

One more day until Thanksgiving. Before you enjoy the long weekend, here is the latest:

1. Farm to School - Thank you to those of you who responded to the USDA Farm to School Census! We wanted to make sure you knew that the results from the census are now live. They can be found at <http://www.fns.usda.gov/farmentoschool/census>. From a national perspective, USDA estimates that 43% of public school districts across the country have an existing Farm to School Program in place, while another 13% of school districts surveyed are committed to launching a Farm to School Program in the near future. Additionally, in School Year 2011-2012, schools purchased and served over \$350 million in local food! Michigan had an overall response rate of 52%. Of those that responded, 40% are currently participating in farm to school activities. USDA estimates that local purchases in our state are valued at approximately \$4,404,768. Please remember these statistics reflect only self-reported data. To check to ensure that your district has successfully completed the census, please visit <http://www.fns.usda.gov/farmentoschool/census>. To find your school, start at our state & district section, click on the state of Michigan, and then click on the "Explore MI School Districts" button at either the top or bottom of the state summary page. If you did not have a chance to complete the census earlier this spring, USDA is accepting submissions until November 30. Please simply email Matt Benson at matthew.benson@fns.usda.gov and let him know that you would like to complete it.
2. Direct Certification - For information on guidance for direct certification requirements for National School Lunch and School Breakfast Programs, please see Food Service Administrative Policy No. 9 – SY 2013-2014 at the following link: http://www.michigan.gov/documents/mde/Administrative_Policy_No_9_Guidance_for_Direct_Cert_Requirements_438855_7.pdf.
3. Job Opportunity – United Dairy Industry has a job opening posted. Check it out to see if you or someone you know might be interested. <http://jobview.monster.com/School-Nutrition-Program-Manager-Job-Okemos-MI-127631707.aspx>.
4. Paid Lunch Equity – Attached is the new Paid Lunch Equity memo. The PLE tool is NOT available yet. We will send it out when it is available.
5. Let's Move – Attached is an email regarding a lot of information related to the Let's Move campaign. I encourage you to check it out.
6. Free Salad Bars - Did You Say FREE?? Yes, you read that correctly. Let's Move Salad Bars to MIDWEST Schools is a special campaign of the United Fresh Foundation, under the umbrella of the national Let's Move Salad Bars to Schools (LMSB2S) initiative. The goal of Let's Move Salad Bars to

MIDWEST Schools is to increase children's fruit and vegetable consumption by donating salad bars to schools in IL, IN, MI, MN, OH and WI. School salad bars are an effective strategy to increase students' fruit and vegetable consumption and help them develop healthier eating habits. Salad bars are also an easy way for schools to meet the new nutrition standards for school lunch, which double the amount of fruits and vegetable served and emphasize a colorful variety. It's easy for schools to apply for a salad bar. Visit www.saladbars2schools.org to complete an application. For information about Lets Move Salad Bars to MIDWEST Schools, contact Andrew Marshall at (202) 303-3407, amarshall@unitedfresh.org or Diane Golzynski at (517) 373-3383, golzynskid@michigan.gov.

7. Summer Food Service Program Policy Overload – Last week USDA issued 8 policy memos related to SFSP. We have attached them all. Here is the "title" for each one so you know something about each memo:
 - a. #2 – Mobile Feeding Options
 - b. #3 - Census Data Release
 - c. #4 - Promoting Nutrition in Summer Meals
 - d. #5 - Use of School and Census Data
 - e. #6 – Available Flexibilities for CACFP At Risk Sponsors
 - f. #7 – Expanding Awareness and Access for Summer Meals
 - g. #8 – Meal Service Requirements
 - h. #9 – SFSP Q & As
8. Smoothies – USDA has expanded on the types of food and the items that can be credited. Yogurt can now be credited as part of the meat/meat alternate and is probably the most significant change but read all the details in SP 10-2014 which is attached.
9. Breakfast – I wanted you to hear this from me since this topic has not been widely discussed. It is possible to claim more than one breakfast per student if you have leftover breakfasts to serve. To be in compliance, you MUST only prepare for one meal per child but if food is leftover a student can come after everyone has been through the line and get a second breakfast. In no case, can you claim more than the total number of free and reduced eligibles. And be aware that in a review, if MDE determines you were not properly preparing for one meal per student per day, those meals will be disallowed.
10. School and Youth Garden Grants – Here is some information I wanted to share: "Hello! I'm, Julia Parker-Dickerson, Director, from the Youth Education Programs at the National Gardening Association, a 501c3. This year we have a number of open grant programs that can help to start or sustain an established garden. We have 150 awards open to schools, youth groups, and community gardens at present and more expected to open as the year goes on! We are offering 50 of our awards to any and all international garden programs as well as United States based youth gardens. I have included links directly to applications below. You can also visit <http://grants.kidsgardening.org/>."

Have a great holiday weekend!!

Howard Leikert, MBA, SNS
Supervisor, School Nutrition Programs
Michigan Department of Education
517-373-3892

"The MDE School Nutrition Programs team is committed to the success of child nutrition programs through training, support, and leadership by fostering partnerships to ensure the nutritional well-being of all students in Michigan."



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3101 Park
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DATE: November 6, 2013

MEMO CODE: SP 1-2014

SUBJECT: Paid Lunch Equity: School Year 2014-2015 Calculations

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

Annual Review of Paid Lunch Revenue

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirement. When the SFA's average paid lunch price is less than the difference between the current free and paid Federal reimbursement rates, the SFA would be noncompliant and therefore must determine how they will meet the requirement. This may be done by increasing their average paid lunch price or providing funds from non-Federal sources.

Those SFAs that choose to increase the average paid lunch price must increase the average paid lunch price by two percent plus the annual inflation rate. The inflation rate is based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI). The reimbursement rates for School Year (SY) 2013-2014 were adjusted using the CPI for the 12-month period of May 2012 to May 2013. Due to the timing of calculating and issuing the reimbursement rates, the paid lunch equity calculations are based on the inflation rate used for the previous school year's reimbursement rates. The inflation rates used by SFAs to calculate their paid lunch equity requirements will change from year to year.

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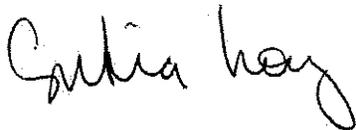
For SY 2014-2015

For SY 2014-2015, SFAs must use SY 2013-2014 Federal reimbursement rates and the related inflation rates when calculating paid lunch equity requirements. The Federal reimbursement and inflation rate were issued in a July 26, 2013, Federal Register Notice (78 FR 144). The Notice announced an increase in the reimbursement rate for SY 2013-2014 and provided the inflation rate of 2.27 percent for the increase in rates between SY 2012-2013 and SY 2013-2014.

Therefore, for SY 2014-2015, SFAs which, on average, charged less than **\$2.65** for paid lunches in SY 2013-2014 are required to increase their average price or provide additional non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.27 percent, totaling **4.27** percent.

The Food and Nutrition Service (FNS) will issue an updated version of the PLE tool soon which will include the new reimbursement and inflation rates and account for, if applicable, crediting any amount SFAs increased paid lunch prices above the required level. The PLE tool will also address any shortfall in meeting the PLE requirement and make the appropriate adjustments based on the information that SFAs input from their records. SFAs should also refer to memo SP 39-2011 Revised (<http://www.fns.usda.gov/sites/default/files/SP39-2011r.pdf>) for more guidance on making PLE calculations.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Office.



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DATE: November 8, 2013

MEMO CODE: SP 02-2014, SFSP 02-2014

SUBJECT: Mobile Feeding Options in Summer Feeding Programs

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to provide guidance on the use of the mobile feeding model in the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP). This memorandum supersedes SFSP 17-1999: *Mobile Feeding Sites in Rural Areas*, February 12, 1999.

Transporting meals to children rather than requiring children to travel to a meal service site is known as the 'mobile feeding' model. A site is defined as a physical location at which a sponsor provides food services for children and at which children consume meals in a supervised setting [7 CFR 225.2]. Allowable uses of Program funds include the costs of processing, distributing, transporting, storing, or handling any food purchased for, or donated to, the Program [7 CFR 225.2]. Therefore, SFSP and SSO regulations allow Program funds to be used for mobile feeding.

Traditionally, sites are located at schools, playgrounds, parks, churches, community buildings, or other similar places. In rural areas, where children may live in isolated locations, access to meal service sites operated by schools, parks and recreation departments, and private nonprofit organizations is often limited. In urban areas, violence and traffic safety concerns are examples of issues that may limit viable options for site locations. In these cases, mobile feeding may provide the flexibility sponsors need to reach children who do not have access to more traditional sites.

Sponsor and Site Requirements

In mobile feeding, the sponsor delivers meals to an area using a route with a series of stops at approved sites in the community. The meal service must take place on approved days and the sponsor must serve reimbursable meals during approved service times.

Sponsors operating mobile feeding are subject to the following requirements:

- Each location where a bus or other vehicle stops to serve meals must meet the site eligibility criteria and other requirements set forth in Program regulations (e.g., the site must be area eligible, meal service must be supervised, meals must be consumed at the site [on the bus or near the drop-off location], times of meal service must be established, the sponsor must have the ability to adjust meal deliveries based on fluctuations in attendance, etc.).
- Sponsors of mobile sites must take extra precautions to ensure that food is safe for children to eat. State and local health and safety standards must be met at all times. At a minimum, food must be maintained at proper temperatures along the entire delivery route, and temperatures must be monitored with a food thermometer. Program staff serving meals must follow appropriate hand washing procedures, as required.
- A site supervisor must be present at each meal service. Mobile sites may operate as a full service route, where the site supervisor travels with the vehicle along the route and supervises the site at each stop or where meals are delivered to each stop with an onsite supervisor waiting to receive the meals. Site supervisors must remain onsite during the entire approved meal service time, regardless of site attendance.
- State and sponsor monitoring visits and reviews must adhere to the same requirements as all SFSP and SSO sites.

Program Funds

Allowable use of Program funds may include costs related to the processing, distributing, transporting, storing, and handling of any food purchased for, or donated to, the Program.

Expenses associated with vehicles used as part of an SFSP operation is an allowable cost, but must be supported by adequate documentation and must be properly allocated. For example, if the mileage for SFSP deliveries is fifty percent of the van's total mileage, then the sponsor may count only fifty percent of the mileage expense as an allowable cost to the Program. Additionally, the cost of retrofitting a vehicle to allow more efficient transportation of meals is allowable. However, the purchase of a vehicle is not an allowable use of Program funds.

Sponsors should consult with their State agency to ensure specific costs associated with operating mobile sites are allowable. If partners donate money for the cost of operating the vehicle, these funds must be tracked and reported separately from USDA Program funds.

Inclement Weather

Sponsors are required to make arrangements for meal service operations during periods of inclement weather [7 CFR 225.6(c)(2)(D)]. Sponsors of mobile sites should make a reasonable effort to inform children of contingency plans to deal with extreme weather conditions, such as thunderstorms and excessive heat, particularly if meal services would be canceled. In addition, sponsors operating traditional sites may consider mobile feeding as an option when they develop their contingency plans.

Funding Considerations and Opportunities

Building partnerships and seeking out additional funding sources can increase the ability of sponsors to successfully use mobile feeding. Additional sources of income that support the meal programs must be tracked and reported separately from Program funds.

Communities have utilized a variety of approaches to control costs when implementing mobile feeding. To reduce fuel costs, for example, some organizations park mobile feeding buses in the communities, near the feeding sites they serve. They use just one van to deliver meals, one or two times a week, from a central kitchen and the meals are kept in donated cold storage facilities near each bus. As sponsors work with community partners, they can identify additional approaches that will work best for their meal service programs.

Funding opportunities also may be available to support mobile feeding effort, through programs administered by USDA Rural Development agencies and the Housing and Urban Development (HUD), State programs that support housing and economic development, and foundations and other private sources. These funding sources will often have a specific focus. Some will fund only capital expenditures, whereas others may provide funding for operating costs.

The USDA Rural Development Officer in each State can help identify potential funders. When developing a proposal and seeking funding it is important to clearly identify: the needs that the sponsor intends to address; the sponsor's plan for implementing the program; the legal entity that will apply for, receive, and account for the funds; and community stakeholders who support the plan.

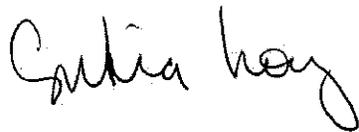
Once a proposal is developed, sponsors should contact funders within their State and community. Stakeholders in support of the proposal may also be able to identify funding sources.

To find information about HUD's Community Development Block Grant Program and local offices in your State, visit http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/local.

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Additional information is available about HUD at <http://www.hud.gov> and about USDA Rural Development at <http://www.rurdev.usda.gov>.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate Food and Nutrition Service Regional Office.

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Director
Child Nutrition Division



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3101 Park
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DATE: November 8, 2013

MEMO CODE: SP 03-2014, CACFP 01-2014, SFSP 03-2014

SUBJECT: Census Data Release: Fiscal Year 2014

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to announce the new schedule for release of census data used by State agencies and Program operators for area eligibility determinations in the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO) of the National School Lunch Program.

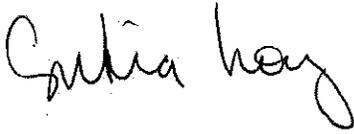
Area eligibility of new CACFP day care homes and SFSP and SSO sites may be established using the most recent data available obtained by the Food and Nutrition Service (FNS) from the Census Bureau. For the past two years, FNS has released new Census Bureau data each February. However, this practice has made early recruitment and approval of SFSP and SSO sites difficult because the data used to qualify sites was subject to change.

In an effort to encourage early recruitment and approval of SFSP and SSO sites and increase access to summer meals, beginning in Federal Fiscal Year 2015, FNS will annually release new Census Bureau data in October. Therefore, the next census dataset will be released in October 2014. Until new data is released, State agencies and CACFP, SFSP, and SSO sponsors should continue to use the dataset released in February 2013.

The current dataset, CACFP 06-2013, is available in the Census Eligibility Folder in the Resources Library of the PartnerWeb. Additionally, FNS has provided the data to the Food Research and Action Center (FRAC), which has included the data in their CACFP and SFSP mapping websites at <http://www.fairdata2000.com/CACFP> and <http://www.fairdata2000.com/SummerFood>. State agencies may access the data using either PartnerWeb or the FRAC mapping sites to determine area eligibility.

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DATE: November 12, 2013

MEMO CODE: SP 04-2014, SFSP 04-2014

SUBJECT: Promoting Nutrition in Summer Meals

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP) were established to ensure that low-income children continue to have access to nutritious meals when school is not in session. To meet this need, sponsors and sites are encouraged to take steps toward improving the nutritional quality and appeal of summer meals served. This memorandum highlights existing policies and procedures that can assist with serving more nutritious meals that appeal to children in the SFSP and the SSO.

Procurement

Initial solicitations for food service management companies (FSMC) should specify the minimum meal pattern benchmarks that must be met, according to Program regulations. Sponsors can also create solicitations that allow bidders to go beyond those minimum requirements in order to ensure more nutritious and higher quality foods, with broad appeal to participants throughout the summer, will be provided.

Department of Agriculture (USDA) Foods

SFSP sponsors may be eligible to receive USDA Foods for use in summer meals either directly from the State distributing agency or the local school food authority (SFA). USDA Foods can help stretch food budgets, meet meal pattern requirements, and meet the highest safety and nutrition standards. Fruits, vegetables, legumes, whole grains, lean protein, including meat and poultry, and other healthy food choices are available from USDA at <http://www.fns.usda.gov/fdd>.

Local Foods

Summer is a perfect time to incorporate the bountiful harvest of fresh fruits, vegetables, and other local foods. No matter the size of the summer meal operation, there are many options for finding and sourcing local foods. Some SFSP sponsors choose to purchase foods directly from local farmers, ranchers, and fishermen. In some areas, producers have organized into cooperatives, aggregating their products and combining their marketing efforts. These groups are more likely than a single producer to be able to fulfill large orders, deliver directly to SFSP sponsors, and to provide some minimal processing. Some, but not all, cooperative efforts to pool products are known as 'food hubs.'

Mainline distributors and food service management companies are also able to accommodate requests for local products. In many instances, working through distributors to bring local products into summer programs can be easier than sourcing foods directly. In fact, SFSP providers are often surprised to learn that their current distributors are *already* working with local producers. Another tool for purchasing local foods, called Geographic Preference, is particularly useful in formal solicitations where respondents are ranked and scored.

For more information about purchasing local foods using the geographic preference option, please see SFSP 06-2010, *Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs*, November 13, 2009, at http://www.fns.usda.gov/sites/default/files/SP_08_CACFP_05_SFSP_06-2010_os.pdf and SFSP 02-2013, *Procurement Geographic Preference Q&As – Part II*, October 9, 2012, at <http://www.fns.usda.gov/sites/default/files/SP03-2013os.pdf>.

For assistance in procuring local foods, many states have personnel in their departments of agriculture or education who are available to assist. For a complete listing, please see <http://www.fns.usda.gov/farmtoschool/state-contacts>. Additionally, county Cooperative Extension Offices, another resource, is available at <http://www.csrees.usda.gov/Extension/>.

Resources for School Sponsors

SFAs Participating in the SSO: Program regulations require that SFAs participating in the SSO serve meals meeting the new NSLP meal pattern. As a reminder, the Food and Nutrition Service (FNS) issued comprehensive guidance for the SSO, which grants flexibility to the grade and age group requirements and allows open and restricted open sites to make accommodations. Refer to SP 32-2013, *2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, March 29, 2013, at <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2013/SP32-2013os.pdf>. These flexibilities increase the ability of SFAs with diverse student populations to more easily participate in SSO, while still meeting meal pattern requirements.

Regional Directors
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SFAs Participating in the SFSP: SFAs participating in the SFSP are allowed the flexibility of following the meal pattern requirements of either the school meal programs or the SFSP [7 CFR 225.16(f)(1)]. Prior approval is not required before substituting one meal pattern for the other, only notification to the State agency. This option allows SFAs to seamlessly continue implementation of NSLP meal pattern requirements year-round.

Sponsors may also benefit from the wide variety of nutrition education resources available through Team Nutrition, at <http://www.fns.usda.gov/team-nutrition>. Many of the resources in the Team Nutrition library can be used to reinforce and complement the nutrition messages taught by serving healthful foods in the SFSP.

SFSP Meal Patterns for Children Under Six and for Teens

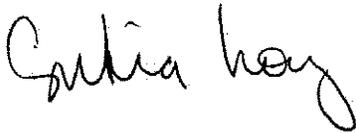
The quantities of each food component required for the SFSP meal pattern are designed for children between the ages of 6 and 12. However, children of other ages may also be served meals at the SFSP site. The following guidance should be helpful to sponsors or site operators who are concerned that the minimum required amounts of food may not be suitable for some participating children.

Meal Patterns for Children Under Six: The regulations allow State agencies to authorize sponsors to serve food in smaller quantities than are indicated in the SFSP meal pattern to children under six years of age [7 CFR 225.16(f)(2)]. The sponsor must be able to ensure that variations in portion size are in accordance with the age levels of the children served. Sponsors wishing to serve infants under 12 months of age need additional approval from the State agency. In all of these cases, the sponsor must follow the age-appropriate meal pattern requirements under the Child and Adult Care Food Program regulations [7 CFR 226.20]. The form of the food items served should be appropriate to the children's feeding abilities so they can be easily consumed during the meal service period. For example, fruit should be cut into smaller pieces so that it is easier for younger children to eat.

Meal Patterns for Teens: The regulations also allow children ages 12 to 18 to be served larger portions than the minimum amounts of food specified in the SFSP meal pattern, based on the greater food needs of older children [7 CFR 225.16(d)]. There are no maximum limits on any of the food components in the SFSP meal pattern. To improve the nutrition of participating children, additional foods may be served [7 CFR 225.16(f)(8)]. However, additional foods purchased with Program funds must meet meal pattern requirements, in order for sponsors to receive reimbursement for the meal [SFSP 06-2012, *Serving Additional Foods in the Summer Food Service Program*, November 23, 2011, at <http://www.fns.usda.gov/sites/default/files/SFSP06-2012.pdf>].

Regional Directors
State Directors
Page 4

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

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DATE: November 12, 2013

MEMO CODE: SP 05-2014, CACFP 02-2014, SFSP 05-2014

SUBJECT: Use of School and Census Data

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to provide additional guidance on the use of school and census data to establish area eligibility in the Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP). In addition, this memorandum consolidates previous guidance and simplifies the area eligibility determination process to reduce administrative burdens on State agencies and Program operators. This memorandum supersedes:

- SFSP 02-1998, *Availability of School and Census Eligibility Data*, February 24, 1998;
- SFSP 05-2007, *Area Eligibility Duration in the Summer Food Service Program*, April 20, 2007; and
- CACFP 02-2012, *Eligibility Based on Census Data*, October 31, 2011.

The two primary sources of data that may be used to determine whether a site is area eligible are school data and census data. The Richard B. Russell National School Lunch Act (NSLA) allows the use of school data to establish area eligibility in the CACFP [42 U.S.C. 1766(f)(3)(A)(ii)(I)(bb)] and SFSP [42 U.S.C. 1761(a)(1)(A)(i)(D)]. The NSLA also allows the use of census data to establish tier I eligibility for CACFP day care homes [42 U.S.C. 1766(f)(3)(A)(ii)(I)(aa)] and area eligibility for SFSP sites [42 U.S.C. 1761(a)(1)(A)(i)(II)]. The use of school data and census data to determine whether a site is area eligible in SSO is established in SP 32-2013, *2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, March 29, 2013.

Availability of Census Data

CACFP day care homes, SFSP sites, and SSO sites are considered area eligible if they are located in a Census Block Group (CBG) in which 50 percent or more of the children are eligible for free or reduced price school meals.

In 2005, the Census Bureau began to annually estimate household income using the American Community Survey (ACS). The ACS is an ongoing survey that provides annual estimates, based on sampling data, in order to give communities more current information than the decennial census is able to provide. In 2012, the Food and Nutrition Service (FNS) began releasing these ACS data annually. For more information see: SFSP 04-2014, *Census Data Release: Fiscal Year 2014*, November 8, 2013. State agencies should use the most recently released census data to determine eligibility under CACFP, SFSP, and SSO.

Availability of School Data

School data may be used to establish area eligibility for the CACFP and for SFSP and SSO, excluding camps. In order for a site to be determined area eligible, school data must indicate that the proposed meal location is located in a school attendance area where at least 50 percent of the children are eligible for free or reduced price school meals.

CACFP regulations require State agencies to coordinate with their State's NSLP administering agency to obtain a list of schools, including elementary, middle, and high schools in the State where at least 50 percent of their enrolled children are eligible for free or reduced price school meals. This information must be provided by the NSLP State agency each year by February 15, and must be based on data from a designated month, most commonly the month of October [7 CFR 226.6(f)(1)(viii)(A) and 226.6(f)(1)(ix)(A)]. While SFSP regulations do not require State agencies to designate the use of school data from one particular month, FNS encourages using school data from the month designated for CACFP.

At the discretion of the applicable CACFP and SFSP State agencies, in situations where data from a more recent month in the school year is available and would establish area eligibility for an otherwise ineligible location, school data from that month may now be used to establish area eligibility.

Prioritization of Data

The NSLA permits the use of either school or census data to determine eligibility of CACFP day care homes without prioritizing either data source. However, CACFP regulations currently require institutions to first make a reasonable effort to establish area eligibility with school data prior to using census data [7 CFR 226.15(f)]. Previously, when census data were released decennially, school data were thought to more closely reflect the current socioeconomic status of a given area. Because census data are now annually estimated and released, this policy is no longer necessary. Therefore, this memorandum amends this policy to now allow the use of either school or census data for applicable area eligibility determinations in the CACFP.

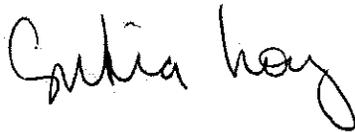
As a reminder, census data may not be used to establish area eligibility for at-risk afterschool centers in the CACFP.

Regional Directors
State Directors
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Duration of Area Eligibility

Area eligibility determinations made using either school or census data must be re-determined every five years. For schools or school food authorities participating in either SFSP or SSO, once a site establishes area eligibility, the eligibility stands for a period of five years, regardless of any transition from one Program to the other.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

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3101 Park
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DATE: November 12, 2013

MEMO CODE: SP 06-2014, CACFP 03-2014, SFSP 06-2014

SUBJECT: Available Flexibilities for CACFP At-risk Sponsors and Centers
Transitioning to Summer Food Service Program (SFSP)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Organizations currently participating in the at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP) are well-positioned to offer summer meals. Although CACFP at-risk afterschool meals may not be served during the summer months, these organizations may be eligible to serve summer meals through the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO) under the National School Lunch Program. The Food and Nutrition Service (FNS) encourages participation in both programs so as to establish a year-round presence in the communities in which they serve. Previous guidance highlighted provisions to simplify SFSP application procedures [CACFP 03-2012: *Simplifying Application Procedures in the Summer Food Service Program*, October 31, 2011]. This memorandum highlights existing flexibilities available to CACFP institutions to simplify their participation in SFSP.

Sponsor Application Requirements

CACFP institutions currently in good standing are not required to submit further evidence of financial and administrative capability when applying for SFSP participation [CACFP 03-2012: *Simplifying Application Procedures in the Summer Food Service Program*, October 31, 2011]. To be considered in good standing, the institution must have no serious deficiencies declared in its most recent review cycle.

CACFP institutions participating in the at-risk afterschool meals component that want to operate the SFSP at the same sites where they provide CACFP meal services may follow the application requirements outlined in 7 CFR 225.6(c)(3) for experienced SFSP sponsors and sites, instead of the requirements under 7 CFR 225.6(c)(2) for new sponsors and sites [CACFP 03-2012: *Simplifying Application Procedures in the Summer Food Service Program*, October 31, 2011].

Agreements

State agencies that administer more than one Child Nutrition Program are required to enter into a single agreement with a Program operator with respect to the administration of any combination of Child Nutrition Programs [7 CFR 225.6(e)]. Therefore, if the same State agency administers both CACFP and SFSP, institutions interested in offering summer meals through SFSP are required only to sign an addendum to the existing CACFP agreement.

Applicants in States where CACFP and SFSP are administered by different State agencies must enter into agreements with both State agencies. State agencies are encouraged to work together to share information and streamline the application and agreement process as much as possible.

Site Eligibility

CACFP at-risk afterschool centers must establish area eligibility through the use of school data [7 CFR 226.17a(i)]. Once area eligibility has been established it is valid for a period of five years and may be used to demonstrate eligibility for other Child Nutrition Programs. A CACFP afterschool meals center applying to participate in SFSP or SSO is not required to re-establish area eligibility [SFSP 04-2014, *Census Data Release: Fiscal Year 2014*, November 8, 2013].

Health and Safety Inspections

SFSP regulations do not establish Federal health and safety standards. Instead, sites must meet State and local health and safety standards. In cases where health and safety standards for at-risk afterschool centers and SFSP sites are the same, SFSP State agencies must accept documentation of a valid current inspection from the CACFP institution.

Training

At-risk afterschool meal sites in good standing are not required to attend training prior to submitting an SFSP application [CACFP 03-2012, *Simplifying Application Procedures in the Summer Food Service Program* October 31, 2011]. However, administrative staff must be informed of SFSP requirements and required to attend sponsor training, prior to beginning Program operations. State agencies that administer both CACFP and SFSP are encouraged to offer targeted supplemental training on SFSP requirements during CACFP trainings, to eliminate the need for afterschool center staff to attend a separate SFSP training.

Monitoring Requirements

SFSP and SSO sponsors are required to visit each site they oversee at least once during the first week of Program operation [7 CFR 225.16(d)(2)]. State agencies may waive this requirement for SFSP and SSO sponsors in good standing in the CACFP and NSLP respectively. However, sponsors must ensure that each of their sites are monitored as otherwise required by Program

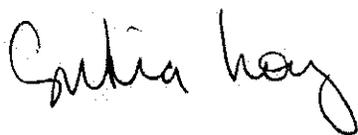
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regulations during the period of operation [CACFP 03-2012, *Simplifying Application Procedures in the Summer Food Service Program*, October 31, 2011].

Financial Management

SFSP funds may be used to support any Federal Child Nutrition Program. A sponsor's excess funds from either CACFP or SFSP may be used in its operation of either program, or any other Child Nutrition Programs. For example, if, at the end of the school year, excess reimbursement from CACFP at-risk afterschool operations exists, those funds may be allocated towards allowable costs in SFSP [FNS Instruction 796-2, Financial Management – Child and Adult Care Food Program]. However, FNS strongly encourages sponsors to first exhaust their SFSP funds on their summer meal operations to ensure a robust summer Program before allocating excess SFSP funds to another Child Nutrition Program.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.



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MEMO CODE: SP 07-2013, SFSP 07-2013

SUBJECT: Expanding Awareness and Access to Summer Meals

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to clarify and provide guidance on requirements in the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP) related to expanding awareness and access to these programs. This memorandum also highlights resources available to States and sponsors for conducting their required expansion efforts. This memorandum supersedes:

- SFSP 04-2011, *Child Nutrition Authorization 2010: Outreach to Households on the Availability of Summer Food Service Program Meals*, January 25, 2011, and
- SFSP Policy, *Outreach Strategies*, February 4, 2004.

State Agency Requirements

By February 1 of each year, State agencies must announce the purpose, eligibility criteria, and availability of summer meals throughout the State through appropriate means of communication. Additionally, State agencies must target rural areas, tribal organizations, and areas with a concentration of migrant farm workers, as applicable to their communities. State agencies also must identify priority areas in accordance with Food and Nutrition Service (FNS) guidance and target expansion efforts in these areas [7 CFR 225.6(a)(2)].

By February 15 of each year, State agencies must submit a Program Management and Administration Plan (MAP) for approval to the appropriate FNS Regional Office (RO). The MAP must include the State's plan for use of Program funds and funds from within the State to the maximum extent practical to reach needy children. State administrative funds (SAF) may be used for Program expansion, including expenses related to employing personnel, travel, providing technical assistance to sponsors, and any other administrative expenses included in the approved MAP [7 CFR 225.4]. As a reminder, State agencies may also transfer a portion of their State administrative expense funds (SAE) for administrative expenses.

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FNS ROs are prepared to assist State agencies with the development of MAPs in order for State agencies to successfully meet this regulatory requirement. FNS has developed resources for States and sponsors to use as a part of their expansion efforts, including flyers, door hangers, and brochures for targeted audiences. Information about registering sites with the National Hunger Hotline, and other FNS resources available to assist with the State activities required by 7 CFR 225.6(a)(2) can be found at <http://www.fns.usda.gov/sfsp/raise-awareness>.

As a reminder, Federal funds provided to State agencies for the administration of the Child Nutrition Programs must not be subject to State budget restrictions or limitations including hiring freezes, work furloughs, and travel restrictions [SFSP 07-2011, *Child Nutrition and WIC Reauthorization 2010: Section 361, Full Use of Federal Funds*, February 18, 2011, at http://www.fns.usda.gov/sites/default/files/SP20_CACFP10_SFSP07-2011_os.pdf].

Outreach through Schools

State agencies that administer the NSLP are required, to the maximum extent possible, to ensure that SFAs cooperate with SFSP sponsors to inform families of the availability and location of free summer meals for students when school is not in session [7 CFR 210.12(d)]. FNS encourages State agencies to facilitate working relationships and partnerships among SFAs, SFSP sponsors, and local governments to ensure that school administrators help promote the availability of meals for children during the summer months.

If the NSLP and SFSP are not administered by the same State agency, the two State agencies must work together to ensure SFAs will inform families of the availability and location of summer meals and help facilitate connections between SFAs and SFSP sponsors. FNS strongly encourages SFAs to inform families of the availability and location of free summer meals through the SSO as well.

SFAs may distribute information through means normally used to communicate with households of enrolled children. Acceptable expansion activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the end of the school year. SFAs should consult with the SFSP State agency if they are not certain whether their activities promote the availability and location of summer meals.

Sponsor Expansion

SAF or SAE may be used by State agencies to fund duties and resources related to expansion responsibilities [7 CFR 225.5(a)(2)]. FNS encourages State agencies to be creative and persistent

in their expansion techniques. Below are areas for State agencies to focus on when developing the State plan.

Sponsor Retention

Retaining successful sponsors from year to year is vital to improving participation. Thorough training and proper monitoring can ensure effective communication between State agencies and sponsors. State agencies are required to make training available in all necessary areas of Program administration to sponsor personnel, food service management company representatives, auditors, and health inspectors who will participate in the Program [7 CFR 225.7(a)]. To better meet the specific training needs of sponsors, State agencies are encouraged to solicit feedback from sponsors at the end of each year's Program operations. State agencies are also encouraged to review findings and observations made during sponsor and site reviews to identify areas in which sponsors would benefit from focused training.

Utilizing Partners

Many statewide advocacy groups, local organizations, public or private agencies, and large school districts have experience with, and systems for, communication with the public. Partnering organizations can assist State agencies by identifying new sponsors, identifying new sites, and raising awareness of open sites in the community.

State agencies may use SAF or SAE to award contracts to partnering organizations working on summer meals expansion. Contracts that include social media marketing services, developing advertising materials, and executing kick-off events are all allowable uses of Program funds as long as they are procured in accordance with 7 CFR 3016.36 and meet the requirements of 2 CFR 225 (OMB Circular A-87, Appendix B, Sections 1 and 32). If State procurement requirements prohibit such formal partnerships, State agencies may work with partners to develop a memo of understanding where duties can be shared without a formal contract or fee.

Identifying Areas of Need

Geo-mapping software, in conjunction with the census data provided by FNS, can be used to identify unserved and underserved areas of need. These identified areas should be prioritized for sponsor and site expansion by State agencies and included in the State's MAP [7 CFR 225.4(b)]. The purchase of geo-mapping software is an allowable use of SAF or SAE as long as it is procured in accordance with 7 CFR 3016.36. Additionally, due to the complexity and cost of many mapping software packages, an analysis should be conducted to ensure that the State agency only purchases software that meets, and does not significantly exceed, the level of functionality it needs to achieve Program goals.

Start-Up Payments

Start-up payments provide financial assistance to sponsors for administrative costs to enable them to effectively plan a summer food service, and to establish effective management procedures for such a service. Start-up payments may be made to sponsors with Program agreements at the State agency's discretion [7 CFR 225.9(a)]. State agencies should make clear to those sponsors receiving start-up payments that the funds will be deducted from either the first advanced payment or reimbursement the sponsor receives.

Peer- to-Peer Connections

Partnering experienced sponsors with new or potential sponsors can add strength to expansion efforts. Connecting similar types of sponsors, such as an existing school sponsor and a potential school sponsor allows an opportunity for the interested applicant to develop a more realistic expectation of their Program's operations. FNS encourages State agencies to facilitate these connections, particularly for new sponsors requesting start-up payments, so that sponsors can more effectively plan operations.

Reaching Families

National Hunger Hotline

The National Hunger Hotline, 1-866-3-HUNGRY, operated by WhyHunger, is a toll-free phone number available to people in need of food assistance. Families can call the National Hunger Hotline to find summer meal sites in their communities, so it is important that sites are accurately listed in the directory. States should register all open sites with the National Hunger Hotline.

To list sites, State agencies should fill out the excel template found at http://www.fns.usda.gov/cnd/Summer/library/Registration_Template.xlsx and email it to nhc@whyhunger.org. State agencies should also update the spreadsheet throughout the summer as site information changes. Sponsors are encouraged to call the Hotline at 1-866-3-HUNGRY to verify that their sites are accurately listed in the directory.

2-1-1

Many communities have 2-1-1 call programs which serve to connect people with important community services such as food, housing, employment, health care, and more. All information is free and confidential. Many 2-1-1 call centers have successfully collaborated with summer meal sponsors by listing open meal service sites in their area. State agencies are encouraged to promote the 2-1-1 call centers and urge sponsors to list their sites. Sponsors are encouraged to work with their local 2-1-1 centers to share summer site information. The 2-1-1 call program is

currently in all 50 States and serves over 90 percent of the population. Visit <http://www.211.org/> to find 2-1-1 call centers in your State.

Community Expansion and Awareness Activities

Media Release

Sponsors must announce the availability of summer meals to the media annually [7 CFR 225.15(e)]. FNS encourages State agencies to complete this requirement for all sponsors in their State through an all-inclusive statewide media release. Radio public service announcements and scripts that may be used are available for download at <http://www.fns.usda.gov/sfsp/raise-awareness>.

Media releases issued on behalf of camps and other programs not located in areas where poor economic conditions exist must include the following information:

- SFSP Income Eligibility Standards established by the Department of Agriculture;
- A statement that a foster child and children who are members of households receiving Supplemental Nutrition Assistance Program, Food Distribution Program on Indian Reservations, or Temporary Assistance to Needy Families benefits are automatically eligible to receive free meal benefits at eligible Program sites; and
- A statement that meals are available without regard to race, color, national origin, sex, age, or disability.

Resources for Raising Awareness

Materials and expenses associated with community awareness efforts are an allowable use of SAF or SAE. Sponsors are encouraged to make use of FNS resources, including the “SFSP Outreach Toolkit for Sponsors and Sites,” which includes fliers, letters to parents, and other materials that help sponsors raise awareness of the Program among children and their families. The Outreach Toolkit can be found at http://www.fns.usda.gov/sites/default/files/SFSP_toolkit.pdf. Additional FNS resources, including fliers, door hangers, public service radio announcements, and training videos are available at <http://www.fns.usda.gov/sfsp/raise-awareness>.

Targeting Media Publications

State agencies are encouraged to submit articles to newsletters and websites of statewide organizations with readers who may be viable potential sponsors. Contact associations in early winter to submit articles promoting summer meals, and include pictures, charts, and statistics

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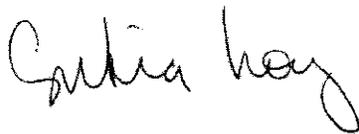
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illustrating the problem of childhood hunger in the summer. Work with local anti-hunger organizations for assistance.

Engaging Local Elected Leaders

State agencies are encouraged to reach out to local elected leaders. Use their visibility to champion summer meals in the form of press, highlighting summer meal programs in print, television, and online media. For tips on ways local leaders can become more involved, please visit http://www.fns.usda.gov/sites/default/files/mayors_flyer.pdf.

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