



Summer Food Service Program Bulletin



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: October 6, 2014

Bulletin: 2014-09

From: Alicia Stephens
SFSP Program Specialist

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

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

Additional Topics:

- Non-Profit Food Service (NPFS) Report
- SFSP Sponsor FY14 Exit Survey
- Spring 2015 SFSP Training

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.

Additional Topics

- **Non-Profit Food Service Financial Report** In an effort to assist SFSP sponsors with financial management and streamline the Administrative Review process, we will be asking sponsors to complete the attached Non-Profit Food Service (NPFS) Financial Report. *Sponsors who are required to submit this report are 1) those that are not planning on returning to SFSP next year and 2) those that plan on requesting advance payments for SFSP 2015. If your sponsoring organization falls into either of these categories, please submit the report to alicia.stephens@alaska.gov by **April 15, 2015**.* We also ask for this information while on review, so all other sponsors can, as a best practice, complete this report on a yearly basis and maintain it in their files.

If you operate CACFP and SFSP, you have the option to combine the report to include both SFSP and CACFP financial information. The two report templates (single site or multi-site) are attached with this bulletin with instructions and can be found on the SFSP Bulletin webpage. We will also provide instructions at the 2015 SFSP Annual Training.

- **SFSP Sponsor FY14 Exit Survey** This is the final reminder to please give us your feedback about SFSP this year. The survey is intended to help the State Agency gather information about barriers, success stories, best practices, and our service to Sponsors throughout the SFSP season. Please complete the online survey by **October 17th** by visiting this web URL:
<https://www.surveymonkey.com/s/XBQGTG7>

This survey will help the State Agency provide technical assistance, training, resources, and general program support in areas that sponsors in Alaska feel could use improvement. We greatly appreciate your time and information with this matter! If you've already filled out the survey, then you can ignore this reminder.

- **2015 SFSP Annual Training** Just as a heads up, for those of you who are able to attend the in-person training in Anchorage, we've got it scheduled for Tuesday and Wednesday **March 3-4, 2015**. We will most likely break up new vs. returning sponsor training, but just so you have it on your calendar, we wanted to give you these two dates. We will hold distance trainings via teleconference after the in-person training for those unable to make it to Anchorage. Those dates are forthcoming.

Contact Information

Alicia Stephens, SFSP Program Specialist
(907) 465-4788 fax (907) 465-8910
Alicia.Stephens@alaska.gov

Alexis Hall, SFSP Education Program Assistant
(907) 465-4969 fax (907) 465-8910
Alexis.Hall@alaska.gov

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
SA – State Agency
DEC – Department of Conservation
LEA – Local Education Agency

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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).

USDA is an equal opportunity provider and employer.