

## Summer Food Service Program – Requirements and Deadlines for 2020

For detailed information regarding each requirement, visit the DPI website: [www.wisummerfood.org](http://www.wisummerfood.org) and refer to the USDA Administrative Guidance Manual for Sponsors. All Attachments referred to are posted online: <http://dpi.wi.gov/community-nutrition/sfsp/market>.

<b>TO DO: PRIOR TO OPERATION</b>	
<p><b>Attend DPI Training</b></p> <p>Bring Training Materials that were mailed or downloaded from the DPI website (<a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a>) to training.</p> <p>If unable to attend training, register for the SFSP E-Learning course posted on the DPI website: <a href="https://dpi.wi.gov/community-nutrition/sfsp/train">https://dpi.wi.gov/community-nutrition/sfsp/train</a>.</p>	<p><b>Competitively Procure Meals, Services</b></p> <p>Ongoing; prior to purchase.</p> <p>Utilize procurement method relative to the dollar threshold of purchases (i.e. micro-purchasing, small purchasing, or formal (sealed bid) procurement.</p> <p>Have written codes of conduct.</p>
<p><b>Notify Local Health Dept. of Site Operation</b></p> <p>Prior to submitting the SFSP contract and anytime a new site is added to program.</p> <p>Provide contact information, location of sites, dates of operation, meal service times, and central kitchen location (if applicable). A sample letter is provided online: <a href="https://dpi.wi.gov/community-nutrition/sfsp/market">https://dpi.wi.gov/community-nutrition/sfsp/market</a></p> <p>Retain documentation of all correspondence with sanitarians. Initial notification letter must be uploaded into the SFSP Contract in order to be approved.</p>	<p><b>Issue Media Release</b></p> <p>Prior to start of program. Use current prototype: <a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a></p> <p>Provide information in appropriate translations.</p>
<p><b>Complete Online SFSP Contract</b></p> <p>Online services will be open to receive SFSP contracts starting <b>March 1st</b>.</p> <p>Submit by <b>April 10<sup>th</sup></b> if ordering USDA Foods and/or requesting Advance in Payment</p> <p>Submit by <b>May 8<sup>th</sup></b> if NOT ordering USDA Foods and/or requesting Advance in Payment</p> <p>Online Services: <a href="http://dpi.wi.gov/nutrition/online-services">http://dpi.wi.gov/nutrition/online-services</a></p> <p>SFSP Contract Instructional Manual: <a href="https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfsp_int_app_manual.pdf">https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfsp_int_app_manual.pdf</a></p>	<p><b>Collect Child Income Eligibility Data (ONLY Sponsors of Residential Camps &amp; Enrolled Sites Not Using Area Eligibility)</b></p> <p>Ongoing through start of site/session. Use the Parent Letter, Household Size-Income Application &amp; Instructions: <a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a></p>
<p><b>Order USDA Foods</b></p> <p>By <b>April 10<sup>th</sup></b>, update contact and delivery information into the “Wisconsin Commodity Internet Ordering System” online <a href="https://www3.dpi.wi.gov/FDP/Login.aspx">https://www3.dpi.wi.gov/FDP/Login.aspx</a> if eligible and electing to order USDA Foods. Instructions: <a href="https://dpi.wi.gov/school-nutrition/usda">https://dpi.wi.gov/school-nutrition/usda</a>.</p> <p>Place order between <b>May 3 – 10<sup>th</sup></b></p> <p><b>After May 15<sup>th</sup></b>, print out USDA Foods Order</p>	<p><b>Provide Sponsor and Site Training</b></p> <p>Prior to start of Program.</p> <p>Training resources: <a href="http://dpi.wi.gov/community-nutrition/sfsp/train">http://dpi.wi.gov/community-nutrition/sfsp/train</a></p> <p>Document training: <a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a></p> <p>Provide a copy of the <i>Site Supervisor Guide</i> and the And Justice for All Poster to each site. And Justice for All Posters are available at training and can be ordered through DPI.</p>
<p><b>Conduct Outreach (ONLY for Sponsors of OPEN sites)</b></p> <p>Ongoing.</p> <p>Resources such as posters, lawn signs, calling cards, doorhangers, and banners can be ordered from DPI: <a href="http://dpi.wi.gov/community-nutrition/sfsp/outreach">http://dpi.wi.gov/community-nutrition/sfsp/outreach</a></p> <p>Include CURRENT USDA non-discrimination statement and complaint procedures on all correspondence that refers to the SFSP.</p>	

## TO DO: DURING OPERATION

<p><b>Take Meal Counts</b></p> <p>Ongoing; daily.</p> <p>Count the number of meal served at the point of service.</p> <p>Document by date, meal type (breakfast, lunch, supper, snack), and by 1<sup>st</sup> Meal, 2<sup>nd</sup> Meal, Program Adult, Non-Program Adult, and Disallowed Meals). See meal count forms: <a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a></p> <p>Consolidate by site and organize to file claim.</p>	<p><b>Collect Race/Ethnicity Data</b></p> <p><b>Camps</b> – collect for each different session of children attending.</p> <p><b>Non-camps (all other sites)</b> – Collect once prior to end of each site’s operation.</p> <p>Form to use:  <a href="https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/civilrtsdataform.pdf">https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/civilrtsdataform.pdf</a></p>
<p><b>Provide Reimbursable Meals</b></p> <p>Ongoing; daily.</p> <p>Maintain documentation to indicate reimbursable meals were prepared (i.e. production records, invoices, receipts, inventory records).</p> <p>Document delivery of meals, if applicable.</p> <p>Maintain Child Nutrition (CN) Labels and standardized recipes for menu items requiring them.</p>	<p><b>Document Income and Expenses</b></p> <p>Ongoing.</p> <p>Maintain non-profit food service account.</p> <p>Document labor on timesheets for food service and administrative staff that will be paid from SFSP funds.</p> <p>Document all other allowable expenses through invoices, mileage records, etc. See Tab 10 for additional prototype recordkeeping forms.</p>
<p><b>Monitor Sites</b></p> <p><b>Pre-operational visits</b> (required for new and problem sites) are to be completed prior to start of site operation.</p> <p><b>First week site visits</b> (required for new and problems sites) are to be completed within the first week of operation for affected sites.</p> <p><b>Site reviews</b> (required for all sites) are to be completed within the first four weeks of operation.</p> <p>Forms to document monitoring can be found on:  <a href="http://dpi.wi.gov/community-nutrition/sfsp/market">http://dpi.wi.gov/community-nutrition/sfsp/market</a></p> <p>If problems were noted during these visits/reviews, documentation shows what corrective action was taken and if a follow-up visit was conducted.</p>	<p><b>Provide Training</b></p> <p>As needed, throughout Program.</p> <p>For new staff that come onboard after the start of operation and/or additional training based on need identified during monitoring visits/reviews.</p> <p>Document training. Form to use:  <a href="https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/training_doc_form.pdf">https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/training_doc_form.pdf</a></p>
<p><b>Online SFSP Contract</b></p> <p>As needed, throughout the Program.</p> <p>Update dates of operation, meal service times, staff changes, etc. throughout the Program.</p> <p>Upload field trip notifications.</p>	<p><b>File Claim for Reimbursement</b></p> <p>Frequency dependent on dates of operation.</p> <p>Refer to claim instructions:  <a href="https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfspclaiminstr.pdf">https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfspclaiminstr.pdf</a></p> <p>File claims online: <a href="http://dpi.wi.gov/nutrition/online-services">http://dpi.wi.gov/nutrition/online-services</a></p>