

Summer Food Service Program 2021

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

— 2021 SFSP Applications —

- Applications will be approved once sponsor attends **Spring 2021** training
- Complete a Site Application for **each location** where food will be served
 - [Site application instructions here](#)
 - New and Area Eligible sites must [complete this form](#)
- Accredited **summer school sites** must be Open to the public *or* run NSLP

2021 SFSP Required Workshop Offerings

All sponsors are required to attend a training this spring regardless of if they were operating the SFSP during the school year. Opportunities to fulfill the USDA required trainings for 2021 SFSP sponsors include live or recorded webinars. There is no in-person training option this year.

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 2021 SFSP application being denied.

SFSP Workshop Offerings 2021		
Pick One	Date	Time
SFSP 2021	March 31st	2-3pm
SFSP 2021	April 28th	2-3pm
SFSP 2021	May 19th	2-3pm
Recordings	Any	Any

Attendance at one webinar or training is required to participate in SFSP 2021



Recipe Corner

- [New School Cookbook](#): Check out these nutritious and seasonal recipes for school cooks by school cooks.
- [Traditional Foods A Native Way of Life](#): Selected recipes featuring traditional foods of the Northern Plains Tribes.
- [The Power of Pulses](#): Recipes featuring chickpeas, lentils, and split peas.
- [Grab and Go Menu Ideas](#): Resources from South Dakota University Extension
- [NEW! The Culinary Institute of Child Nutrition](#): Culinary training videos for food service staff.

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
1 oz. Meat/Meat Alternate



NEW! Meal Counter App: Simplifying Meal Counts



- Meal Counter is designed to simplify SFSP Sponsor set up and claim submissions. The Meal Counter program allows users to easily manage site counting and claiming, the application data can be quickly populated from the Sponsor's approved site and seamlessly integrated with the Meal Counter app. Site staff will log onto the Meal Counter app to complete meal counts using a phone or computer. Once meal count data has been collected for the month, it is automatically transferred back to MAPS for quick claim submissions.

To opt into using the Meal Counter App:

1. [Update each site application](#), indicating Meal Counter on #35.
2. Application will be approved by the State Agency and sponsor will receive an email to set up an account.
3. Sponsors will log in and manage site user access in Meal Counter.
4. Site and Sponsor staff will [download the Meal Counter app](#).
5. [Site staff](#) will keep meal counts using the app. [Sponsors](#) will monitor their sites using the app.
6. At the end of the month, Sponsors will visit MAPS > Claims and click 'Upload Claims from Meal Counter'.



Farm to Summer: Resources and Trainings

- USDA: [Why Summer Meal Programs are Ripe for Local Foods and Agriculture-Based Activities](#)



- Farm to school (or summer) programming looks different in each community depending on available resources, goals, and interests. Check out [Montana Farm to School website](#) to get started!



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



FNS Document #	Memo Name
2021 Rates	2021 SFSP Rates Notice
Covid-19: Child	Nationwide Waiver to Allow Meal Pattern Flexibilities for Summer 2021 operations—Extension 9
Covid-19: Child	Nationwide Waiver to Allow Non-Congregate Feeding for Summer 2021 Operations—Extension 6
Covid –19: Child Nutrition Response #76	Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for Summer 2021 Operations—Extension 6
Covid-19: Child	Nationwide Waiver to Extend Area Eligibility Waivers for Summer 2021 Operations—Extension 4
Covid—19: Child Nutrition Response #78	Nationwide Waiver of Meal Time Service Restrictions for Summer 2021 Operations—Extension 3
Covid—19: Child Nutrition Response #79	Nationwide Waiver to Allow Offer Versus Serve Flexibilities in the Summer Food Service Program for Summer 2021 Operations—Extension 3
Covid—19: Child Nutrition Response #80	Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites for Summer 2021 Operations—Extension 3
Covid—19: Child Nutrition Response #81	Nationwide Waiver to Waiver First Week Site Visits in the Summer Food Service Program for Summer 2021 Operations—Extension 3

These policies reflect current policy flexibilities with the 2021 SFSP through the summer months.

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 2021

	<i>Rural/Self Prep</i>	<i>Urban/Vended</i>
Breakfast	\$2.4625	\$2.4150
Lunch/Supper	\$4.3175	\$4.2500
Snack	\$1.0200	\$0.9975



Summer Food Service Program

2021 Checklist



	Deadline	Documentation	✓
Annual Requirements			
*School Sponsors: Promote the SFSP	Before the End of the School Year	Keep a Copy on File	
Complete SFSP Application	May 1, 2021	MAPS	
Request Sanitation Inspection	At Start of Operation	Keep Copy of Letter and Post Inspection Report	
Collect Racial/Ethnic Data	Once Annually	Keep Documentation Form	
Annual Civil Rights Training for Staff	Once Annually	Keep Documentation Form	
Update Procurement Policy	Annually	Keep a Copy	
Preapproval Site Review: Only New and Problem Sites	Before Start of Operation	Keep a Copy	
First Week Site Visit for New and Problem Sites	Within First Week	Keep a copy	
Fourth Week Site Self Review	Within Fourth Week	Keep a Copy	
Professional Development Opportunities/Requirements			
Attend a School Nutrition Programs SFSP Webinar	March/April/May	Keep Certificate. Indicate date on MAPS agreement.	
Provide SFSP Training for All Site Staff	Before Start of Operation	Keep Documentation Sheet in Records	
Daily Tasks to Complete			
Production Records for Each Meal Service	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 Application Packet	
Consolidate Daily Meal Counts	Daily/Monthly	Keep in Records	
Submit Claim for Reimbursement— MAPS	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			
Agreement to Furnish Food	Pre-Operation	Keep Copy in Records	
Receiving Records (for meals served away from production kitchen)	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 July and August on the July 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 Procurement

[Recorded Webinar](#) | [Procurement Policy Packet](#)

SAVE *the* DATE

June 28th—July 1st

Heritage Inn | Great Falls, MT

Reconnect with School Food Service men and women from around the state after the longest year we've ever had! Also get a chance to fulfill required Professional Standards training hours, and learn from your peers while gaining new knowledge and insight for the year ahead.

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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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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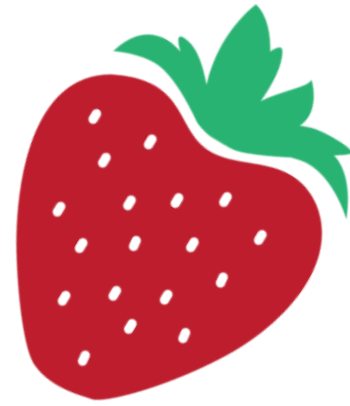
CALL
(406) 444-0772

kimberly.loyd
@mt.gov

VISIT
opi.mt.gov/summerfood

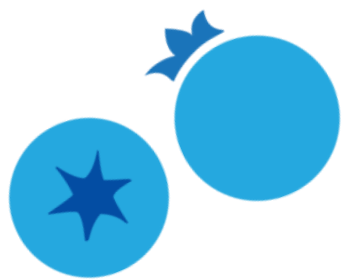
Contact Us

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