



## Summer Food Service Program



### Bulletin

*Child Nutrition Programs*  
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**To:** SFSP Sponsors  
Program Reviewers

**Date:** December 9, 2015

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**From:** Alicia Stephens  
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**Subject:** USDA Policy Memos and Information

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### USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

1. [SFSP 02-2016](#) – Questions and Answers on the Transition to and Implementation of 2 CFR Part 200
2. [SFSP 03-2016](#) – Procurement Standards and Resource Management Requirements to Franchise Agreements
3. [SFSP 04-2016](#) – Local Agency Procurement Reviews: School Year 2015-2016
4. [SFSP 05-2016](#) – Meal Service Requirements in the Summer Meal Programs, with Questions and Answers
5. [SFSP 06-2016](#) – Promoting Nutrition in Summer Meal Programs, with Best Practices
6. [SFSP 07-2016](#) – Local Foods and Related Activities in Summer Meal Programs, with Questions and Answers
7. [SFSP 08-2016](#) – Summer Food Service Program Questions and Answers
8. [SFSP 09-2016](#) – Guidance on Competitive Procurement Standards for Program Operators

### Additional Topics:

- Summertime Q&A
- Partnership of the Month
- School Outreach
- Upcoming Webinars & Conference Calls

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**Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.**

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### USDA Policy Memos, Information & Implementation Memos:

1. SFSP 2-2016 ***Questions and Answers on the Transition to and Implementation of 2 CFR Part 200***  
FNS has received many questions related to implementation of 2 CFR Part 200 and understands that changes to financial and procurement systems are costly and require time to develop and implement. Therefore, FNS will work with State agencies during this transition period and will seek to answer questions and provide guidance as needed. A list of common questions and answers received to date is included in this memorandum.

2. SFSP 3-2016 ***Procurement Standards and Resource Management Requirements to Franchise Agreements***

The Food and Nutrition Service (FNS) is aware that school food authorities and Program operators may be operating the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other Child Nutrition Programs (CNP), in a way that includes offering reimbursable meals and non-program foods (a la carte sales, catering, adult meals, etc.) using foods from popular franchise restaurants through a franchise agreement. Upon review, such franchise agreements contained a number of serious flaws which are out of compliance with applicable Federal law.

Franchise agreements often have provisions that are inherently problematic for the Child Nutrition Programs because they entail having a school or sponsor essentially “buy” into an agreement with a commercial vendor for the purpose of exclusively marketing or selling that company’s good or services as opposed to having that vendor submit a bid for its products during a competitive process. While it may be possible to sell the products of a franchise, those products must be competitively procured from among competitively solicited franchises. Failure to properly compete violates competitive procurement standards as required in Program regulations and 2 CFR 200.318-326 (formerly 7 CFR Parts 3016.36 and 3019.40-48, as applicable), and for schools operating NSLP and SBP, regulations on competitive food services in 7 CFR Parts 210.11 and 220.12 and use of nonprofit food service account (NFSA) funds in 7 CFR 210.14(a).

3. SFSP 4-2016 ***Local Agency Procurement Reviews SY2015-2016***

Program integrity is essential in all aspects of Program administration and State agencies contribute to this by overseeing Program operations. To this end, this memorandum provides guidance on State agency oversight of Program operator procurement procedures while FNS is currently developing a Local Agency Procurement Review Tool to aid State agencies. This tool will be pilot tested to determine effectiveness in SY2015-2016. To assist State agency staff with oversight while the tool is under development, the FNS developed a list of questions that may guide the State’s assessment of Program operator procurement activities.

4. SFSP 5-2016 ***Meal Service Requirements in the Summer Meal Programs, with Questions and Answers***

The purpose of this memorandum is to provide guidance on meal service requirements in the Summer Food Service Program (SFSP) and the National School Lunch Program’s (NSLP) Seamless Summer Option (SSO). This revision clarifies the guidance on offer versus serve and family style meal service, adds guidance on meal pattern flexibilities, and adds new questions to Attachment A. This memorandum supersedes SP 13-2015 (v.2), SFSP 13-2015 (v.2), Meal Service Requirements Q&As, Revised, Jan. 12, 2015.

5. SFSP 6-2016 ***Promoting Nutrition in Summer Meal Programs, with Best Practices***

In an effort to balance the need to provide meals to vulnerable populations with the need to contribute to the health and well-being of children, FNS strongly encourages sponsors to take steps toward serving nutritious and appealing meals at their summer sites. This memorandum highlights strategies to improve the nutritional quality and appeal of the meals served to children in SFSP and SSO. Additionally, the Attachment provides best practices and tips on how to implement them. This memorandum supersedes SP 04- 2012, SFSP 04-2012 Promoting Nutrition in Summer Meals, November 12, 2013.

6. SFSP 7-2016 ***Local Foods and Related Activities in Summer***

The purpose of this memorandum and attached questions and answers is to provide guidance on the incorporation of local foods and nutrition and agriculture-based activities in the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO), collectively referred to as Summer Meal Programs. Local foods can play an important role in creating and promoting a healthy environment for children. A growing body of research demonstrates several positive impacts of serving local foods and providing food education through Child Nutrition Programs, including increased participation and

engagement in meal programs, consumption of healthier options, and support of local economies. There is also a well-established public interest in supporting local and regional food systems, and a growing interest in aligning local foods sources with Summer Meal Programs. Program sponsors, administrators, and partners are therefore encouraged to use local foods as a means to enhance Summer Meal operations.

7. SFSP 8-2016 ***Summer Food Service Program Questions and Answers***

This guidance updates previously issued Questions and Answers to clarify Summer Food Service Program (SFSP) requirements, as found in 7 CFR Part 225, FNS Instruction 796-4, and other official Federal Program guidance. It supersedes SFSP 10-2014 Revised, Summer Food Service Program Questions and Answers, Nov. 12, 2014. New and revised questions and links are indicated with a text box.

8. SFSP 9-2016 ***Guidance on Competitive Procurement Standards for Program Operators***

Recent communications between the Food and Nutrition Service (FNS) and State agency program staff during procurement trainings and management evaluations conducted in fiscal year (FY) 2014-2015 indicated a need for guidance on competitive procurement standards. These standards are located at: National School Lunch Program (NSLP) 7 CFR Part 210.21; Special Milk Program (SMP) 7 CFR Part 215.14a; School Breakfast Program (SBP) 7 CFR Part 220.16; Summer Food Service Program (SFSP) 7 CFR Part 225.17; Child and Adult Food Program (CACFP) 7 CFR Part 226.22 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200.317-326 (formerly in 7 CFR Parts 3016.36 and 3019.40-48).

## **Additional Topics**

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- **Summertime Q&A**

Question: What can new sponsors do to become more familiar with the Program before signing up to run their own sites?

Answer: Find a Summer Meals Mentor! Potential sponsors can ask their State agency to connect them with an experienced sponsor that can offer an “on the ground” perspective and answer specific questions about how the Program operates in the real world. Experienced sponsors can also take potential sponsors on as a sites to help them become more familiar with the Program before they begin sponsoring their own sites in the future.

- **Partnership of the Month: Let’s Move! Cities, Towns & Counties**

Let’s Move! Cities, Towns & Counties (LMCTC) is a partnership between Federal agencies and local and organizations working to improve children’s health and wellbeing. The partnership celebrates the success of local communities by awarding them with bronze, silver, and gold medals.

LMCTC sites can reach the “Gold Medal Benchmark” by championing the Summer Meals Program.

City, town, and county governments can sponsor a Program, host sites, advertise the Program on billboards, and encourage local elected officials to issue a Summer Meals press release.

For more information, and to find a LMCTC site in your community, check out the Partnering with Let’s Move! Cities, Towns & Counties Toolkit Page:

[http://origin.drupal.fns.usda.gov/sites/default/files/cnd/SMT-Lets\\_Move.pdf](http://origin.drupal.fns.usda.gov/sites/default/files/cnd/SMT-Lets_Move.pdf)

- **School Outreach...Now is the Time!**

Did you know...In 2014, 21.7 million children received free or reduced-price meals during the school year, but only 3.8 million children received Summer Meals?

Schools are well-positioned to counter the “summer hunger gap” by supporting the Summer Meal Programs. There are many ways for schools to partner with sponsors, including assisting with outreach and promotion, hosting a site, and providing site activities.

### School Outreach and Promotion:

As trusted community organizations, schools are ideal places to market the Program. Schools can help with outreach by:

- Sending informational pamphlets home with children.
- Sending letters or emails to parents or guardians.
- Including site location information in school newsletters.
- Posting a link to the FNS Site Finder on the school's webpage and social media pages.
- Sharing information about the Program during parent-teacher conferences.
- Adding a Summer Meals announcement to the school's robo-call system.
- Hanging a SummerFoodRocks! banner in front of the school.

Sponsors can help by providing school officials or PTA members with outreach materials, or by pointing school officials to the Summer Meals "Raise Awareness" webpage, where they can find FNS promotional materials online: <http://www.fns.usda.gov/sfsp/raise-awareness>.

Sponsors can also encourage school officials to become "Summer Meal Champions" by writing a guest newspaper column about Summer Meals or by speaking publicly in support of the Program. School superintendents, principals, teachers, librarians, and other educators can emphasize the importance of year-round nutrition to childhood development and learning. The Summer Meal Toolkit has resources sponsors can use when reaching out to State superintendents, principals, and other school officials: <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>.

### Site Locations and Activities:

Schools are prime site locations, and should be at the top of every sponsor's list during the site selection process. Neighborhood schools are familiar to children and may be more accessible than other potential site locations. In addition, schools may have kitchen facilities available to vend the meals, and school administrators may be interested in providing their kitchen staff with a summer employment opportunity.

Schools may have the capacity to provide educational site activities along with the meal. Sponsors can reach out to the school PTA or volunteer board to see if teachers, parents, or older siblings may be interested in volunteering to read to the children during lunch, host a science experiment, or provide an extra-curricular activity, such as an art project, music lesson, or fitness activity.

### • Upcoming Webinars & Conference Calls

- FRAC – Serving Meals at Farmers Markets and Incorporating Local Produce into Your Summer Meal Program **Thursday, January 7<sup>th</sup> at 9:00AM**

The quality of meals plays a key role in the success of your program. Two creative strategies to improve the quality and appeal of the Summer Nutrition Programs is to make local produce part of the meals and snacks through farm to summer or take advantage of local produce by serving meals at farmers markets. Learn from sponsors and program providers how serving local produce can have positive effects for children, farmers and the community.

To register, please visit:

[http://org2.salsalabs.com/o/5118/p/salsa/event/common/public/?event\\_KEY=80389](http://org2.salsalabs.com/o/5118/p/salsa/event/common/public/?event_KEY=80389)

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## Commonly Used Acronyms

SFSP – Summer Food Service Program  
CNP – Child Nutrition Programs  
WRO – Western Region Office  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
EED – Education & Early Development  
DEC – Department of Conservation  
LEA – Local Education Agency



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