Summer Food Service Program Action Plan

Application/DPI Notifications	
Process	**Action Plan**
When will this be the SFSP Application be completed?	
Who will be responsible for the initial completion and updates?	
How will required updates be communicated to the person completing the application?	
Who is responsible for reporting Field Trips online to DPI?	
Where will the field trip submission verification email from DPI be maintained?	
Who is responsible for reporting Alternate Meal Service Time Approval requests online to DPI?	
Where will the Alternate Meal Service Time Approval request approval/disapproval from DPI be maintained?	

REQUIREMENT REMINDERS:
- **Application Due Date -** USDA Foods-April 10. No USDA Foods-May 3.
- **Submission of Field Trips -** Prior to the date of the Field Trip - no response from DPI required.
- **Submission of Alternate Meal Service Time -** Due immediately after the alternate mealtime occurred and before claim submission - DPI response required.

Additional Comments

Civil Rights	
Process	**Action Plan**
When and how will the civil rights training be completed?	
Who will conduct the training?	
Who requires training (sponsor and site level)?	
What training resource(s) will be used?	
Who is responsible for tracking and maintaining the documentation?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	
Who will ensure the Justice for All poster is displayed at each site?	
When will this be completed?	
Who will ensure that the non-discrimination statement is included on SFSP related resources?	
When will this be completed?	

REQUIREMENT REMINDERS:
- **Annual Training** – All persons (employees/volunteers) working with the SFSP are required to receive civil rights training, annually.
- **Justice for All Posters** – must be posted at each site and visible to participants.
- **Translations** – Translate materials in appropriate languages when needed.
- **Provide equal access without discrimination.**
- **Nondiscrimination Statement** - must be included on materials (print/website) when SFSP is mentioned.
- **Race/Ethnicity Data** – collect for each site. For camps, collect for each session.

Additional Comments

Notification of the Community/Outreach	
Process	**Action Plan**
When will the notification to the community requirement be completed?	
Who will be responsible?	
What resources will be used?	
How will this be documented?	
Who is responsible for maintaining the documentation?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	

REQUIREMENT REMINDERS:
- **Camps & Enrolled Sites –** are required to notify participants of the availability of free meals.
- **Open and Restricted Open Sites –** are required to make the community aware of the availability of meals.

Additional Comments

Administrative Training	
Process	**Action Plan**
When and how will the administrative training be completed? (E-learning, 1:1 or group)?	
Who will conduct the training?	
Who requires training (sponsor and site level)?	
How will this be documented?	
Who is responsible for tracking and maintain the documentation?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	

Operational Training	
Process	**Action Plan**
When and how will the operational training be completed? (E-learning, 1:1 or group)?	
Who will do the training?	
Who requires training (sponsor and site level)?	
How will this be documented?	
Who is responsible for tracking and maintain the documentation?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	

REQUIREMENT REMINDERS:
- **Annual Training** – All persons working with the SFSP are required to be trained annually, prior to the start of the operation.
- **Documentation** – Training must be documented via an agenda and sign-in sheets. If using the DPI E-learning, complete the certificates at the end of each lesson.

Additional Comments

Site Monitoring	
Process	**Action Plan**
Who is responsible for oversight of the site monitoring requirements and ensuring monitoring is completed within the required timeframe?	
When will the site monitoring schedule be completed?	
Who will monitor sites?	
Who is responsible for evaluating all monitoring forms for accuracy and completing the Monitoring Assessment section to determine if/when follow-up is required?	
What is the process and timeline for collecting completed monitoring forms for evaluation?	
Who will be responsible for tracking and maintaining monitoring documentation?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	

REQUIREMENT REMINDERS:
- **Pre-operational Visits** – required for new sites and sites that had problems in the previous year, prior to operation.
- **Site Visits** – required for new sites and sites that had problems in the previous year within first two weeks of operation.
- **Site Reviews** – required for all sites prior to the end of the 4th year of operation.
- **Follow-up Reviews** – required when key findings are identified during site visit/reviews.
- **Documentation** – all monitoring must be documented.

Additional Comments

Meal Counting & Claiming	
Process	**Action Plan**
How will meal counts be taken at the site(s)?	
Who will take the point of service meal counts?	
Will second meals be served to children?	
Will meals be served to non-program adults? If so, how will these meals be paid for?	
Who, when and how are the counts reported to the person filing the claim?	
What is the process to determine if the claim is accurate?	
Who is responsible for filing claims?	
Where will the meal count data that supports the claim be kept?	

REQUIREMENT REMINDERS:
- **Meal Counts** – Must be taken at the point of service.
- **Claiming** – Must be filed within 60 days of the end of the claim period by the Sponsor. FSMC are allowed to assist in compiling the claim, but the Sponsor must review and submit the claim. Systems must be in place to ensure the claim is accurate prior to submitting.
- **Documentation** – Meal counts must be recorded and kept on file to support the claims for reimbursement.

Additional Comments

Meal Service Requirements & Production Planning	
Process	**Action Plan**
Schools – Who will determine which meal pattern to follow?	
Will Offer Versus Serve be implemented?	
Who is responsible for planning and documenting meals to meet meal pattern requirements?	
Where will the documentation be kept (i.e., electronic file, hard copy, etc.)?	
Who is responsible for maintaining CN labels, Product Formulation Statements, and Standardized Recipes?	
Where will these be kept?	
How are families notified that accommodations can be made for special dietary needs?	
Where will the documentation to support special dietary needs, accommodations be kept?	
Who is responsible for ensuring meals are served during the approved meal service times?	
Who is responsible for ensuring children do not leave with more than the one fruit, veg, or grain at congregate sites?	

REQUIREMENT REMINDERS:
- **Meal Pattern** – Meals must meet the approved meal pattern requirements. Documentation to support that the meal pattern requirements were met must be kept on file.
- **Meal Service** – Meals must be served during the approved meal service time and for congregate sites, children must remain onsite to eat, with the exception of taking one fruit, veg, or grain item.
- **Special Dietary Needs** – Accommodations are required for children with special dietary needs when the meal pattern cannot be met.

Additional Comments