide, the *2010 Dietary Guidelines* (DGAs), CN labels and nutrition facts. Chef John will teach participants how to create delicious meals utilizing USDA standardized recipes with more whole grains, legumes, reduced sodium, and reduced fats. There will be plenty of hands on cooking throughout the two-day training.

Workshop Location and Time

Anchorage: UAA, Lucy Cuddy Hall 8:00- 4:30 p.m. with working lunch

Accommodations

Rooms have been blocked at the following hotels for your convenience at *University Springhill Suites of Anchorage*. Please call the reservation number at **1-888-284-1887**. Use "CNP13" for discounted rate. Reserve your room before the cut off dates listed below.

Room Rates at \$99/night for dates;

May 9 – 11, 2013 (cut-off date is April 18)
May 13 – 15, 2013 (cut-off date is April 22)

Room Rate at \$181/night for dates;

May 16 – 18, 2013 (cut-off date is April 25)
May 20 – 22, 2013 (cut-off date is April 29)
August 5 – 7, 2013 (cut-off date is July 15)
August 8 – 10, 2013 (cut-off date is July 18)

If you have questions contact Child Nutrition Programs

Phone: (907) 465-8712 Fax: (907) 465-8910

Email: susan.lampert@alaska.gov



Child Nutrition Programs Cooking up Nutrition Workshop

Registration Form for Cooking up Nutrition- Two day workshop

Space is Limited- Priority will be given to agencies who have not participated in past cook trainings and one person per agency.
Please submit registration form for May trainings by Friday, April 05, 2013
and August trainings by Friday, July 05, 2013
Confirmation will be sent to attendees by April 12, 2013 and July 12, 2013.
Please do not make transportation reservations
until you've received confirmation of enrollment.

Name of Attendee: _____

Workshop Date: _____

Name of Attendee for wait list: _____

Workshop Date for wait list attendee: _____

Contact Name: _____

School/Agency Name: _____

Email Address of Contact Person: _____

Phone Number of Contact Person: _____

Workshop will be conducted at **UAA, Lucy Cuddy Hall 3211 Providence Drive, Anchorage**

▪Contact number is (907) 786-6752

Schools & RCCI Cooking up Nutrition Workshop Dates & Times; Daily session 8:00-4:30 p.m.

May 9-10

May 13-14

May 16-17

August 5-6

CACFP Workshop Dates & Times: Daily session 8:00-4:30 p.m.

May 20-21

August 8-9

Fax Completed Form to Child Nutrition Programs at 907-465-8910

Child Nutrition Programs - 2013 Cooking up Nutrition Scholarships

The State of Alaska, Child Nutrition Programs
is pleased to announce that we are offering a travel scholarship
for the 2013 Cooking up Nutrition Workshop!

Items we will be reimbursing for are:

- **Round Trip Airfare**
 - o Travel must be within the approved time frame
 - If you will be deviating from the approved time frame (i.e. Arrive 2 days before, Depart 2 days after) you **MUST** send us 2 preliminary itineraries. One of which reflecting the cost of the STATE TRAINING portion of the trip. The other reflecting the cost of the state training PLUS your personal deviation. **ANY DEVIATION MUST BE PRE-APPROVED BY OUR OFFICE!!!**
 - o Per the Alaska Administrative Manual (AAM 60.050) Travel Purchase Policies, you are required to purchase the best fare for the most direct route to your training location.
 - In most cases, this means leaving on the latest flight possible before the actual training date.
 - Child Nutrition Programs will be verifying the selected flights against the actual flight schedules to ensure the best fare was chosen.
- **Lodging**
 - o Lodging must be within the approved time frame
- **\$60 Per Diem each day**
 - o Per Diem is for meals

Stipulations for reimbursement are:

- We will not be reimbursing scholarships until after participants' selected training takes place.
- Participants are required to attend all of the sessions being offered, for each day of the training they are registered for.
 - o If they do not attend all portions, the sponsoring organization **will not** be reimbursed for the approved travel costs.
- In order to verify reimbursement amounts, you are required to submit your ORIGINAL ticket stub or boarding pass AND your lodging receipt upon returning from training.

Other Information:

- Child Nutrition Programs will send a final reimbursement total sheet for your review. It will include the estimated travel costs, and the actual travel costs, and what will be reimbursable before actual reimbursement is made.

On the next page, you will find the 2013 Cooks Training Travel Scholarship Application.

Please complete one application per participant from your agency and return to our office

by fax: (907) 465-8910 or e-mail: susan.lampert@alaska.gov

No later than Friday, April 5th, 2013.

Applicant Information

School District: _____

Name of Participant: _____

Training Dates/Location: _____

Estimated Travel Costs

	Arrive Date	Arrive Time	Depart Date	Depart Time	Cost
Round Trip Airfare					
Lodging					
Per Diem (\$60 each day)					
TOTALS					

Reimbursable Airfare Dates are:

- Arrive no earlier than the day prior to the training
- Depart no later than the day after the training

****Please note, deviation from the Reimbursable Airfare Dates **MUST** be pre-approved by Sue Lampert, Child Nutrition Programs Coordinator or Jo Dawson, Child Nutrition Programs Administrator****

Reimbursable Lodging Dates are:

- Check in no earlier than the day prior to the training
- Check out no later than day after the training

****Please note, the hotels indicated on the registration are **ONLY** blocked for these dates.**

Any additional dates spent in the room are the sponsors'/participants' responsibility to cover the extra charges incurred.

Also note, Child Nutrition Programs **WILL NOT** pay for damage fees or personal costs charged to the room**

Per Diem rates are:

- Breakfast (Midnight-10am): \$12.00
- Lunch (10am-3pm): \$16.00
- Dinner (3pm-Midnight): \$32.00

On days of departure and return, the participant receives a prorated per diem based on scheduled flight departure and actual return times as follows:

Departure Time	Before 9 AM	Before 2 PM	Before 11 PM
Allowable Meals	Full Day	Lunch & Dinner	Dinner
Return Time	12 PM (NOON)	Before 5 PM	After 4:59 PM
Allowable Meals	Breakfast	Breakfast & Lunch	Full Day

By signing this Travel Scholarship Application, I understand that the sponsoring organization of above named participant will be reimbursed, **after the Cooks Training**, for roundtrip airfare, lodging, and meals as long as travel plans meet time frame guidelines as stated above. I also understand that if the above named participant fails to attend all sessions of Cooks Training (except ServSafe if not registered), the sponsoring organization **will not** receive reimbursement for travel costs.

Fiscally Responsible Authority Signature

Training Participant Signature

Date Signed

Date Signed

OFFICE USE ONLY		
Approved? Y / N	Date Approved/Denied: _____	Approver Initials: _____