



Summer Food Service Program



Bulletin

Child Nutrition Programs
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To: SFSP Sponsors
Program Reviewers

Date: January 8, 2016

Bulletin: 2016 – 4

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>

1. SFSP 10-2016 – Disclosure Requirements for the Child Nutrition Programs

Additional Topics:

- SFSP 2016 Annual Training
- Procurement Training & Template
- Summer Meals Toolkit
- Resources for Sponsors
- Proactive Planning – What to do this Month
- Upcoming SFSP Webinars & Conference Calls

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.

USDA Policy Memos, Information & Implementation Memos:

1. SFSP-10 ***Disclosure Requirements for the Child Nutrition Programs***

The Food and Nutrition Service (FNS) has received a number of inquiries from local educational agencies (LEAs) about the permissibility of disclosing individual student information collected for purposes of determining eligibility for free or reduced price school meals through the National School Lunch and School Breakfast Programs. Requestors often seek this information in order to provide additional benefits to low-income students or provide additional funding to schools with high populations of low-income students. The purpose of this memorandum is to provide a reminder for LEAs regarding the restrictions on disclosure of sensitive information collected through the Child Nutrition Programs. This memorandum also clarifies the applicability of disclosure protections for individual student eligibility information collected for purposes of the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). This memorandum supersedes an earlier memorandum dated August 23, 2010, Disclosure Requirements for the Child Nutrition Programs, SP31-2010, CACFP17-2010, SFSP15-2010.

Additional Topics

- **SFSP 2016 Annual Training**

Annual Training is required every year in order to be an eligible sponsor and receive reimbursement for participation in summer 2016.

- 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 14th**.

Distance delivery participants will receive materials prior to the training date, so please register in advance. Please submit your training registration to cyde.coil@alaska.gov by **March 14, 2016**.

- **Procurement Training & Template**

Alaska Child Nutrition Programs is beginning a series of administrative audioconferences covering procurement in child nutrition programs. In January we will hold two different training sessions:

- Informal Procurement
This training will provide an overview of informal procurement requirements under micro purchasing and small purchasing. We will discuss the USDA record keeping requirements as well as the required processes for these procurement methods. This training will be held **January 14 at 1:30pm** and repeated on **January 15 at 9:30am**. To sign-up, please register online at: <https://www.surveymonkey.com/r/7T6ZS32>
- CNP Procurement Plan Template
Federal regulations require that all agencies have a procurement plan. For agencies who do not already have a procurement plan, Child Nutrition Programs has developed a template that may be edited for program use. This training will provide an overview of the federally required elements of the procurement plan and walk through the template provided. This training will be held **January 27 at 1:30pm** and repeated on **January 28 at 9:30am**. To sign-up, please register online at <https://www.surveymonkey.com/r/9VPLKQT>

If you have any questions, please feel free to contact our office.

- **Summer Meals Toolkit:** <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

The toolkit has been updated throughout the year to reflect the new best practices FNS collects from State agencies, partners, and sponsors throughout the country.

- **Resources for Sponsors**

- Budgeting for Success:
Understanding the financial side of SFSP is key to success. Check out this toolkit page for tips on how to establish priorities, make sound financial decisions, and control expenses throughout the summer months. <http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Budgets.pdf>
- Targeting Expansion Efforts:
This toolkit page provides tips on how to effectively target expansion and create strategies for increasing participation. <http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Expansion.pdf>

- **Proactive Planning – What to do this Month**

It might be cold outside, but winter is the perfect time to start planning ahead for summer! Below are some tips for what sponsors can do this month to start working to-wards summer goals:

- Review unserved and underserved areas near current sites.
- Recruit sites to these areas of need.
- Compare participation from this year to that of prior years, as well as current participation for free and reduced-price meals in local schools.
- Reach out to sites that were underutilized and offer support to increase participation for the coming year.
- Consider providing nonmonetary awards to recognize sites that excelled during the summer.
- Set participation goals for the year and plan how you will accomplish them.
- Determine which sites are returning, explore new site options, and meet with community partners.
- Reach out to new and existing partners in your community for help.
- Plan site staff training schedule, meal production and delivery, and programs and activities.



Summer Planning Tip: Use the Capacity Builder to help plan to reach unserved and underserved areas.

- The FNS Capacity builder allows sponsors to target areas in their community that are currently unserved or under-served during the summer months. Users can search for summer meal sites from the previous summer by zip code, adding “layers” of information, such as free and reduced-price lunch



participation rates or area eligibility data. Potential site locations (multi-family housing units, libraries, museums, and schools) can be added to the map, and previous site locations can also be highlighted, helping to prevent site overlap. This tool can also be used to identify locations that are area eligible for participation in other Child Nutrition Programs. For more information on how to use the Capacity Builder, check out the *Summer Meal Capacity Builder Demonstration Webcast*: https://www.youtube.com/watch?v=JbPDT_7xpSo&feature=youtu.be

- **Upcoming SFSP Webinars & Conference Calls**

- FRAC – Partnerships to Expand Your Summer Outreach Efforts **Thursday, February 4th at 9:00AM** Teaming up with partners can give a huge boost to your summer expansion and outreach efforts. Working with partners helps raise awareness and support programming – both important aspects of a successful Summer Meal Program. Hear how advocates are using innovative partnerships to pool resources and expand the reach of the Summer Nutrition Programs. To register, please click [here](#).

Calendar of Upcoming Events & Deadlines

Informal Procurement Training	January 14 or 15, 2016
Procurement Plan Template Training	January 27 or 28, 2016
FRAC Partnerships for Expansion Webinar	February 4, 2016
Training Registration Due	March 14, 2016
Annual SFSP Training in Anchorage	March 24, 2016
Distance SFSP Training for School Sponsors	April 7, 2016
Distance Training for All Remaining SFSP Sponsors	April 14, 2016
SFSP Applications Due for Sponsors Requesting Advance Payments	April 15, 2016
Final day to submit SFSP Applications <u>All applications must be submitted</u> <i>no later</i>	June 15, 2016

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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