



Summer Food Service Program



Bulletin

Child Nutrition Programs
Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465 4788
Fax (907) 465-8910

To: SFSP Sponsors
Program Reviewers

Date: April 1, 2016

Bulletin: 2016 – 8

From: Alicia Stephens
SFSP Program Specialist

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:
<http://www.fns.usda.gov/sfsp/policy>

Additional Topics:

- SFSP 2016 Annual Training
- CNP Web Open for Applications
- New! SFSP Budget Worksheet
- Farm to Summer Meal Site Grant Update
- USDA Proposes New Integrity Rule Regulation
- Proactive Planning: What to do this Month
- Free Nutrition Education Materials for Summer Meals
- Upcoming SFSP Webinars & Conference Calls

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.

Additional Topics

- **SFSP 2016 Annual Training**
SFSP training is required every year in order to be an eligible sponsor and receive reimbursement for participation in summer 2016. New and returning sponsors and administrators must attend one of the following trainings and interested programs not currently participating are also welcome to attend.
 - Distance training for school sponsors will be held on **Thursday, April 7, 2016**.
 - Distance training for all other sponsors unable to travel to Anchorage will be held **Thursday, April 14th**.

Distance delivery participants will receive materials prior to the training date, so please register in advance. Submit your training registration to cyde.coil@alaska.gov

Additionally, to assist with planning, please submit your organization's **Intent to Operate** form to Cyde by **May 2, 2016**.

- **CNP Web Open for Applications**

The Child Nutrition Programs database is now open for 2016 SFSP applications. Returning sponsor information should roll over from the previous year. New sponsors will be required to submit all application documents on paper prior to being added to the CNP web.

If you need access to the CNP web or a basic tutorial, please contact our office or visit our website at <https://education.alaska.gov/TLS/CNP/sfsp.html>

The CNP Web can be found here: <https://cnsonline.alaska.gov/cnpweb/Login.asp>

- **New! SFSP Budget Worksheet**

Budgets are required for annual SFSP applications. We've developed a worksheet at EED to assist programs with budget planning now available on our [website](#) under "SFSP 2016" and with this bulletin. At a minimum budgets should be entered in the CNP web. When we have questions, we may ask for the worksheet or other back-up documentation.

Only self-prep/rural site reimbursement rates are currently in the worksheet. If your organization contracts with an FSMC in an urban area, we can send you a worksheet with the rural/vended meal rates.

- **Farm to Summer Meal Site Grant Update**

Over \$10,000 was awarded to twelve summer meal sponsors across Alaska: four urban and eight rural. Each application was unique and linked summer students to their local food systems; we are excited to follow the projects' progress over the course of the summer.

We are excited to announce we have extra funds to give out and have reopened the grant for a second opportunity to apply! **Applications are due by April 22nd** and can be found at:

http://dnr.alaska.gov/ag/FarmToSchool/Round2_2016_FarmToSummerMealSite_Application.pdf

The purpose of the grant is to encourage gardening projects, incorporate local foods into meal programs, build healthier environments and engage children with fun and interactive nutrition education. Grants may be used to purchase gardening supplies or other materials to support activities such as growing, harvesting or cooking local foods.

- **USDA Proposes New Integrity Rule Regulation**

USDA is proposing a new regulation pertaining to the National School Lunch, School Breakfast, Special Milk, Summer Food Service, and the Child and Adult Care Food Programs. The proposed regulation addresses:

- Fines for violating program requirements;
- Termination and disqualification in SFSP;
- State agency/sponsor review requirements for CACFP;
- State Liability payments to aggrieved child care institutions;
- CACFP Audit Funding;
- Disqualified Schools, Institutions, and Individuals

You can read the entire proposed regulation at:

<https://www.federalregister.gov/articles/2016/03/29/2016-06801/child-nutrition-program-integrity>.

Comments must be received on or before May 31, 2016. If you have questions, please contact: Mandana Yousefi, Community Meal Programs Branch, Policy and Program Development Division, Child Nutrition Programs, Food and Nutrition Service, USDA at (703) 305-2590.

- **Proactive Planning – What to do this Month**
 - Review site locations, operational hours, and staffing.
 - Finish application and renewal forms.
 - If needed, contract with a food service management company.
 - Calculate the number of meals needed and plan meal deliveries.
 - Complete pre-operational site visits.
 - Train administrative staff.

For more information on what you can be doing to prepare for Summer, check out the Proactive Planning for Sponsors Toolkit page! http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Proactive_Sponsors.pdf

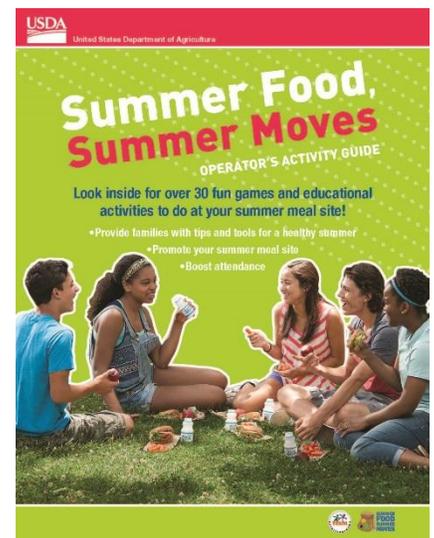
- **Free Nutrition Education Materials for Summer Meals**

FNS recently released a collection of nutrition education resources for summer meal site operators in English and Spanish! These exciting new materials, developed by Team Nutrition, are designed to help kids and families make healthy food choices and be physically active during the summer months. The new materials include:

- **Summer Food, Summer Moves** – A step-by-step kit to help Summer Meal site operators use creative themes, entertaining games, and educational activities to teach children and families about nutrition and exercise.
- **Take a Healthy Summer Break infographic** – A dynamic social media tool to share with parents/caregivers and community partners to highlight the importance of healthy food choices and physical activity during the summer.
- **This Summer, Eat Smart to Play Hard handout** – A family-friendly guide that provides nutrition tips, an interactive game, and information about summer meals.
- Now is the perfect time to start planning how your summer meal site can incorporate some (or all) of these resources as part of daily activities or as part of a special kick-off event. A special “prep-o-meter” in the *Summer Food, Summer Moves Operator’s Guide* can help you pick activities that are right for your site. There are also ways to adjust activities for various ages of children participating, time available, and group size. There is something for every type of site!
- All of the materials are currently online at <http://www.fns.usda.gov/tn/summer-food-summer-moves>.

Free printed copies of materials are expected to be available for schools and summer meal sites participating in the USDA Child Nutrition programs this summer. Follow

@TeamNutrition on Twitter for news about print availability or check the Team Nutrition Web site for updates: <http://teamnutrition.usda.gov>. If you have questions about these new materials, please contact Team Nutrition at TeamNutrition@fns.usda.gov.



The Summer Food, Summer Moves kit includes an operator’s guide, activity guides for families, placemats, promotional flyers, and educational posters.

- **Upcoming SFSP Webinars & Conference Calls**

- **USDA – Rides to Meals, Part 2 Monday, April 4th at 10:00AM**
Good afternoon. The Federal Transit Administration (FTA) and National Center for Mobility Management (NCMM) are hosting a SFSP transportation webinar on April 4 at 2:00 p.m. ET / 11:00 am PT titled Rides to Meals, Part 2. Some of you may have attended Part 1 of this webinar in June 2015 which is archived [here](#). The purpose of the webinar is to showcase how communities have used transportation strategies to increase children’s access to summer meals. Click [here](#) to register.

- **USDA – What Does Farm to School Look Like in Native American Communities? Wednesday, April 6th at 11:00AM**
This webinar will offer an overview of what community food systems may look like in tribal communities. Farm to school efforts help children make informed food choices and can support local agricultural producers. Mark Sorensen, co-founder of the Star School located in Arizona, will share tips, best practices, and innovative ideas for starting a farm to school program. Pam Kingfisher, National Farm to School Network Southwest Regional Lead-Tribal Cohort, will provide an overview about the work the National Farm to School Network has been doing in native communities. Click [here](#) to register.
- **USDA – Incorporating Traditional Foods in Child Nutrition Program Menus Wednesday, April 20th at 11:00AM**
Where do traditional foods fit?! In this webinar we'll discuss best practices for incorporating traditional foods into child nutrition programs. Jo Dawson with Alaska's Department Education and Early Development will share how Alaskan communities are integrating local foods. Jenny Montague, a nutritionist with FNS, will share some real life examples of districts that are substituting local foods into CNP meals. Click [here](#) to register.

Calendar of Upcoming Events & Deadlines

USDA Rides to Meals	April 4, 2016
USDA Farm to School in Native American Communities	April 6, 2016
Distance SFSP Training for School Sponsors	April 7, 2016
FRAC Targeting Mobile & Rural Webinar	April 7, 2016
Distance Training for All Remaining SFSP Sponsors	April 14, 2016
SFSP Applications Due for Sponsors Requesting Advance Payments	April 15, 2016
USDA Incorporating Traditional Foods	April 20, 2016
Farm to Summer Meal Site Grant Applications Due	April 22, 2016
Final day to submit SFSP Applications <u>All applications must be submitted no later</u>	June 15, 2016

Contact Information

Alicia Stephens, SFSP Program Specialist
(907) 465-4788 fax (907) 465-8910
Alicia.Stephens@alaska.gov

Cyde Coil, SFSP Education Program Assistant
(907) 465-4969 fax (907) 465-8910
Cyde.Coil@alaska.gov

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



The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer.