Annual Summer Meal Programs Training

- **Next training is the SFSP regulations webinar**

- **Recorded webinars will be available but CSDE expects sponsors to attend as many live webinars as possible**

- **All trainings are Thursdays from 2:00 to 3:00 pm**

- ~~March 28, 2024~~

- April 11, 2024

- May 9, 2024

- May 23, 2024

- June 6, 2024

- June 20, 2024

Application Timeline

Planned Application Open: April 15th

Connecticut Deadline: May 15th

Federal Deadline: June 15th

- Must submit full application packet at **least 2 weeks** prior to anticipated first day of summer operations
- Submission after May 15th requires advance written approval of an application extension
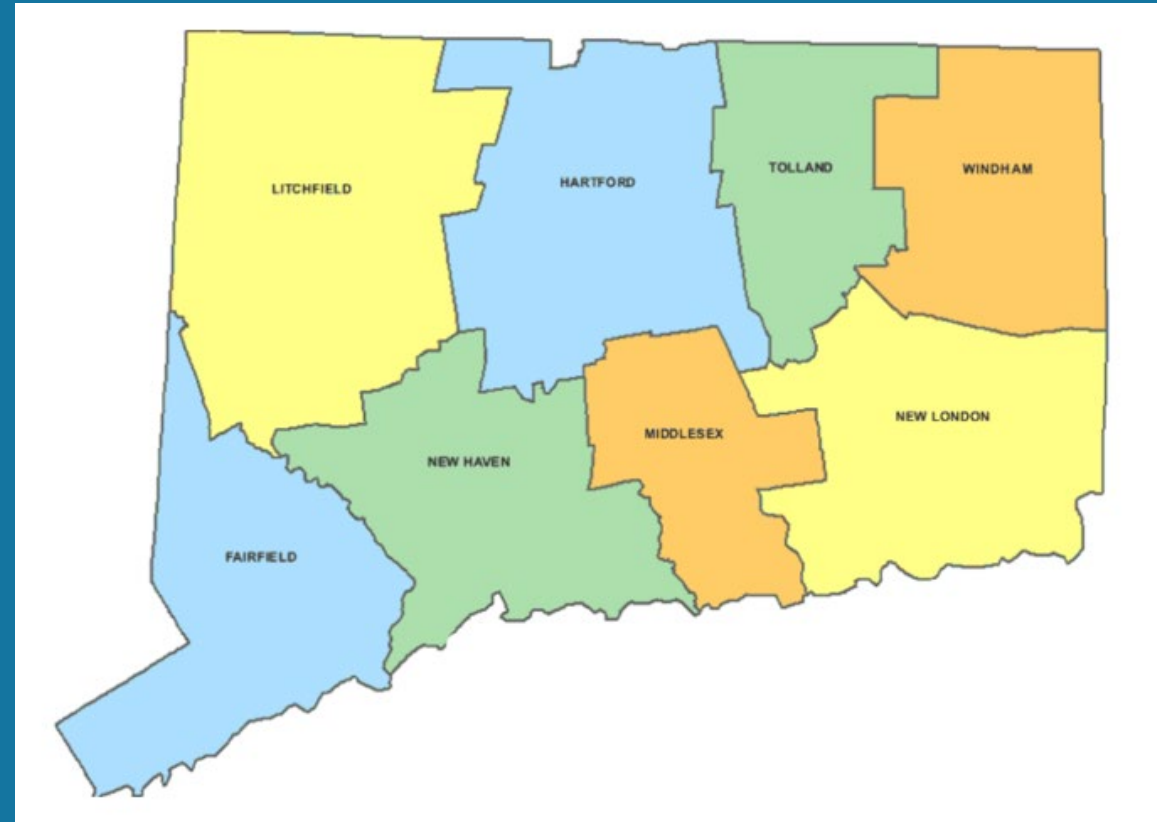
CSDE Summer Meal Programs Team Members

Caroline: Northern CT

Terese: Southern CT

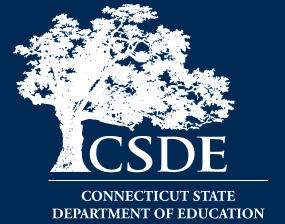https://portal.ct.gov/sde/nutrition/summer-food-service-program/contact

Roadmap to Application Success

2024 Summer Food Service Program (SFSP) Application Components for Sponsors

Required forms/materials for all applications	
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Sponsor Application	*Please read carefully and answer all questions pertaining to your overall program operations.* **Complete:** One application per sponsor. School district Ethnicity and Race data can be found on the CSDE's EdSight. Go to Interactive Data Portal> Overview> Profile and Performance Reports> Select Year/District/All Schools> Submit> District Level> Enrollment Table.
Site Applications	*Please read carefully and answer all questions pertaining to site-specific operations.* **Complete:** One application per site. Site applications must be completed prior to the budget to allow the system to calculate projected reimbursement revenue.
Budget	**Complete:** One budget per sponsor. This section is mandatory for all sponsors. The budget process includes a staffing plan. Refer to the CSDE's *Sponsor Staffing Plan for the SFSP*.
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https://portal.ct.gov/-/media/sde/nutrition/sfsp/application_components_experienced_sponsors_sfsp.pdf

Summer Food Service Program (SFSP) "Apply" Website

https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply

Look for Application Components for Sponsors Document Sections

2024 Summer Food Service Program (SFSP) Application Components for Sponsors

- Required forms/ materials for all applications
- Additional forms/materials
- Materials to be updated annually and kept on file in sponsor records
- Materials provided for reference/assistance

* If you are unsure whether these requirements apply to your organization, please contact your assigned CSDE Summer Meals consultant, Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144 or Terese Maineri at terese.maineri@ct.gov or 860-807-2145

2024 Summer Food Service Program (SFSP) Application Components for Sponsors

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Sponsor Application

Please read carefully and answer all questions pertaining to your overall program operations.

Complete:

• One application per sponsor.

School district Ethnicity and Race data can be found on the CSDE's EdSight. Go to Interactive Data Portal> Overview> Profile and Performance Reports> Select Year/District/All Schools> Submit> District Level> Enrollment Table.

Online SFSP Sponsor Application

Management Plan

2024 Summer Food Service Program (SFSP) Application Components for Sponsors

	Management Plan
Management Plan	Complete: One management plan per sponsor. Upload to Checklist/Supporting Documents: • Performance Standard 1 – Financial Viability and Management • Performance Standard 2 – Administrative Capability • Performance Standard 3 – Internal Controls for Program Accountability

Required forms/materials for all applications

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Good Standing

Per USDA policy, School Food Authority SFSP sponsors that are "in good standing," may be permitted to submit a simplified management plan at the State agency's discretion

According to federal regulations at 7 CFR 225.2, "good standing" means the status of a program operator that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time

Good Standing

Serious management problems that would result in a sponsor's failure to be in "good standing" include, but are not limited to

1. Sponsor has been deemed seriously deficient in its operation of the 2023 SFSP
2. Failure to return to CSDE any advance payments which exceeded the amount earned for serving meals in the previous year.
3. Failure to demonstrate that site review findings were fully corrected to CSDE's satisfaction.
4. Sponsor had a systemic finding(s) on its most recent CSDE site review(s).
5. Sponsor had a systemic finding(s) at their most recent CSDE administrative review.
6. Sponsor does not meet one or more of the VCA performance standards required in 7 CFR 225.6(d)
7. Sponsor deemed not in "good standing" in another Child Nutrition Program

Site Application

Site Applications	*Please read carefully and answer all questions pertaining to site-specific operations.*
	Complete:
	• One application per site.
	Site applications must be completed prior to the budget to allow the system to calculate project reimbursement revenue.

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Site Application

Site Application

Non-Congregate Meal Service Operation

47. Do you plan to provide non-congregate meals at this site? ❓ ○ Yes ⦿ No ○ Both

If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included? ❓ ○ Yes ○ No ○ N/A

Do you plan to provide non-congregate meals at this location as a rural location? ○ Yes ○ No

Will multiple days of meals be provided? ❓ ○ Yes ○ No

Check the day(s) meals will be distributed.

Mon-Fri: ☐   Sun: ☐   Mon: ☐   Tue: ☐   Wed: ☐   Thu: ☐   Fri: ☐   Sat: ☐

How many calendar days of meals are included? [   ]

Which meals are given in bulk (check all that apply)?

☐ Breakfast   ☐ AM Snack   ☐ Lunch   ☐ PM Snack   ☐ Supper   ☐ None

Will meals be provided to parents/guardians? ○ Yes ○ No

Is this site providing home delivered meals? ○ Yes ○ No

Other non-congregate meal information:

[   ]

Budget

Budget	Complete:
	• One budget per sponsor. This section is mandatory for **ALL** sponsors. The budget process includes a staffing plan. Refer to the CSDE's *Sponsor Staffing Plan for the SFSP*.

2024 Summer Food Service Program (SFSP) Application Components for Sponsors

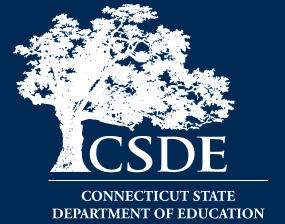| Required forms/materials for all applications	
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Budget

Sponsor Staffing Plan for the SFSP

Include this form with your SFSP application. For questions or additional information, please contact the Connecticut State Department of Education's Summer Meals staff.

Agreement number: _____   Sponsor name: _____

Instructions for Part 1: List the title, number of personnel, and daily hours for **all** SFSP positions. List each personnel's hourly and total wages, indicate the source of funds, and list their SFSP duties and dates of employment.

Part 1 – SFSP Food Service and Site Personnel

Position			Wages				Duties and employment dates	
Title	Number of personnel	Number of daily hours	Hourly: *If volunteers, enter "0."*	Daily Total:	Summer Total:	Source of funds *	Specific duties	Dates of employment in SFSP
Total wages for Operational Personnel in Budget Detail Screen:						* Indicate if funding source is USDA reimbursement or other sources. If other, please specify.		

Budget

Summer Food Service Program — Connecticut

Applications | Claims | Compliance | Reports | Security | Search   Programs | Year | Help | Log Out

Applications > Application Packet >   Program Year: 2023 - 2024

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

2023 - 2024 SFSP Budget Detail

Summer Food Service Program

16251S   Status: Active
DBA:

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	2	38,402	$98,693.14
Lunch	2	38,402	$172,040.96
Snack	0	0	$0.00
Supper	0	0	$0.00
		Sub Total	$270,734.10

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	2	38,402	$9,792.51
Lunch	2	38,402	$18,048.94
Snack	0	0	$0.00
Supper	0	0	$0.00

Projected Operating Costs

Food for all vended and self-prep meals:	$	
Non Food Supplies:	$	
Operational Personnel:	$	
Fringe Benefits:	$	
Facility and Utility:	$	
Equipment Rental:	$	
Transportation: Rate per mile: 0.000	$	0.00
Other:	$	
Sub Total		$0.00

Projected Administrative Costs

Administrative Personnel:	$	
Fringe Benefits:	$	
Office Expense:	$	
Facility and Utility:	$	
Transportation: Rate per mile: 0.000	$	0.00
Other:	$	
Sub Total		$0.00

Staff Training

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Staff Training	Upload to checklist/supporting documents:
	• Training Certification Letter. Refer to the CSDE's *Training Certification Letter for the SFSP.* **Note:** This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.
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Sponsor Monitoring

Monitoring	Upload to Checklist/Supporting Documents: • The schedule for making pre-operational visits, visiting sites during the first two weeks of operation, and reviewing all sites during the first four weeks of operation. Refer to the CSDE's *Site Visit/Review Schedule Form for the SFSP*. • A letter providing assurance that all sites have received a pre-operational site visit and have the capacity and facilities to provide meals for the anticipated number of children. Refer to the CSDE's *Site Visit Certification Letter for the SFSP*. **Note:** This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.

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Site Visit/Review Schedule Form for the Summer Food Service Program (SFSP)

Summer 2024

Instructions: Complete all information below and **include this form with your SFSP application**. Attach additional copies as needed. For questions or additional information, please contact the Connecticut State Department of Education's Summer Meals staff.

Agreement number: _____

Site number	Site name	Date of site opening	Name of staff conducting visit/review	Date of pre-operational visit	Date of initial site visit	Date of food service review

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Meal Pattern	Upload to Checklist/Supporting Documents:
	• Menus for **each** meal and snack type to be served. Menus submitted for approval must contain the name of the food item and the quantity or crediting of the food item to be served. Any sponsors intending to implement offer versus serve (OVS) must include detailed explanation regarding implementation.

Lunch and Supper Menu — Template for the Summer Food Service Program (SFSP)

Name of site: _____   **Week of:** _____

Food Component [1]	Monday	Tuesday	Wednesday	Thursday	Friday
Milk (1 cup) [2] Age 1: whole milk recommended Ages 2 and older: low-fat (1%) or fat-free milk recommended					
Meat/meat alternates Meat, poultry, or fish (1 ounce) [3] Alternate protein product (1 ounce) [4] Cheese (1 ounce) Cottage cheese (¼ cup) Egg (½ large) Cooked dry beans and peas (¼ cup) [5] Nut and seed butters (2 tablespoons) Nuts and seeds (1 ounce) [6] Yogurt or soy yogurt (½ cup) [7] Tofu (4.4 ounces (½ cup) [8] *Or any combination of the above*					
Vegetables/fruits (¾ cup) [9, 10]					
Grains/breads [11, 12, 13] Bread (1 slice) Bread product, e.g., biscuit, roll, or muffin (1 serving [12]) Ready-to-eat breakfast cereal (¾ cup or 1 ounce) [14] Cooked breakfast cereal (½ cup) [14] Cereal grain (½ cup) [15] Pasta (½ cup) Crackers (1 serving [12]) *Or any combination of the above*					
Noncreditable foods (condiments) [16] *Do not credit toward SFSP meal pattern*					

◄ See page 2 for important menu planning notes ▶

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https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MenuForms

Free Meals Statement

Free Meals Policy Statement	**Upload to Checklist/Supporting Documents:** • A *SFSP Free Meals Policy Statement for Non-pricing Programs* must be completed by all sponsors with Open, Open Restricted, or Closed Enrolled sites. • A *SFSP Free Meals Policy Statement for Pricing Programs* must be completed by all sponsors with camp sites. • **Note:** These statements must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. • If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.

Public and Health Department Notification

Public Notification	**Sample Press Releases** Document a copy of press releases that correspond to the types of operating sites, as submitted to the media. Include the date sent and media names to which they were sent. Refer to "Press Releases" by site type in the "Apply" section of the CSDE's SFSP webpage.

Health Department Notification	**Upload to Checklist/Supporting Documents:** • A copy of the letter to the local health department providing notification of intention to operate food service at the sites listed. Give specific dates and times of operation for each site. Refer to the CSDE's *Health Inspection Letter for the SFSP*.

Civil Rights Beneficiary Data Collection

Civil Rights	**Civil Rights Requirements**
	A summary of the civil rights requirements with appropriate forms and instructions is available under "Civil Rights" in the "Apply" section of the CSDE's SFSP webpage. Review the CSDE's *Civil Rights Requirements for the SFSP* and collect the required data using the sample *Civil Rights Beneficiary Data Collection Form for the SFSP* or other data sources. Summarize and maintain data on the *Summary Form for SFSP Civil Rights Beneficiary Data Collection*. Civil rights beneficiary data must be collected for each meal site, each year. Civil rights beneficiary data must be collected for each session of camp sites. Files must be maintained in sponsor records as outlined in the CSDE's *Civil Rights Requirements for the SFSP*.

Civil Rights Beneficiary Data Collection

Civil Rights Beneficiary Data Collection Form for the Summer Food Service Program (SFSP)

Name of SFSP site: _____

The U.S. Department of Agriculture (USDA) requires SFSP sponsors to ask program participants to **self-identify all racial and ethnic categories that apply.** This data helps the USDA determine if the SFSP is reaching eligible participants and identify where additional outreach is needed. *Declining to self-report this information does not affect SFSP eligibility.* Please complete the information below and return to any SFSP staff at the summer meal site. Thank you.

Ethnicity: Please check (☑) one.
- ☐ **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. "Spanish origin" can be used in addition to "Hispanic or Latino."
- ☐ **Not Hispanic or Latino**

Race: Please check (☑) all that apply.
- ☐ **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American:** A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Civil Rights Beneficiary Data Collection

Summary Form for SFSP Civil Rights Beneficiary Data Collection

SFSP sponsor: _____

Indicate how the SFSP sponsor obtained the data.

Section 1: Ethnicity	
The sum of "Hispanic or Latino" and "Not Hispanic or Latino" categories must equal the **total number** of all enrolled participants.	Number of enrolled participants
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. "Spanish origin" can be used in addition to "Hispanic or Latino."	
Not Hispanic or Latino	

Section 2: Race	
The sum of all racial categories will be equal to or greater than the **total number** of all enrolled participants.	Number of enrolled participants
American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central	

Other Forms as Needed

- **Authorized Signature Change Form**

- **Enrollment Information Form for Camps and Closed Enrolled sites**

- **FSMC optional 1-year renewal agreements**

Important Resources

- **Appeal Procedures** https://portal.ct.gov//media/SDE/Nutrition/SFSP/Appeal_Procedures_SFSP.pdf

- **Federal Regulations** https://portal.ct.gov/sde/nutrition/program-guidance-for-the-summer-food-service-program/regulations

- **Federal Financial Management Instructions** https://portal.ct.gov//media/sde/nutrition/resources/resources_child_nutrition_programs.pdf

Selection of Sponsors for Review

- **Every new sponsor**

- **Every sponsor that experienced significant operational problems in the prior year**

- **Every sponsor at least once every three years**

- **Sponsors that require additional technical assistance**

- **Review at least 10 percent of each reviewed sponsor's sites, or one site, whichever number is greater.**

Online Compliance Module

Summer Food Service Program Connecticut

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Applications >   Program Year: 2023 - 2024

Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Advance Requests Manager	Manage requested Sponsor's SFSP Advance(s) for the current year
Annual Audit	Annual Audit

Online Compliance Module

Summer Food Service Program Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Review Tracking > Dashboard > Review Forms >   Program Year: 2023 - 202[4]

SFSP Review Review Forms

04351S   Status: Active
East Hartford Board of Education - Summer Food Service Program
DBA:
1110 Main Street
East Hartford, CT 06108-2240
Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

	Action	Form	Reviewer	Status
⊟		Off-site Assessment (4)		
⊟		Sponsor - Level (4)		
	View | Modify	300 - Food Service		☐ N/A
	View | Modify	500 – Sponsor Financial Summary		Pending Review
	View | Modify	700 - Site Eligibility		☐ N/A
	View | Modify	1100 - Farm to Summer Sponsor Survey		☐ N/A
⊟		On-site Assessment (11)		
⊟		Sponsor - Level (11)		

Sponsor Preparation List for an Administrative Review

- **Comprehensive**

- **Specific**

- **Do not assume an item does not apply to your program**

- **Only items specifically designated as copies to be retained by the CSDE must be copied**

STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

Summer Food Service Program
Sponsor Preparation for Administrative Review

For a smooth and efficient review, please have adequate space available for two reviewers and organize the following documents (only items specifically designated as copies for the CSDE to retain must be copied, all other items will simply be reviewed on-site):

1. Daily meal counts (camps only):
   a. Meals served to eligible campers
   b. Meals served to ineligible campers
   c. Meals served to program adults
   d. Meals served to non-program adults

2. Daily meal counts (all other sites):
   a. First (1st) meals served to children
   b. Second (2nd) meals served to children
   c. Meals served to program adults
   d. Meals served to non-program adults
   e. Meals redistributed from one site to another
   f. Disposition of damaged/non-reimbursable/leftover meals

3. Copies (for CSDE to retain) of compilation of meal counts at sponsor level to support claims prepared and submitted to the CSDE for reimbursement. Please note: you do not need to make copies of the daily meal count sheets, only the document utilized to compile meal counts for claims for reimbursement.

4. Menu records
   a. Copies (for CSDE to retain) of menus for all meals and meal types served
   b. Production records (or alternate method for identifying meal components and quantities of meals produced)
   c. Crediting or portioning information (CNP labels, product formulation statements, standardized recipes)
   d. Site delivery receipts or records for non-production meal sites

5. Inventory records
   a. Copy of beginning inventory
   b. Copy of ending inventory

6. Fund balance sheet specific to SFSP funds, reflecting:
   a. Income to the Program
   b. Expenses of the Program
   c. Overall fund balance of the Program for the fiscal year (profit, loss, neutral)

P.O. BOX 2219 | HARTFORD, CONNECTICUT 06145
An Equal Opportunity Employer

Meal Counts

1. Daily meal counts (camps only):
   a. Meals served to eligible campers
   b. Meals served to ineligible campers
   c. Meals served to program adults
   d. Meals served to non-program adults

2. Daily meal counts (all other sites):
   a. First (1st) meals served to children
   b. Second (2nd) meals served to children
   c. Meals served to program adults
   d. Meals served to non-program adults
   e. Meals redistributed from one site to another
   f. Disposition of damaged/non-reimbursable/leftover meals

3. Copies (for CSDE to retain) of compilation of meal counts at sponsor level to support claims prepared and submitted to the CSDE for reimbursement. Please note: you do not need to make copies of the daily meal count sheets, only the document utilized to compile meal counts for claims for reimbursement.

Summer Food Service Program (SFSP) Meal Count Worksheet for Camps Program (SFSP)

Summer 2024

Residential camps may submit claims for SFSP meal reimbursement only for children individually identified as eligible for free or reduced-price school meals. Sponsors must track meal distribution to each individual camper at each meal service; and must maintain documentation of meals to support claims for reimbursement submitted to the Connecticut State Department of Education (CSDE). All campers must have equal access to the same meals. The U.S. Department of Agriculture (USDA) prohibits overt identification of children who are eligible for free or reduced-price school meals.

Instructions: List each camper. In the "Date" row, enter the date of meal service (day/month/year). Check (✓) the meals served to each camper each day, i.e., breakfast (B), lunch (L), and supper (S). Copy additional pages as needed. Maintain this documentation on file.

Connecticut State Department of Education • March 2024 • Page 1 of 3

Menu Records

4. Menu records
   a. Copies (for CSDE to retain) of menus for all meals and meal types served
   b. Production records (or alternate method for identifying meal components and quantities of meals produced)
   c. Crediting or portioning information (CNP labels, product formulation statements, standardized recipes)
   d. Site delivery receipts or records for non-production meal sites

Production Records for the Summer Food Service Program

Section 7 CFR 225.15(b)(3) of the U.S. Department of Agriculture's (USDA) regulations for the Summer Food Service Program (SFSP) requires SFSP sponsors to maintain records of participation and preparation or ordering of meals. Production records are not required. However, the Connecticut State Department of Education (CSDE) encourages all summer meal sites to use production records because they provide required documentation that meals and snacks meet the SFSP meal patterns.

A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service. In addition to documenting reimbursable meals, production records provide valuable information to help with menu planning, forecasting products and amounts, purchasing foods, controlling waste, identifying acceptable menu items, and conducting a nutrient analysis of menus.

Table 1 summarizes what production records should include and when SFSP staff should complete the information.

Table 1. Information to include on production records	
Complete before meal service	**Complete after meal service**
• Name of site • Meal date • Meal type (breakfast, lunch, supper, or snack) • All planned menu items including the specific type and amount of all meal choices, food components, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods • Recipe name and number or product name and code • Planned serving size and number of servings for reimbursable meals and, if applicable, nonreimbursable meals, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals	• Temperatures (complete throughout meal service) [1] • Total amount/quantity of food prepared (based on the USDA's *Food Buying Guide for Child Nutrition Programs*) for each food item or menu item, e.g., number of servings, pounds, cans, and pieces • Amount of leftover food for each food item or menu item • Total amount of food served • Number of reimbursable meals served to children • Number of nonreimbursable meals served, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals

[1] Staff should record temperatures throughout the meal service to ensure that hot foods are held at 135 °F or above and cold foods are held at 41 °F or below. For additional guidance, visit the CSDE's Food Safety for Child Nutrition Programs webpage.

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5. Inventory records
   a. Copy of beginning inventory
   b. Copy of ending inventory

6. Fund balance sheet specific to SFSP funds, reflecting:
   a. Income to the Program
   b. Expenses of the Program
   c. Overall fund balance of the Program for the fiscal year (profit, loss, neutral)

7. Invoices to document*:
   a. Food costs
   b. Non-food items
   c. Administrative supplies
   d. Transportation (children, meals, administration)

8. Documentation of staffing expenses*:
   a. Employee time and wage reports
   b. Documentation of payroll checks or direct deposit

9. Other income to Summer Food Service Program:
   a. Documentation of adult meals, charged and paid
   b. Funds to cover SFSP unallowable Costs, food items or otherwise
   c. Grant funds, if applicable

10. USDA Commodity records, if applicable

11. Procurement procedure
    a. Written code of conduct (USDA policy guidance SFSP 02-2015)
    b. Local acquisition threshold requirements (USDA policy guidance SFSP 01-2022)

12. Federal or State single audit, if applicable. If not applicable due to not meeting threshold of federal or state money expended in the prior fiscal year, provide 990 Tax Form.
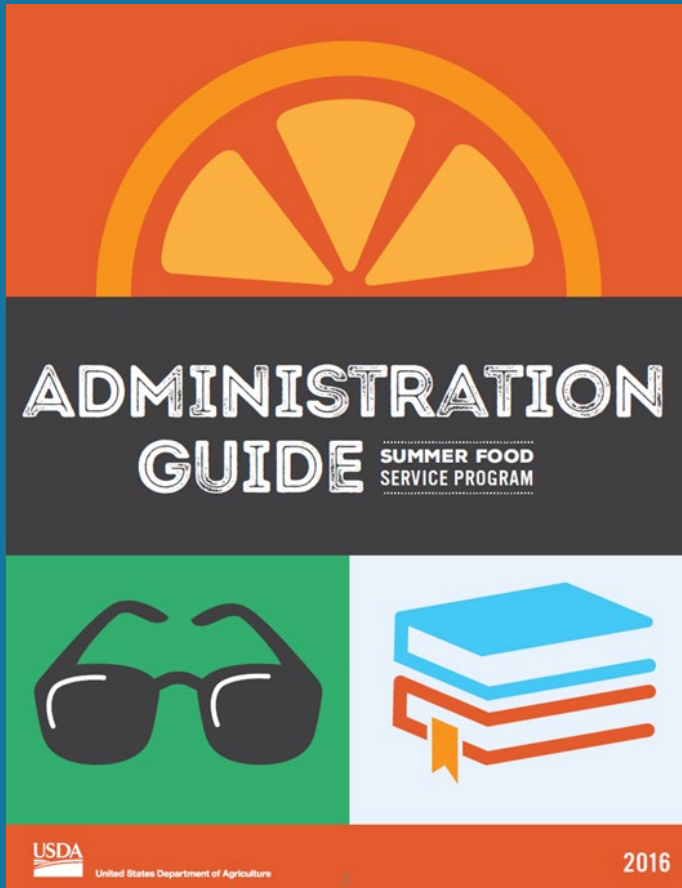
Documentation of Actions Taken

13. Copy of Public Notification and documentation of submission to media outlet(s)

14. Copy of Health Department Notification and documentation of submission to local health department

15. Health Inspection Certification, including written corrective action to resolve inspection findings

Documentation of Actions Taken

16. Training documentation, verification that sponsor conducted training for administrative and site staff:
    a. Date
    b. Time
    c. Attendees
       Names of participants
       Position of participants (monitors, site supervisors, other as indicated)
       Site assigned to
    d. Topics
    e. Additional training provided (dates, topics, reason provided, etc.)

17. Sponsor Monitoring of sites
    a. Pre-operational site visits
    b. Initial site visits within the first 2 weeks of site operations
    c. Food service reviews within the first 4 weeks of site operations
    d. Corrective action plan for areas in need of improvement identified by monitors

18. Civil Rights Compliance
    a. Display of *"And Justice for All…"* poster in administrative office
    b. Community ethnicity and racial data (annual sponsor application)
    c. Collection of race and ethnicity data for participants at each site and/or camp session
    d. *Free Meals Policy Statement*, pricing and/or non-pricing
    e. Translation/Interpretation services available
    f. Availability of auxiliary aids and services (e.g., large print, Braille, assistive technologies)
    g. Process for informing persons with limited English proficiency of their right to free language assistance services
    h. Sample contract or agreement containing required Civil Rights assurance language
    i. Sample participant handout/material containing nondiscrimination statement

Program Specific Applicability

19. Food Service Management Company contract or written agreement with School Food Authority for the preparation of meals, if applicable

20. Enrolled Sites Only: completed income eligibility application or indication of eligibility status from school Determining Official for each enrolled participant, or documentation of Area Eligibility.

21. Camps Only: completed income eligibility application or indication of eligibility status from school Determining Official for each enrolled participant

22. Rural Non-congregate Meal Sites Only:
    a. Separate meal counts record for Rural Non-congregate Meal sites for each approved meal service types (breakfast, lunch/supper, and snacks)
    b. Temperature logs for cold meals and milks served at Rural Non-congregate Meal sites.

https://portal.ct.gov/SDE/Nutrition/Food-Service-Management-Company

Modifications to Accommodate Disabilities

23. Modifications to Accommodate Disabilities in the Summer Food Service Program (USDA policy guidance SFSP 10-2017)
    a. Section 504 Coordinator
    b. Process to address requests for accommodations
    c. Written grievance procedures (operators employing 15 or more persons)

Common Administrative Review Findings

- SFSP administrative and site personnel trainings did not include the minimum required SFSP training topics

- Not all sites had employees trained by sponsor to operate the SFSP

- Errors in the execution of site monitoring schedule

- Wrong monitoring forms used during site visits, or forms not completed in entirety

- Meal count errors

- Meal service times deviated from the times approved on the site application completed during the annual application process

CSDE SFSP Website

Summer Food Service Program (SFSP)

- Overview
- Eligibility
- How To
- What's Next
- Apply
- Documents/Forms
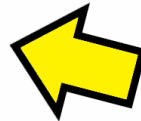- Related Resources
- Laws/Regulations
- Contact

What's Next

Summer Meals Updates

Summer Meals Updates is the Connecticut State Department of Education's (CSDE) e-newsletter for Connecticut sponsors of the U.S. Department of Agriculture's (USDA) Summer Meals, including the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP). This e-newsletter provides important guidance and resources for complying with the federal requirements, identifies deadlines for completing required activities and reports, and provides links to relevant resources and training.

- Summer Meals Updates 2024

Summer Meals Updates 2024

The Connecticut State Department of Education's (CSDE) e-newsletter for sponsors of the U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) of the National School Lunch Program (NSLP).

Topics April 10, 2024
- CSDE Launches Summer Meals Updates
- Rebranded USDA Summer Programs: SUN Programs – USDA's Summer Nutrition Programs for Kids
- USDA Final Rule: Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program (SFSP)
- Reminder: Annual Summer Meals Training 2024
- Bookmark the CSDE's Program Guidance for School Nutrition Programs Webpage

April 10, 2024

CSDE Launches Summer Meals Updates

Welcome to the first edition of Summer Meals Updates, the CSDE's new email notification for sponsors of the SFSP and SSO. This e-newsletter provides important guidance and resources for complying with the federal requirements, identifies deadlines for completing required activities and reports, and provides links to relevant resources and training.

Summer Meals Updates will be issued on Wednesdays. Through June 2024, the schedule will be weekly. For July, August, and September, the schedule will be monthly, with additional issues as needed, based on relevant updates and deadlines.

Please review and share with appropriate staff members. Previous versions will be available in the "Summer Meals Updates" section of the CSDE's SFSP webpage.

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https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program

Thank You

Questions

CSDE Summer Meals Team

Caroline Cooke	• Seamless Summer Option (SSO) of NSLP • Summer Food Service Program (SFSP)	caroline.cooke@ct.gov 860-807-2144
Terese Maineri	• Special Milk Program (SMP) • Summer Food Service Program (SFSP) • Summer EBT for Children	terese.maineri@ct.gov 860-807-2145

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

CSDE Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.