

Summer Food Service Program – Requirements and Deadlines for 2024

For details regarding each requirement and recordkeeping forms, visit the [SFSP Materials and Resources page](#).

TO DO: PRIOR TO OPERATION	
<p>Complete DPI Training</p> <p>Attend a Full Day or Pop-up Training and/or review the lessons within the E-learning Course that are pertinent to their SFSP responsibilities.</p> <p>Training registration, the E-learning Course and other training resources can be found online: https://dpi.wi.gov/community-nutrition/sfsp/train.</p>	<p>Competitively Procure Meals, Services</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. More details: https://dpi.wi.gov/community-nutrition/sfsp/market, under procurement section.</p>
<p>Notify Local Health Dept. of Site Operation</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: https://dpi.wi.gov/community-nutrition/sfsp/market, under SFSP Application Process. Retain documentation of all correspondence with sanitarians. Initial notification letter must be uploaded into the SFSP Contract in order to be approved.</p>	<p>Notification to the Community</p> <p>DPI is issuing the media release on behalf of all Sponsors; however, Sponsors of camps and enrolled sites must notify participants of the availability of free meals. Other sponsors should continue to make the community aware of open sites.</p> <p>Provide information in appropriate translations.</p> <p>Resources such as posters, lawn signs, calling cards, doorhangers, and banners can be ordered from DPI: http://dpi.wi.gov/community-nutrition/sfsp/outreach</p>
<p>Complete Online SFSP Contract</p> <p>SFSP contracts open starting March 1st.</p> <p>Review the recorded webinar on the SFSP training page prior to completing the contract!</p> <p>Follow the instructions provided in the SFSP Contract Manual: https://dpi.wi.gov/community-nutrition/sfsp/market, under SFSP Application Process.</p> <p>Submit by April 10th if ordering USDA Foods and/or requesting Advance in Payment</p> <p>Submit by May 3rd if NOT ordering USDA Foods and/or requesting Advance in Payment</p>	<p>Collect Child Income Eligibility Data (ONLY Sponsors of Residential Camps & Enrolled Sites Not Using Area Eligibility)</p> <p>Ongoing through start of site/session.</p> <p>Use the Parent Letter, Household Size-Income Application & Instructions: http://dpi.wi.gov/community-nutrition/sfsp/market under Documenting Participant Eligibility.</p>
<p>Order USDA Foods</p> <p>By April 10th update contact and delivery information into the WI USDA Food Online Ordering System, if eligible and electing to order USDA Foods. This link, https://dpi.wi.gov/school-nutrition/usda/ordering-system includes the WI USDA Food Ordering System instructions, guides, and directions.</p> <p>Place order between May 3 – 10th</p> <p>After May 15th, print out USDA Foods Order</p>	<p>Provide Sponsor and Site Training</p> <p>Prior to start of Program.</p> <p>Training resources: http://dpi.wi.gov/community-nutrition/sfsp/train</p> <p>Document training: http://dpi.wi.gov/community-nutrition/sfsp/market</p> <p>Provide the And Justice for All Poster to each site. To order And Justice for All posters, complete the order form on the SFSP Outreach page.</p>

TO DO: DURING OPERATION

<p>Take Meal Counts</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 1st Meal, 2nd Meal, Program Adult, Non-Program Adult, and Disallowed Meals). See meal count forms: http://dpi.wi.gov/community-nutrition/sfsp/market</p> <p>Consolidate by site and organize to file claim.</p>	<p>Collect Race/Ethnicity Data</p> <p>Collect race and ethnicity of participants following the instructions provided on the back of the Race and Ethnicity Data Form: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/race_ethnicity_data_form.pdf</p> <p>Camps – collect for each different session of children attending.</p> <p>Non-camps (all other sites) – Collect once prior to end of each site’s operation.</p>
<p>Provide Reimbursable Meals -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>Document Income and Expenses -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.</p>
<p>Monitor Sites</p> <p>Pre-operational visits (required for new and problem sites) are to be completed prior to start of site operation.</p> <p>Site visits (required for new and problems sites) are to be completed within the first two week of operation for affected sites.</p> <p>Site reviews (required for all sites) are to be completed within the first four weeks of operation. May count as the Site Visit if done within the first two weeks.</p> <p>Forms to document monitoring can be found on: https://dpi.wi.gov/community-nutrition/sfsp/market under Monitoring Sites.</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>Provide Training - 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: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/training_doc_form.pdf</p>
<p>Online SFSP Contract</p> <p>As needed, throughout the Program.</p> <p>Update dates of operation, meal service times, staff changes, etc. throughout the Program.</p> <p>Notify DPI in advance when meals are taken out on field trips, using the NEW online Notification of Field Form.</p> <p>Request approval for meals served outside of the approved meal service time, if the reason was out of control of the sponsor/site (i.e., late delivery, etc.) using the New online form.</p>	<p>File Claim for Reimbursement</p> <p>Frequency dependent on dates of operation.</p> <p>Refer to claim instructions: https://dpi.wi.gov/community-nutrition/sfsp/claiming-reimbursement</p> <p>File claims online: http://dpi.wi.gov/nutrition/online-services</p>