



## 2016 Summer Food Program Newsletter

The time to start planning your Summer Food Service Program (SFSP) is here. We have some new things to share with you for 2016:

- New SFSP logo
- Newly designed SFSP webpage
- Newsletter
- New State requirement: Meal Production Records and Cycle Menus
- New Viability, Capability, Accountability (VCA) Checklist for Non-Profits
- On-line training for organizations that qualify

### **SFSP Logo**

A logo or branding was created for Oklahoma's SFSP. As you can see, this fellow brings a sunny outlook to what we can accomplish this summer in feeding the children of Oklahoma. You will find him popping up on SFSP flyers, brochures, and e-mails throughout the summer.

### **New State Requirements**

Beginning in 2016, participants will be required to use Meal Production Records. The SFSP Meal Production Form is located under Recordkeeping Forms on the webpage. Schools already participating in the NSLP may continue to use the form that is used during the school year. Non-profits **MUST** use the form provided on the webpage.

The State Agency is also requesting you submit a four-week cycle menu for review. This cycle menu form can be found on the webpage under Recordkeeping Forms as well. Submit this form with your application.

### **Viability, Capability, Accountability (VCA) Checklist**

VCA is a new requirement for non-profits beginning in 2016. VCA is a requirement per the SFSP regulations found in 7 Code of Federal Regulations Part 225.

Nonprofit organizations applying to be SFSP sponsors **MUST** submit all supporting documents required on this checklist. The State Agency will review the information submitted on this checklist with all supporting documentation to assess whether an organization's financially viable and administratively capable to participate in the SFSP as a sponsor.

The VCA Checklist must be completed for our files and updated annually or sooner with any pertinent information changes.

This form will be sent to all non-profit sponsors for completion.

Non-profit sponsor who have operated as an SFSP sponsor for a minimum of two years, with no SD status, may be exempt from completing the VCA Checklist in 2016; however, a non-profit sponsor who was declared SD during their last Administrative Review must complete the VCA Checklist.

## **SFSP Webpage**

We are happy to share with you the newly designed webpage for summer food. The new web address is [www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood). It is a work in progress. We encourage you to send suggestions as to what you would like to see.

On the webpage you will find topics, such as: Training, Recordkeeping Forms, Webinars and Events, Program Information and much more. Take time to navigate around the webpage and become familiar with the information.

## **On-line Training**

This is an option for returning sponsors who have participated two years in the SFSP and have had no serious deficiencies. If this description fits you and you are interested, send an e-mail to Franza Schrader ([Franza.Schrader@sde.ok.gov](mailto:Franza.Schrader@sde.ok.gov)) or Jody Jindra ([Jody.Jindra@sde.ok.gov](mailto:Jody.Jindra@sde.ok.gov)) to register for the on-line training.

Once we receive your request, you will be sent a registration confirmation and may begin the training process. Begin by viewing the "Welcome" session. Next, view all lessons in Part II: Administering the Summer Food Service Program. There are ten lessons. The final segment of the training is reviewing the 2016 USDA Policy Memos which are located also under the Training heading. Once training is complete, find the Certification Statement located under the Training heading. A certificate of completion will be e-mailed to you once this form is received. Your application cannot be approved without the Certification Statement being submitted.

## **Training for New Sponsors or Sponsors With Less Than Two Years' Participation**

Training for schools or other organizations who are new to the SFSP or who have not participated in the SFSP for two years will be held at the State Department of Education Child Nutrition Conference Room #310. The address is 2500 North Lincoln Boulevard. The training dates are March 3<sup>rd</sup>, March 23<sup>rd</sup>, and April 7<sup>th</sup> from 9 a.m. to 4 p.m. Contact Jody Jindra or Franza Schrader to register for one of these trainings.

If you have participated two years or more and would like to do this training, you are welcome to register.

## **Application**

You may login to Single Sign-on and complete the application at any time. Please submit the Addendum when the application is submitted. Receiving the addendum will serve as notification that the application is complete and submitted for review.

## **Application Addendum**

An Application Addendum is located under the heading “Application” on the webpage. We were all expecting a new application program to be complete for 2016, but it did not happen. Therefore, the addendum was created to include those questions that would have been on the new application.

The Application and Application Addendum must be submitted together for review. Receiving the addendum (via e-mail) will serve as notification to the State Agency that the application is ready for review.

## **Recordkeeping Forms**

Recordkeeping forms can be found on the webpage. There are two zip files, one designated for schools and one for non-profits. Inside these zip files are all the recordkeeping forms needed for the SFSP.

Schools have the option to use these forms or to use similar forms used in the NSLP. Review these forms closely as there may be some forms not required in the NSLP.

Non-profits **MUST USE** these recordkeeping forms unless the use of other forms has been approved by the State Agency, prior to use.

## **Webinars and Events**

Watch for upcoming webinars and kick-off events under the heading Webinars and Events. If you are planning a kick-off event, please notify Jody Jindra or Franza Schrader. We want to put your event on the webpage!

## **Questions and Contact Information**

Contact Jody Jindra or Franza Schrader for questions you may have regarding information in this newsletter.

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