

Management Plan for the Summer Food Service Program (SFSP): Program Year 2024

On September 19, 2022, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) published the final rule, [Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program \(SFSP\)](#). This rule amended the SFSP regulations effective October 2022. These requirements began in Connecticut on January 1, 2024.

The final rule requires that SFSP sponsors, as part of their application, must demonstrate compliance with the performance standards in their management plan and as part of their administrative budget. The requirements for the submission and state agency evaluation of management plans in the SFSP are outlined in the new SFSP regulations at [7 CFR 225.6\(e\)](#).

These performance standards (PS) are known as “VCA,” which stands for viability, capability, and accountability. The SFSP regulations at [7 CFR 225.6\(d\)](#) define and explain the requirements.

- PS 1 – Financial Viability and Management
- PS 2 – Administrative Capability
- PS 3 – Internal Controls for Program Accountability

Instructions: To demonstrate VCA, SFSP sponsors must complete and submit this management plan as part of their SFSP application packet for summer 2024 by uploading to the CSDE’s [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). Provide complete and detailed information for each question. For items that indicate upload is required, upload to CNP System.

Sponsor name: _____ **Agreement number:** _____

Name of person completing this form: _____ **Date:** _____

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Part 1: Financial Viability

1. Explain how your organization’s participation will help ensure the delivery of SFSP benefits to otherwise unserved sites or children and how you annually assess where sites are needed to maximize community access.

2. Describe the sources of funds available to operate the SFSP, pay employees and suppliers during periods of temporary interruptions in SFSP payments, and pay debts if fiscal claims are assessed against your organization.

3. Describe what documents are used in your organization (in addition to independent audit documents) to demonstrate financial viability, such as monthly, quarterly, and annual financial statements. **Note:** These documents must be maintained in SFSP records and may be requested for review by the Connecticut State Department of Education (CSDE) at any time.

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Part 2: Administrative Capability

1. Describe how your organization will ensure an adequate number of qualified staff to ensure SFSP operational requirements are always met. Include details on the frequency of staff training.

2. **Upload to the CNP System** your organization’s written policies and procedures that assign SFSP responsibilities and duties to ensure compliance with civil rights requirements.
3. Provide the names and job titles of all individuals in your organization responsible for monitoring. **Note:** Monitors cannot review the site where they perform daily SFSP duties.

4. Check this box to confirm that monitors will use the CSDE review forms, which will ensure all monitoring requirements are met.

5. Provide the names and job titles of all individuals in your organization responsible for quality assurance of monitoring. Tasks of these individuals include review for full and consistent completion of all fields on the form, identification of site operational weaknesses, notations of site staff retraining, resolution of corrective action, and ensuring corrective action is implemented and successfully corrects operational weaknesses.

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Part 3: Program Accountability

1. **Upload to the CNP System** written policies and procedures to ensure the following: a) all funds and property are handled with fiscal integrity and accountability; b) all expenses are incurred with integrity and accountability; c) claims for reimbursement will be processed accurately, and in a timely manner; d) funds and property are properly safeguarded and used, and expenses incurred, for authorized program purposes only; and e) a system of safeguards and internal controls is in place to prevent and detect improper activities by employees.
2. Describe how your organization's SFSP recordkeeping requirements will address development and oversight of budgets, approved budget amendments, accounting records, and management plans.

3. Describe how your organization communicates policies and procedures to staff with fiscal management responsibilities.

6. Provide the names and job titles of all individuals in your organization responsible for fiscal management.

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Part 4: Operational Requirements

1. Describe how your organization will accurately classify site eligibility.

2. Describe how your organization will ensure approved site applications are an accurate reflection of site operations, including, but not limited to site address, meal service type, meal service times, and meal service days.

3. Describe how your organization will comply with meal pattern requirements.

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Part 4: Operational Requirements

4. Describe how your organization will comply with applicable state and local health and sanitation requirements.

5. Describe how your organization will claim reimbursement only for eligible meals.

6. Describe how your organization will collect required civil rights beneficiary data.

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For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Management_Plan_Form_SFSP.pdf.

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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

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