



Summer Food Service Program



Child Nutrition Programs
Finance and Support Services
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Program Bulletin

To: SFSP Sponsors
Program Reviewers

Bulletin: 2021-1

From: Rhonda Biles
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Subject: 2021 SFSP Training and Other SFSP Information

Date: January 15, 2021

USDA Policy Memos, Information, and Guidance:

- [COVID-19: Child Nutrition Response # 71](#)

To view USDA SFSP policy memos, visit:

DEED [Child Nutrition Programs website](#) or the [link to USDA Policy Memorandum webpage](#)

Additional Topics:

- 1) SFSP 2021 Purpose, Eligibility Requirements and Availability
- 2) SFSP 2021 Intent to Operate
- 3) SFSP 2021 Annual State Agency Training and Registration
- 4) SFSP 2021 Application Deadline
- 5) SFSP 2021 Renewal Process
- 6) SFSP 2021 Waivers
- 7) SFSP Winter Checklist
- 8) Food Buying Guide Web-Based Tool and Training

Attachments & Links:

- COVID-19: Child Nutrition Response # 71 – FMSC Contract Duration Waiver SY2021-SY2022 EXTENSION (link)
- 2021 SFSP Intent to Operate (attachment)
- 2021 SFSP Training Registration Form (attachment)
- 2021 SFSP Area Eligibility Data Now Available (attachment)
- 2021 SFSP Reimbursement Rates (link): <https://www.govinfo.gov/content/pkg/FR-2020-12-31/pdf/2020-29093.pdf>

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, and Guidance:

- [COVID-19: Child Nutrition Response # 71](#) – *Nationwide waiver of Food Service Management Contract duration in the National School Lunch Program and Summer Food Service Program EXTENSION.*
 - Issue Date: January 6, 2021. This waiver is effective immediately.
- (1) USDA Food and Nutrition Services (FNS) extends the waiver, for all State agencies, school food authorities, and SFSP sponsors the food service management company contracts duration requirements at 7 CFR 210.16(d) and 225.6(h)(7). This waiver allows food service management company (FSMC) contracts that may expire by or around June 30, 2021 and have not been extended for SY2020-2021 to be extended through school year 2021-2022 (June 30, 2022). To ensure Program integrity during this time, extended FSMC contracts are limited to one-year only.
 - (2) This waiver applies to State agencies administering the National School Lunch Program and Summer Food Service Program.

Please read the policy memo for more information.

Additional Topics:

1. SFSP 2021 Purpose, Eligibility Criteria and Availability

- **PURPOSE** - The SFSP was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.
- **ELIGIBILITY CRITERIA** – A sponsoring organization must be a public or private non-profit school food authority (SFA); a public or private non-profit college or university; a public or private non-profit residential summer camp; a unit of local, county, municipal, State, or Federal Government; or any other type of private non-profit organization. All sponsors must be tax exempt and demonstrate the administrative and financial ability to manage a food service effectively. Most sponsors must provide a year-round public service to the area in which they intend to provide the SFSP.

Schools do not need to have an accredited summer school program to sponsor SFSP. School districts are well positioned to provide meals that complement learning and recreation opportunities for children and earn money for the school food service account. A school may:

- ✓ Serve as a sponsor and prepare its own meals
 - ✓ Serve as a sponsor and purchase meals from a vendor
 - ✓ Host a site for another sponsor, or
 - ✓ Serve as a vendor for another sponsor
- **AVAILABILITY** – The DEED/CNP invites any eligible sponsoring organization to participate in the 2021 SFSP and the SFSP is available to implement statewide. Sponsors located in rural areas and Alaska Native tribes are encouraged to apply.

2. **SFSP 2021 Intent to Operate**

Enclosed with this program bulletin is the **2021 SFSP Intent to Operate** form. Please complete this form for all sites that are returning and indicate any sites that will not be in operation during the 2021 summer. Please return this form as soon as possible to assist DEED/CNP with 2021 SFSP planning.

3. **SFSP 2021 Annual State Agency Training and Registration**

Summer Food Service Program annual training is required by federal regulations for all new and returning sponsors of the USDA Summer Food Service Program. The following training dates will be offered in March and April. Both training sessions will be provided via distance-delivery:

- March 31, 2021, 8:30 – 4:30: For all new and returning sponsors
- April 1, 2021, 1:00 – 4:30: For school districts only, new and returning

School districts may attend either training and are not required to attend both sessions.

Non-school districts must attend the March 31st session.

Registration: Please complete and submit the attached training registration form to Jennifer.cherian@alaska.gov by March 19th, 2021.

Distance delivery login, dial-in information and training materials will be sent via email to all registered participants prior to training dates.

4. **SFSP 2021 Application Deadline: April 15, 2021**

In efforts to expedite application processing, particularly for sponsors with end of school year/May start dates, DEED/CNP is requesting that sponsors submit **completed** applications and all supporting documentation by April 15, 2021. Completed applications will be processed in the order they are received. DEED/CNP has 30 days to process them from the date of receipt. Incomplete applications will cause a delay in the approval of the sponsor.

Applications will be accepted at sponsor and site levels as long as they are completed. Incomplete applications will not be approved. As a reminder, sites may not begin meal service until they are approved by DEED/CNP in the CNP Web database.

New (and returning) sites may be added throughout the summer, as long as the sponsor is approved prior to the deadline.

New sponsors should contact DEED/CNP for a new sponsor application packet. Sponsor applications will not be accepted after the federally regulated deadline of June 15, 2021.

5. **SFSP 2021 Renewal Process**

All renewal forms will be posted in the CNP Web under 2021 in the Checklist tab prior to the State agency training dates. It is anticipated that the all 2021 CNP Web forms will be available by mid-February.

It is important to note that due to federal requirements, DEED/CNP can no longer accept late renewals at the sponsor level. All renewal documents must be submitted to DEED/CNP, complete and ready to process **no less than** 30-days prior to program operation. Any meals served prior to renewal cannot be claimed for reimbursement.

6. SFSP Waivers

As of the date of this bulletin, it is not yet known if the COVID-19 waivers will be valid beyond 6/30/21. Current COVID-19 waivers, including area eligibility, non-congregate meal service and parent/guardian meal pick-up, expire 6/30/21. Sponsors should be prepared to administer a congregate SFSP meal service in the event the COVID-19 waivers are not extended. DEED/CNP will ensure SFSP sponsors are notified as soon as additional waiver information becomes available.

7. SFSP Winter Checklist

- Sign up for and attend mandatory sponsor training
- Determine which sites are returning and submit Intent to Operate form
- Explore new site options, using the [Summer Meals Toolkit](#) to get more ideas
- Reevaluate your site recruitment strategy or develop a new one! [Here](#) is a tool to help you maximize your success
- Meet with community partners
- Plan site staff training, meal production and delivery, and programs and activities
- Plan cycle menus that meet the SFSP meal pattern requirements. Here are **helpful links to menu planning resources**:
 - [Food Buying Guide](#): - Requires an account. Simple and easy and takes just a quick minute. A necessary resource for all SFSP sponsors.
 - [Child Nutrition Recipe Box](#): (Institute of Child Nutrition) – Includes USDA standardized recipes)
 - [Cookbook for Schools](#) – Kid-tested recipes complete with ingredients, directions, serving sizes and meal pattern components. Non SFAs can use this, too!
 - [USDA SFSP Nutrition Guide](#) – An excellent SFSP meal pattern and menu planning resource

8. Food Buying Guide Web-Based Tool and Training

- A. The interactive [Food Buying Guide](#) (FBG) allows for easy searching, navigating, and displaying of content. **This is an essential resource for all SFSP sponsors.** In addition, users can compare yield information, create a favorite foods list, and access tools, such as:
- The FBG Calculator
 - Exhibit A Grains Tool
 - Download Food Buying Guide
 - Recipe Analysis Workbook (RAW), and
 - Product Formulation Statement (PFS) Workbook

Create a profile in order to save the following in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Produce Formulation Statements.

PLEASE NOTE: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have an USDA eAuthentication Account, go to [Create Account](#). You will immediately receive an email with a link to activate your account with one simple click.

B. **Team Nutrition has released three new training modules on the Food Buying guide for Child Nutrition Programs.** They are designed to take you step-by-step through the Food Buying Guide for Child Nutrition Programs (FBG). Each module will provide an in-depth look at the FBG with interactive knowledge checks to assist the learner.

Topics covered include:

- An introduction to the FBG
- The Recipe Analysis Workbook (RAW)
- Child Nutrition Labels and Product Formulation Statements (PFS)

These modules and other trainings such as webinar recordings can be accessed on the Food Buying guide for [Child Nutrition Programs: Training Resources](#) site.

Check out the modules on the Institute of [Child Nutrition's eLearning Portal](#).

Contact Information

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
DEED – Department of Education and Early Development
WRO – Western Region Office
FNS – Food and Nutrition Services
FNSRO – Food and Nutrition Services Regional Office
USDA – U.S. Department of Agriculture

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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;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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