



## Summer Food Service Program



**Child Nutrition Programs**  
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## Program Bulletin

**To:** SFSP Sponsors  
Program Reviewers

**Bulletin:** 2021-4

**From:** Rhonda Biles  
SFSP Program Specialist

**Subject:** 2021 SFSP Renewals and Other  
SFSP Information

**Date:** April 21, 2021

### USDA Policy Memos, Information, and Guidance:

- COVID-19 Child Nutrition Response #83 – Experienced Sponsors Nationwide Waiver

To view current USDA SFSP policy memos, visit the following:

- CNPWeb SFSP Welcome page (after logging in), or the [link to USDA Policy Memorandum webpage](#)

### Additional Topics:

- 1) **New!** Federal Procurement Thresholds
- 2) **New!** Annual Purchase Survey Overview
- 3) **New!** Unavailability of Milk
- 4) **Reminder!** CNPWeb is open to 2021 sponsors. **SPECIAL NOTE FOR SCHOOLS**
- 5) **Reminder!** 2021 SFSP Renewal Process
- 6) **Resource!** Food Buying Guide Web-Based Tool and Training

### Attachments & Links:

- Annual Purchase Survey (attachment)

**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 #83 – Experienced Sponsors (effective through 9/30/21)

This is a nationwide waiver to allow sponsors that successfully participated in the summer food service program in fiscal year 2019 to operate as experienced sponsors in fiscal year 2021. This also includes sites that successfully participated in 2019 but did not participate in 2020 due to COVID-19 and are planning to return in 2021.

## Additional Topics:

### 1. **New! Federal Procurement Thresholds**

The federal procurement thresholds that are in the [SFSP Administration Guide \(2016\)](#) are outdated. Please refer to the following federal procurement thresholds when developing or updating your Procurement Plan and procedures:

- Micro-Purchase: Purchases between **\$0 - \$10,000** (2 CFR 200.320(a) and 200.67)
- Small Purchase: Purchases between **\$10,000 - \$250,000** (2 CFR 200.230(b))
- Formal Purchases (or competitive sealed bids): **Purchases over \$250,000** or most restrictive threshold (2 CFR 200.320(c))

As a reminder, ALL purchases of food, supplies, goods and other service that use SFSP reimbursement funds must comply with procurement standards as stated in federal regulations ([2 CFR Part 200.317-326](#) and [7 CFR Part 225.17](#)).

Need a refresher on federal purchasing? Visit the DEED eLearning website and take the following courses: [www.education.alaska.gov/Elearning](http://www.education.alaska.gov/Elearning)

- Procurement Training – *Procurement Plans*
- Procurement Training – *Informal (includes micro and small purchases)*
- Procurement Training – *Formal*
- Procurement Training – *Food Service Management Companies*

### 2. **New! Annual Purchase Survey**

Most SFSP purchasing falls under the Micro-Purchasing federal procurement threshold, meaning individual purchases are less than \$10,000. Micro-purchases may be done without getting quotes if the price is considered to be reasonable AND must be equitably distributed among qualified suppliers (stores). For example, a sponsor must not buy everything from the same place rather; the sponsor must make purchases from different stores equally. This will be checked during a State administrative review so be sure to keep all receipts!

For those sponsors that use cycle menus and only want to purchase from a single store, then they must complete an Annual Purchase Survey. This must be done annually and kept on file for the current year plus three years. Attached is a copy of the Annual Purchase Survey for sponsors to use. Highlights include:

- I. List must be no less than 75% of items that are:
  - Most frequently purchased
  - Products that make up the largest part of the budget
- II. Prices must be from at least 2 different vendors
- III. Food items must be purchased from the vendor based on results of current Annual Purchase Survey
- IV. Documentation must be maintained to reflect that the food items purchased support the cycle menu

### 3. **New! Unavailability of Milk**

If you are having difficulties meeting the milk component of the meal pattern due to delivery issues, or the unavailability of milk, read on! You may still receive reimbursement for meals served without milk. If you are having milk delivery issues, contact the State agency! However,

this does not mean that if you cannot find milk at Costco that you can serve meals without milk. You will need to get your milk from a different store, like Safeway or Fred Meyer to meet the meal pattern requirement. This is referring to situations where there is no milk available in town, or if your food vendor is unable to access milk to deliver for your meal service.

[7 CFR 225.16\(f\)\(6\) and \(7\)](#)

(6) If emergency conditions prevent a sponsor normally having a supply of milk from temporarily obtaining milk deliveries, the State agency may approve the service of breakfasts, lunches, or suppers without milk during the emergency period.

(7) The inability of a sponsor to obtain a supply of milk on a continuing basis shall not bar it from participation in the Program. In such cases, the State agency may approve service of meals without milk, provided that an equivalent amount of canned, whole dry or nonfat dry milk is used in the preparation of the milk components set forth in paragraph (d) of this section. In addition, the State agency may approve the use of nonfat dry milk in meals served to children participating in activities which make the service of fluid milk impracticable, and in locations which are unable to obtain fluid milk. Such authorization shall stipulate that nonfat dry milk be reconstituted at normal dilution and under sanitary conditions consistent with State and local health regulations.

4. **Reminder! The CNPWeb is available for sponsors to begin adding their 2021 summer sponsor and site information.**

Remember that all sponsors, including SFAs, must upload all applicable waivers, public releases, DEC/MOA notification letter, site eligibility documentation, and other documents prior to submitting their 2021 SFSP application for State agency review and approval. Don't know which waiver applies to you? Just ask us!

**Note to SFAs Only:**

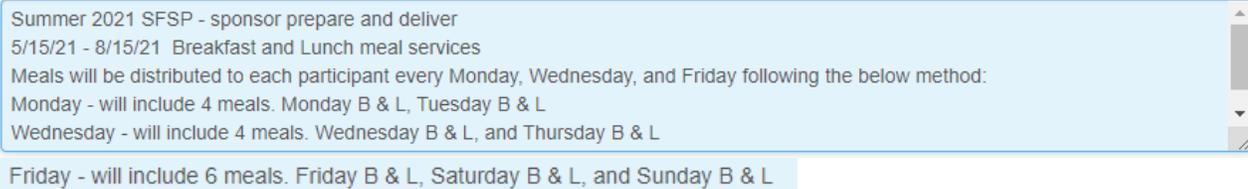
**\*\*\*\*SFAs\*\*\*\*** – When you have completed updating your sponsor and site information sheets and have uploaded all applicable documentation to the CNPWeb, **PLEASE LET THE STATE AGENCY KNOW YOUR APPLICATION IS READY FOR REVIEW/APPROVAL.** Since SFAs are currently operating under SFSP, they have already been “approved” in the CNPWeb for 2021, so there is no way for your application to be in “Pending Approval” status again. We would love to approve your 2021 SFSP summer application as soon as possible, so send either Rhonda Biles or Jennifer Cherian an email that your 2021 Summer SFSP is complete and ready for review/approval. THANK YOU!

Since SFAs have been operating under the SFSP during the school year, SFAs will need to record their summer meal service information in the General Comments #63 box in the Site Information Sheets. This is because the transition from school meal service to summer meal service usually happens mid-month (typically in May), and in order for the May claim to calculate accurately, the meal service information needs to remain as-is until after the sponsor has submitted the May claim and it has processed in the CNPWeb. After the May claim has processed, sponsors will need to update their meal service information in CNPWeb to reflect their meal service operations for the remainder of the summer.

### SFA Transitioning from school to summer meal services:

- SFAs can update everything on the Site Information Sheets in CNPWeb for summer meal services, except the following:
  - **#32** – do not change the begin date
  - **#34 – #38 (Meal Service)** – do not change this information. As mentioned in the above, you will need to input your summer SFSP meal service information in the General Comments #63. This is so your May claim will calculate accurately. After your May claim has been submitted for approval and processed in CNPWeb, you will need to go back in and update #34-#38 so subsequent monthly claims will calculate accurately. Here is an example:

63. General Comments:



Summer 2021 SFSP - sponsor prepare and deliver  
5/15/21 - 8/15/21 Breakfast and Lunch meal services  
Meals will be distributed to each participant every Monday, Wednesday, and Friday following the below method:  
Monday - will include 4 meals. Monday B & L, Tuesday B & L  
Wednesday - will include 4 meals. Wednesday B & L, and Thursday B & L  
Friday - will include 6 meals. Friday B & L, Saturday B & L, and Sunday B & L

- **#41 - #43** – do not change days of operation information until after your May claim has processed.

### 5. **Reminder! SFSP 2021 Renewal Process**

All 2021 summer renewal forms have been posted to the CNP Web in the Checklist tab.

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. **Resource! 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 Product 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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Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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