

TIPS FOR SUMMMER SUCCESS

A Newsletter for **Montana** Summer Food Service Program Sponsors

— 2020 DEADLINES —

Sponsor and Site Agreements

Open March 2nd

Close May 1st

2020 SFSP Required Workshop Offerings

Opportunities to fulfill the USDA required trainings for 2020 SFSP sponsors include live webinars or in person training in Helena. Sponsors are encouraged to join us for the [Summer Summit](#) on April 22nd. This training is free and open to all.

REMINDER: Current USDA policy requires that all sponsors attend a state agency-sponsored workshop. Failure to attend an SFSP workshop will result in your organization's 2019 SFSP application being denied.

SFSP Workshop Offerings 2020

Title	Date	Location	Time
SFSP 101	March 19th	Webinar	9 – 11
SFSP 101	March 30th	Webinar	2–4
Summer Summit	April 22nd	Capitol Rotunda, Helena	1–5
SFSP 101	April 27th	Webinar	2–4

Workshops are free | Registration is required

Attendance at one webinar or training is required to participate in SFSP 2020



USDA Foods: Summer Orders

Did you know SFSP sponsors can order FREE food using USDA Foods entitlement dollars? We want to hear what items you would like to see on next year's (and future year's) order list.

Contact Pam Fruh at pamela.fruh@mt.gov or (406) 444-4412 to let us know what items would work well in your program!

USDA Mixing Bowl: Recipe Resources

Are you in need of fresh menu ideas for this summer? Check out the USDA Mixing Bowl.

<https://whatscooking.fns.usda.gov/>

Resources available:

- Small and large-batch recipes
- Personal cookbook editing tools
- Menu building tool with shopping list generator
- Food safety information
- And MUCH more!

SFSP Meal Patterns

BREAKFAST

8 oz. Fluid Milk
1/2 c Fruit and/or Vegetable
1 oz. Grain
Optional: 1 oz. Meat/Meat Alt.

LUNCH/SUPPER

8 oz. Fluid Milk
3/4c Fruit and Vegetable
(at least two different types)
1 oz. Grain
2 oz. Meat/Meat Alternate

AM/PM SNACK

Choose 2 of 4 Components
8 oz. Fluid Milk
3/4c Fruit or Vegetable
1 oz. Grain
2 oz. Meat/Meat Alternate





Check out the new SFSP Policies by visiting: <http://www.fns.usda.gov/sfsp/policy>

Memo Number Memo Name

- 2020 Rates [2020 SFSP Rates Notice](#)
- SFSP 03-2020 [Meal Service During Unanticipated School Closures](#)
- SFSP 17-2019 [Smoothies Offered in the Child Nutrition Programs](#)
- SFSP 15-2019 [Crediting Coconut, Hominy, Corn Masa, and Masa Harina in the Child Nutrition Programs](#)
- SFSP 13-2019 [Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Questions & Answers](#)
- SFSP 14-2019 [Farm Bill Implementation Memo: Donated Traditional Foods and Civil Liability](#)
- SFSP 06-2019 [Federal Micro-Purchase and Simplified Acquisition Thresholds](#)
- SFSP 11-2019 [Crediting Tempeh in the Child Nutrition Programs](#)
- SFSP 10-2019 [Crediting Surimi Seafood in the Child Nutrition Programs](#)
- SFSP 12-2019 [Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](#)
- SFSP 09-2019 [Crediting Popcorn in the Child Nutrition Programs](#)
- SFSP 07-2019 [Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs](#)
- SFSP 05-2019 [Child Nutrition Information Technology Solutions Guidance](#)

These policies reflect those that have been published since the 2019 SFSP Newsletter.

Have a question on an SFSP Policy? Feel free to call OPI School Nutrition Programs at (406) 444-0772 or kimberly.lloyd@mt.gov

Reimbursement Rates:

Summer 2020

	<i>Rural/Self Prep</i>	<i>Urban/Vended</i>
Breakfast	\$2.3750	\$2.3300
Lunch/Supper	\$4.1525	\$4.0875
Snack	\$0.9775	\$0.9550



Summer Food Service Program

2020 Checklist

	Deadline	Documentation	Completed	Who
Annual Requirements				
*School Sponsors: Complete outreach for SFSP sites	Before the End of the School Year	Keep a Copy		
Complete SFSP Application	May 1, 2020	MAPS		
Submit public release to the media	Annually	OPI Media Release	June 1	OPI
Request Sanitation Inspection	At Start of Operation	Keep Copy of Letter and Post Inspection Report		
Collect Racial/Ethnic Data	Once Per Year	Keep Documentation Form		
Submit USDA Foods order for SFSP	TBD	Keep Receiving Records		
Annual Civil Rights Training for Staff	Once Annually	Keep Documentation Form		
Professional Development Opportunities/Requirements				
Attend a School Nutrition Programs SFSP Workshop (In-Person Workshop or Webinar)	March/April	Keep Certificate. Indicate date on MAPS agreement.		
Provide SFSP Training for All Site Staff	Before Start of Operation	Keep Documentation Sheet		
Required Self-Reviews				
Preapproval Site Review (<i>Only New and Problem Sites</i>)	Before Start of Operation	Keep a Copy		
First Week Site Visit (<i>Only New and Problem Sites</i>)	Within First Week	Keep a copy		
Fourth Week Site Self Review	Within Fourth Week	Keep a Copy		
Daily Tasks to Complete				
Production Records for Each Meal Service	Daily	Keep in Records		
Receiving Records (<i>for meals served away from production kitchen</i>)	Daily	Keep in Records		
Daily Meal Counts for Each Meal Service	Daily	Keep in Records		
Other Tasks/Duties				
Field Trip Notification to OPI	As Needed	MAPS		
Consolidate Daily Meal Counts	Daily/Monthly	Keep in Records		
Submit Claim for Reimbursement	By the 10th of each month	Keep Count Documentation		
Keep detailed financial/ordering records	As Received	Keep Documentation		
Additional Requirements for Enrolled and Camp Sites				
Enrollment Data for Each Session	Pre-Operation	Keep Documentation Used		
Send Public Release to Media	Annually	Keep a Copy & Record Date		
Vended Sites Only				
Agreement to Furnish Food	Pre-Operation	Keep Copy in Records		
Receiving Records	Daily	Keep in Records		

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month, except months with less than 10 operating days. For months with less than 10 operating days, combine the month with another (e.g., combine August and September on the September claim).



Procurement 101: For SFSP Sponsors

All procurement of goods or services used in whole or in part with Program funds by Summer Food Service Program sponsors must follow the procurement standards located in 2 CFR Part 200 as well as 7 CFR Part 225. Following proper procurement procedures helps ensure that procurements are fair, open, and competitive. These regulations are important because it ensures taxpayers' funds are used properly, and that schools are receiving the best and most responsive product at the lowest possible price. Sponsors must have written procurement procedures and procurements must adhere to one of the following methods:

Micro-Purchase (\$0-\$10,000): Sponsors must distribute purchases equitable among qualified suppliers. For example, a Program operator purchases groceries at Grocery Store A for the week and the amount is below \$10,000. Next time the Program operator buys the weekly groceries, and the total is below \$10,000, she will go to Grocery Store B.

Small Purchase (\$10,000-\$80,000): Sponsors must have written product specifications outlining the goods and services they need. Sponsors must document price quotes from at least two qualified vendors. Documentation can be as simple as grocery store flyers or phone calls. Sponsors must choose the most responsive and responsible vendor that meets the specifications at the lowest price.

Formal Purchase (over \$80,000): Sponsors are required to perform a cost analysis and procure a contract through an Invitation for Bid or a Request for Proposal.

To determine which procurement method to use, sponsors need to evaluate purchases and determine the value of each procurement transaction. A transaction is defined as an occurrence in which two or more entities exchange goods, services, or money between or among them under an agreement formed for their mutual benefit.

To learn more about the requirements for each procurement threshold, writing accurate specifications, and streamlining the procurement process, join OPI School Nutrition Programs for procurement training at the Summer Summit on April 20, 2018.

SAVE *the* DATE JUNE 22-25

WHO:

Food Service Director's and Staff

WHAT:

Montana School Nutrition Association's
Annual Summer Conference

WHERE:

Heritage Inn | Great Falls, MT

WHY:

Outstanding opportunity for professional development and networking with others throughout the state!

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) **MAIL:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) **FAX:** (202) 690-7442; or

(3) **EMAIL:** program.intake@usda.gov.

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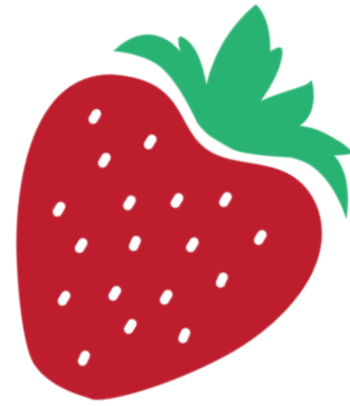
CALL
(406) 444-0772

kimberly.loyd
@mt.gov

VISIT
opi.mt.gov/
summerfood

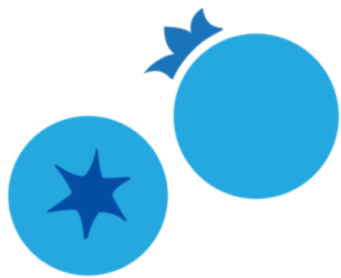
Contact Us

SUMMER
FOOD SERVICE
PROGRAM



Free

Summer



Meals

Kids & Teens 18 and Under

No Application | No Registration

TEXT 'Food' to 877-877

www.fns.usda.gov/summerfoodrocks



MONTANA

Posters provided by the Montana Food Bank Network (406) 215-1771

