

## Summer Food Service Program (SFSP) Management Plan Sample

### Performance Standard 1 – Financial Viability and Management

#### Community’s Need for Summer Meals & Sponsor’s Recruitment Strategy

Prompt	Example Response
Explain how the sponsor’s participation will help ensure the delivery of Program benefits to otherwise unserved sites or children.	There are currently no meal programs serving the community where these proposed sites are located.
Describe how the sponsor will recruit sites.	We recruit from our own program sites, which ensures we are not recruiting from other participating SFSP sponsors.

#### Financial Resources and Financial History

Did your institution expend more than \$750,000 in federal funds during the last fiscal year?

- If **Yes**, Upload audit documentation.
- If **No**, No additional information is required.

#### The Organization Is:

- A New Sponsor – Upload last fiscal year’s financial statements
  - Profit & Loss (income statement)
  - Balance sheet
  - Federal Tax Return, if applicable



- A New or Renewing Sponsor - Upload documentation showing sources and amounts of income other than SFSP reimbursements
  - YTD Profit & Loss (income statement)
  - YTD Balance Sheet \*OR\* List of bank accounts and corresponding amounts
  - Bank statements for verification of amounts listed on report above
  - Grant award letters, if applicable
  - Fundraising historical data, if applicable
- A Renewing Sponsor – Upload Statement of Financial Position (Balance Sheet)
  - Balance Sheet as of prior year end

## Performance Standard 2 – Administrative Capability

### Sponsor Structure & Program Staffing

- In this section, we ask that you note whether your organization contracts out for any SFSP functions, such as food service management. If you have a contract with a food service management company for meals, then you would answer yes to this question.
- We also ask for job descriptions for all positions performing work for the SFSP program.

Labor Type	Information Requested
Operating Labor	Please provide a breakdown of program staff who perform operational duties for the program with names, titles, and the amount of time they perform program tasks.
Administrative Labor	Please provide a breakdown of program staff who perform administrative duties for the program with names, titles, and the amount of time they perform program tasks.

**Note:** If, in either the operating or administrative labor sections, someone is listed as performing “other” duties, please upload documentation explaining what those “other” duties are.

## Monitoring

- In this section, we ask that you provide a breakdown of individuals responsible for site monitoring within your organization. Please list their name(s), title(s), % of time devoted to monitoring, # of sites they will be responsible for monitoring, and # of reviews they complete per year.

Prompt	Example Response
Provide written operational procedures for ensuring that meals not meeting meal pattern requirements are not claimed for reimbursement.	During the First Two Weeks Review or the Site Review, if meals are observed that do not meet the meal pattern requirements, the Monitor notes this on the review forms. Meals are disallowed and a note is made on the Daily Meal Count Form to not include them in the total count. Technical assistance is provided to site staff and if necessary, a plan for additional training is made. The Site Supervisor and SFSP Director are informed and this is confirmed when the claim for reimbursement is submitted.
Provide written operational procedures for issuing and following up on corrective action.	Any findings or observations are noted on the site review forms. If there are any findings, we record the necessary corrective action and the date it is expected to be addressed. The Site Supervisor will submit documentation to the Monitor and SFSP Director to demonstrate the corrective action has been implemented. A follow-up site review may be conducted if the Monitor determine it is necessary to validate the corrective action.
Upload a <a href="#">proposed monitoring schedule</a> .	See " <a href="#">Planned Monitoring Schedule Example</a> ".
Submit a nondiscrimination policy statement.	We ensure that all children are served the same meals and that there is no discrimination during the food service. Meals are served regardless of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, religion, or marital/civil union status. We will provide modifications, including meal modifications to accommodate disabilities. We will provide necessary information in languages other than English if there is a need. We have the "And Justice for All" non-discrimination poster at all our

Prompt	Example Response
Submit a nondiscrimination policy statement (continued).	sites in our sponsor office. This contains information about how participants can file a complaint of discrimination. We also have a <a href="#">Civil Rights Complaint Procedure</a> that is posted in our kitchens and sponsor office and staff are familiar with. We have the <a href="#">non-discrimination statement</a> on our website. All the meals at our open and closed-enrolled sites are free to all children.

## Performance Standard 3 – Program Accountability

### Governing Board for Nonprofits/Responsible Principals

- At least one member of the board or responsible principal must be listed.
- Upload Organization Chart. You may use this [organization chart template](#) as a guide if you do not already have one created.
- Verify whether or not any of the organization’s personnel are related to board members/responsible principals or any other staff members.

Prompt	Example Response
Provide written description of the board/responsible party’s role in approving fiscal decisions, policy decisions, and other administrative decisions related to SFSP.	The Board of Directors sets the organizational direction, makes policy and strategy decisions, oversees and monitors organizational performance, and ensures overall accountability. More specifically the Board selects, advises, evaluates, and, if need be, replaces the executive director. The board establishes and reviews the strategic direction including specific objectives to ensure the resources needed to accomplish objectives (e.g., budget approval; internal controls). The Board monitors the performance of management and ensures that the organization operates responsibly and ethically as well as effectively (e.g., conflict of interest policy; periodic audits). In order to establish and carry out an effective system of governance at the board level there is an annual Board self-assessment.

- Note how often the board/responsible principals meet.

Prompt	Acceptable Documents
Upload documentation confirming the board of directors'/responsible principals' awareness of the organization's participation in the SFSP and the responsibilities and liabilities associated with that participation.	<ol style="list-style-type: none"> <li>1. SFSP Budget Approval</li> <li>2. Meeting Minutes</li> <li>3. Bylaws</li> <li>4. Letter from the Board/Responsible Principals acknowledging organization's role in SFSP</li> </ol>

- Verify whether or not bylaws are available for State agency to review.

### Fiscal Accountability

Prompt	Example Response
Describe in detail sponsor's accounting system	Payments, revenue, and expenses are tracked in QuickBooks. SFSP reimbursement and expenses are tracked by using a unique fund number in the accounting system (12345 is the current SFSP grant number). The only expense items coded to 12345 are from the check requests submitted to Finance through SFSP program workers. A monthly report from QuickBooks is run to confirm the SFSP expenses align with the receipts that have been submitted for the month.
Describe in detail how the sponsor ensures SFSP reimbursement is only used to pay for allowable SFSP expenses	SFSP has its own fund number and each site within SFSP has its own designated account number, to ensure no comingling of funds transpires. Receipts are checked twice - once by the Site Supervisor and then by the SFSP Director - to ensure all non-SFSP expenses are flagged for payment by non-SFSP resources.
Describe in detail how the sponsor ensures employees are not committing fraud or misusing SFSP reimbursement.	A checks and balances system is used to ensure all spending is reviewed and approved by multiple individuals involved in the program.

Prompt	Example Response
Describe in detail how the sponsor ensures claims are supported by required documentation (meal counts, invoices, delivery receipts, eligibility documentation, etc.).	Meal counts are tracked using the <a href="#">Daily Meal Count Sheet</a> provided by the Child Nutrition Programs. Site supervisors are responsible for entering the daily meal counts from the Daily Meal Count Sheets into a Monthly Consolidated Meal Count Sheet in Excel. These totals are used when submitting claims for reimbursement. We have one production kitchen where all meals are made and we use the <a href="#">Delivery Receipt for Satellite Meal Service</a> . At the production kitchen, we maintain all food receipts on file. We operate open and area eligible closed-enrolled sites, so we do not maintain eligibility documentation.
Describe in detail the monthly claim edit checks that are performed prior to claim submission to ensure the information on the claim is accurate.	Site Supervisors enter the Daily Meal Counts into the Monthly Consolidated Meal Count Sheet in Excel. They upload the Daily Meal Counts and the Monthly Consolidated Meal Count Sheet into a shared drive accessible by the SFSP Director. When it comes time to submit the claim for reimbursement, they enter the total meal counts and days of operation into the claim, then they email the SFSP Director. The SFSP Director reviews the Daily Meal Count Sheets, the Monthly Consolidated Count Sheet, and the numbers entered into the claim. If there are any discrepancies, they reach out to the Site Supervisor to correct the issue and provide technical assistance to prevent the error from occurring in the future. If there are no issues, they certify and submit the claim for reimbursement.
Describe in detail how the sponsor ensures claims are submitted for payment in a timely manner (within 60 days after the claim month).	Site Supervisors and the SFSP Director are aware that claims must be submitted within 60 days after the end of the claim month. The <a href="#">60-Day Deadline Dates for Claims for Reimbursement</a> is posted in the director's office for quick reference. Site Supervisors are instructed to enter the claim no later than 30 days after the claim month. The SFSP Director reviews the claim no later than a week afterwards to allow time for any back and forth, if necessary.

## Recordkeeping

- Acknowledge that sponsor will maintain appropriate records documenting compliance with SFSP requirements such as: budgets, accounting records, approved budget amendments, management plans, and appropriate records on facility operations.

## Meal Service Operations

- Acknowledge that sponsor will follow practices listed that will result in operation of the SFSP in accordance with meal service, recordkeeping, and other operations requirements.

Prompt	Example Response
Describe in detail how the sponsor ensures that adequate amounts of food items are purchased, prepared, and served according to the SFSP meal patterns.	Staff use a shopping list based on the information contained within the <a href="#">USDA Food Buying Guide for Child Nutrition Programs</a> that lists the minimum amount of food that must be purchased to meet minimum serving sizes. Site Supervisors will prepare enough food for all enrolled and anticipated children to ensure the minimum serving requirement is met. At closed-enrolled sites and sites with programming taking place, if Site Supervisors are informed of absences, they will adjust the amount of food prepared to reflect the number of children in attendance. Measuring scoops and other standardized utensils are used during meal service to ensure the right portion sizes are served.
Describe in detail how the sponsor ensures meal counts are documented at each meal service and accurately reflect the number of participants served.	Staff use the Daily Meal Count Sheet to take meal counts after each child has received a reimbursable meal. Staff have received training on the importance of Point of Service meal counting and thoroughly completing the meal count sheet.
Upload a sample menu for at least one week of operation.	Please see page 34 of the <a href="#">USDA SFSP Nutrition Guide</a> for an example.

Prompt	Example Response
Describe the process for providing modifications to accommodate disabilities, including meal modifications.	When we advertise our open site, we include information regarding households' ability to request modifications, including meal modifications, to accommodate disabilities. We also have signage at the site specifying that modifications may be available. As we receive our meals from a production kitchen, it is not always possible to make the modification in real time that day, but we always strive to have options available the next day of service. For our closed-enrolled site that serves enrichment programs, information on requesting a modification is included in the paperwork sent home to households when they register for the program. If the modification falls outside the meal pattern requirements, we will request a medical statement. We recommend folks use the <a href="#">Vermont Medical Statement Form</a> .

## Certifications

- Certify that this Sponsor will abide by this Management Plan and that all applicable State and Federal regulations and policies will be observed. I certify that information submitted is true to the best of our knowledge; that reimbursement will be claimed only for eligible meals served to enrolled, eligible participants; and that information is being given in connection with the receipt of federal funds.
- Understand that the submission of false information to the State agency is grounds for termination or denial from participation in the SFSP as describe in 7 CFR 225.11(c)(2).

Note: The examples provided in this document are intended to provide guidance **only**. Please do not copy and paste the examples for use in your organization's management plan. Organizations will be held accountable for the policies and procedures described in this document, so it is imperative that the information provided reflects the organization's own policies and procedures.

This institution is an equal opportunity provider.