

**Summer Food Service Program**



# Program Bulletin

***Child Nutrition Programs***

*Finance & Support Services*

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**To:** SFSP Sponsors

Program Reviewers

**From:** Dan Hysell

(Acting) Program Specialist

**Date:** September 10, 2019

**Bulletin:** 2019-10

**Subject:** USDA Policy Memos and Information

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

* SFSP 15-2019 – Crediting Coconut, Hominy, Corn Masa, and Masa Harina in the Child Nutrition Programs

**Additional Topics:**

* SFSP Year-End Survey
* SFSP 2020 Application Deadline
* Webinar: Using the Non-Discrimination Statement in the Child Nutrition Programs: Where, When, Why, and How?
* Summer Food Service Program Administrative Update
* The USDA Summer Food Site Finder Website

**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:

All guidance referenced below may be found on the [USDA Policy Memorandum Webpage](https://www.fns.usda.gov/sfsp/policy).

### SP34-2019, SPFP 15-2019

**Crediting Coconut, Hominy, Corn Masa, and Masa Harina in the Child Nutrition Programs**

This memorandum rescinds and replaces SP 22-2019, CACFP 09-2019, SFSP 08-2019 Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs. This updated memorandum provides guidance on crediting coconut (including dried coconut), hominy, corn masa, and masa harina and clarifies how to identify popular products made from corn that can credit towards the grain requirements in the child nutrition programs (CNPs), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

## Additional Topics:

### SFSP Year-End Survey

Now that summer is nearly over, we would like to gather feedback about the FY19 Summer Food Service Program year from our SFSP Sponsors. If you have not done so already, please complete the brief end of season survey found at the following link: [SFSP Year-End Survey](https://www.surveymonkey.com/r/VXBP9YL). We appreciate your feedback, as it assists us in continuing to improve the program each year.

### SFSP 2020 Application Deadline

Please note that the application deadline to participate in the FY20 Summer Food Service Program year will be April 15, 2020. The deadline will fall earlier than this past year’s deadline, so please plan accordingly to ensure that your agency will be prepared to have all required documentation submitted by this date.

### Webinar: Using the Non-Discrimination Statement

You are invited to a Webinar!

Using the Nondiscrimination Statement in Child Nutrition Programs:

Where, When, Why, and How?

Monday September 16, 2019

9:00 AM Alaska Time

**Title**: Using the Nondiscrimination Statement in Child Nutrition Programs: Where, When, Why, and How?

**Description**: Each year thousands of Child Nutrition Programs applications, verification documents, and questions about lunch balances are sent in error to the Office of the Assistant Secretary for Civil Rights. These misdirected materials and questions slow down the review of applications for schools and childcare facilities and can cause confusion for families. This webinar will help State agencies and local Program operators learn where and when to use the appropriate Nondiscrimination Statement, as well as which version of the statement must be used to be compliant with Program regulations. The goal of this webinar is to improve customer service by clarifying the proper use of the Nondiscrimination Statement and clarify for families where to send completed applications, verification materials, and questions about account balances. We will provide several examples and answer questions at the end of the webinar.

**Target Audience**: State agencies and local Program operators.

**To participate in the webinar on Monday, September 16th at 1:00 PM ET**:

Please click on the link below to register. You may use the same link to log-in to participate on September 16th: [Using the Nondiscrimination Statement in the Child Nutrition Programs Webinar](https://usda-fns.webex.com/usda-fns/onstage/g.php?MTID=e2db1aeba397aa5a8175c7a43cb6ca1ef) (https://usda-fns.webex.com/usda-fns/onstage/g.php?MTID=e2db1aeba397aa5a8175c7a43cb6ca1ef)

Streaming audio will be available through your computer. If that is not an option, use the call-in information below. To receive a callback, provide your phone number when you join the event, or call the number below and enter the access code.

US Toll: +1-415-527-5035

Access code: 900 710 655

If you are unable to attend the LIVE webinar, there will be a recording of the webinar announced and posted on the PartnerWeb a few weeks after the webinar’s completion.

### Summer Food Service Program Administrative Update

The USDA Food and Nutrition Service (FNS) is working to deliver an updated Summer Food Service Program Administration Guide for program year 2020. We understand that program providers need current policy information in the short term to deliver the program with integrity while awaiting the updated guide.

FNS is offering this abbreviated list of policy changes in recent years to use as a reference when operating from the current guide. While this list is not exhaustive, it should help point sponsors to significant policy changes that affect their operations.

Site Eligibility:

* Closed enrolled sites may no longer use area eligibility to determinate their site’s eligibility. Closed enrolled sites must establish eligibility through the income eligibility of children attending the site.
* This change applies to Site Eligibility, page 13.

Offer versus Serve:

* Only school food authorities that use the NSLP meal pattern following the guidelines in 7 CFR 225.16(f)(1)(ii) may use Offer Versus Serve.
* This change applies to Offer Versus Serve, pages 62 and 63.

Meal Times:

* Three hours must pass between the beginning of one meal service, including snacks, and the beginning of another meal service. Four hours must pass between the service of lunch and supper when no snack is served between lunch and supper.
* The service of supper must begin no later than 7 p.m. unless the State agency has granted a waiver of this requirement due to extenuating circumstances.
* The duration of the meal service is limited to two hours for lunch or supper and one hour for all other meals
* This change applies to Meal Time Requirements, beginning page 65.

Small Purchase Procedures:

* For current purchase thresholds amounts, please see:
  + [Micro-Purchase Thresholds](https://www.ecfr.gov/cgi-bin/text-idx?mc=true&node=se2.1.200_188&rgn=div8)
  + [Small Purchase Thresholds](https://www.ecfr.gov/cgi-bin/text-idx?mc=true&node=se2.1.200_188&rgn=div8)
  + [Simplified Acquisition Threshold](https://www.ecfr.gov/cgi-bin/text-idx?mc=true&node=se2.1.200_188&rgn=div8)
* This change applies to Procurement Methods, p 83 and 84.

First Week Site Visits:

* Sponsors must visit each site at least once during the first week of operation.
* This change applies to Sponsor Monitoring Requirements, page 118.

Simplified Cost Accounting and Reporting:

* Advances payments are no longer separated into payments for operating and administrative costs.

### The USDA Summer Food Site Finder

This web-based mapping tool allows Alaskans to enter a street address and locate nearby Open SFSP meal sites. It list all meals times, days, contact information for each site and is kept up to date weekly by our office. This is an incredibly useful tool and its accuracy depends on the information you enter in the CNP Web, so please remember to keep it up to date! Thank you and please consider forwarding this tool to anyone you think may find it useful: [USDA Summer Food Site Finder](https://www.fns.usda.gov/summerfoodrocks).

**Contact Information**

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To file a program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), AD-3027, found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: [USDA Complaint Email](mailto:program.intake@usda.gov) (program.intake@usda.gov).

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