GETTING THE APPLICATION RIGHT... THE FIRST TIME

SUMMER FOOD SERVICE PROGRAM (SFSP)

3rd Annual Conference 2016
**HOUSE RULES**

YOU promise to follow HOUSE RULES for this session:

- Turn off the ringer on your phone, as well as any alarm you may have set.
- SIT AT THE RIGHT TABLE! Check the table-tent at your table.
- Sit next to someone that you DO NOT KNOW so you can fully benefit from this session’s activities.
- Leave the room if you need to text or take a call; come back when you are ready.
- Be back on time from breaks – doors will close promptly at the designated time and the session will continue.

WE promise that:

- We will give you our undivided attention during this session.
- We will share our experience and knowledge, and some Best Practices, to enable you to navigate the application packet.
- We will start the session on time.
- We will end the session on time.
ABOUT THIS SESSION

• This is a 1 hour session.

• We will NOT review your application at this time – we’ll address:
  • SFSP Application Common Errors preventing 1st time approval, and how to avoid them (or correct them)
  • TXUNPS FYIs
  • VCA Bootcamp and how VCA applies to your organization.

• As this session is covering A LOT of information in a fairly small amount of time please use the notecards provided to write down any question(s) that may come up – we’ll answer what we can during class. We will post the answers on SquareMeals after the conference.

SFSP Administrative Guidance for Sponsors (AGS)
TDA SFSP Policy on Summerfood.org
7 CFR Part 225

Disclaimer: The examples and ideas included in this session are meant as viable options to teach and provide additional guidance to each organization. There are other approaches not addressed in this presentation that can be utilized to ensuring that the application submitted is complete and correct and approvable. Please refer to applicable Federal & State regulations, available training, and available materials for additional information.
LET’S BREAK IT DOWN...

REMEMBER: PAUSE DOES NOT = STOP
SFSP APPLICATION DUE DATES

Application packets MUST BE complete by the designated due date to be eligible for approval.

Applications open January 15, 2016.

APPLICATION DUE DATES

Advances (i.e. loans):
March 15, 2016

NEW and select renewals:
April 15, 2016

Renewals and ISDs:
May 1, 2016
COMMON ERRORS THAT DELAY APPLICATION APPROVALS

Organization not in good standing with the State of Texas.

Failure to maintain good standing will cause the organization to be ineligible for participation.

BEFORE submitting the application for approval via TXUNPS, verify that your organization is in Good Standing with the Texas Secretary of State and the Office of the Texas Comptroller.

IMPORTANT:
Organizations MUST have a valid 501c3 status at the time of application and MUST MAINTAIN their 501c3 status throughout their length of participation in the SFSP. Therefore we recommend that you also verify that your organization’s 501c3 has not been revoked or that your 501c3 status is not otherwise in danger of being changed by the IRS.
COMMON ERRORS CONT.

Not completing pre-eligibility screen process.

Must be completed by all who are NEW to SFSP:

The pre-eligibility form is a tool designed to help determine eligibility for the program.

To access it you MUST Logon to:
www.squaremeals.org -> F &N Resources -> TXUNPS Program Resources -> Pre TXUNPS -> Pre Eligibility SFSP

IMPORTANT:
To complete the pre-eligibility process all organizations must obtain a DUNS number.
A DUNS number is free to obtain.
Required items have an asterisk *

LEGAL NAME
TYPE OF AGENCY
COUNTY
TYPE OF SFSP ORGANIZATION
DUNS NUMBER
CONTACT FIRST NAME
CONTACT LAST NAME
CONTACT TITLE
CONTACT PHONE
CONTACT EMAIL

DOES THE ORGANIZATION ALREADY PARTICIPATE IN ANOTHER NUTRITION PROGRAM ADMINISTERED BY TDA

When all of the information has been provided you must SUBMIT the form to begin the SFSP Pre-Eligibility process.

For any questions regarding the program or to request a paper application, please call (877)TEX-MEAL.
COMMON ERRORS CONT.

#1 ERROR:
Information submitted via TXUNPS does not match information submitted via supporting documentation.

1. ALL documentation submitted to TDA must show the CORRECT and CURRENT LEGAL NAME for the organization.
2. DO NOT use nick names for any individual/staff noted in the application packet.
3. CHECK your application for consistency; correct any discrepancies to avoid the application packet being returned for corrections.
COMPLETE ERRORS CONT.

Incomplete Letter to the Health Department

Documentation submitted must account for each site the CE wishes to sponsor.

The letter should include each site name, site address, the meal types being served per site, the start and end times of each meal per site, and the start and end dates of meal service operation at each site.

Remember, data inconsistencies are the #1 error. Check your data before you submit for approval.
Pre-Award Civil Rights Compliance Review Form not completed correctly.

Page 1, A. Question #2 a. Estimate by racial and ethnic identities the number of recipients that will participate in the program at each site.

The total ethnicity must equal the total participation.

Example: If you estimate 100 participants, 100 participants must be categorized by ethnicity. Participants may be categorized in multiple racial categories, so you may have over 100 in race.
COMMON ERRORS - VCA

VCA information submitted for application cannot be verified during an on-site review.

Budget information submitted does not match financial documentation submitted.

Incomplete P&Ps, and/or P&Ps do not have the correct organization name.

Staffing information does not match across the application materials submitted.
BEST PRACTICES TO AVOID COMMON ERRORS

• ALWAYS remember – this is BUSINESS.
  • Provide current, accurate, and complete information.
  • Provide policies and procedures that answer WHO, WHAT, WHEN, WHERE, WHY, HOW and HOW MUCH.
  • Provide policies and procedures that are easy to understand and follow.
• BE HONEST!
  • DO NOT wait until the last minute to gather and/or submit information (this includes training staff).
  • More information is always better than not enough.
  • Documentation, documentation, documentation…
  • Spell-check😊

• Provide someone else’s forms.
• Provide outdated information.
• Provide inaccurate information.
“I want a computer that does what I want it to do, not what I tell it to do!”
The first time you log into the SFSP program you will be directed to the Contracting Entity (CE) Application which requires you to complete basic information about your organization.

If a CE had an application in the previous year and has elected to enroll in the new year, the prior year’s application information is rolled over into the new year’s application as a starting point.

The “Add” option only appears for NEW CEs. RENEWING CEs must select “Modify” to review and update this information.
The site applications can be found at the bottom of the Application Packet Screen.

- Site applications must be completed annually; however, if a site was approved for the CE from the previous year select data “rolls over” and pre-populates a new year’s application.
MORE SITE APPLICATION TIPS

• Already participating in another program?
  • Access the CE manager and select site manager - then select each site that will be participating in SFSP.

• Private Non-Profits:
  • Use the Site ID assigned by the system.
  • The system has verified that the assigned ID is unique and is the next available Site ID for the Contracting Entity.

• Public/charter schools:
  • Use the campus code assigned by the Texas Education Agency.

**WARNING!**

If you enter a site that is already assigned a number the system will assign it another (new) number which will cause problems when you are submitting your claims.
To submit your budget detail, your balance on this screen must be equal to or greater than zero dollars.

- If your balance on this screen was greater than 0 dollars, indicate how you will use the funds.
- If it was equal to 0 dollars, skip the misc. section.
The first two sections, Operating Reimbursement and Administrative Reimbursement, will be auto generated based on input from the Site application.

<table>
<thead>
<tr>
<th>PROJECTED OPERATING COSTS:</th>
<th>Input your project operating costs. This includes your food costs for meals, operational personnel, facility costs and other items</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECTED ADMINISTRATIVE COSTS:</td>
<td>The costs are related to the expense of running the program, not operating the program. The costs include administrative personnel, office costs, legal fees and others.</td>
</tr>
<tr>
<td>COST REIMBURSEMENT SUMMARY:</td>
<td>Enter any amount of excess SFSP revenue from the year prior that you are applying to this year’s costs.</td>
</tr>
</tbody>
</table>

Next enter the amount of revenue you are receiving from other resources. If you are getting city grants and donations total up those amounts and enter it here. Then document the sources of funding.

<p>| ADULT MEAL INFORMATION | Answer Yes or No to all questions. |</p>
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>MORE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD CHAIRMAN INFORMATION</td>
<td>(SFAs do not have to complete this part)</td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE STAFF</td>
<td>Input all the name of administrative staff along with their position titles. Position titles can vary.</td>
<td>Also if you are a returning CE, select yes or no for the person if they are performing the same function as last year</td>
</tr>
</tbody>
</table>
| ADMINISTRATIVE PERSONNEL             | Provide the following information:                                          | The number of overall management employees, and the date they received non-TDA training.  
The number of overall claims preparation employees, and the date you received non-TDA training.  
The number of overall accounting employees, and the date they received non-TDA training.  
The number of overall training/monitoring employees, and the date they received non-TDA training. |
| OPERATIONAL PERSONNEL                | Provide the following information:                                          | The number of site supervisors, and the date they received non-TDA training.        
The number of volunteers, and the date they received non-TDA training.                                |
| Contracting Entity Monitoring Plan   | Answer Yes or No                                                             |                                                                                   |
SNP CEs: Central Kitchen does not have the same meaning as it does in SNP. If you are preparing your meals yourself you do not fill this out.

The FPF section of the Application Packet contains information about each food production facility that the CE will use to provide meals to its sites.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>MORE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Asks for Food Preparation Type and Facility Name</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 5</td>
<td>Requires the facility address</td>
<td></td>
</tr>
<tr>
<td>6 &amp; 9</td>
<td>Requires the facility’s contact information</td>
<td></td>
</tr>
<tr>
<td>10-16</td>
<td>Vended Facility Information</td>
<td></td>
</tr>
</tbody>
</table>
WHAT IS VCA?

The federal regulations require all CEs to demonstrate financial viability, maintain adequate administrative capability, and have internal controls for accountability.

These requirements were put into place to ensure that tax payer money is being used effectively for the intended purpose.

FYI: The Texas Department of Agriculture (TDA) will assess each organization's VCA during the initial application process and continue to monitor VCA by requesting updates and conducting administrative reviews.
WHICH OF THE 3 VCA ATTRIBUTES IS THIS CLIP MOST DESCRIPTIVE OF?
ASK YOURSELF

Do you/your organization not only WANT to be in the Program but do you/does your organization have the (cap)ABILITY to operate all aspects of the Program?

☐ YES
☐ NO
☐ MAYBE
WHICH OF THE 3 VCA ATTRIBUTES IS THIS CLIP MOST DESCRIPTIVE OF?
ACCOUNTABILITY IN BUSINESS

Which aspect(s) of a business is/are most closely related to Fiscal and/or Program Accountability?

- Rules
  - Employee Handbook
  - Policies and Procedures
WHICH OF THE 3 VCA ATTRIBUTES IS THIS CLIP MOST DESCRIPTIVE OF?
ASK YOURSELF:

Does your organization have an operation that will be here tomorrow and the next (even without being part of the Program)?

HINT:
The argument that you cannot pay staff until you are reimbursed by TDA is contrary to the characteristics noted above for Viability…
BEST PRACTICES TO MAINTAIN VCA

• Evaluate your VCA information on a regular basis – is it still current or does it need to be updated?

• ALWAYS provide an update to TDA if anything changes in how you do business, your staffing, etc.

• IMPLEMENT and FOLLOW the organization’s policies and procedures.

• Document, document, document AND keep track of the documentation!
SFSP APPLICATION ACTION PLAN

Instructions:

1. Review the SFSP Action Plan document that we gave to you at the beginning of the session on your own.

2. Complete the Information Gathering Page first.

3. When you’re done, work in your table groups to draft your own SFSP Application Action Plan. We encourage you to discuss with your tablemates as everyone brings varied knowledge and experience to the table, which will allow for a wide variety of ideas and approaches to be discussed.

4. TDA staff is available for questions from your group.

5. PAY ATTENTION TO THE TIMER!

1. You will have 15 minutes to complete this activity.
In accordance with Federal civil rights law 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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(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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NEXT SESSION – FINANCIAL MANAGEMENT