



Administering the Summer Food Service Program: Program Payments

OSDE Child Nutrition Programs
sde.ok.gov/summerfood




1

TOPICS

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

2 | SFSP Program Payments




2

ADVANCE PAYMENTS

- Operating costs
- Administrative costs


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3

ADVANCE PAYMENTS


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

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4

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

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5

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

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6

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

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7

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

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8

REIMBURSEMENT RATES

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

www.sde.ok.gov/summerfood

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9

ALLOWABLE OPERATING COSTS

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

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10

ALLOWABLE ADMINISTRATIVE COSTS

- Planning
- Organizing
- Administering

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11

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>

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12

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

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13

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

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14

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


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15

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

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16

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

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17

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

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18

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



19

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



20

SUMMARY

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



21

Questions?

Contact the State Agency @ 405-521-3327
sfsp@sde.ok.gov

22 | SFSP Program Payments 

22

**NON-DISCRIMINATION STATEMENT
SHORT VERSION**

This institution is an equal opportunity provider.

23 | SFSP Program Payments 

23
