

Administering the Summer Food Service Program: Program Payments

www.sde.ok.gov/sde/summerfood



TOPICS

- Advances and start-up payments
- Program reimbursement
- Allowable and unallowable program costs
- Management responsibilities
- Non-reimbursable meals



ADVANCE PAYMENTS

- Operating costs
- Administrative costs
- Both Operating and Administrative Costs



ADVANCE PAYMENTS

- The SA estimate based on sponsor's request and available data
- Payments are advances on future reimbursements
- Deducted from future reimbursement payments



ADVANCE PAYMENTS – OPERATING COSTS

- Request 30 days before payment dates (June 1, July 15, August 15)
- Based on reimbursement for same month of previous year
- Certification of staff training before release of additional advances (except school district sponsors)
- Operating at least 10 days for the month of the advance



ADVANCE PAYMENTS – ADMINISTRATIVE COSTS

- Request 30 days before payment dates (June 1, July 15)
- Advance not available if planning to operate the program less than 10 days
- Amount of advances may be adjusted by OSDE CNP based on monitoring or audits



PROGRAM REIMBURSEMENT

- Based on number of reimbursable meals multiplied by the sum of administrative and operational rates
- Records to document all costs and meals claimed for reimbursement
- Signed agreement with the SA on file



CAMP REIMBURSEMENT

- Reimbursement for meals served to participants eligible for free or reduced-price meals
- May claim reimbursement
 - Three meals *or*
 - Two meals and one snack
- Maintain documentation of free or reduced-price eligibility
- May charge non-eligible participants a separate fee for meals



REIMBURSEMENT RATES

Current SFSP Reimbursement Rates located on the webpage under Program Information.



ALLOWABLE OPERATING COSTS

- Cost of food used
- Nonfood supplies used in the food service
- Space for the food service



ALLOWABLE ADMINISTRATIVE COSTS

- Planning
- Organizing
- Administering



ALLOWABLE ADMINISTRATIVE COSTS

- Rural Designation of Sites:
- Two levels of *administrative* reimbursement rates
 - Higher – sites that self-prepare meals and sites located in rural areas
 - Lower (or non-rural rate) – all other sponsors

<http://www.fns.usda.gov/rural-designation>



UNALLOWABLE COSTS

- Cost for excess meals
- Meals not meeting program requirements
- Cost to purchase food used outside of SFSP
- Repayment of over-claims or other Federal debts
- Costs of meals served to adults not in the operation of the food service
- Repayment of over-claims and other federal debts



PROGRAM INCOME

Maintain documentation of funds accrued to the program, but will not be deducted from a sponsor's reimbursement

Sources of program income include

- Cash donations identified specifically for use in the program
- Federal, state or local funds specifically provided to the program
- Income from the price of meals served to non-program adults



EXCESS PROGRAM FUNDS

- Benefit SFSP services to children *or* other Child Nutrition Programs
- Start-up funds or improving SFSP services in the following year
- May not be transferred to operations not related to CNP or to increase salaries or fringe benefits costs
- Not participating in SFSP the next year?
 - Used towards other Child Nutrition Programs operated by the sponsor *or*
 - If no other Child Nutrition Programs are operated by the sponsor, the SA will collect the excess funds



CLAIMS FOR REIMBURSEMENT

- Based on number of meals multiplied by administrative and operating rates
- Reflect meals that meet SFSP requirements
- Actually served to eligible children during claiming period



CLAIMS FOR REIMBURSEMENT

Records

- Number and type of first and second meals served to all children
- Total number of second meals not exceed 2% of number of first meals
- Operating and administrative costs
- Program income received



FOOD SERVICE MANAGEMENT COMPANIES (FSMC)

May allow the FSMC to conduct same activities for SFSP that are performed for NSLP.

Sponsor must maintain responsibility for:

- submitting claims
- accountable for ensuring all SFSP requirements are met



NON-REIMBURSABLE MEALS

May not claim for reimbursement:

- Meals not served as complete unit, except offer versus serve
- Meal patterns or types not approved by the SA
- Meals served at sites not approved by the SA
- Meals consumed off-site, except approved field trips
- More than one meal served to a child at a time
- Second meals in excess of 2% of the number of first meals



NON-REIMBURSABLE MEALS

May not claim for reimbursement

- Meals served outside of approved timeframes or approved dates of operation
- Meals served to ineligible children in camps
- Meals that are spoiled or damaged
- Meals in excess of the site cap
- Meals not served
- Meals served to anyone other than eligible children



SUMMARY

- Advances
- Reimbursement Claims
- Unallowable costs
- Non-reimbursable meals



GUIDANCE MATERIALS

The following USDA SFSP guidance materials are available to assist sponsors with program implementation.

- Administrative Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Nutrition Guidance for Sponsors
- Food Buying Guide
- Food Buying Guide Calculator

The USDA SFSP guidance materials are available on the USDA's SFSP Resource Web page under "Handbooks" at <http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0>.

The Food Buying Guide is available on USDA's Web page at <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>.

The Food Buying Guide Calculator is available on National Food Service Management's (NFSMI's) Web page at <http://fbg.nfsmi.org/>.



QUESTIONS

Contact the State Agency @ 405-521-3327



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete USDA Program Discrimination Complaint Form, (AD-3027) found online at: 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: program.intake@usda.gov.

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