PUTTING THE PIECES TOGETHER
6-HOUR TRAINING

Summer Food Service Program (SFSP)
Housekeeping

Where are the restrooms?
You may use the restroom during...

When and what may I eat?
Lunch, snacks and coffee...

What if my phone rings?
Please place cell phones on silent and don’t text...

What if I have a question?
Limit side conversations and write questions on...
Acknowledgment Statement

You understand and acknowledge that

- the training you are about to receive does not cover the entire scope of the program and that

- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.
Who Should Attend this Class?

- Program Directors
- Program Supervisors
- Program Managers
- Food Service Supervisors
Class Materials

- Participant Guide
- USDA Administrative Guidance for Sponsors
- Pencils/Pens
- Questions
Class Outline

- Program Basics
- Meal Service
- Site Operations
- Program Finances
- Program Operations
Program Basics

- Topic 1: Purpose & Benefits
- Topic 2: Program Responsibilities
- Topic 3: Eligibility
- Topic 4: Advances & Amendments
- Topic 5: Calculating Reimbursement
Program Purpose

- Offers an opportunity for children in need to receive a nutritious meal during the summer months when school is not in session.
Program Basics

- TDA Responsibilities
- CE Responsibilities
- Program Eligibility
- Advances
- Amendments
Meal Service

_topic_1: Preparing & Providing Meals
_topic_2: Meal Pattern
_topic_3: Meal Service Planning
_topic_4: Understanding Meal Components
_topic_5: Non-Reimbursable Meal Examples
_topic_6: Documentation
Meal Service

- Type of meal service
- USDA Foods
## Number & Types of Meals

<table>
<thead>
<tr>
<th>Type of Site</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open (including all sites operated as Open)</td>
<td>Up to 2 per day</td>
</tr>
<tr>
<td>Restricted Open</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>Camps Migrant</td>
<td>Up to 3 per day</td>
</tr>
</tbody>
</table>
Meal Service

- Meal service requirements
- Other meal service considerations
- Actual meals needed
- Time recommendations
# Program Meal Pattern

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 serving of Milk</td>
<td>1 serving of Milk</td>
<td>2 food items from different components</td>
</tr>
<tr>
<td>1 serving of Vegetable or Fruit (or full strength juice)</td>
<td>2 or more servings of Vegetable and/or Fruit</td>
<td>Juice cannot be served when milk is served as the only other component</td>
</tr>
<tr>
<td>1 serving of Grain</td>
<td>1 serving of Grain</td>
<td></td>
</tr>
<tr>
<td>OPTIONAL: Meat/Meat Alternative</td>
<td>1 serving of Meat/Meat Alternative</td>
<td></td>
</tr>
</tbody>
</table>

- **Meal pattern tips**

- **Dietary substitutions & modifications**
Milk

- 8 oz. servings
- Fluid & pasteurized
- Unflavored or flavored
- Skim, low-fat, whole or cultured buttermilk
- Vitamins A & D
Vegetables/Fruits (V/F)

- Breakfast requirement
- Lunch/supper requires 2 or more
- Optional at snack
Grain Definition

- Whole grain, enriched, or made from whole grain or enriched meal or flour
- Enriched includes:
  - Iron
  - Thiamin
  - Riboflavin
  - Niacin
  - Folic Acid
What is a Grains serving?

- Food Buying Guide
- Exhibit A
- All servings must be measurable

<table>
<thead>
<tr>
<th>Group A</th>
<th>Minimum Serving Size for Group A</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bread type coating</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>• Bread sticks (hard)</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>• Chow mein noodles</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>• Crackers (saltines and snack crackers)</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
<tr>
<td>• Croutons</td>
<td></td>
</tr>
<tr>
<td>• Pretzels (hard)</td>
<td></td>
</tr>
<tr>
<td>• Stuffing (dry) Note: weights apply to bread in stuffing.</td>
<td></td>
</tr>
</tbody>
</table>
Corn & Cereal Requirements

☐ Whole corn
☐ Whole grain corn
☐ Whole ground corn
☐ Whole corn flour
☐ Enriched corn flour
☐ Enriched yellow corn meal
☐ Enriched corn grits

☐ Cereal first ingredient examples:
  ☐ Whole grain wheat flour
  ☐ Rolled oats
  ☐ Oatmeal
Meat/Meat Alternates (M/MA)

- Required at lunch/supper
- 2 oz. minimum serving
- Cooked dry beans/lentils
  - M/MA or vegetable
- Nuts/seeds butters allowed
  - 2 TBSP = 1 oz. M/MA
  - 4 TBSP = 2 oz. M/MA
Offer vs. Serve (OVS)

- Serving option
- Breakfast requirement
- Lunch/supper requirement
Creditable Food Resources

- Food Buying Guide
  - For Child Nutrition Programs
- Online Food Buying Guide Calculator
# Corn, Canned, Whole Kernel

## Section 2—Vegetables/Fruits

<table>
<thead>
<tr>
<th>1 Food As Purchased, AP</th>
<th>2 Purchase Unit</th>
<th>3 Servings per Purchase Unit, EP</th>
<th>4 Serving Size per Meal Contribution</th>
<th>5 Purchase Units for 100 Servings</th>
<th>6 Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORN (continued)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Corn, canned Whole kernel
- Vacuum packed
- Includes USDA Commodity

<table>
<thead>
<tr>
<th>Purchase</th>
<th>Serving Size per Meal Contribution</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 10 can (75 oz)</td>
<td>1/4 cup heated, drained vegetable</td>
<td>1 No. 10 can = about 60.5 oz (8-1/2 cups) heated, drained corn</td>
</tr>
<tr>
<td>No. 10 can (75 oz)</td>
<td>1/4 cup drained vegetable</td>
<td>1 No. 10 can = about 63.0 oz (9 cups) drained, unheated corn</td>
</tr>
<tr>
<td>No. 2 can (12 oz)</td>
<td>1/4 cup heated, drained vegetable</td>
<td>1 No. 2 can = about 10.0 oz (1-2/3 cups) drained, heated corn</td>
</tr>
<tr>
<td>No. 10 can (106 oz)</td>
<td>1/4 cup heated, drained vegetable</td>
<td>1 No. 10 can = about 66.0 oz (9-7/8 cups) heated, drained corn</td>
</tr>
</tbody>
</table>
FBG Calculation

- **Calculation:**
  - Servings needed
  - Divided by
  - # of servings per purchase unit
  - Equals purchase amount for serving size listed
  - If more needed, adjust calculation accordingly
Ground Beef

- **Calculation:**
  - Servings needed = 246
  - Divided by
  - # of servings per purchase unit = 12.1
  - Equals purchase amount for serving size listed = 20.33
  - If more needed, adjust calculation accordingly

\[ 20.33 \times 2 = 40.66 \text{ or } 41 \]
Commercially Prepared Foods

- Combination foods such as:
  - Pizza
  - Lasagna
  - Burritos
  - Steak/chicken fingers or nuggets

- Can credit as:
  - M/MA
  - V/F
  - Grain
Child Nutrition Label

Designator letters & borders

Contribution Statement

Six 0.667 oz. fully cooked batter wrapped bite size franks provide 2.00 oz. equivalent meat and 1.75 servings of bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-13.)

Identification Number

Authorization Statement

Final Approval Date

Texas Department of Agriculture
Non-Reimbursable Meals

- Meals not served as a complete unit
- Must be approved by TDA
- Off site consumption
- Meals over allowed caps
- Meals served to ineligible individuals
- Meals not served or unservable
Health & Safety

- Health department letters
- Staff training
- Temperature records
- Extreme weather conditions
- Demonstration project
Lunch Menu for 75 Meals

- Chicken Nuggets
- \( \frac{1}{4} \text{ cup Baby Carrots} \)
- 1 whole Apple (125-138 count)
- 1 pkg. Animal Crackers
- 1 serving Milk
Daily Menu Production Worksheet

<table>
<thead>
<tr>
<th>Date (1): 03/04/2013</th>
<th>Sponsor: SGBarron Cares</th>
<th>Site: 1700 N. Congress Ave., Austin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Pattern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk, Fluid</td>
<td>Chicken Nuggets</td>
<td>Tyson Homestyle Chunks, CN#069921</td>
</tr>
<tr>
<td>Vegetable and/or Fruit (2 or more)</td>
<td>Baby Carrots</td>
<td>Baby Carrots, Fresh, Ready to Use</td>
</tr>
<tr>
<td>Grain/Bread</td>
<td>Apple</td>
<td>Apple, Fresh, Whole</td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td>Animal Crackers</td>
<td>Animal Crackers, Keebler, Pre-packaged</td>
</tr>
<tr>
<td></td>
<td>Milk</td>
<td>2% Milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quantity Used (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Serving Size (5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C P (6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P A (7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Left-overs (8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>375 ea</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.8 lbs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 lbs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75 ea</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.67 gal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18.75 qt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75 ½ pt</td>
</tr>
</tbody>
</table>

Additional Comments: 4 meals left-over, documentation attached. Carrots and Apples recycled, form attached.
Site Operations

- Topic 1: Site Eligibility
- Topic 2: Site Visits & Reviews
- Topic 3: Staffing & Training
- Topic 4: Civil Rights
Site Eligibility

- 50% rule
- School data/PEIMS
- Census data
Site Visits & Reviews

- Visits
- Reviews
- Problem Sites
- Pre-operational Visits
- 1st Week Site Visit
- Site Review
Pre-Operational

<table>
<thead>
<tr>
<th>SFSP PRE-OPERATIONAL VISIT WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site name: SFA Bldg., North Side</td>
</tr>
<tr>
<td>Site number: 1002</td>
</tr>
<tr>
<td>Site address: 1700 Congress Ave., Austin, TX 78701</td>
</tr>
<tr>
<td>Site telephone number: (512) 463-6324</td>
</tr>
<tr>
<td>Person to contact for use of site: Jane Archer</td>
</tr>
</tbody>
</table>

- Type of site (check appropriate type):
  - ☒ Recreation Center
  - ☐ School
  - ☐ Church
  - ☐ Playground
  - ☐ Settlement house

- Estimated number of children the site could serve: 50
- Estimated number of needy children in area: 230
- Estimated number of personnel needed to adequately control the food service: 4

- Is another site needed in this area? ☐ Yes ☒ No
- Are the present facilities adequate for an organized meal service? ☒ Yes ☐ No

- If answer is no, comments:

- For the estimated number of children, does the site have:
  - ☒ Yes ☐ No
  - Shelter for inclement weather?
  - ☒ Yes ☐ No
  - Adequate cooking facilities (if applicable)?
  - ☐ Yes ☐ No
  - Adequate storage for prepared or delivered food?
  - ☐ Yes ☐ No
  - Storage space for records at site?
  - ☒ Yes ☐ No
  - Adequate refrigeration?
  - ☒ Yes ☐ No
  - Access to a telephone?
  - ☒ Yes ☐ No

- What type of organized activities are possible or planned at this site?
  - Soccer, dodge ball, basketball, 4 corners

- Improvements or corrective actions needed before site operates:

---

<table>
<thead>
<tr>
<th>Chance Barron</th>
<th>05/20/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
### SFSP FIRST WEEK VISIT FORM

**Date of site visit:** 06/04/16  
**Monitor’s arrival time:** 11 a.m.  
**Departure time:** 2 p.m.  
**Site name:** SFA Bldg, North Side  
**Site Address:** 1720 Congress Ave., Austin, TX 78701

**Discussion with site staff (list names):** Jane Archer, Sam Boyd

<table>
<thead>
<tr>
<th>Areas of Discussion</th>
<th>Notes and Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the site supervisor attended training session?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are meals being counted and signed for?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are all required records being completed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are meals served as second meals excessive?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do meals meet meal pattern requirements?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is there proper sanitation/storage?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are meals served within appropriate time frames?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off site.)</td>
<td>Yes</td>
</tr>
<tr>
<td>Is each meal served as a unit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are there any problems with delivery?</td>
<td>No</td>
</tr>
<tr>
<td>Is there documentation of children’s income eligibility, if applicable?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
<td>No</td>
</tr>
</tbody>
</table>

- **List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:**
  - Daily meal count form was not being consistently completed as participants received their meals. Spoke with Site Supervisor regarding the need for accurate counting of meals as they were served. Provided training to staff person responsible for meal count.
  - Spoke with Site Supervisor regarding the “And Justice for All” poster for the site and will provide it to Site Supervisor as soon as I have it. Worked with Site Supervisor on proper location for the poster.

**Jane Archer** 06/04/16  
**Site Supervisor’s Signature**  
**Date**  
**Chance Barron** 06/04/16  
**Monitor’s Signature**  
**Date**
## SFSP SITE REVIEW FORM

NOTE: To be completed during first four weeks of operation.

Sponsor: **SGBaron Cares**  Site: **1002**

Site Contact: **Jane Archer**  Site Supervisor  
Name:  Title:

Site Address: **1700 Congress Ave., Austin, TX 78701**

Telephone: **(512) 463-6324**  Date of review: **06/25/16**

Monitor’s arrival time: **10:30 a**  Departure time: **12:45 p**

Site Supervisor: **Jane Archer**

Open site: **X**  Camp site: _______  Average daily participation (if applicable): **50**

Today’s attendance: **47**  Approved meal service time: **11:30 a - 12:30 p**

Type(s) of meals reviewed:

<table>
<thead>
<tr>
<th>Approved level(s)</th>
<th>Breakfast</th>
<th>Snack</th>
<th>Lunch</th>
<th>Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td>of meal service</td>
<td></td>
<td></td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of visit</th>
<th>Breakfast</th>
<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# meals delivered (if applicable) **50**

# meals/milk from previous day **0**

Time meals delivered (if applicable) **10:45 a**

Time meals served **11:30 a**

# first meals served to children **47**

# second meals served to children **0**

# meals served to Program adults **2**

# meals served to non-Program adults **0**

Discarded meals (dropped, spoiled, incomplete meal, test meal*, etc.) **0**

# meals left over **1**

* - Test meal cannot be claimed for reimbursement but should be recorded.
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>EXPLAIN ANY “NO” ANSWERS BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>×</td>
<td></td>
<td>1. Does the staffing pattern correspond to that listed on the approved site sheet?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>2. Has the site supervisor attended training session?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>3. Does the site have sufficient food service supervision?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>4. Are meals counted/checkered before signing delivery receipt?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>5. Are accurate meal counts taken of meals served?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>6. Are meals served as second meals excessive?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>7. Are records of adult meals being kept?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>8. Do meals meet approved menu?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>9. Do meals meet meal pattern requirements?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>10. Are meals checked for quality?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>11. Is there proper sanitation/storage?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>12. Is the site supervisor following procedures established to make meal order adjustments?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>13. Are meals served within approved time frames?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>14. Are all meals served and consumed on-site? (Not if State Agency and sponsor allow fruits and vegetables to be taken off-site).</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>15. Does site have a plan in place in case of inclement weather?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>16. Is each meal served as a unit?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>17. Is the meal delivery schedule followed?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>18. Are there provisions for storing or returning excess meals?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>19. Is there documentation of children’s income eligibility, if applicable?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>20. Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>21. Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>22. Do all children have equal access to services and facilities at the site regardless of the child’s race, color, national origin, sex, age, or disability?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>23. Is Informational material concerning the availability and nutritional benefits of Program available in appropriate translations?</td>
</tr>
<tr>
<td>×</td>
<td></td>
<td>24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?</td>
</tr>
</tbody>
</table>
Site Review

25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient person by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?

**Explanations:**
- Meals served as seconds are not excessive as site supervisor has made appropriate ordering for the meal service.
- Site supervisor was unable to provide an extreme weather conditions plan.

<table>
<thead>
<tr>
<th>PROGRAM VIOLATIONS</th>
<th>ACTUAL COUNT</th>
<th>TYPE OF MEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult meals included in count of meals served to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. More than one meal served at a time to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Meal pattern not met (specify).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Meals not served as a unit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Meal serving times not met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7. Other Program violations (specify):</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK IF THE FOLLOWING APPLY (Explain any checked items)

<table>
<thead>
<tr>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. No records</td>
</tr>
<tr>
<td>9. Incomplete records</td>
</tr>
<tr>
<td>10. Poor sanitation</td>
</tr>
<tr>
<td>11. Other</td>
</tr>
</tbody>
</table>

Corrective action discussed with (name and title): Jane Archer

Corrective action take: While no major violations have been found and site is operating according to the rules and regulations of SFSP, the site does lack an extreme weather conditions plan. Spoke with site supervisor and sponsor to have plan created and available as soon as possible.
Site Review

<table>
<thead>
<tr>
<th>Monitor’s signature</th>
<th>Date</th>
<th>Site supervisor’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chance Barron</td>
<td>06/25/16</td>
<td>Jane Archer</td>
<td>06/25/16</td>
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<td>SG Barron</td>
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I certify that the above information is correct:

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Page 4
Staffing & Training

- USDA required positions
- Other positions needed
- Who needs training?
- Training documentation
- Attachment 15
Civil Rights

- Purpose
- Training
- Attachment 21
- Nondiscrimination Statement
Program Finances

- Topic 1: Nonprofit Food Service Account
- Topic 2: Costs
- Topic 3: Procurement
- Topic 4: Claims for Reimbursement
Nonprofit Food Service Account

- SFSP funds tracked separately
- Program budgeting
- Program income
- Accrued funds
Costs

- Administrative costs
- Operational costs
- Attachments 24 - 29
Procurement

- Best available price
- Avoid conflicts of interest
- Free & open competition
Types of Procurement

1. Micro-purchase
2. Small Purchase
3. Competitive Sealed Bids
4. Competitive Proposal
5. Non-competitive Proposal
Claims for Reimbursement

- Submitted monthly
- Combined claim
- Filing deadline
- Claim validation
  - Documentation
Program Operations

- Topic 1: Recordkeeping & Documentation
- Topic 2: Program Promotion
- Topic 3: Keys to Success
- Topic 4: Program Compliance
Recordkeeping & Documentation

- Vital to program success
- Attachment 22
- Recordkeeping system
- Accurate & complete
- Retention
Program Promotion

- Outreach
- Marketing
Keys to Success

- Needs/resource assessment
- Sound budget
- Networking/partnerships
- Marketing/outreach
- Staffing
- Appealing menu/activities
- Effective training
- Sound policies
Program Compliance

- Priority for TDA
- Administrative reviews
- Complete & accurate recordkeeping
- Program violations
- Consequences
- Serious deficiency
- Top program violations
Appeal Procedures

- Appeal actions
  - Meal disallowances
  - Denial of an advance payment request
  - Denial of an application
  - Program termination or exclusion

- TDA Policy Memo
  - Denials, Terminations, and Appeal Rights
Additional Resources

- SummerFood.org
  - Administrative Guidance for Sponsors (AGS)
  - Nutrition Guidance for Sponsors
- fns.usda.gov/cnd/summer
  - USDA Outreach Toolkit
- Texas Policy
- Training
  - Check with ESC for other classes
- TX-UNPS
ESC Regions
TDA Contact Information

- Applications and Contract Changes
  - (877) Tex-Meal / (877) 839-6325
  - SFSP.BOPS@TexasAgriculture.gov

- SFSP Program Coordinator
  - (512) 936-2909

- TDA Regional Offices
  - El Paso - (915) 834-7506
  - Dallas/Ft. Worth - (817) 321-8101
  - Houston - (713) 921-8201
  - Austin/San Antonio - (877) 839-6325
  - San Juan - (956) 787-8866
Acknowledgment Statement

You understand and acknowledge that

- the training you have completed does not cover the entire scope of the program and that

- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.
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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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