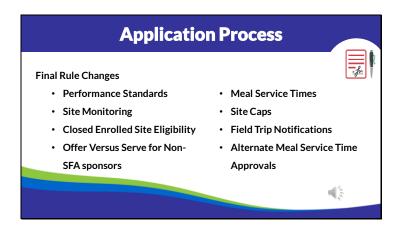Slide 1

Welcome to the SFSP Mini Series Webinar. The topic of this session is the 2023 SFSP Application: Requirements and Deadlines. Questions regarding your SFSP application may be directed to your assigned consultant. This list can be found on our website, on the Materials & Resource page, under the Application section.
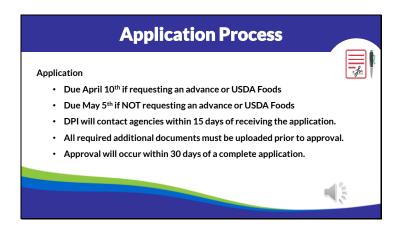
Slide 2

In January, DPI issued a SFSP Bulletin that notified potential sponsors of regulatory changes that will take affect in May. Most of these changes are things that were already implemented via policy, but are now written within regulations, with some modifications. A number of these changes do impact information submitted within the SFSP application. For our new sponsors and sponsors that do not operate other Child Nutrition Programs, we will be asking for a full management plan once every three years that demonstrates your organization's ability to administer the SFSP. The sponsors that are impacted by this change, will be notified by DPI in March with specific instructions on what to submit. All other sponsors may continue to submit the simplified management plan that is already part of the SFSP application.

The other changes effect site monitoring, closed enrolled site eligibility, Offer Vs Served for sponsors that are not schools, meal service time requirements, site caps, field trips notifications, and alternate meal service time approvals, will all be addressed throughout this presentation.

Slide 3

OK – let's get started with the 2023 application process. The application opens March 3rd 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. It is recommended that you reference the Application Instructional Manual to be sure we are all on the same page with expectations on how it is to be updated this year. If you like to follow along using the SFSP Application Manual, pause the presentation, and open up the Manual posted online.

Slide 4

Application Process

Application

- Due April 10th if requesting an advance or USDA Foods
- Due May 5th 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.
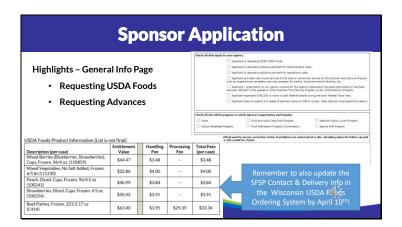- Approval will occur within 30 days of a complete application.

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 5th. 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.

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. That was something that we could do during the pandemic, but it is no longer the case.

Below the dates of operation is information on who is preparing meals for the Summer Food Service Program. We updated this section for the 2023 application to make it a bit easier to understand. 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 you are 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, indication the type of vendor you are using. Select FSMC, vendor (such as a caterer) or a School Food Authority, which
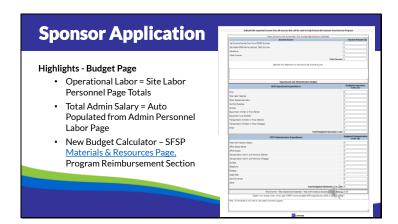
means you are purchasing from a school and enter the name of that Provider. Again, the last 3 things in this section only apply if your Program is vended.

Slide 6

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.

And the last item on this page, is a Description of the Method used to secure corrective action if problems are observed at the site. Within the description indicate plans for follow-up and explain when a site would be closed. Essentially, this is your agency's plan for taking corrective action when out doing site reviews. This year, you may want to update the statement based on the site monitoring follow-up guidance that we were required by regulations to provide to sponsors. We have new site monitoring forms that help you to identify problems that warrant follow-up within the current year and when it is necessary to do a site visit the following year. We'll discuss that a bit more when we review the site application requirements. And, of course, that process is reviewed in much more detail in the SFSP Monitoring E-learning Lesson and will be discussed at the in person SFSP trainings planned for this spring.
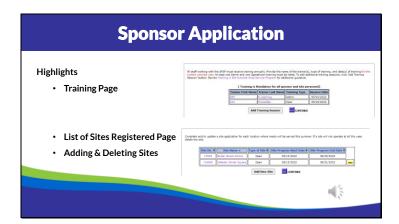
If you are following along in the Application Manual, note that we are skipping the Administrative Personnel page since there weren't any changes to it and move on to the Budget Page. During the pandemic we didn't look too closely at the budget submitted because things were changing so frequently. But we are now going to make sure that your budget is updated for the current summer program. To begin, please be sure that the budget submitted only reflects food service operation for the SFSP; not other food service programs or operations that may be occurring within your organization. Also do not include expenses that you do not intend to allocate the Program. A common expenses not allocated to SFSP is utilities.

The top is where you report the estimated income to be received into the Program. If the estimated reimbursement does not cover the estimated 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 Program Reimbursement section.

Slide 8

We'll move on now to the Training Page. 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. There are a few things I just wanted to clarify about this page. One, we are asking for the name of the Trainer, not the persons being trained. So, there is no need to list all of your staff individually here. Number 2 – you can use the SFSP E-learning Lessons 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.

To update the information that is on this page, click on the name of the trainer and provide the 2023 dates. Please review the Training Resource for more information on what to train on and the documentation required.
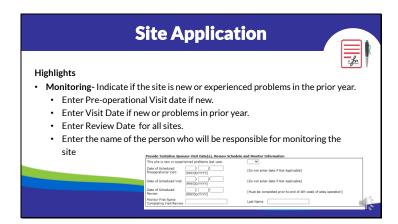
The second image on the slide is the List of Sites Registered page. Here you will see all the sites that you had operating last year. Be sure that all sites that are not eligible are deleted. The pandemic will be ending officially in May, and we do not anticipate any changes in waiving site eligibility requirements. If you have eligible site applications and are unsure if they will serve meals this summer at the time you submit the contract, we will allow you to continue to keep the site in the contract with a start and end date of December 1st, 2023. That will hold the site application in the contract for later use.
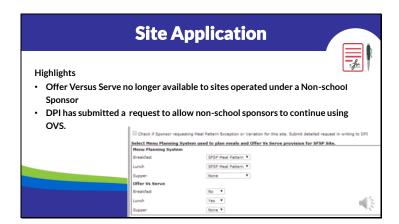
The first snapshot on this page is the top page of the site application. I'd like to remind everyone that if you have a new site, a new site application must be added. Do not open up a current site application and just change the name and address of the site to turn it into a different site application. 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 more than one serving location within a building or on the address premise.

A bit further down on the page is where you indicate the type of site and how it is eligible. For new open, restricted open, and closed enrolled sites we will use the FY2023 census data or the 2022 October free and reduced data to qualify the site. For returning sites, we can use census or free and reduced data from the past 5 years. For a review of how to determine eligibility, you will want to take a look the Sponsor & Site Eligibility E-learning Lesson and the resources on the Materials & Resources page. Site eligibility will also be covered in all the in-person trainings DPI will provide this spring.
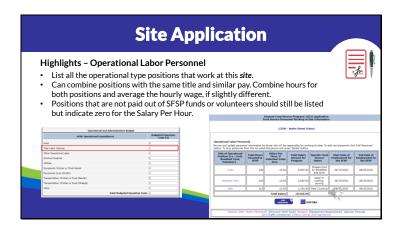
Another change in the regulations includes a requirement that DPI establish criteria for approving closed enrolled sites to ensure operation of a site as closed enrolled does not limit program access to the community at large. We are awaiting guidance from USDA to finalize the criteria and hope to have it to you soon. In the meantime, you may enter closed enrolled sites and we will work with sponsors individually during the contract approval process, should more information regarding the site's operation, be needed.
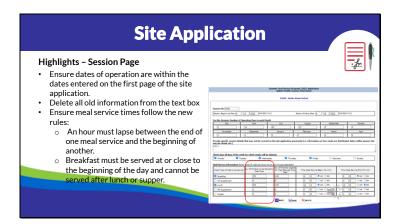
Next up on this same page is the monitoring schedule for the site. As mentioned previously, the monitoring requirements have changed, and DPI was also required to provide guidance on how to evaluate if the site needs a follow-up review during the current year as well as the following summer. Pre-operational visits are now required for new sites or sites that may have had facility issues that need to be checked on prior to service this year. Site visits need to be completed within the first 2 weeks of operation, instead of within the first week, for all sites that are new or were determined through the new assessment process that the site visit was required. All sites need receive a full review within the first 4 weeks of operation. Enter your monitoring plan for each site and include the name of the monitor. If you have multiple sites, be sure that the monitor can complete the monitoring as planned. For more detail information regarding the new monitoring requirements, check out the new monitoring forms and monitoring assessment within the Site Monitoring E-learning Lesson and the documents posted under Site Monitoring on the Materials & Resources page.

Slide 11

This next change only applies to sponsors that are not schools. The new regulations did not include ability for non-school sponsors to implement the Offer Versus Serve provision. DPI did submit a waiver of this new requirement to allow non-school sponsors to continue using Offer Versus Serve. Unfortunately, we have not yet heard if the waiver was approved or not. So, for non-school sponsors, if you wish to continue to utilize the offer verses serve provision this summer, you can leave the OVS selection in the contract how it is; however, if we find out that the waiver has not been approved, you will need to go back into the contract and select 'No' and resubmit for approval. Other than that, there haven't been any other changes to this section of the site application.

Next up is the Site Labor Personnel page. List all 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, add up the totals from the of the sites and enter that amount on the Total Operational Labor line, on the budget page.
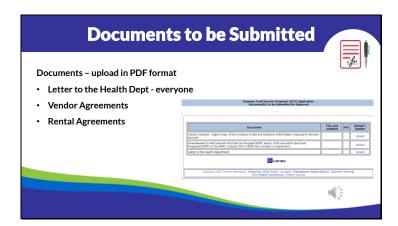
Slide 13

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.
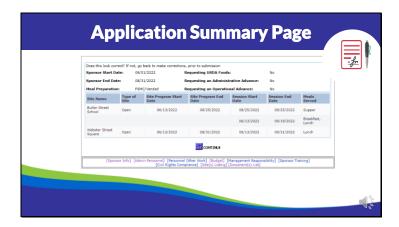
A number of changes in the new SFSP regulations effect the information provided on this page. One, the new SFSP regulations now specify that if there is more than one meal service offered, an hour must lapse between the end of one meal service and the beginning of another. Two, the new regulations clarified that breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper. And finally, the regulations now state the Sponsors that have a Food Service Management Company or vendor, may update the site application to modify the maximum approved level of meal service, called the site cap, any time prior to the submission of the claim in which it would affect. The site cap is the Estimated Number to Be Served on the Site Application, session page. 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.

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.

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.

Slide 16

Now that we have reviewed the application requirements for this year, please feel free to start updating your application beginning on March 3rd. Follow 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, register to attend a SFSP training or review the E-learning course.

OK – the last thing to cover is regarding field trips and alternate meal service time approvals.

We have developed a new system for reporting meals that will be taken on field trips. 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.

DPI has also developed a process for sponsors to 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 deem 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.

Slide 18

Non-Discrimination Statement

Thank you for listening the webinar! Please reach out to us if you have any questions about updating you SFSP application for the 2023 summer.

 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.