

The Summer Food Service Program



**2024 SFSP Application
Requirements & Deadlines**

February 26, 2024



Welcome to the Summer Food Service Program Mini Series Webinar. The topic of this session is the 2024 SFSP Application Requirements and Deadlines.

Application Process



Application

- Opened March 1st
- Found online at: <https://dpi.wi.gov/nutrition/online-services>
- Need agency code & password to access
- Follow the [SFSP Application Manual](#) for step-by step instructions



OK – let’s get started with the 2024 application process. The application opens March 1st for updates. You’ll access the application from our online services page, logging in with your agency code and password. For those of you that may be new to working with the SFSP and are unsure of what your agency code or password is, please reach out to one of us and we’d be happy to get that information for you. If you like to follow along using the SFSP Application Manual, pause the presentation, and open up the Manual posted online. You can find a link to it on the Materials & Resources page, under the Application section, or within the script posted next to this webinar.

SFSP Application Manual: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfsp_app_manual_24.pdf

Application Process



Application

- Due April 10th if requesting an advance or USDA Foods
- Due May 3rd if NOT requesting an advance or USDA Foods
- DPI will contact agencies within 15 days of receiving the application.
- All required additional documents must be uploaded prior to approval.
- Approval will occur within 30 days of a complete application.



Sponsors that prepare their own meals, purchase meals from a school, or a school that vends meals from a Food Service Management Company, can receive a one-time shipment of USDA Foods for summer. If your agency is eligible and you would like to order USDA Foods, submit your application by April 10th. It is also required by April 10th if your agency would like to request an advance in payment. If you are not interested in USDA Foods or an advance, the application is due May 3rd. Once we receive it at DPI, we will take a look at it and respond back to you within 15 days and it will be approved within 30 days, once it is fully complete.

Sponsor Application

General Info Page

- Agency Name, Type, etc.
- Contact Information
- Beginning and Ending Dates
- Who prepares meals for SFSP?

Agency Name	Adams-Friendship School District	Sponsor Type	Public
Federal Employer Identification Number	396000587	County	Adams
Sponsor Status	Nonprofit School Food Authority		
Agency Street Address			
Street Address			
City	State	Wisconsin	Zip
Mailing Address (Enter even if it is the same as the street address listed above)			
Street/P.O. Box			
City	State	Wisconsin	Zip
Authorized Representative			
First Name	Last Name		
Title	None	Phone Number	Extension
Email Address			
Person Signing			
Secondary Contact <input checked="" type="checkbox"/> Check if not applicable			
First Name	Last Name		
Title	None	Phone Number	Extension
Email Address			
Intended Dates of Summer Food Service Program Operation and Meal Preparation Information			
Program Start Date		Program End Date	
Who prepares meals for the SFSP? <input checked="" type="radio"/> Sponsor employees/volunteers (Self-prep) <input type="radio"/> Contracted FSMC/Vendor (Vended)			
<input type="checkbox"/> Check if vended and Sponsor requests a waiver of the unitized meal requirement.			
Meal Provider Type			
Provider Name			

Now let's get to the first page of the Sponsor Application. When you log in, you'll put in your contact information and then the General Information Page will open. There is a lot of important information on this first screen that you will need to review and update. Be sure to review the name and contact information for both the Authorized Representative and the Secondary Contact person. These are the individuals we contact for everything related to the Program, so double check to ensure that email addresses have been entered correctly. The start and end dates on this page should reflect the first day you serve meals under the SFSP and the last day of meal service for the summer. When entering the site applications later on, all of those site start and end dates must fall within the start and end dates on this first page. If your program dates change, it is very important for you to update these dates to ensure you can get reimbursed for meals served. If extending your Program, the end date must be updated prior to the end date that was originally approved. In other words, we cannot back date SFSP application dates.

Below the dates of operation is information on who is preparing meals for the Summer Food Service Program. Select either the Sponsor employees and/or

volunteers prepare meals for the Program OR select that you have contracted with a Food Service Management Company or Vendor. The selection here is important because it could change the level of reimbursement that your Program receives. Just under that question, it asks you to check the box if your program is vended and are requesting to waive the unitized meal requirement. There is a requirement that sponsors that purchase meals from a vendor, serve meals as a unit. If meals are served cafeteria style, you will want to check the box. And finally in this section, if your Program is vended, indicate the type of vendor you are using. Select FSMC, vendor (such as a caterer) or a School Food Authority, which means you are purchasing from a school and enter the name of that Provider. Again, the last 3 things in this section only apply if your Program is vended.

Sponsor Application

General Info Page Continued

- Requesting USDA Foods
- Requesting Advances
- Corrective Action Description Moved

Check all that apply to your agency

Applicant is requesting SFSP USDA Foods

Applicant is requesting advance payment for administrative costs

Applicant is requesting advance payment for operational costs

Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc.

Applicant / organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program

Applicant expended \$750,000 or more in total Federal awards during the prior Federal Fiscal Year

Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option)

Check all the USDA program in which agency/organization participates

None Child and Adult Care Food Program National School Lunch Program

School Breakfast Program Food Distribution Program (Commodity) Special Milk Program

USDA Foods Product Information (List is not final)

Description (per case)	Entitlement Value	Handling Fee	Processing Fee	Total Fees (per case)
Applesauce, Cups, Shelf Stable, 96/4.5 oz. (110361)	\$28.01	\$6.05	--	\$6.05
Mixed Fruit (Peaches, Pears, Grapes), Extra Light Syrup, Canned, 6/#10 (100212)	\$43.27	\$8.59	--	\$8.59
Mixed Vegetables, No Salt Added, Frozen, 138/ 0.5 C, 6/5 lb. (111230)	\$29.06	\$5.98	--	\$5.98
Beef Patties, Frozen, 221/2.17 oz, JTM (C414)	\$83.36	\$6.17	\$73.19	\$79.36
Cheese Stuffed Sticks, Frozen, WG, 96/2 oz., 26.25 lb., Schwan's Food Service (C705)	\$19.23	\$5.37	\$31.01	\$36.38

Remember to also update the SFSP Contact & Delivery info in the Wisconsin USDA Foods Ordering System by April 10th!

Further down on that same page you'll find an area that says 'Check all that apply'. This is where you will request USDA Foods and Advances. If requesting to order USDA Foods for summer, remember that you also must update the SFSP Contact and Delivery information in the Wisconsin USDA Foods Ordering system by April 10th. On the slide you'll see a snapshot of some of the USDA Foods that will be offered. For more information, please review the USDA Foods Resource located on our Materials & Resources page, under the Production Planning section.

Below, check all of the USDA programs in which your agency/organization participates in. This is participation at the sponsor level; the site level program participation may be different.

You may notice that the Description of Corrective Action taken to resolve problems at sites is no longer at the bottom of this page. It has been removed and replaced with a request for your agency's Monitoring Policy and Procedures on a new separate Monitoring page that we will get to later in the presentation.

Sponsor Application

Next Up

- Admin Personnel Page
- Training Page
- Management Responsibility Page
- Civil Rights Page

No Changes

Administrative Personnel
Review and update personnel information for those who will be responsible for administering the Summer Food Service Program (SFSP). To add new personnel click Add Personnel button. To drop personnel from the list select the person and press Delete button. If personnel are not paid using SFSP funds (i.e., paid from a different funding source or volunteer), enter zero for the salary per hour.

Administrative Person First Name	Administrative Person Last Name	Title of Administrative Position (i.e., Director, Bookkeeper, Monitor/Serical)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Does Person Work For Other SFSP Sponsor or FSMC?
First Name	Last Name	Bookkeeper	40	0.00	0.00	No
John	Smith	Food Service Director	2200	30.00	6,600.00	Yes
Carl	Smith	Monitor	100	15.00	1,500.00	No
					Total: 6,750.00	

ADD PERSONNEL CONTINUE

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "Add Personnel" button. To drop personnel from the list select the person and press "Delete" button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
Anna	Kidwell	Nutrition Coordinator	Approving Purchases or Rentals	Bookkeeper/Monitor/Dir
Anna	Kidwell	Nutrition Coordinator	Approving Regular or Overtime Hours for Employees	
Kimberly	Musickak	Director of Business	Reporting Participation and Cost Data; Managing Claims	
Anna	Kidwell	Nutrition Coordinator	Coordination of Site Supervisors	
Anna	Kidwell	Nutrition Coordinator	Coordination of Monitoring Requirements	

ADD PERSONNEL CONTINUE

All staff working with the SFSP must receive training annually. Provide the name of the trainer(s), type of training, and date(s) of training for the current contract year. At least one Admin and one Operational training must be listed. To add additional training sessions, click Add Training Session button. Review Training in the Summer Food Service Program for additional guidance.

Trainer First Name	Trainer Last Name	Training Type	Session Date
CPI	E Learning	Admin	05/01/2022
John	Musickak	Oper	05/20/2022

ADD TRAINING SESSION CONTINUE

Next up we have Sponsor Administrative Personnel, Management Responsibility, Training, and the Civil Rights Pre-award Compliance Review pages. We did not make changes to these pages this year, so just carefully review the information from last year and make updates, as needed. On the Sponsor Admin page, this may include updates to names, hours each person devotes to SFSP, and their salary per hour. These are the admin personnel within your agency that performs duties such as completing the contract, filing claims for reimbursement, maintaining the non-profit food service account and the site monitors. **If personnel performing administrative duties for the SFSP are not paid using SFSP funds, remember to include them here but enter zero for the salary per hour. The total Admin salaries from this page will transfer directly to the budget page.**

On the Management Responsibility page, again review the names of the personnel responsible for each of the 5 listed management duties and make updates as needed.

The training page requires at least one training date listed for admin staff and at least one for operational staff. Indicate the name of the trainer, not the names of the persons being trained and the planned date for the trainings. The SFSP E-learning Lessons can be used to train staff, but most likely you will need to have an additional training to cover specific details on how your Program will operate, especially for operational staff. So, in that instance, if you choose to use the E-learning for training operational staff, we'd expect to see another operational training date to cover specifics for your Program.

And finally, when reviewing the Civil Rights Pre-award Compliance Review page, only update the race and ethnicity data only if there is a significant change in the population you serve. Review the rest of the questions and update, as needed.

Sponsor Application

List of Sites Registered Page – **New**

Features

- Adding Sites
- Inactivating Sites
- Re-activating Sites

Summer Food Service Program(2024) Application
List of Sites Registered

999040 - TEST SFSP

Complete and/or update a site application for each location where meals will be served this summer. If a site will not operate at all this year, delete the site. If you want to add **Inactive sites** to current year contract for SFSP program participation please click on Inactive Sites Link below.

[Inactive Site List]

Site No. ↕	Site Name ↕	Type of Site ↕	Site Program Start Date ↕	Site Program End Date ↕
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ADD NEW SITES + CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance]

The List of Sites Registered page comes next. We did add a new feature to this page this year. You'll now see a link above the list of sites that says Inactive Site List. If you click on it, you'll find sites that had been part of your application within the last 5 years, but did not operate last year. If one of those inactive sites listed will be participating this year, you will need to re-activate the site rather than starting a new site application. If you have any sites listed for this year that you know will not operate, simply click on the site name, scroll down to the bottom of the page, and click on the delete button. This will put the site on the Inactive site list. We hope this new feature will limit the duplication of sites in our system and also save you time re-entering site information.

If you will have a site that has never operated before, click on the Add New Sites button and start a new site application. Once all sites have been updated or added, click on the continue button to move on to the next section of the application.

Site Application

- New sites need new site applications!
- Select the classification of Rural/Non-rural. Check based on the site's street address using the *updated* USDA Rural Designation Mapping Tool: <http://www.fns.usda.gov/rural-designation>.
- New Statements to Check

Site Application
990040 - TEST SFSP

General Information: Enter numbers (Use Zip, Phone without hyphen or dashes).

Site Name: _____ County: _____ Classification: _____

Site Program Start Date: []/[]/[] [MM/DD/YYYY] Site Program End Date: []/[]/[] [MM/DD/YYYY]

Street Address: _____ City: _____ Zip: _____ Phone: _____

Name of Site Supervisor (If unknown at this time, provide to DPI prior to beginning of operation):
First Name: _____ Last Name: _____

Check/select all that apply to the site

Food service is the part of a regularly scheduled organized program of activities for children at this site

The site did not operate in the prior year

The site experienced operational problems last summer.

The site is part of a mobile route

The site provides non-congregate meals

This site is For Profit (i.e., privately owned apartment complex, mobile park, any kind of for-profit business)

The site participated in the Summer Food Service Program in prior years

If a sponsor name _____ Most recent year of participation [] [YYYY]

Check all USDA Program in which this site participates:

None Special Milk Program

National School Lunch Program School Breakfast Program

Child and Adult Care Food Program Food Distribution Program (Commodity)

Does this site participate in any of the above programs at the same time as the SFSP? _____

Once you have clicked on the name of the site on the List of Sites Registered page, that site application will open for updates. Review the site name and address for accuracy. If there is a minor change to the name or address, you can make those updates without starting a new application. If the site has a completely different name or address, a new site application will be required. Also, please only submit one site application per address. It is OK to have more than one serving location within a building or on the address premise.

Do recheck the Rural Non-rural classification for each site based on the site's street address using the USDA Rural Designation Mapping Tool. This website has been updated to include Rural pockets within an area typically considered non-rural. A site that was non-rural in the past, may now be rural. That is important

for several reasons. One, sponsors are paid based on their self-prep and/or rural status and site that are rural have the potential for being able to provide non-congregate meals with specific approval from DPI.

The list of statements to check if they apply have been updated to include whether or not a site operated in the previous year, whether it had site operational problems the prior year, if it is part of a mobile route, or provides rural non-congregate meals. Please be sure to check all that apply as this information will trigger different monitoring requirements on the new Site Monitoring page.

Site Application

Site Type/Eligibility Section Updated

- Select the site type
- Select how the site qualifies
- **NEW** - Enter GEOID Code if using census data: Refer to the FY2024 Census Eligibility for Public Schools to find a GEOID for a public school. Refer to the [USDA Capacity Builder](#) for other types of site. Both links can be found on the Materials & Resources Page under Sponsor & Site Eligibility.

Select Type of Site and provide list of supporting eligibility documentation attached:

Type of Site: Closed Enrolled Is this site Area Eligible? Yes No

Select only ONE method that qualifies this site (only for Open, Restricted Open, and Area Eligible Closed Enrolled Site Types)

Site is located within the attendance area of a public school or within a private or specialty school in which 50 percent or more of the enrolled children are eligible for free and reduced-price meals.

Month and Year of Eligibility [▼] / [▼] [MM/YYYY]

School Name [] Free/Reduced Percentage []

Street Address [] City [] State [▼]

Zip []

OR

Site is located within a Census area that is eligible. Use the [USDA Capacity Builder](#) to locate the GEOID code for the site.

Year of Eligibility [] [YYYY] GEOID Code []

OR

Documentation from departments of welfare, education or zoning commissions indicate area is eligible.

Select how the site qualifies (only for Open - Migrant and Restricted Open - Migrant Site Types)

The site serves predominately children of migrant farm workers.

Select how the site qualifies (only for Closed Enrolled sites that are NOT area eligible, Residential and Non-Residential Camps, and National Youth Sports Program Site Types)

Household Size-Income Statements will be collected from parents/guardians and maintained on file to document the income eligibility for individual children.

Sponsor & Site Eligibility [Revised 1/24](#)

[Site Definitions & Eligibility Documentation](#) - Revised 1/24

[FY2024 Census Eligibility for Public Schools](#) [New](#)

Wisconsin Free/Reduced Eligibility for All Public Schools (FY 2023) can also be used to determine area eligibility. A SFSP site may operate in a suitable location within the attendance area of a school that has at least 50% of its' students eligible for free and reduced price meals during the school year. More recent free/reduced data may be submitted to DPI for review to determine if it may be used to establish 2024 eligibility.

[USDA Capacity Builder Map](#) Select the FY24 FNS CACFP and SFSP Eligibility Layer to determine if a site is located within an eligible area using census data.

will be collected and maintained on file from information for the purpose of determining com. ed in the program will be collected and ces guidelines for income eligibility for

Next up is the section that tells us what site type is and how it qualifies. You'll notice we did update this area this year. Open and restricted open sites are required to be area eligible based on school free and reduced data, census data or documentation from departments of welfare, education or zoning commissions. If the site is closed enrolled, there will be a question for you to answer, *Is the site area eligible?* This is because a closed enrolled site can qualify using area eligibility or based on the actual income level of the children participating. When using free and reduced data, indicate the name of the school that qualifies the site, the address and the month, year and percent free and reduced. The data entered here should be the most recent year in which the site qualified. As you may recall, area eligibility data can be used for up to 5 years prior to having to re-qualify. If using census data to qualify, enter the year of eligibility and the GEOID Code for the census tract that the site is located in. The GEOID codes can be found on the USDA Capacity Builder map OR if the site is a public school, you can refer to the Eligibility for Public Schools document on our website. Both links can be found on the Materials & Resources Page under the Sponsor & Site Eligibility section.

Migrant Sites must select 'The site serves predominately children of migrant farm workers.' And Closed Enrolled Sites, Camp Sites, Upward Bound Sites, Trio Program Sites, should make the appropriate eligibility selection(s) under that section that best fits how the site obtains it's eligibility documentation.

Site Application

Meal Service/Meal Count Section

- Monitoring section removed
- Offer Versus Serve no longer available to sites operated under a Non-school Sponsor
 - DPI has submitted a request to allow non-school sponsors to continue using OVS.

The screenshot shows a web-based form titled "Select Menu Planning System used to plan meals and Offer vs Serve provision for SFSP Site." The form is divided into several sections:

- Menu Planning System:** Includes dropdown menus for Breakfast, Lunch, and Supper, each with "SFSP Meal Pattern" selected. Below this is an "Offer vs Serve" section with dropdown menus for Breakfast, Lunch, and Supper, all set to "None".
- Provide Meal Service Information:** Contains a dropdown for "Who prepares meals for this site?" (set to "CAMPUS employees/volunteers/food prep"), a "Site Location" dropdown, and radio buttons for "Meals Prepared on Site" (selected) and "Meals Delivered to this Site". It also has text boxes for "How many Children can eat at this site at one time" and "How will the meal service be supervised (200 Characters)".
- Select Meal Count Procedure for this site:** Includes radio buttons for "Meal count is taken at the end of the meal service line at the point it has been determined that the child has received a complete meal" (selected), "Meal count is taken at the beginning of the meal service line. A person is positioned at the end of the line to verify that each child has received a complete meal", "Facility Style Meal Service - The meal count is taken after the children have been seated and have received their meal. (Applicable for Camp and Festival Sites only)", and "Other". A text box below asks for a description of the procedure if "Other" is selected.
- Provide Meal Adjustment and Facility Information:** Includes a dropdown for "Procedures are in place for the adjustment of meal orders to reflect the number of children participating daily" and a text box for "Briefly describe procedure for adjusting meal orders". It also has two text boxes for "Site has adequate facilities for holding meals at proper temperatures or meals will be served within one hour" and "Site has adequate facilities for storing leftover meals or meals are returned to the meal preparation kitchen".

At the bottom of the form, there are navigation links: "Previous Site", "Admin Personnel", "Personal Other Work", "Management Responsibility", "Supplier Training", "Data Rights Compliance", "Privacy Policy", and "Logout".

Following the Eligibility Section is where you will be selecting the type of menu planning system and offer versus serve provision to be used at this site. School sponsored sites may choose to plan meals following the SFSP Meal Pattern or the NSLP or SBP meal pattern. The CACFP meal pattern may also be used if it aligns better with the population served. Non-school sponsors and schools not participating in the NSLP must use the SFSP meal pattern. Please note that the snack meal pattern is the same for all Child Nutrition Programs. If you are not sure which meal pattern will be used, check in with the food service manager/director or staff to clarify.

Next review the Meal prep method, site location, where the meals are prepared, how many children can eat at one time, and how the meal service will be supervised. Make updates, as necessary. Also check to be sure that the method used to take the meal count is accurate. If multiple methods are used provide further clarification in the text box provided. And finally, review the statements and description of the procedures for adjusting meal orders, description of facility for holding meals, and for storing leftover meals to be sure they are accurate.

Site Application

Operational Labor Personnel Page

- List all the operational type positions that work at this *site*.
- Can combine positions with the same title and similar pay. Combine hours for both positions and average the hourly wage, if slightly different.
- Positions that are not paid out of SFSP funds or volunteers should still be listed but indicate zero for the Salary Per Hour.
- **NEW** – Each site’s operational labor will be totaled and will auto populate into the SFSP Budget Page.

Summer Food Service Program (2022) Application
Food Service Personnel Working at Site Information

12599 - Butler Street School

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'Add Personnel' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, if Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Cook	440	15.00	6,600.00	Prepare food for breakfast and lunch	06/13/2022	08/25/2022
Assistant Cook	220	12.00	2,640.00	Assist w/ cooking serving	06/13/2022	08/25/2022
Aide	110	12.00	1,320.00	Meal Counting	06/13/2022	08/25/2022
Total Salary			10,560.00			

ADD PERSONNEL CONTINUE

[\(Sponsor Info\)](#) [\(Admin Personnel\)](#) [\(Personnel Other Work\)](#) [\(Budget\)](#) [\(Management Responsibility\)](#) [\(Sponsor Training\)](#)
[\(Civil Rights Complaints\)](#) [\(Site\(s\) Listing\)](#) [\(Site Application\)](#)

Operational and Administrative Budget

SFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	0
Total Labor Salaries	0
Other Operational Labor	0
Nonfood Supplies	0
Utilities	0
Equipment, Kitchen or Truck Rental	0
Equipment (over \$5,000)	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	0
Other	0
Total Budgeted Operation Costs	0

Next up is the Site Labor Personnel page. All operational type positions, like the food service manager, food service assistants, cooks, dishwashers, etc., that work at the site must be listed here. If you have more than one person in a position, you can combine the hours for the positions and average their hourly pay, if it's slightly different. To let us know you've done that, you can put the number of persons in that position behind the position title. If there are persons assisting with meal service that are not paid with summer food funds, you can list zero for the salary per hour. The totals from all of the sites will transfer to the Total Operational Labor line, on the budget page.

Site Application

Session Page – No Changes

- Ensure dates of operation are within the dates entered on the first page of the site application.
- Delete all old information from the text box
- Ensure meal service times follow the new rules:
 - An hour must lapse between the end of one meal service and the beginning of another.
 - Breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper.

Summer Food Service Program 2022 Application
Update/Modify Session Information

2399 - Butler Street School

Session No: 0532

Session Beginning Date: 07/13/2022 [MM/DD/YYYY] Session Ending Date: 08/19/2022 [MM/DD/YYYY]

For this Session, Number of Operating Days in each Month

Month	July	August	September	October
July	14	20		
August				
September				
October				

Provide specific session details that may not be covered on the site application previously (i.e. information on how meals are distributed, dates within session site may be closed, etc.)

Check days all days of the week for which meals will be claimed:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Meal Service Information (Enter # of meal services and # of missed assignments)

Check Type of Meal to be Served	# of Children to be Served	# of Children eligible for Free/Reduced Price Meal	Time Meal Service Begin (hh:mm)	Time Meal Service End (hh:mm)
<input checked="" type="checkbox"/> Breakfast	270	135	08:00 AM	09:00 AM
<input type="checkbox"/> AM Supplement	0	0		
<input checked="" type="checkbox"/> Lunch	270	135	12:00 PM	12:30 PM
<input type="checkbox"/> PM Supplement	0	0		
<input type="checkbox"/> Supper	0	0		

OK. We made it to the last page of the site application, called the Session Page. The session page provides the details such as the dates of operation, how many days within each month the site is operating that specific session, types of meal services being offered at the site, days of the week meals are provided, the estimated number of meals to be served daily, and the meal service times. Be sure that the dates on this page correlate with the dates on the first page of the site application, that the number of operating days by month are updated, and the days of the week and meal service times are correct.

When establishing meal service times, remember that if there is more than one meal service offered, an hour must lapse between the end of one meal service and the beginning of another. Also, **breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper.** And finally, check the estimated number to be served in the first column to ensure that it is accurate. This is considered the site cap or the

maximum level of meal service for sponsors that have a Food Service Management Company or vendor. The number of meals served should not exceed the approved maximum level, however this number can be modified any time prior to the submission of the claim in which it would affect. The site cap change does need to be approved by the DPI consultant prior to submission of the claim.

As always, it is very important that this information on this page is kept up to date. Sponsors cannot be paid for meal types that have not been approved, nor meals served on days of the week that have not been approved. In addition, meals served outside of the approved meal service time cannot be reimbursed, unless there is reason that is beyond the control of the sponsor and is then approved by DPI.

As a reminder, do provide separate sessions whenever there is a break of more than a week between service at the site or for camps, whenever you have a different group of children attending. Also, separate sessions if different meal service types are offered on different days of the week. For example, the site is serving breakfast and lunch Monday through Thursday, but then serves Lunch and a PM Snack on Friday.

Site Monitoring Plan

NEW Page!

Monitoring Policy & Procedure

- Provide the agency's policy and procedure for monitoring sites.
 - The policy addresses the guidelines for when monitoring is to be completed.
 - The procedure addresses who is responsible for scheduling the monitoring, carrying out the monitoring, what forms will be used, how the monitor will address problems during the visit/review, how it will be determined when a site will receive follow-up and when a site would be closed.
- Select if you will upload the document OR if you will type in the Policy & Procedure in the text box provided.
- Click **SAVE** to continue to the bottom portion of the page.

Summer Food Service Program(2024) Application
Site Monitoring Plan Page
999040 - TEST SFSP

Site Monitoring Plan Information

A site monitoring policy and procedure is in place that addresses how problems are corrected when observed during a site monitoring visit and/or review. This procedure includes plans for follow-up and an explanation of when site(s) would be closed. (Choose one below)

The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.

The Site Monitoring Policy and Procedures will be described below. (Provide a text box)

SAVE

Provide monitoring plan for site. Click on Site Name to add/manage Site Monitoring plan and to save the monitoring plan data. Click 'Back' button to go back without saving.

Site Name	Start Date	End Date	Meals served	Operated in prior year	Problems in Prior Year	Name of Monitor	Pre-operational Visit Date	Visit Date	Review Date
ABC Community Center	06/05/2024	08/25/2024	100	Yes	No				

CONTINUE

That concludes the site application, and we move on to the new Site Monitoring page. The Monitoring Policy and Procedure now replaces the description of the corrective action taken to resolve monitoring issues that was previously on the very first page of the Sponsor Application. On this same page is the monitoring schedule for the site. The policy addresses the guidelines for when monitoring is to be completed. The procedure addresses who is responsible for scheduling the monitoring, carrying out the monitoring, what forms will be used, how the monitor will address problems during the visit/review, how it will be determined when a site will receive follow-up and when a site would be closed. Select if you will upload the document OR if you will type in the Policy & Procedure in the text box provided. Click **SAVE** to continue to the bottom portion of the page. A sample monitoring policy and procedure can be found on page 28 of the SFSP Application Manual posted on the Material & Resources page, under the Application section.

Site Monitoring Plan

NEW Page!

Site Monitoring Plan

- Enter Pre-operational Visit date if new.
- Enter Visit Date if new or problems in prior year.
- Enter Review Date for all sites.
- Enter the name of the person who will be responsible for monitoring the site



Summer Food Service Program (2024) Application
Site Monitoring Plan Page
999040 - ILSI SFSP

Site Monitoring Plan Information

A site monitoring policy and procedure is in place that addresses how problems are corrected when observed during a site monitoring visit and/or review. This procedure includes plans for follow up and an explanation of when site(s) would be closed. (Choose one below)

The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.

The Site Monitoring Policy and Procedures will be described below. (Provide a text box)

SAVE

Provide monitoring plan for site. Click on Site Name to add/manage Site Monitoring plan and to save the monitoring plan data. Click "Back" button to go back without saving.

Site Name	Start Date	End Date	Meals Served	Operated in prior year	Problems in Prior Year	Name of Monitor	Pre-operational Visit Date	Visit Date	Review Date
ABC Community Center	06/05/2024	08/25/2024	8,1	Yes	No				

CONTINUE

Next up on this same page is the monitoring schedule for the sites. Click on the site name to begin entering the name of the monitor and the monitoring plan for that site. If you had indicated previously that the site did not operate in the prior year OR if the site operated, but had operational problems the prior year, a Pre-operational visit and Site Visit will be required. The site visit must be completed within the first two weeks of operation. All sites need receive a full review within the first 4 weeks of operation. The sponsor can choose to complete the full review within the first two weeks of operation. If this is done for a site that requires a site visit, then the full review can count as both.

Continue entering the monitoring plan for each site. If you have multiple sites, be sure that the monitor can complete the monitoring as planned.

Additional Operational Labor

NEW Page!

Other Operational Labor

- Enter other operational positions that were not included within the site application.
 - Delivery drivers, central kitchen staff, etc.
- The total will transfer over to the budget page.

Summer Food Service Program (2024) Application
Additional Operational Labor Page
999040 - TEST SFSP

Additional Operational Personnel
Provide labor costs for other operational personnel that were not included on the site application labor pages (i.e., meal delivery drivers, central kitchen staff, etc.). ONLY include personnel that are paid out of SFSP funds. Do NOT include volunteers.

Other Operational Position Title (Delivery Driver, Cook, Assistant Cook, etc.)	Number of Employees in that Position	Total Hours for Summer Operation Devoted to SFSP for All Employees	Average Salary Per Hour	Total Salary Amount for Program
				Total Salary
				0.00

[ADD PERSONNEL](#) [CONTINUE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Ethical Linkage] [Ethical Monitoring Plan]

The Other Operational Labor page is new this year. This page is for you to enter other operational personnel that were not included on the site application labor pages. This may be meal delivery drivers, central kitchen staff, etc. Only include personnel that are being paid out of the SFSP Funds. The total salaries for this page will also transfer directly to the correct line item within the budget. If there isn't any additional operational labor, click Continue to move on.

Sponsor Application

Budget Page - Updated

- **NEW** - If any project expenses are allocated between different programs or services, explain the allocation process.
- Noted earlier – Total Site Labor, Other Operational Labor, and Admin Labor directly transfers to the budget. These line items cannot be updated on this page.

Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program

Are any of the projected expenses allocated between different programs or services? Yes No

If Yes, describe the costs that are shared among different programs/services and how the costs are allocated below:

Enter \$ amount with no commas. Only a single decimal point is allowed.

Income Source	Income Amount (\$)
Unused Funds from Prior Summer	0
Estimated SFSP Reimbursement THIS Summer	0
Donations	0
Other Income	0
Total Income	0

Describe Any Restriction on the Use of the Income Source:

NFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	0
Total Site Labor Salaries	9720.00
Other Operational Labor	900.00
Nonfood Supplies	0
Utilities	0
Equipment, Kitchen or Truck Rental	0
Equipment (over \$1,000)	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	0
Other	0
Total Budgeted Operation Costs	10620

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salaries	4750.00
Office Supplies	0
Office Leases	0
Transportation Admin. and Nutrition (Rental)	0
Transportation Admin. and Nutrition (Mileage)	0
Other	0

The budget page has moved to the end of the application so that it can collect the data that was previously entered. At the top, there is a new question that asks if any of the projected expenses are allocated between different programs and services. If yes, explain how the allocation is completed. The rest of the budget remains unchanged, with the exception of those line items outlined in red that includes the data entered on previous pages. If you find that you need to change those numbers at this point, you will need to go back to the pages where the totals are being transferred from.

Next list the non-profit food service accounts income sources. If the program has any funds that were not used last year and were not transferred to another USDA Child Nutrition Program, be sure to list that amount under Unused Funds from the Prior Year.

When determining the estimated Summer Food Service Program reimbursement, we highly recommend using the Determining Reimbursement/Budget Calculator available on our website to more accurately estimate reimbursement. This involves taking the estimated number of meals to be served by type each day (the number from the session pages) and multiplying it by the applicable reimbursement rate.

Reimbursement for camps also involves the percentage of children that are eligible for free and reduced price school meals. You can find the calculator under the Program Reimbursement section on the Materials & Resources page.

If the income sources listed so far will not cover the cost of the Program, the agency MUST have other funds to cover the loss. Enter that income into the "Other Income:" line. The total Income must be equal to or more than Combined Total Expenses.

Within the expense sections, list only allowable expenses to the Summer Food Program and only those that will be charged to the Program.

The Financial Management resource posted on our Materials & Resources page will be helpful in determining what are allowable expenses and what documentation you need to keep.

Documents to be Submitted

Documents – upload in PDF format

- Letter to the Health Dept - everyone
- Vendor Agreements
- Rental Agreements



Summer Food Service Program(2022) Application
Document(s) to be Submitted for Approval

Document	File Last updated	File	Upload / Update
Vendor Contract - Submit copy of the Invitation to Bid and Schedule of Bid Dates if required to formally procure			Upload
Amendment to Add Summer Food Service Program(SFSP) and/or Child and Adult Care Food Program(CACFP) to the FSMC Contract (N/A if SFSP was included in original bid.)			Upload
Letter to the Health Department			Upload

CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing]


The application will keep track of the documents that need to be submitted for review and will then provide you with an area to upload them on the Documents to be Submitted page. Everyone will have at least one document to upload and that is the notification letter to the health dept. This is the notification requirement where you provide details regarding where meals will be served and prepared to the local health dept. For agencies that work with a particular health inspector, you can contact that person directly with the information. If you do not have a direct contact, use the contact information provided in the Application Process resource document. We also have a sample Letter to the Health Dept posted on our website, on the Materials & Resources page, under the Application Section. Other items that may be requested to upload is a vendor agreement, if you indicated on the first page of the Sponsor Application that your agency purchases meals from a vendor or Food Service Management Company. And if you indicated rental expenses in the budget, you will be asked to upload the rental agreements. Please be sure to convert your documents to a pdf file prior to uploading.

Application Summary Page

Does this look correct? If not, go back to make corrections, prior to submission

Sponsor Start Date:	06/01/2022	Requesting USDA Foods:	No
Sponsor End Date:	08/31/2022	Requesting an Administrative Advance:	No
Meal Preparation:	FSMC/Vended	Requesting an Operational Advance:	No

Site Name	Type of Site	Site Program Start Date	Site Program End Date	Session Start Date	Session End Date	Meals Served
Butler Street School	Open	06/13/2022	08/25/2022	08/25/2022	08/25/2022	Supper
				06/13/2022	08/19/2022	Breakfast, Lunch
Webster Street Square	Open	06/13/2022	08/31/2022	06/13/2022	08/31/2022	Lunch

 **CONTINUE**

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Budget\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Document\(s\) List\]](#)

At the very end of the application there is a page that summarizes some of the more important pieces of information provided in the application. Please review to make sure everything is correct. Everything at the top comes from the very first page of the Sponsor Application - so if you find the start and end dates are incorrect or you forgot to check that you wish to order USDA Foods, you will need to go back to the first page and make those corrections. The other information comes out of the site applications. Once you feel comfortable everything is correct, click on the continue button and submit your application. Once it is submitted the application will be locked for your DPI consultant to review. If you need to have it reopened to make further changes, please reach out to your assigned consultant and they can do that for you. Once it is approved, the application is open again, so if you need to make changes before operation or anytime throughout the summer, you can do that. It is not required that you print out your application, but sometimes sponsors will do that throughout the summer, especially when changes are made that would affect reimbursement so that they have documentation of what was changed and when. If you need directions on how to print the application, please reference the Application Manual.

Next Steps

Update the Application by the Required Deadline

- Ensure all documents are uploaded
- Update the SFSP Contact & Delivery Info in the Wisconsin USDA Food Ordering System – if needed

Review SFSP E-learning, Material & Resources Page, and plan staff and site training



The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the state logo, the text "WISCONSIN DEPARTMENT OF Public Instruction", a "Select Language" dropdown menu, and a search bar. The main content area is titled "Summer Food Service Program - Materials & Resources". A left-hand navigation menu lists various links: "Summer Food Service Program", "2022 Returning Sponsor Info", "Join the SFSP", "Bulletins", "Celebrate Summer", "Claiming", "Farm to Summer Program", "Find a Summer Meals Site", "Materials & Resources" (which is highlighted with a green bar), "Meal Planning, Nutrition Education & Activities", "Outreach", "Reimbursement Rates", and "Summer Meal Program". The main content area features a section titled "SFSP Requirements & Deadlines for 2022" with a list of dropdown menus: "SFSP Application Process", "Sponsor & Site Eligibility", "Documenting Participant Eligibility", "Meal Service Requirements", and "Production Planning".

Now that we have reviewed the application requirements for this year, please feel free to start updating your application beginning on March 1st. Follow these guidelines, along with the information provided in the Summer Food Program Application Manual. Be sure to upload all of the required documents and also update the Summer Food Service Program Contact & Delivery information in the Wisconsin USDA Foods Ordering System if you want to receive an order this year. Also, if you haven't done so already, register to attend a Summer Food Service training or review the E-learning course.

Reporting Field Trips & Requesting Approval for Late Meal Service

The screenshot shows the Wisconsin Department of Public Instruction website. The main navigation includes 'Field Trip Reporting Process' and 'Alternate Food Service Time Requests'. A sidebar menu for the 'Summer Food Service Program' lists various options, with 'Field Trip Notification & Late Meal Service Approval' highlighted in a red box. The main content area features a search bar, a language selection dropdown, and a section titled 'Field Trip Notifications and Late Meal Service Approval Requests'. Below this, there is a sub-section 'Field Trip Notification Form - Coming Soon' with a brief description: 'Complete the Field Trip Notification form prior to the field trip taking place. More than one field trip may be submitted at a time for the same or different sites. An email confirmation'.

The last thing to cover is regarding field trips and alternate meal service time approvals.

In order to receive reimbursement for field trip meals, sponsors must ensure that:

- ✓ Sites notify the sponsor ahead of time
- ✓ The Sponsor notifies DPI using the new [Field Trip Notification Form](#) prior to the field trip taking place.
- ✓ Meals taken on the field trip meet meal pattern requirements and are documented on a menu/production records
- ✓ Meals served are counted and documented at the point in which they are served, and
- ✓ The sponsor has a written policy and procedure addressing how meals are to be stored, served, counted, discarded, etc.

Open sites are to remain open to the community on field trip days, unless the site does not have the ability to continue meal service that day due to lack of staff to serve meals. If the

site decides to close to the community on a field trip day, the sponsor is required to notify the community of the change in meal service and provide information about alternative open sites. If DPI determines that this process has not been followed, meals cannot be claimed.

Sponsors may also report unanticipated events that led to meals being served outside of the approved meal service time. If a sponsor wants to claim meals served outside of the approved meal service time, the unanticipated event must have been outside of the sponsor's control. These events include, but are not limited to: delayed meal deliveries, inclement weather that delays the start of the meal service, delayed public transportation utilized by the participants, and other incidents as deemed appropriate by the DPI. Requests must be made soon after the event has occurred and prior to the submission of the claim affected by the event. Following submission of the form, DPI will contact the sponsor with an approval/disapproval of the request. With the exception of not being served during the approved meal service time, all meals must be reimbursable meals, supported with proper documentation, such as a menu, production records, and invoices, counted at the point of service, and served according to State and local health, safety, and sanitation standards.

DPI has the authority to disallow the meals if the sponsor does not notify DPI of the time change and/or it is determined that not all Program requirements have not been met.

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1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov



This institution is an equal opportunity provider.

Thank you for listening the webinar! Please reach out to us if you have any questions about updating your Summer Food Service application for the 2024 summer.

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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.