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2017 Summer Food Service Program Newsletter

The saying goes that there’s no such thing as a free lunch. For some people, this is nothing more than an aphorism, but for millions of children who receive free or reduced-priced lunches at school, during the summer it’s a harsh reality.

Nearly 21.5 million kids in the U.S. are eligible for free or reduced-priced meals, yet according to a 2016 report from the Food Research Action Center, only 1 in 6 of them receives that benefit over summer break.

“The summer is a really tough time for low-income families,” said Crystal FitzSimons, director of school and out-of-school time programs for the food research center. “They often lose access to free or reduced-price school meals. The summer is a time of increased food insecurity. Kids are also more likely to gain weight during the summer months.”

In 2015 less than one in 10 low-income children in the state received summer meals, according to the Food Research Action Center. For the second summer in a row, Oklahoma had the lowest participation in the National School Lunch Program in the country.

When kids go hungry, their basic needs aren’t being met. Then they can’t reach higher goals and aspirations. If they aren’t being fed, of course, they suffer physically, but they also can never move beyond that basic struggle to survive towards being able to thrive.

“Status quo is not good enough when it comes to the well-being of our nation’s children,” said FRAC President Jim Weill in a recent press release. “More must be done to expand access to summer meals if we are to close the hunger gap and reduce the summer ‘learning slide’ for millions of our nation’s children. Greater investments are needed to make these good programs even better. ”

Time to Start Planning Now

The time to start planning your Summer Food Service Program (SFSP) is here. We have some new things to share with you for 2017:

* New SFSP logo
* Newly designed SFSP webpage
* 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.

State Requirements

All 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. If after submitting the menu, you need to make changes, these changes need to be emailed in to Franza Schrader. The menus must be dated not just numbered, so that it is easily identified as to what week you are on and what meal is being prepared for each day.

Year Round Services to the Community

Sponsors must provide year-round services to the community where the SFSP is being served. *Provide Year-Round Service*: Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP.

Conduct a Non-Profit Food Service

Conduct a nonprofit food service. Sponsors must conduct food services through SFSP that are not for profit. A sponsor is operating a nonprofit food service if the food service operations conducted by the institution are principally for the benefits of participating children and all of the program reimbursement funds are used solely for the operation or improvement of such food service.

Viability, Capability, Accountability (VCA) Checklist

Sponsors must demonstrate financial and administrative capability. Potential and returning sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. They must accept final financial and administrative responsibility for their entire site.

The 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 the completed form with 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 is located on the SFSP Website for all Private-Non-Profit (PNP) Sponsors to complete prior to being given access to the SFSP Application**.**

**Upward Bound Programs, Public Schools, and Tribal Government** sponsors are exempt from completing the VCA Checklist,

Private Non Profit Sponsors who have not operated a minimum of two years in the SFSP or a non-profit sponsor who was declared SD during their last Administrative Review must complete the VCA Checklist.

If you submitted a VCA Checklist in 2016 and the information has not changed, you may simply send in a copy of the 2016 VCA checklist, with a **new signature and date** with a statement written in verifying that the information has not changed.

Steps for Beginning your SFSP Application

**Sponsors new to the SFSP program must submit:**

1. Certificate of Authority-for ALL new sponsors even school who have a NSL Certificate of Authority on file, SFSP is a separate form
2. EFT-for ALL new sponsors even schools who have a NSL EFT on file, SFSP is a separate form
3. DUNS documentation from SAM.gov
4. 501 (3) C Non-profit status from the IRS for all PNP-not required for schools, churches,

universities, or tribal governments.

1. 5. VCA- not required for schools, churches, universities, or tribal governments.
2. 6. You will need to go into the Single-Sign-On link from the Resource section of the State
3. Department of Education website and set yourself up an account (one for each individual that you want to have access to your SFSP website application and claims.

**Once the forms listed above are received and approved, you will be given access to the web-site to complete your SFSP application.**

With your application you will need to submit:

1. 4 week cycle menu
2. Training Certification statement (from the SFSP website after you have done the online
3. training [for everyone] attended training for new Sponsor, [any sponsor who has not had a minimum of two years on the SFSP program without any SD findings, any sponsor who was found SD in their 2015 or 2016 Review and any others who want to attend] and read all the USDA memos posted on the training website
4. 2017 Application Addendum
5. Audit if applicable-not necessary for schools since they have their audits on file with SDE already.

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 was introduced in 2016 and it is still 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 for Public School and all other organizations who qualitfy fofo

This is an option for returning sponsors who have participated for a minimum of 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)) 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 2017 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 Tuesday, January 31 for Tribes, Tuesday, February 7 for Private Non-Profits, Thursday, February 16 for Camps and University Upward Bound Programs and on February 23 for New Schools or returning Schools from 9 a.m. to 4 p.m. Contact Franza Schrader to register for one of these trainings. You will be required to watch the on-line training prior to attending the in person training and submit the Training Certification Statement by email to [Franza.Schrader@sde.ok.gov](mailto:Franza.Schrader@sde.ok.gov) prior to registering for the training. We will NOT be viewing the on-line training at the in person training, only answering questions and practicing with the forms specific to your type of organization.

If you have participated two years or more and would like to do this training in place of the on-line training, you are welcome to register also on the appropriate days.

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, but it has not happened yet. 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 from all SFSP Sponsors. Receiving the addendum (via e-mail) will serve as notification to the State Agency that the application is ready for review.

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.

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 Franza Schrader. We want to put your event on the webpage and I want to support your efforts if at all possible by attending these events.

Questions and Contact Information

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

Franza Schrader ([Franza.Schrader@sde.ok.gov](mailto:Franza.Schrader@sde.ok.gov)), 405-522-4943

**This institution is an equal opportunity provider.**

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