

The Summer Food Service Program



**2022 SFSP Application
Requirements & Deadlines**

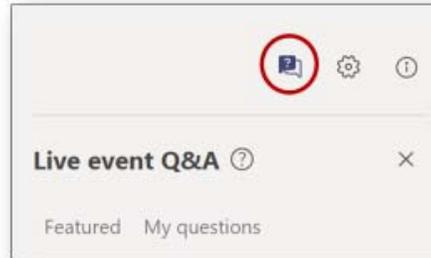
March 8, 2022



Welcome to the SFSP Mini Series Webinar. Today's topic is the 2022 SFSP Application: Requirements and Deadlines. Today's training is produced by DPI's SFSP Team.

Navigating the Webinar

Navigating
the Webinar



Community Nutrition Summer Team

Meet our Staff

- **Amanda Cullen, RDN, Director**
- **Amy Kolano, RD, SFSP Coordinator**
- **Bridget Resse, SFSP and At-Risk**
- **Kim Musiedlak, SFSP and At-Risk**
- **Tami Biordi, SFSP and At-Risk**

Link to SFSP Consultant
Assignment List in Chat!

Link to 2022 SFSP Consultant List: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/2022_sfsp_assigned_consultants.pdf

Transitioning to Summer 2022

To date, there are no waivers for summer 2022 operation. In short, this means:

- All open, restricted open, and most closed enrolled sites, must be located within eligible areas.
- All meals must be served in a supervised setting and be consumed onsite, except for specific meal components that are typically allowed to be taken home (i.e., a fruit, vegetable, or grain item).
- All locations where meals are served require a site application to be completed (i.e., 'Mobile or Bus Routes' site applications used during the pandemic should be discontinued).
- Meals must be served during their specific time periods approved on the site application (i.e., breakfast 7:30 – 8:30 am, lunch 11:30 – 1:00 pm).
- All monitoring of sites must be done on-site.

We are continuing to plan to transition back to more normal operations in the SFSP this coming summer. To date, there are no waivers for summer 2022 operation. Therefore, I have outlined the major changes that will occur as a result.

- First, all open, restricted open, and most closed enrolled sites, now must be located within the attendance area of a school that has 50% or more children eligible for free/reduced price school meals OR within a census tract that qualifies. Eligibility data is still good for a 5-year period, so data from FY 2018 through 2022 can be used to qualify returning sites. We use the most recent data to qualify new sites. Since the Census Data has been updated annually throughout the pandemic, that means we will be looking at FY 2022 data for new sites. As far as Free and Reduced Data, 2019 is the most complete recent data. We can use that data to establish eligibility for new sites, if Census Data does not indicate qualification.
- Since we do not have the non-congregate meal service waiver this summer, that means all meals must be served in a supervised setting and be consumed onsite, except for specific meal components that are typically allowed to be taken home. Those were a single serving of a fruit, vegetable, or grain item.

You'll find more information regarding taking specific components off-site, within the Meal Pattern Requirement section of the SFSP E-learning and within the Meal Pattern Requirements section on the Materials & Resources Page.

- All locations where meals are served require a site application to be completed. The last few years we allowed you to establish very general Mobile or Bus Routes site applications. Starting this summer, we will go back to requiring separate site applications for each stop on a mobile route so that we have accurate information about the location of meal service. So, you can continue to have mobile routes, but you will need to be sure each stop on the route is within an area that is eligible and is suitable for a congregate meal service.
- Since multiple meal types cannot be served at the same time, meals must be served during their specific time periods approved on the site application. The example on the slide indicates breakfast being served from 7:30 to 8:30 am and lunch from 11:30 am to 1:00 pm. Meal service times should no longer overlap.
- And, all monitoring of sites must be done on-site, rather than, via a desk audit, unless a waiver is requested. I will address that a bit more further into the presentation.

With all that said, there remains a small chance, the situation could change for this summer, if USDA is given waiver authority and if they choose to issue more nationwide waivers. We should know very soon if that will happen and will of course notify you immediately and discuss what that means for going forward.

Application Process



Application

- Opened March 3rd
- 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

Next, we'll go through the application process. Probably in a little more detail than normal, however, with all of the changes made in the application over the last few years, we need to spend some time making sure it is accurately updated for this summer.

The application opened last Thursday, March 3rd for updates. You'll access the application from our online services page, logging in with your agency code and password. We'll put a link to the online services page here in the chat for your reference. 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. It is recommended to reference the Application Instructional Manual this year to be sure we are all on the same page with expectations on how it is to be updated.

Application Process



Application

- Due April 8th if requesting an advance or USDA Foods
- Due May 6th 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.

Noted on this slide are the application deadlines. 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 wish to order USDA Foods, please have the application submitted by April 8th. It is also required by April 8th 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 6th. 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

Highlights - General Info Page

- Contact Information
- Beginning and Ending Dates

Authorized Representative			
First Name	Amy	Last Name	Kolano
Title	Coordinator	Phone Number	6082667124
Email Address	amy.kolano@dpi.wi.gov		
Person Signing	Amanda Cullen		

Secondary Contact <input type="checkbox"/> Check if Not Applicable			
First Name	Kimberly	Last Name	Musiedlak
Title	Nutrition Coordinator	Phone Number	6082649542
Email Address	kimberly.musiedlak@dpi.wi.gov		

Intended Dates of Summer Food Service Program Operation and Meal Preparation Information			
Program Start Date	6 / 13 / 2022	Program End Date	8 / 26 / 2022
Meal Preparation	<input type="checkbox"/> Self-prep <input checked="" type="radio"/> Vended		
	<input type="checkbox"/> Check if vended and Sponsor requests a waiver of the unitized meal requirement.		
Meal Provider Type	Food Service Management Company		
Provider Name	Taher		

We'll start with the Sponsor Application. When you log in, you'll find the contract contains all of your 2021 information. The image on the slide is from the first page, called the General Information Page. 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.

Sponsor Application

Highlights - General Info Page

- Requesting USDA Foods
- Requesting Advances

USDA Foods Product Information (List is not final)

Description (per case)	Entitlement Value	Handling Fee	Processing Fee	Total Fees (per case)
Applesauce, Unsweetened, Cups, Shelf-Stable, Dry, 96/4.5 oz (110361)	\$17.40	\$4.05	--	\$4.05
Peach, Diced, Cups, Frozen, 96/4.5 oz (100241)	\$33.67	\$3.84	--	\$3.84
Mixed Berries (Blueberries, Strawberries), Cups, Frozen, 96/4 oz. (110859)	\$37.18	\$3.48	--	\$3.48
Mixed Vegetables, No Salt Added, Frozen, 6/5 lb (111230)	\$20.32	\$4.00	--	\$4.00
Beef Patties, Frozen, 221/2.17 oz (C414)	\$59.33	\$3.95	\$27.68	\$31.63
French Toast Sticks, Frozen	\$3.13	\$2.23	\$33.99	\$36.22
Mozzarella Pizza Sticks, Frozen, 96/3.86 oz (C701)	\$22.36	\$3.16	\$25.14	\$28.30

Check all that apply to your agency

- Applicant is requesting 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)
- Applicant will be using the media release prototype provided by DPI to notify the public of the agency's operation of the SFSP. (If using another format, please submit to DPI for approval)
- Applicant participated in the Summer Food Service Program in prior year
 Prior Agency Code Prior State Prior Year

Remember to also update the SFSP Contact & Delivery info in the Wisconsin USDA Foods Ordering System by April 8th!

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 have to update the SFSP Contact and Delivery information in the Wisconsin USDA Foods Ordering system by April 8th. 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.

Sponsor Application

Highlights - Budget Page

- Operational Labor = Site Labor Personnel Page Totals
- Total Admin Salary = Auto Populated from Admin Personnel Labor Page
- New Budget Calculator – SFSP Materials & Resources Page, Financial Management Section

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

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

Income Source	Income Amount (\$)
Net Income Carried Over From PRSP 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

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

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salary	0
Office Space Rental	0
Office Supply	0
Transportation Admin. and Monitors (Rental)	0
Transportation Admin. and Monitors (Mileage)	0
Utilities	0
Telephone	0
Postage	0
Legal Fees	0
Use Allowances	0
Other	0
Total Budgeted Administrative Costs	0

Total Income - Total Operational Expenses - Total Administrative Expenses = Net Income 0.00

Explain how excess funds will be used if SFSP income exceeds SFSP expenditures.(1000 or Less Character)

This will be saved to roll over to next year's summer program.

CONFIRM

Because many of our sponsors operated differently the past few years, the budget page will most likely need some work. The budget should reflect the SFSP food service operation for the summer session. The top is where you report the estimated income to be received into the Program. If the estimated reimbursement does not cover all of the costs for the Program, be sure to indicate an additional source of income that will offset that loss. The operational budget includes food, non-food supplies, food service labor, kitchen and truck rental costs, equipment expenses and transportation costs related to delivering meals or transporting children to and from the site for meal service. The Total Labor Salaries within should equal the site labor costs that are entered on each of the site applications. I will show you what I am referring to a bit further into the presentation. Food service salaries for persons working at a central kitchen that is not a site and delivery personnel, should be recorded on the 'Other Operational Labor' line. The bottom half is the Administrative Expenses. You'll see that the Total Administrative Labor will transfer over from a previous page. The remainder of the estimated costs must be entered. 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. We also have a new Budget Calculator that I think you will find helpful when estimating reimbursement and determining labor costs. You can find the Budget Calculator on the Materials and Resources page, under the Financial Management section.

Sponsor Application

Highlights

- Training Page
- List of Sites Registered Page
- Adding & Deleting Sites

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.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date
DPI	E Learning	Admin	05/01/2022
Kim	Musiedlak	Oper	05/20/2022

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.

Site No.	Site Name	Type of Site	Site Program Start Date	Site Program End Date
13599	Butler Street School	Open	06/13/2022	08/25/2022
716840	Webster Street Square	Open	06/13/2022	08/31/2022

As part of the application, we ask that you report the training sessions you have planned for both administrative and operational staff. There should be at least one session listed for admin staff and at least one for operational staff. You can use the SFSP E-learning Lessons to train, but most likely you will need to have additional operational training to cover specific details on how your Program will operate. You do not have to list all of your personnel individually that received training. If for instance admin staff are going to review the E-learning Lessons individually, you can indicate DPI E-learning as the trainer and enter one date. To update the information that is on this page, click on the name of the trainer and provide the 2022 dates. You may notice we no longer are asking for topics that are covered in the training. Please review the Training Resource for more information on what to train on and the documentation required. We'll put a link to that resource in the chat and also give you a link to our SFSP Training Page that has the E-learning Course listed. We will also post the recording of today's webinar on that same page.

The second image on the slide is the List of Sites Registered page. Here you will see all of the sites that you had operating last year. Any sites named mobile route or bus route that operated the past few years, should be deleted. As I

mentioned earlier, if you want to continue providing meals via a mobile route, you can certainly do that, but we'd like you to enter each stop on the route as a separate site application. Each location where meals will be served must be located within an eligible area and suitable for congregate meal service. Also, some of you may have sites in your contract that operated in the past under the area eligibility waiver, meaning the sites were not located within an eligible area. Technically, since we do not have a waiver for area eligibility right now, these sites should be deleted. However, we recognize that there is a slight chance that a waiver is issued that may allow meals to be served from those locations. Therefore, if you feel like you have ineligible site that would serve meals, if an area eligibility waiver was issued, you can keep the site application in the contract for the time being. In order to submit your application, however, the system will require you to update the dates on the site application. We ask that if you wish to keep the site in the contract that you enter December 1st, 2022 for the start and end date on all of the site application pages. That will hold the site application in the contract for later use. The real dates can be entered prior to operation if an area eligibility waiver is issued. If that doesn't happen, then the sites can be deleted closer to summer. Again, we should know very soon if there is a possibility that waivers could be issued and will let you know the outcome so a final decision on sites can be made.

One other thing I'd like to point out on this page is that we added the ability for you to sort your sites by site number, name, type of sites and Program start and end date.

Site Application

Highlights

- New question regarding Programs operating at the same time.
- Reminder that CACFP At Risk Ends at the end of the School Year.

Only include name of school that qualifies the site if using free/reduced data. Delete everything else.

Summer Food Service Program (2022) Application
Site Application

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name: Butler Street School County: Dane Classification: Nonrural

Site Program Start Date: 6/13/2022 Site Program End Date: 8/25/2022

Street Address: 125 S Webster City: Madison Zip: 54703 Phone: 6082667124

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

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

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

Prior sponsor name [DPI] Most recent year of participation [2021]

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~~ ~~Free-Reduced Program~~ (Commodity)

Does this site participate in any of the above programs at the same time as the SFSP? [No]

Geographic location and Free/Reduced Information:

Site Area Eligibility: The Site must be in the attendance area of the qualifying public school or within the qualifying school building. A qualifying school has 50% or more Free/Reduced (FR) students based on the current DPI certified September data found on DPI's Wisconsin Public School Eligibility Data Report. List the name of the qualifying school.

Street School

Percentage of children to be served by site that meet eligibility requirements for free/reduced price school meals.

Percentage of Children % 67.74 [00.0] Month: September Year: 2019 [YYYY]

This is a snapshot of the top of the first page of the site application. I'd like to remind you all that if you have a new site, that a new site application should be created. Do not ever open up a current site application and just change the name and address of the site to turn it into a different site application. All site applications are given a site code and remain in our system and we don't want those to be overwritten. Making a slight change or correction to the name of the site is acceptable, just as long as the address isn't changed. Also, please only submit one site application per address. It is OK to have a number of different serving locations within a building or on the address premise.

So, just below the area with the name and address of the site, you might notice we moved some of the information that was towards the bottom of the page, up near the top. One of those items asks you to check all the other Child Nutrition Programs that this site participates in over the course of the year. We added one new question, just below that, that asks if any of the other Child Nutrition Programs selected, are operating at the same time as the SFSP. If you answer yes, there will be a message asking that you reach out to DPI to confirm that it is OK because some Child Nutrition Programs cannot operate at the same time as the SFSP. For instance, if the site participates in the CACFP At

Risk Program, be sure that that program ends when the school year ends. The CACFP At-Risk Program cannot operate at the same time as the SFSP.

The next area I want to touch on is the Site Area Eligibility area. That text box was used to convey a lot of different information over the last few years. We'd like you to be sure to delete any information that is no longer relevant. The only thing that should be in that textbox is the name of the school that qualifies the site for the SFSP, if using free and reduced data. If not using free/reduced data to qualify the site, that text box can be left blank. The percentage of eligible children should be completed if using free/reduced data - provide the percentage, month and year for the data.

Another important piece of information on this page, and I don't have an image of it here is the type of site - as in the past, schools with summer school operations are required to be open to the community. If there are concerns where the number of children from the community must be limited due to safety, security or control issues, the Restricted Open site type may be selected. If you need further descriptions of the site types, please Sponsor and Site Eligibility section on the Materials and Resources page.

Site Application



Highlights - Monitoring

- Pre-operational visit and first week review required for new sites and those that had operational problems last year.
- All sites must be monitored prior to the end of the 4th week of operation.

Provide Tentative Sponsor Visit Date(s), Review Schedule and Monitor Information

This site is new or experienced problems last year.	<input type="text" value="No"/>	
Date of Scheduled Preoperational Visit:	<input type="text" value="MM/DD/YYYY"/>	[Do not enter date if Not Applicable]
Date of Scheduled First Week Visit	<input type="text" value="MM/DD/YYYY"/>	[Do not enter date if Not Applicable]
Date of Scheduled Review	<input type="text" value="6/23/2022"/>	[Must be completed prior to end of 4th week of sites operation]
Monitor First Name	<input type="text"/>	Last Name <input type="text"/>
Completing Visit/Review	<input type="text"/>	

The first page of each site application also asks for the site's monitoring plan. Please indicate if the site is new or had operational problems the previous year. If yes, you will be asked to provide a date for the preoperational visit and the first week visit. If the site is not new or did not have operational problems the previous year, it is acceptable to provide just a review date. That is the monitoring review that must be completed, by the sponsor, prior to the end of the 4th week of operation. Then provide the name of the person monitoring the site - again, this is the sponsor's monitor, not a DPI monitor or consultant. This summer, monitoring is expected to be completed on site, however DPI has requested a waiver of the onsite monitoring, which would allow for desk audits, should there be issues related to COVID-19. If our waiver is approved, we will provide sponsors with information on how to request the waiver of the onsite review, if needed. For more information regarding site monitoring, please review the Monitoring Sites resources found online.

Site Application



Highlights – Operational Labor Personnel

- 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.

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

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

13599 - 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 Compliance] [Site(s) Listing] [Site Application]

Next up is the Site Labor Personnel page. List all of the operational type positions, like the food service manager, food service assistants, cooks, dishwashers, etc., that work at the site. 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. As mentioned previously, the totals from the sites should add up to the Total Operational Labor entered on the budget page.

Site Application



Highlights – Session Page

- 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 are established for congregate meal service. Meal service times (i.e., breakfast and lunch) cannot overlap.

Summer Food Service Program (2022) Application
Update/Modify Session Information

12599 - Butler Street School

Session No: [5532]

Session Beginning Date [8 / 13 / 2022] [MM/DD/YYYY] Session Ending Date [8 / 19 / 2022] [MM/DD/YYYY]

For this Session, Number of Operating Days in each Month

Month	Operating Days
May	14
June	20
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	

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 times of meal service as hours and minutes separately)

Check Type of Meal to be Served	No. of Children to be Served by Meal Type	No. of Children eligible for Free/Reduced Price Meal	Time Meal Service Begin (h:mm)	Time Meal Service End (h:mm)
<input checked="" type="checkbox"/> Breakfast	270	125	8:00 AM	9:00 AM
<input type="checkbox"/> AM Supplement	0	0	0:00 AM	0:00 AM
<input checked="" type="checkbox"/> Lunch	270	125	10:30 AM	12:30 PM
<input type="checkbox"/> PM Supplement	0	0	0:00 AM	0:00 AM
<input type="checkbox"/> Supper	0	0	0:00 AM	0:00 AM

BACK SAVE DELETE

The session page provides the details again of the dates, 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. This page may also need some more clean-up than usual, for those that were operating the SFSP during the school year, last year. 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. If there is more than one meal service offered, separate meal service times are to be established since we no longer have the non-congregate meal service waiver. In other words, meal service times should not be the same for both meals. Also, ensure meal service times correlate with the type of meal. For instance, breakfast is considered the first meal of the day and consumed in the morning. Therefore breakfast must start in the AM. There are no requirements regarding the length of meal service or the amount of time between meal services. You may also have a lot of information in the text box on this page about how the site operated in the past. Please take the time to review the information in that text box and delete anything that is not relevant for this summer. It is very important that this information on this page is kept

up to date. Meals served outside of the approved dates of operation, outside of the approved meal service times and on days not selected within the session page, cannot be reimbursed.

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.

Documents to be Submitted

Documents – upload in PDF format

- Letter to the Health Dept - everyone
- Vendor Agreements
- Media Release if using alternate
- Rental Agreements

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 is 'vended' or purchases meals from a vendor or Food Service Management Company. If you indicated on that first page that you were going to use your own Media Release and not the DPI prototype, then you will need to upload your media release for DPI to review. 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\]](#)

New this year is a page at the end 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 our 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

DPI will host another webinar focusing on summer operational requirements in April.

The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the DPI logo, a language selection dropdown, and a search bar. The main content area is titled "Summer Food Service Program - Materials & Resources". A left sidebar menu lists various program-related links, with "Materials & Resources" highlighted. 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, following these guidelines along with the information provided in the SFSP Application Manual. Be sure to upload all of the required documents and also update the SFSP 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, review the SFSP E-learning course, the materials and resources on our website and begin plans for staff and site training. We plan to host another webinar in April that will focus more on the operational requirement for summer and review the documentation resources we have available on our website. Next, we will review our Statewide Marketing plan and the outreach resources we have available.

Statewide Marketing



Summer Meals
Maps



Exterior Bus Ads



QR Code

As you are well aware, during the school year, children have access to food through programs at school including, free breakfast, lunch and even afterschool meals. When the school year ends, and summer begins, those meals disappear. Having access to healthy meals can be challenging for families on a limited budget during the summer months. Many parents simply don't know that there are resources for their children during the summer months too. The SFSP can help fill that gap. Do your part, in your community, by making sure families know how to get free, healthy meals when the school year ends. Here at DPI, we are doing our part as well. We have provided access to maps to help families locate summer meal sites near them. The SFSP site finder maps can be found on our website as well as on USDA's. Families can use the site finder maps to easily find nearby sites with information including days and times of operation. They simply enter their location in the search bar and the map displays all the nearby open sites, along with meal times and contact information.

This year, we have again contracted with an advertising agency to display SFSP marketing on public transit buses. We offered the bus ads in the past

and brought them back again to help promote the SFSP across the state. This year the bus ads feature a 2 and a ½ foot by about 6 foot SFSP logo with information to help families locate site locations. The ads are located on the outside of public transit buses this year, in 10 larger cities across the state and will be displayed during June and July. New this year, a QR code was created for the SFSP. The QR Code was created to offer families easy access to our website for more information and will direct them to locate SFSP sites near them. You can add the QR Code on your own SFSP marketing materials by downloading it from our SFSP outreach materials webpage.

Spread the Word

Hunger Free America operates the National Hunger Hotline on behalf of USDA. The hotline is a resource for individuals and families seeking information on how to obtain food.

1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish).



Contact the 2-1-1 call center – they don't have your site information to share, unless you contact them with it.

Here's a few more options for helping families find meals for their children. The [USDA National Hunger Hotline](#) remains a helpful resource for people seeking food assistance as well. The hotline, operated by Hunger Free America, can be reached Monday through Friday between 6 a.m. and 9 p.m. at 1-866-3-HUNGRY or for Spanish, 1-877-8-HAMBRE. Also, through the texting service, offered by No Kid Hungry, families in need can simply text 'FOOD' or for Spanish, 'Comida' to 304-304 to find free summer meals for their kids. Do note that the texting number changed this year from 877-877 to 304-304. Once a text is sent, you get a message back requesting your location, then they send you the nearest site locations along with detailed meal service info. No Kid Hungry is a national campaign run by Share Our Strength, a nonprofit working to solve problems of hunger and poverty in the United States and around the world. Incorporating information about the USDA Nat'l Hunger Hotline and the No Kid Hungry_texting hotline into **your** outreach efforts is essential to achieving awareness of these tools. Remember to also contact the 211-call center to notify them of this summer's site locations and meal service info that you are offering. A link to the 211-call center will be provided in the chat for your reference. In Wisconsin, 211 is a

free, easy-to-remember phone number connecting callers with local health and human services in their community. If you don't provide your summer meal site information to them, they won't be able to share with those requesting information about food in their communities.

Resources

Wisconsin's SFSP Promotional Materials have been created for use across the state to help identify SFSP sites. Using consistent messaging helps to easily identify sites as belonging to the Wisconsin SFSP.



Next, we'll talk about the DPI Resources available to help promote your SFSP. Our marketing and outreach materials were developed to create a brand for the Wisconsin SFSP. Using consistent messaging helps to easily identify sites as belonging to the Wisconsin SFSP. We want families to be able to recognize the SFSP promotional materials and know that they have found a safe location for free meals for their children. Do your part, in your community, by making sure families know how to get free, healthy meals when the school year ends by using the outreach marketing materials we provide.



We do have many different outreach materials available for open sites serving meals to the community. The SFSP posters should be displayed at the site locations, visible to the public, to offer details of dates of service, meals types and times of meal service. The posters can also be used throughout the community to let families know where and when meals are being offered. Post them wherever allowed to get the word out about the sites in places that families often visit in the community, such as at the local library, medical or dental offices, gas stations, food banks, parks, or wherever you can get permission to post them.

We have yard signs that are intended to be used at sites to identify the location as a SFSP site and are easily visible from the road. They can be staked into the ground or hung on fences or railings at the site using zip ties. They are available in English and Spanish.

Door hangers are a great tool to use around the neighboring area of a SFSP site location to let families know where they can find free meals for their children nearby. The door hangers have an area on them to include a label or

just write in the site location, meal service times and who to contact for more information. They are a great tool to use at low-income housing complexes where children reside with families.

We also have a supply of large banners that offer general SFSP information and are a great tool to use in your community to show support of the SFSP. Information on the banners can assist families in finding sites near them, in the community. They can also be displayed at the site locations. New banners have been printed this year to include the updated 304-304 texting number. You'll want to replace any old banners that you may still have.

The SFSP Business cards also offer general SFSP information to assist families in finding a SFSP site convenient for them. They include the updated 304 texting number, the DPI SFSP website and the 211-call info. The cards are blank on the back, which offers a great opportunity to print address labels with specific site or organization information and stick on the backside. The cards can then be distributed to kids at school, medical or dental offices, libraries, WIC offices, stuffed in mailers to families or even distributed at food pantries with food pickups. It may take some coordination on your part, but usually places like this are willing to share the SFSP information with their clients. Please be sure to order new cards to replace any outdated cards you may have.

4

The mini downloadable, fillable posters, found on our outreach website, are ideal to use as backpack stuffers at the end of the school year to let all school families know where and when meals will be available during the summer. They are also available in Spanish. These posters are a great size to display on public bulletin boards throughout the community as well.

We also have a limited supply of car magnets, designed for sponsors to use on SFSP mobile route and delivery vehicles. The magnets will easily fit on a regular size car door and look very similar to the yard signs.

Using the DPI provided resources helps to send a consistent message across the state of Wisconsin. We're hopeful that people see and recognize the SFSP messaging and can easily identify SFSP sites in their community where their children can receive free healthy meals at safe locations.

Resources



**SFSP Resource Order
Form**



**E-Learning for
Marketing your SFSP**

All of the resources that I've discussed are available to order by completing the resource order form found on the outreach page of our SFSP website. We will start shipping materials out in April. We have also developed an E-learning course specifically for marketing your SFSP, also posted on the outreach page. It includes detailed information about all of the resources that I've discussed as well as some strategies and tools to increase participation. Be sure to check out the marketing E-learning course for more great ideas.

Questions



Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a 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.

This institution is an equal opportunity provider.