

## Summer Food Service Program Key Tasks and Recordkeeping Requirements

This document summarizes the key tasks and recordkeeping requirements for the Summer Food Service Program (SFSP). For more comprehensive information, refer to the SFSP Regulations, U.S. Department of Agriculture (USDA) SFSP Handbooks and Memos, and other resources found on the Minnesota Department of Education (MDE) and USDA SFSP webpages (links below).

### Annual Tasks

- **Obtain Current Forms and Information**
  - [MDE Summer Food Service Program webpages](#)
  - [USDA SFSP webpages](#)
    - Program handbooks are available under Program Guidance. Handbooks provide comprehensive guidance on program and recordkeeping requirements.
      - Provide a copy of the Site Supervisor’s Guide to each site.
      - Provide a copy of the Sponsor Monitor’s Guide to each site monitor.
- **Plan Site Locations**
  - The site is the location where meals are served.
  - Sites must meet eligibility requirements in order to participate in SFSP. For more detailed information, visit the [Administrative Guidance for Sponsors](#).
    - A common type of site eligibility is area eligibility. Area eligibility for SFSP is established when a site is located within a census area or school attendance area where over 50 percent of children are eligible for free/reduced price meals.
    - To determine area eligibility of a site:
      - Renewing sites can verify eligibility in Cyber-Linked Interactive Child Nutrition System (CLiCS).
      - Potential sites currently participating in the School Nutrition or Child and Adult Care Food Program can determine eligibility from the site application in CLiCS.
      - Potential sites not currently participating in another child nutrition program can determine area eligibility using the following resources, available on the MDE SFSP Eligibility webpage.
        - Child Nutrition Program Eligibility Map under Related MDE resources.
        - Public school list with percentage of free/reduced price eligible students.
        - Averaged Census Eligibility Map under Related offsite resources.
    - Sites that are not area eligible may be able to establish eligibility using other methods such as household income statements or public housing data.

- o Sites must meet local Health Department requirements. Contact the local health department to determine site licensing requirements and need for a certified food protection manager; maintain written documentation of communication.
  - A link to the Minnesota Department of Health Food Business Safety section is available on the MDE SFSP Food Service Operations webpage.
- **Operate a Non-Profit Food Service**
  - o Ensure a system is in place to track SFSP income and expenses.
    - The following budget codes are used for SFSP payments
      - Federal SFSP – Operating: 10559.023
      - Federal SFSP – Administration: 10559.024
      - State Summer Food Replacement Aid: S6208 (paid after the summer ends)
    - Public school food authorities use UFARS finance dimension 709 for SFSP and source code 479 for SFSP revenues.
  - o Budget for SFSP early in the year.
    - Refer to USDA Administrative Guidance handbook for budget guidance.
    - Existing sponsors should use the CLICS Claim Summary as a resource in planning the budget.
  - o Reimbursement rates and minimum adult meal prices are available on the MDE SFSP Claims and Reimbursement webpage.
  - o Maintain documentation for all SFSP income and expenses.
- **Competitively Procure Goods and Services**
  - o Information is available on the MDE SFSP Procurement and Contracts webpage.
  - o Follow federal, state and local procurement requirements; federal requirements are found in 2 CFR 200.
  - o 2 CFR 200 requires that organizations develop written procurement procedures and a code of conduct.
  - o Maintain documentation to show that proper procurement procedures are followed.
- **Complete Training and Provide Staff Training**
  - o Information is available on the MDE SFSP Training webpage.
  - o Keep abreast of current program requirements and train staff annually on applicable SFSP responsibilities and Civil Rights.
  - o A site may not operate unless there is at least one trained staff person at the site.
  - o Maintain documentation to show that training was completed. This includes date(s) completed, signatures of attendees, agenda and training materials.
- **Comply with Civil Rights Requirements**
  - o Information and training is available on the MDE Food and Nutrition Service Civil Rights webpage.
  - o Complete a [Racial/Ethnic Data form](#) for each site annually, or one per camp session.
  - o Conduct civil rights training annually.
  - o Include the [non-discrimination statement](#) on publications, posters, websites and informational materials mentioning USDA programs.
  - o Display the “And Justice for All” poster in the sponsor office and at each site, in the meal service area.
    - Email [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us) to order “And Justice for All” posters.

- **Submit Program Application**
  - Application instructions, which include important application information and links to necessary forms, are available on the MDE SFSP Applications webpage.
  - Submit a sponsor and site application(s) in CLiCS annually. Applications are available by the end of March.
    - Submit a site application in CLiCS for each location where meals are served.
    - Verify site application approval in CLiCS before beginning meal service. Meals served prior to the date of site application approval cannot be claimed for reimbursement.
      - Update site application information (e.g. meal service times) in CLiCS as necessary throughout the summer. Meals served outside of the times reported/approved in CLiCS cannot be claimed for reimbursement.
- **Promote Sites**
  - Template media releases and promotional materials are available on the MDE SFSP Outreach and Promotion webpage.
    - Promote open sites to the public and promote closed enrolled/camp sites to enrolled participants.
    - Display signs at open sites that are visible to the public and identify the meals/snacks offered as well as the meal service dates and times.
    - Check out the [Free Meals for Kids website](#) for open site posters and additional promotional materials.

## Monthly Tasks

- **Plan and Date Monthly Menus**
  - Information is available on the MDE SFSP Food Service Operations webpage.
  - School Food Authorities may follow the SFSP meal pattern or the National School Lunch/School Breakfast meal patterns.
- **Collect Special Diet Statements as Needed**
  - A special diet form and resources are available on the MDE SFSP Food Service Operations webpage.
- **Submit Claims for Reimbursement in CLiCS**
  - Instructions are available on the MDE SFSP Claims and Reimbursement webpage.
  - Submit claims within 60 days following the close of the month.
  - Maintain documentation to support submitted claims.

## Daily Tasks

- **Provide Reimbursable Meals and Maintain Meal Service Records**
  - Forms and resources are available on the MDE SFSP Food Service Operations webpage.
  - Maintain records of meals/snacks planned and delivered or prepared to show that food items offered met meal pattern requirements. This includes:
    - Menus with portion sizes
    - Receipts/invoices for food purchases or vended meals
    - Meal delivery receipts, if applicable
    - Food production records, if used
    - Child nutrition (CN) labels or Product Formulation Statements (PFS) for commercially prepared foods
    - Recipes for items prepared with two or more ingredients
    - Nutrition facts labels/ingredient lists for grains (bread, crackers, tortillas, etc.)
    - Once on file, CN labels, PFS, recipes and nutrition labels should be reviewed and updated at least annually
- **Record Point of Service Meal Counts**
  - Forms are available on the MDE SFSP Food Service Operations webpage.
  - Document, at the point of service, the number of reimbursable meals and snacks served to youth daily. Staff may use a meal count form, a clicker, or a meal accountability system.
- **Maintain Records of SFSP Income and Expenses**
  - Income may include program reimbursement, adult meal payments (if applicable), etc.
  - Expenses may include food and non-food items, mileage, payroll, etc.

## Additional Requirements

- **Monitor Sites Throughout the Summer**
  - Monitoring forms are available on the MDE SFSP Monitoring – State Agency and Sponsors webpage and in the USDA Sponsor Monitors' Guide for SFSP.
  - For new sites and sites that had operational problems in the prior year, conduct the following visits/reviews:
    - Pre-operational visit – complete before the site begins serving meals.
    - Site visits – complete in the first week of the site's operation.
    - Site Review - complete within the first four weeks of site operation.
  - For renewing sites that did not have operational problems in the prior year, conduct a site review within the first four weeks of site operation.
  - Reserve dates on your calendar for monitoring to ensure visits and reviews are completed. If problems are noted during a site visit or review, complete a follow-up visit and maintain documentation to show that problems have been corrected.

- **Provide Staff Training Throughout the Summer**
  - o Train new staff that come onboard after the start of program operations.
  - o Re-train existing staff as needed and when issues are identified during monitoring visits/reviews.
  - o Maintain documentation to show that training was completed. This includes date(s) completed, signatures of attendees, agenda and training materials.
- **Notify MDE of Meals Taken on Field Trips**
  - o Meals served in the SFSP must be consumed in a congregate, supervised area at an MDE approved site.
  - o An exception is made for meals taken on field trips when advance notice is provided to MDE. Meals taken on field trips cannot be claimed if notice is not provided to MDE.
    - Notify MDE by 8 a.m. the morning of a field trip using the Field Trip Notification link on the main MDE SFSP webpage, under Related offsite resources.
    - Submit notice of all field trips at the beginning of the summer if details are known at that time.
    - Notice is not required if meals will not be claimed for reimbursement.
  - o All SFSP regulations continue to apply to meals taken on field trips:
    - Open sites must remain open when a field trip occurs.
    - Adequate storage equipment must be used to transport and hold the meals to ensure meals are kept at a safe and proper temperature and food quality is maintained.
    - At least one staff person who is going on the field trip must be trained to monitor the meal service and record the point of service meal count.

## Additional Information

- **School Food Authorities Only: Submit a Request for Health Inspection Reimbursement**
  - o Form is available on the MDE SFSP Claims and Reimbursement webpage.
  - o Submit requests for approved SFSP sites that received a second health inspection during the school year or during the summer.
  - o Documentation showing the specific cost of the second health inspection is needed in order to submit a request for reimbursement.
- **Apply for Grants**
  - o Second Harvest Heartland offers a grant each year to sponsors within their service area that operate an open site. Visit the Second Harvest Heartland link on the main SFSP webpage, under Related offsite resources for more information. The application is usually due in mid-April.
  - o Visit the [Hunger Impact Partners website](#).