

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



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



GUIDANCE MATERIALS

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 SHORT VERSION

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