



Division of Child Care & Early Childhood Education
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437
P: 501.682.8869 TDD: 501.682.1550

MEMORANDUM

TO: ALL 2023 SFSP PARTICIPANTS
FROM: DCCECE/ HNU
DATE: APRIL 4, 2023
SUBJECT: NEW AR STATE PROCEDURES AND CHANGES FOLLOWING THE FINAL RULES FOR
THE SUMMER FOOD SERVICE PROGRAM

Friendly reminder, USDA is codifying changes to the SFSP regulations that will streamline requirements among child nutrition programs; simplify the application process; enhance monitoring requirements; offer more clarity on existing requirements; and provide more discretion at the state agency level to manage program operations. The Health and Nutrition Unit (HNU) has diligently created and/or updated procedures to comply with USDA's Final Rule. Please be advised that the State Agency has the discretion to amend procedures and/or require additional information. We ask that you review the complete SFSP Final Rule by clicking the following link.

[Streamlining Requirements and Improving Integrity in the SFSP Final Rule - Comparison Table | Food and Nutrition Service \(usda.gov\)](#)

Below are the twenty-four (24) areas listed in the final rule.

1. Offer Versus Serve
2. First Week Site Visits
3. Meal Service Times
4. Eligibility for Closed Enrolled Sites
5. New – “Authority to Waive Statute and Regulations”
6. New – “Clarifying Performance Standards for Evaluating Sponsor Viability, Capability, and Accountability”
7. Demonstration of Financial and Administrative Capability
8. Application Procedure for New Sponsors
9. Meal Claim Validation
10. Statistical Monitoring Procedures, Site Selection for Site Reviews
11. Establishing the Initial Maximum Approved Level of Meals for Sites of Vended Sponsors (Site Caps)
12. Off-Site Consumption of Food Items
13. Meals Served Away from Approved Locations
14. Duration of Eligibility
15. Timeline for Reimbursements to Sponsors
16. Requirements for Media release
17. Annual Verification of Tax-Exempt
18. Self-Preparation Versus Vended Sites
19. Roles and Responsibilities of Site Supervisors
20. Unaffiliated Sites
21. Unanticipated School Closure
22. Nonprofit Food Service, Nonprofit Food Service Account, Net Cash Resources
23. Method of Providing Training
24. Meal Quality Facility Review

This information is also available in a PDF format. Click on the link below:
[Streamlining Program Requirements and Improving Integrity in the SFSP \(azureedge.us\)](https://azureedge.us)

The procedures are attached to this MEMORANDUM. If you have questions or concerns, please do not hesitate to contact your Application Coordinator.

Application Coordinators

Linda Pippins, 501.320.8971
linda.f.pippins@dhs.arkansas.gov

Sandra West, 501.320.8969
sandra.west@dhs.arkansas.gov

Louise Fenton, 501.396.6361
louise.fenton@dhs.arkansas.gov

Aurora Blake, 501.320.6403
Aurora.Blake@dhs.arkansas.gov

Robert Majors, 501.396.6121
Robert.Majors@dhs.arkansas.gov

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the resource library under 2023 Mass Alerts.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Annual Verification of Tax Exempt				
Section #:	Three	Section Title:	Applications	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms: N/A
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:** This procedure applies to all non-profit organizations applying to become or currently participating as a Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP) institution.
2. **Reason for Procedure:** The reason of this procedure is to implement a consistent method for verifying a Nonprofit Provider/Sponsor's tax-exempt status.
3. **Who Should Read this Procedure:** All HNU Application Coordinators who are approving Child and Adult Care Food Program and Summer Food Service Program applications.
4. **Resources/Forms:**
[7 CFR 226.6\(b\)\(1\)\(vii\)](#)
[7 CFR 225.14\(b\)\(5\)](#)
[Private nonprofit 7 CFR 225.2](#)
[Private nonprofit organization 7 CFR 225.2\(d\)](#)
[IRS Tax Exempt Organization Search](#)
5. **Definitions:**

CACFP	Child and Adult Care Food Program
HNU	Health and Nutrition Unit
SFSP	Summer Food Service Program
SNP	Arkansas Special Nutrition Program
USDA	United States Department of Agriculture

Institution - A sponsoring organization, child care center, outside -school-hours care center, emergency center, or adult day care center participating in the CACFP. It also includes homeless shelters and "at-risk" after school care Food Programs.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

Non-Profit Organization - Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for-profit; and it uses net proceeds to maintain, improve, or expand the operations of the organization.

Private Non-Profit Organization - An organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP).

6. **The Procedure:**

A. The Application Coordinator or Health and Nutrition Unit team member will log onto the IRS website

B. Click on “Tax Organization Search Tool”

[Tax Exempt Organization Search Tool](#)

C. Click on “Search for Tax Exempt Organizations”

The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status and filings.

Search for Tax Exempt Organizations

D. Enter the Organization's 9-digit Tax Identification Number into the correct box and click on “Search”

Tax Exempt Organization Search

Select Database [?]	Search By [?]	Search Term [?] XX-XXXXXXX or XXXXXXXXX
<input type="text" value="Search All"/>	<input type="text" value="Employer Identification Number (EIN)"/>	<input type="text" value="Enter EIN Number"/>
City	State	Country
<input type="text" value="Enter City"/>	<input type="text" value="All States"/>	<input type="text" value="United States"/>
<input type="button" value="RESET"/>	<input type="button" value="SEARCH"/>	Search Tips


E. Review results by clicking on the Organization's name when it populates.

F. Retain a copy of the IRS Status.

G. Upload into the current year's SNP Application.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

<p style="text-align: center;">Procedure</p>	<p>Annual Verification of Tax Exempt</p>
<p style="text-align: center;">Adopted and/or revised</p>	<p>03/23/2023</p>
<p style="text-align: center;">Section Title</p>	<p>Three</p>
<p>HNP Administrator's Signature</p> <p>Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>HNP Assistant Director's Signature</p> <p>Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Pamela Burton</i></p>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Application Procedure for SFSP New Sponsors				
Section #:	Three	Section Title:	Application	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms: New Participant Checklist
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedure Statement:** This procedure provides guidance for New Sponsors applying for the Summer Food Service Program.
2. **Reason for Procedure:** Federal Regulations require specific information be collected in the application process.
3. **Who Should Read this Procedure:** All DCCECE-HNU-staff who have direct responsibility for collection, process, review, and submission of data in the SFSP SNP system.
4. **Resources/Forms:**
 - [7 CFR §225](#)
 - [7 CFR 225.6 \(C\)\(3\)](#)
 - [7CFR 225.6\(C\) 4](#)
 - [Administration Guide \(SFSP\)](#)
 - [FNS 796-4, Rev. 4](#)
5. **Definitions:**
 - COA Certificate of Authority
 - DHS Department of Human Services
 - DCCECE Division of Childcare and Early Childhood Education
 - HNU Health and Nutrition Unit
 - SFSP Summer Food Service Program
 - SNP Special Nutrition Program
 - ZZ New Participant agreement

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

6. The Procedure:

1. Potential applicants will visit the Special Nutrition Program website:
<https://dhs.arkansas.gov/dccece/snp/WelcomeSNPM.aspx>
2. Click the shaded button, "Apply to participate in the Special Nutrition Program on-line."
 - If a blank application is requested, the applicants can select "Print Blank Application."
3. Applicant must answer the questions in the preliminary application. Click next to continue.
 - If system gives a message to contact Health and Nutrition Unit (HNU), the applicant cannot proceed with the application on-line and must contact the HNU with the number provided.
4. The next page will allow for the applicant to complete a Certificate of Authority (COA)
5. The applicant must complete the Business Information Page, located in the SNP system.
6. Lastly, the applicant will have to submit the initial screening by clicking the shaded button, "Submit request for Access to the SNP system."
7. The SNP system will generate a "ZZ" agreement number for new institutions.
8. The Application Manager will monitor all new submissions for institutions and will assign all new submissions request to the On-Boarding Application Coordinator.
9. Per the Final Rule, New CACFP or NSLP applicant sponsors in good standing to apply for participation in SFSP using the streamlined procedures for experienced sponsors
10. The On-Boarding Application Coordinator will contact the new institution and send the following information:
 - An introduction via email.
 - A zip file (via email) containing a checklist that will identify all the required documentation that pertains to the USDA food program.
 - A copy of the On-Boarding training video.
 - Schedule a telephone call with the new applicant to provide a step-by-step training throughout the process and provide clarity on all the SNP system modules. The On-Boarding Application coordinator will assist the applicant when scheduling required trainings.
11. The On-Boarding Application Coordinator will encourage the new applicant not to submit the application for review until all required information is submitted, all on-line modules competed, and all required uploads are submitted to the SNP system.
12. The applicant will click the shaded button, "Submit Application to SNP." Once submitted, the On-Boarding Application Coordinator has 30 days to review the application.
13. The On-Boarding Application Coordinator will review the submitted application and email the new applicant a 15-day notice, that will highlight any areas of need or concern.
14. The On-Boarding Application Coordinator will approve the application and send it to the Application Manager for final review.
15. The Application Manager will make a final determination based on the information submitted for review, to approve, send back for changes, or deny of the application.
 - If an application cannot be approved within 30 days, the application will be placed back in pending submission to allow the On-Boarding Application Coordinator to continue working with the new applicant.
 - If the applicant is not willing to work with the On-Boarding Application Coordinator to resolve the issue(s) regarding the application, the Application Manager will deny the application and send a denial letter with the appeal rights information.
16. Once approved, the new institution is provided with an agreement number that will indicate the type of food program the institution is operating.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

Procedure	Application Procedure for SFSP New Sponsors
Adopted and/or revised	03/23/2023
Section Title	Three
HNP Administrator Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Authority to Waive Statute and Regulations (Waiver Process)				
Section #:	Three	Section Title:	Application Procedure	Formerly Book:	
Approval Authority:	HNU Assistant Director	Adopted:	08/05/2022	Reviewed:	08/08/2022 03/23/2023
Responsible Executive:	HNU Program Administrator	Revised:	03/23/2023	Forms:	N/A
Responsible Office:	DCCECE-HNU	Contact:	HNU Program Administrator		

1. **Procedural Statement:** This procedure identifies the process for reviewing, approving, and tracking waivers for the Child Nutrition Programs.
2. **Reason for Procedure:** To provide consistency among staff for the routine to review/approve waivers submitted by institutions.
3. **Who Should Read this Procedure:** All Staff employed and/or have direct job duties within the Health and Nutrition Unit (HNU).
4. **Resources/Forms:** N/A
[Authority to Waive Statute and Regulations](#)
[7 CFR 225.3\(d\)](#)
[7 CFR 210.3\(e\)](#)
[7 CFR 226.3\(e\)](#)
5. **Definitions:**
 - AC Application Coordinator
 - HNU Health and Nutrition Unit
 - SNP Special Nutrition Program
 - TA Technical Assistance
 - USDA United States Department of Agriculture
 - WA Waiver Approver
6. **The Procedure:**
 - A. Application Coordinators (ACs) receive waivers:
 - a) Upon receipt, the AC will enter information in the Waiver Tracker spreadsheet.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

b) Review of Waiver:

- i. Ensure the Authorized Representative signs the waiver.
- ii. Waivers will be worked in the order they are received.
- iii. Check to ensure the request makes sense:

Potential scenarios:

1. When the mealtime waiver is requested, that means there is most likely going to be one time established to pick up two meals at the same time. The time would be the same for both meals. If parents are picking up meals, that would be checked as well as non-congregate meals. Parents and children can then pick up those meals.
 - a. Note: The mealtime waiver is not needed if meals are served at the normal time and parents/children show up to pick up one meal at a time or children get their own meal at the normal established mealtimes.
2. If parent/guardian pickup is checked, then non-congregate must be checked.
3. It is possible the waiver request will only include parent pick up and non-congregate meals. If meals are served at the normal times, the mealtime waiver is not needed.

Note: HNU wants sponsors to be successful so if there are any questions, the AC should make contact to ensure they have checked the correct waivers and make a note in the notes section of the application. That way if the Waiver Approvers have questions, the assisting AC can look there to see if the question has already been asked/answered.

- KEY TO SUCCESS – Institutions will be accountable to the mealtimes on their waiver request. If they do not adhere to those approved mealtimes, there will be findings if reviewed. So, if there is any question, please ensure the mealtimes on the waiver are correct.

1. Within 3 days of receipt, Application Coordinators will either send the waiver to the Waiver Approver or contact the requester regarding questions/TA.
2. Once a waiver is ready for approval, it will be sent to the waiver approver.
 - a. Application Coordinators will send to the assigned Waiver Approver for that institution.

B. General Practice:

- a) Keep emails on the same email chain.
- b) Include the Applications Manager on all emails related to communication on waivers.
- c) ACs will inform/elevate to the Applications Manager if the application cannot be approved in 5 business days.
- d) The Applications Manager will determine if anything needs to be elevated related to approval and will notify the Assistant Director and the Waiver Approvers. The Waiver Approvers (based on their assigned ACs) will work to resolve anything related to the approval. The Assistant Director will be included on subsequent emails in the event he/she is contacted by the institution related to their approval and the process.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- e) If a revision is requested to an approved waiver, the revised waiver form will be sent by the AC to the institution. The institution will complete and send back for approval following the process for the initial waiver request.
- f) ACs are responsible for inputting information in the COVID 19 Waiver Plans Tracking System. If the waiver approvers or anyone else sees a needed change, please contact the AC and/or the Applications Manager regarding the change.
 - i. ACs will upload approved waivers into SNP system with titles below:
 - ii. Rename original waiver – 2022-2023 CACFP Waiver
 - iii. Rename amendment – REVISED 2022-2023 CACFP Waiver

C. REVISIONS:

- a) Revisions will be added on a different line in the tracker under the same agreement number. Insert a line under the original waiver request on the tracker for the revision.
- b) Revisions – Institutions will submit revisions on a new form that will be stamped “Revised” – ACs will review and send to the WAs, as assigned, for approval. Most likely revisions will be to add sites. If sites are added, the number in the tracker will be updated.
- c) If there are any questions about the process, contact the Education Program Manager.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

<p style="text-align: center;">Procedure</p>	<p style="text-align: center;">Authority to Waive Statute and Regulations (Waiver Process)</p>
<p style="text-align: center;">Adopted and/or revised</p>	<p style="text-align: center;">03/23/2023</p>
<p style="text-align: center;">Section Title</p>	<p style="text-align: center;">Three</p>
<p style="text-align: center;">HNU Program Administrator's Signature</p> <p style="text-align: center;">Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p style="text-align: center;">HNU Assistant Director's Signature</p> <p style="text-align: center;">Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;"><i>Pamela Burton</i></p>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	CACFP/SFSP Meal Site Cap				
Section #:	Two	Section Title:	Review/Monitoring Procedures	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	08/13/2020	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms:
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. Procedural Statement

This procedure applies to the DCCECE/HNU to ensure proper protocols are followed when making a CACFP/SFSP site cap increase determination.

2. Reason for Procedure

To ensure a correct and consistent process for establishing CACFP/SFSP meal site caps

3. Who Should Read this Procedure?

All DCCECE-HNU Employees responsible for reviewing USDA Food Program applications.

4. Resources/Forms

7 CFR 225.6(d)(1)(iii)

7 CFR 225.6(d)(2)(i)(ii)(iii)

[SFSP 16-2015: Site Caps in the Summer Food Service Program: Revised](#)

7 CFR 226.7(l)

7 CFR 225.2

7 CFR 225.6(h)(2)(i)

5. Definitions

CACFP Child and Adult Food Program

CFR Code of Federal Regulations

DCCECE Division of Child Care and Early Childhood Education

HNU Health and Nutrition Unit

SFSP Summer Food Service Program

USDA United State Department of Agriculture

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

Site Meal Cap	The set limit on the number of meals a site may serve to participants for meal reimbursement.
Vended Site	A site that serves unitized meals, with or without milk, that are procured through a formal agreement or contract with: (1) Public Agencies or entities, such as school Food Authority (2) Private, non-profit organizations, or (3) Private, for-profit companies, such as a commercial food distributor or food service management company.


6. The Procedure

- A. All sites must have an approved meal site cap. The purpose of a meal site cap is to ensure that a site does not buy and/or produce meals outside the capability of the site and the need of the community. Thus, reducing waste and protecting the integrity of the USDA Food Programs.
- B. The first meal site cap is decided during the Pre-approval review visit.
 - The Pre-approval Request form is completed by the Application Coordinator. This form indicates a potential site to be visited by the Review Team to make sure it is operational for the food program. The Application Coordinator will email the Pre-approval Request form to the Application Manager and cc the Application Program Administrator. The Application Manager or the Application Program Administrator will forward the request to the Review Program Administrator.
- C. For Sponsors of self-prep sites, the number of meals must be based on the ability of the site to prepare, obtain, and/or distribute meals as well as the number of children for which its facilities are adequate.
- D. For Sponsors of vended sites, program regulations require meal site caps to be based on prior historical records of attendance at the site, if available. If the sponsor requests a higher meal count, the sponsor must provide a reasonable justification during the recertification process.
 - Sponsors may request an adjustment to site cap at any time prior to submitting claims for reimbursement
- E. SFSP and CACFP At-risk may request a meal cap increase which is less than 10% of the originally approved meal cap once per program fiscal year. Any increase after the first increase will require an on-site review, regardless if the increase is less than or more than 10% of the originally approved meal cap.
 - Increases to SFSP meal caps will not be allowed after July 15.
- F. The HNU Review Agent will conduct a site visit to confirm the Sponsor's meal site count and calculate the average of the number of first meals on the five (5) serving days prior to the on-site review. Eighty percent (80%) of the average is compared to the number of first meals served on the day of the site review.
 - If the number of first meals served on the day of review is higher than the eighty percent (80%) average, a meal site cap increase may be justified.
 - If the number of first meals served on the day of review is much lower than the eighty percent (80%) average, a site cap decrease may be justified.
- G. The HNU Review Agent will complete the Meal Increase Site Visit Report.
 - The recommended new site cap will be included in the summary of findings and discussed with the Sponsor in the exit interview.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- H. The HNU Review Agent will upload the report into the SNP system under the Sponsor's agreement number and email the report to the Sponsor's assigned HNU Application Coordinator.
- The HNU Review Agent will notify the HNU Application Coordinator recommending a new meal site cap.
- I. If more than ten percent (10%) meal site cap increase is requested by the Sponsor:
- The Sponsor must complete a CACFP/SFSP Meal Site Cap Increase form in its entirety and email it to the assigned HNU Application Coordinator.
 - The HNU Coordinator will send the CACFP/SFSP Meal Site Cap to the HNU Application Manager and the HNU Assistant Director for final approval. Please note, the State agency has the authority to decide the percentage of the meal site increase based on the Sponsor's meal site cap increase justification.
 - Once the decision has been decided, the assigned HNU Application Coordinator will contact the Sponsor to let them know of the final decision.

7. Approval Page:

Procedure	Budget Reviews
Adopted and/or revised	03/23/2023
Section Title	Three - Applications
HNU Program Administrator Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNU Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



**Division of Child Care and Early Childhood Education
Health and Nutrition Unit Procedure**

Procedure Name:	Claim Processing and Reimbursement Timeline Procedure				
Section #:	Five	Section Title:	Financial Management Procedure	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director	Adopted:	03/24/2023	Reviewed:	03/24/2023
Responsible Executive:	HNU Program Administrator	Revised:	03/24/2023	Forms:	N/A
Responsible Office:	DCCECE-HNU	Contact:	HNU Program Manager		

1. Procedural Statement:

This procedure identifies the process HNU uses to process, deny, or hold claim reimbursements for CACFP, SFSP, NSLP sponsors, and the timeline for claim reimbursement to sponsors.

2. Reason for Procedure:

To provide a consistent procedure for processing claim reimbursement actions and provide a timeline for issuing payments to sponsors after claims have been submitted to the state agency (SA.)

3. Who Should Read this Procedure:

All DCCECE-HNU staff that are directly and indirectly involved with processing claim reimbursements.

4. Resources/Forms:

- 7 CFR 225.9(d)(4) (10)
- 7 CFR 225.13(a)
- 7 CFR 226.10(e)(f)
- 7 CFR 210.24
- 7 CFR 200.339(b)

5. Definitions:

- FNSRO** Food and Nutrition Service Regional Office
- HNU** Health and Nutrition Unit
- SA** State Agency
- SNP** Arkansas Special Nutrition Program
- USDA** United States Department of Agriculture

6. The Procedure:

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

A. Processing Claims

The Health and Nutrition Unit (HNU) will process claims submitted by sponsors for reimbursement every Friday between 1:00pm and 4:30pm.

- The claims staff will log into the SNP claims system.
- Select payment approvals.
- Select payment types for the following: Centers, Homes, NSLP, SFSP, Advances, and Additional Payments.
- Select “Do not sample these payments” and “Amount”
- All approved claims will be selected.
- Select “Save” and then select “Print” at the end of the list of approved payments.
- Select Payment Types for the following: Centers, Homes, NSLP, SFSP, Advances, and Additional Payments.
- Extract data into Excel and save the file on the computer as “selected payment type, i.e.: Centers, Homes NSLP, SFSP, Advances, and Additional Payments” Approved for “date payments are being processed”. (For example, Centers Pending Payments to be Approved 2-3-2023)
- Email the excel files to the appropriate management staff.

B. Denial of Claims

The State agency must forward reimbursements within 45 calendar days of receiving valid claims. If a claim is incomplete, invalid, or potentially unlawful per [paragraph \(d\)\(10\)](#) of this section, the State agency must return the claim to the sponsor within 30 calendar days with an explanation of the reason for disapproval and how the claim must be revised for payment. If the sponsor submits a revised claim, final action must be completed within 45 calendar days of receipt unless the State agency has reason to believe the claim is unlawful per [paragraph \(d\)\(10\)](#) in this section.

- If the State agency disallows partial or full payment for a claim for reimbursement, it must notify the sponsor which submitted the claim, of the action taken, and their right to appeal under [225.13\(a\)](#) and include the appeal procedures and contact information. Any partial or full payment claim denials will receive the appeal rights if a resolution cannot be reached.
- If the SA has reason to believe that a sponsor or food service management company has engaged in unlawful acts in connection with program operations, evidence found in audits, reviews, or investigations must be a basis for nonpayment of the applicable sponsor’s claims for reimbursement [\(e\)\(f\)](#). The SA may be exempt from the requirement stated in [paragraph \(d\)\(4\)](#) of this section that final action on a claim must be complete within 45 calendar days of receipt of a revised claim, if the SA determines that a thorough examination of potentially unlawful acts would not be possible in the required time frame. The SA must notify the appropriate FNSRO of its election to take the exemption from the requirement stated in [paragraph \(d\)\(4\)](#) of this section by submitting to the FNSRO a copy of the claim disapproval at the same time as it is provided to the sponsor.

C. Holding Claims

When the payment of a claim is denied or the claim is being held due to a pending action, the following process will be followed.

- The claims unit will be contacted and informed of the need to deny or hold a claim.
- The claim staff will enter the Business Maintenance Page of the institution submitting the claim, in the SNP data system and select the denied box and uncheck the approved box under the approve payments ribbon.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- This will take any claim that has been submitted, and not yet processed, by the institution, and any claim submitted while the denied box is checked, out of the list of claims ready to be processed.
- The claims unit will enter a comment on the business maintenance page under the general information ribbon. This comment will state the reason for the actions taken.
- The denied status will remain until the SA person requesting the action, request that the status be changed back to approved.
- When the status on the business maintenance page is changed back to approved, all claims that were submitted, and not processed while the application was in denied status, will be added back to the list of claims ready to be processed the following Friday.

7. **Approval Page:**

Procedure	Claim Processing Procedure
Adopted and/or Revised	03/24/2023
Section Title	Financial Management Procedure
HNP Administrator Signature Approved Yes <input type="checkbox"/> X No <input type="checkbox"/>	<i>Sharon Hagen</i>
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Food Service Management Company (FSMC) Procedure				
Section #:	Five	Section Title:	Financial Management Procedures	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	3/01/2018	Reviewed: 3/01/2018 03/28/2023
Responsible Executive:	HNU Program Administrator		Revised:	5/23/2019 03/28/2023	Forms: DCCECE HNU Procedure Manual
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:**
This procedure identifies the process for inspecting, investigating, and certifying vending contracts for preparation of meals with Food Service Management Company (FSMC) sites.
2. **Reason for Procedure:**
This procedure is to confirm any vended sponsor that has a contract for preparation of meals with a FSMC facility is reviewed within the review cycle. This procedure provides DCCECE-HNU staff a step-by-step process of how to accurately conduct a meal quality review and to address Food Service Management Companies who fail to permanently correct violations cited by the State Agency during a review.
3. **Who Should Read this Procedure:**
All Staff employed and/or who has job duties directly assigned within the HNU.
4. **Resources/Forms:**
 - [7 CFR 225.7](#)
 - [7 CFR 225.5\(f\)](#)
 - HNP Complaint Log
5. **Definitions:**
 - ADH** Arkansas Department of Health
 - CAP** Corrective Action Plan
 - CFR** Code of Federal Regulations
 - DCCECE** Division of Child Care and Early Childhood Education
 - FNS** Food and Nutrition Service
 - HNU** Health and Nutrition Unit

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

FSMC	Food Service Management Company
SD	Serious Deficiency
USDA	United States Department of Agriculture

FSMC Agreements- Third party agreements between the sponsor and the FSMC based on vended meals. Vended meals are prepackaged meals. (These meals may or may not include milk or juice.)

6. The Procedure:

- a. FSMCs providing vended meals to any FNS program must be certified, licensed and in compliance with federal, city, ADH and any other state agency regulations.
- b. HNU will inspect the FSMC's facilities as a part of the review cycle of the sponsor which contracts for preparation of meals.
- c. These reviews may be conducted by on in conjunction with DCCECE-HNU review staff, contractors, sponsors, and/or the USDA. If multiple sponsors use the same FSMC, only a single FSMC facility review will be required.
- d. Annual reviews of the FSMC are conducted for the following:
 - i. When there are complaints filed against the FSMC (reference Complaint Log Procedure)
 - ii. When the FSMC is deemed SD and/or there are repeat findings during a review
- e. All FSMC waivers should be submitted and approved before services begin.
- f. FSMCs that are not in compliance are reported to ADH, the contracted provider/sponsor and are mandated to complete and have accepted a Corrective Action Plan (CAP).
- g. DCCECE-HNU reserves the right to approve criteria and/or deny facility selection based on obtaining additional adverse information regarding specific FSMCs.
- h. HNU staff will complete the FSMC observation form.
- i. Exit conference is conducted and the exit interview form is completed
- j. HNU staff will take a photo of all observation forms and email all documents to the FSMC before leaving the site

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. **Approval Page:**

Procedure	Food Service Management Company (FSMC) Procedure
Adopted and/or revised	3/01/2018 5/23/2019 03/28/2023
Section Title	Five - Financial Management
HNU Program Administrator's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Sharon Hagen
HNU Assistant Director's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	HNU Health & Safety Procedure for CACFP, SFSP and/or NSLP				
Section #:	One	Section Title:	Administrative	Formerly Book:	NA
Approval Authority:	HNU Director		Adopted:	10/10/17	Reviewed: 03/23/2023
Responsible Executive:	HNU Administrator		Revised:	3/23/2023	Forms: Pre- Approval Review Form SNP-5A Agreement
Responsible Office:	DCCECE-HNU		Contact:	HNU Administrator	

Procedural Statement:

This policy addresses the Health & Safety measures and expectations that must be adhered to for all agreements. This state policy addresses the safety measures and procedures that must be in place at feeding sites.

1. Reason for Procedure:

Reoccurrence of Health & Safety non-compliance. It is the responsibility of all sponsors/institutions to adhere to the local city codes, permit requirements, and safety precautions including all applicable child care licensing regulations.

2. Who Should Read this Procedure:

DCCECE-HNU staff responsible for monitoring, reviewing and approving providers as well as anyone with direct or indirect supervisory/managerial responsibilities for DCCECE operations

3. Resources/Forms:

- [7 CFR §226.6 \(1\)](#)
- [7 CFR §226.6 \(3\) \(iii\) \(B\) \(C\) \(v\) \(Vi\) \(B\)\(C\) \(D\) \(E\) \(F\) \(vii\) \(viii-ix\)](#)
- [7 CFR §226.6 \(6\) \(n\)](#)
- [7 CFR §225.6 \(d\) \(6\) \(7\) \(9\) \(11\)](#)
- [7CFR §225.6 \(6\) \(n\)](#)
- [7CFR §225.11 \(f\)\(3\)](#)
- [7 CFR §225.14 \(v\) \(vi\)](#)
- [7 CFR §210.9\(14\)](#)
- [7 CFR §210.13\(a\)](#)
- [7 CFR §210.16 \(7\)](#)
- [Pre-Approval Review Form](#)

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- [SNP-5A Agreement](#)

5. Definitions

CACFP	Child and Adult Food Program
SFSP	Summer Feeding Summer Program
NSLP	National School Lunch Program
SFA	School Food Authority

6. The Procedure:

- a. If any Sponsor, State, local health, or licensing official cites an institution/provider for serious health or safety violations, the DCCECE-HNU will immediately suspend the institution/provider's CACFP, SFSP and/or NSLP participation and will initiate action to terminate the institution/provider's agreement.
 - At the time documentation is received stating that an institution/provider Is cited for serious health or safety violations DCCECE-HNU will immediately call and email the institution/provider and responsible parties and inform them they are suspended and are not allowed to participate in the HNU program effective immediately.
 - A letter will be drafted and sent to the institution/provider within two business days of receiving the documentation, making them seriously deficient, and proposing to terminate.
 - The institution/provider will **not** be given an opportunity to complete a Corrective Action Plan (CAP) but will have the opportunity to request and appeal.
 - If the site is vended, the state agency shall within 48 hours notify the food service management company providing meals to the site of the site's suspension.
 - HNU staff will go to the Business Maintenance page of the SNP system and take the check mark out of the approved box and add it to the denied box. They will add a note under the general information section about the actions taken and put these actions in the red ribbon at the top of the Business Maintenance page.
 - If a timely hearing is requested and the hearing official overturns the suspension, the institution may claim reimbursement for eligible meals served during the suspension.
 - The suspension will remain in effect throughout the serious deficiency process.
 - Termination from the program will result in placement of the institution and RP/RI on the ADHSEL.
 - If the institution voluntarily terminates its agreement with DHS after having been notified that it is seriously deficient and suspended from the program. The serious deficiency will still result in the institution and RP/RI formal termination by DHS and placement on the ADHSEL.
 - The notice must include DHS's appeals procedures.

Unlicensed facilities/sites must adhere to the following:

- b. Facilities/sites must maintain and have on file current city coding, fire and building safety permits or satisfactory reports of a conducted inspection by local authorities within the past 12 months.
- c. Facilities/sites must maintain and have on file current health inspection, listing the site name and must have been conducted within the past 12 months.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- d. Facilities/sites must have on file a signed and completed SNP-5A Agreement between Sponsor and Unaffiliated Center
- e. Facilities/sites must ensure the State Pre-Approval Review is completed before beginning site operation. The form must include the following:
 - Δ Correct address and working telephone number for the site.
 - Δ Name(s) of the supervisor must be identified.
 - Δ Have area eligibility criteria been met? (School data or Census data)
 - Δ Working utilities (i.e., running water, working gas, and working electric).
 - Δ Functional bathrooms.
 - Δ Safe Environment for children to gather.
 - Δ Is space large enough to hold number of children anticipated?
 - Δ Will shifts be required?
- f. If the facility/site is at a school or is in a city park, the provider must specify the actual feeding location.
- g. Facilities/sites must ensure sanitation standards are met. (e.g., hand sanitizer and/or soap and water is available for participants to wash hands).

Licensed facilities/sites must adhere to the following:

- h. All state licensing requirements must be met, and written verification of annual approval shall be maintained on file.
- i. State Health Department requirements shall be met, and written verification of annual approval shall be maintained on file.
- j. Current city coding, fire, and building safety permits or satisfactory reports of a conducted inspection by local authorities within the past 12 months must be on file
- k. All space used by the CACFP/SFSP/NSLP programs shall be kept clean and free of hazardous, illegal, or potentially hazardous objects. (These objects include, but are not limited to poisonous substances, firearms, explosives, broken toys/equipment, or other objects that could be harmful or dangerous, if determined to be accessible to participants.)
- l. If a facility utilizes outdoors as its major program component for school-age participants, covered pavilions and other roofed structures shall provide 25 square feet per participant.
- m. All parts of the CACFP/SFSP/NSLP site used by the participants shall be well heated, air conditioned, lighted, and ventilated and maintained at a comfortable temperature. Glass doors shall be clearly marked. When windows and doors are used for ventilation, they shall be screened and not present a safety hazard, cracks.
- n. Floor furnaces, gas heaters, electric heaters, hot radiators, water heaters, air conditioners and electric fans shall have guards and not present a safety hazard. Portable fuel-fired heaters shall not be used.
- o. It is recommended that if natural gas or propane is used, the facility's heating and ventilation systems shall be inspected, serviced, and cleaned (if necessary) before each heating season by a qualified HVAC technician.
- p. Working carbon monoxide detectors shall be placed in facilities according to manufacturer's recommendations if one of the following situations applies:
- q. Facilities using wood, propane, natural gas, or any other product as a heat source that can produce carbon monoxide indoors or in an attached garage.
- r. Any situations where carbon monoxide detectors are required by state or local law.
- s. Floors, ceilings, and walls shall be in good repair and kept clean. Paints used at the facility shall be lead-free.
- t. CACFP/SFSP/NSLP sites must have an operable telephone on site during hours participants are in care. The sponsor shall provide the phone number to the HNU and parents. (This phone may be an accessible cell phone if the phone stays operable, stays at the facility during all hours

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- of care and is the phone number provided to HNU and parents).
- u. The following structures shall **not** be used as CACFP/SFSP/NSLP sites:
 - ΔManufactured homes constructed prior to June 1976.
 - ΔManufactured homes constructed with metal roofs and outside walls.
 - ΔSingle-wide manufactured homes.
 - ΔPortable storage-type buildings.
 - v. Double-wide manufactured homes may be considered provided they are tied down in accordance with the manufacturer’s tie-down specifications manual. Any new applicant for a CACFP/SFSP/NSLP site that requests the use of a manufactured home must obtain an inspection at the applicant’s expense from the Arkansas Manufactured Home Commission.
 - w. Portable classroom buildings are not considered manufactured homes but do require fire department and city coding approval. Portable classroom buildings installed after 11-1-2002 must have fire department and city coding approval prior to purchase and installation.
 - x. CACFP/SFSP/NSLP complaints of irregularities or operational weakness will be investigated **within 72 hours** regarding the operation of these programs. Immediate and appropriate action must be taken by providers to correct any irregularities.
 - y. Failure to comply with local ordinances and obtaining required permits may lead to immediate termination based for violation and non-compliance with health and safety regulations.
 - z. NSLP SFA providers must maintain and submit annual Hazardous Analysis and Critical Control Points (HAACP) documentation.

Procedure	HNU Health & Safety Procedure
Adopted and/or Revised	01/17/2023 03/23/2023
Section Title	Three- Administrative
HNP Administrator Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Sharon Hagen
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



**Division of Child Care and Early Childhood Education
Health and Nutrition Unit Procedure**

Procedure Name:	Meals Served Away from Approved Site Procedure				
Section #: Category #:	Two	Section Title:	Review and Monitoring	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director	Adopted:	03/24/2023	Reviewed:	03/24/2023
Responsible Executive:	HNU Administrator	Revised:	N/A	Forms:	N/A
Responsible Office:	DCCECE-HNU	Contact:	HNU Administrator		

1. **Procedural Statement:** The new streamlining requirement allows sponsors to claim reimbursement for only meals specified in the State-Sponsor agreement at an approved site unless the requirements are met.
2. **Reason for Procedure:** To ensure the clarity of the new regulation 225.16(g) which codifies the flexibility extended through policy guidance to allow sponsors the option to receive the reimbursement for meals served away from the approved site when certain conditions are met.
3. **Who Should Read this Procedure:** All HNU staff responsible for approving and reviewing meal site operations.
4. **Resources/Forms:**
 7CFR 225.6(I)(7)(v)
 7CFR 225.16(g)
5. **Definitions:**
 HNU Health and Nutrition Unit
 USDA United States Department of Agriculture
 SA State Agency

 SITE A physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

 FIELD TRIP A journey by a group of people to a place away from their normal environment.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

6. The Procedure:

The State agency will allow sponsors to claim reimbursement for meals approved in the sponsors agreement, at an approved site.

1. Sponsors may be reimbursed for meals served away from the approved site location when the following conditions are met.
 - a. The sponsor will request prior approval from the State Agency to serve meals away from the approved site. Sponsor must notify the State Agency 7 days in advance of the field trip.
 - b. The State Agency will determine that all program requirements are being met, including applicable state and local health, safety, and sanitation standards.
 - c. The meals will be served at the approved meal service time, unless a change is approved by the State Agency.
 - d. Sponsors of open sites must continue operating at the approved location. If not possible, the State Agency may permit an open site to close, with prior approval from the State Agency, in which case the sponsor must notify the community of the change in meal service and provide information about alternative open sites.
2. The State Agency may determine that meals served away from the approved site location are not reimbursable if the sponsor did not provide notification in advance of the meal service. The State Agency has established guidelines for a 7-day advance notice.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

Procedure	Meals Served Away from Approved Site Procedure
Adopted and/or Revised	03/24/2023
Section Title	Two - Review and Monitoring
HNP Administrator Signature Approved Yes <input type="checkbox"/> X No <input type="checkbox"/>	<i>Sharon Hagen</i>
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Nonprofit Food Service, Nonprofit Food Service Account, Net Cash Resources				
Section #:	Three	Section Title:	Application	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms: End of Summer Worksheet Nonprofit Food Service Account Tracker
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:**
Outlines the process the HNU Applications Team will use to evaluate the Summer Food Service Program (SFSP) applications.
2. **Reason for Procedure:**
To ensure timely and consistent method for evaluating all Food Nutrition Services (FNS) program applications administered by DCCECE-HNU.
3. **Who Should Read this Procedure:**
All DCCECE/HNU Employees
4. **Resources/Forms:**
[7 CFR 225.2](#)
[7 CFR 225.15\(a\)\(4\)](#)
[Federal Register: Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program. \(SFSP\)](#)
 End of the Sumer Worksheet
 Nonprofit Food Service Account Spreadsheet
5. **Definitions:**

DCCECE	Division of Child Care and Early Childhood Education
HNU	Health and Nutrition Unit
SNP	Special Nutrition Program
USDA	United States Department of Agriculture
SFSP	Summer Food Service Program

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

Nonprofit food service - means all food service operations conducted by the sponsor principally for the benefit of children, all of the revenue from which is used solely for the operation or improvement of such food services.

Nonprofit food service account - means the restricted account in which all of the revenue from all food service operations conducted by the sponsor principally for the benefit of children is retained and used only for the operation or improvement of the nonprofit food service. This account must include, as appropriate, non-Federal funds used to support program operations, and proceeds from non-program foods.

Net Cash Resources – means all monies, as determined in accordance with the State agency's established accounting system that are available to or have accrued to a sponsor's nonprofit food service at any given time, less cash payable.

Excess Funds - Any positive balance remaining in the nonprofit food service account at the end of the school year must be carried over to the next school year as the beginning balance in the nonprofit food service account. Any negative balance in the account at the end of the year must be cleared by funds from non-federal sources, such as the general fund.


6. **The Procedure:**

- a. The Application Team will receive a comprehensive training on how to evaluate the Institution's applications for each FNS programs administered by DCCECE-HNU.
- b. Application Coordinators are required to ensure all portions of Institution's applications are submitted through the Special Nutrition Program (SNP) system within the allotted application period.
- c. Institutions are required to track all Federal reimbursement funds monthly and other funds to identify where the funds came from and how they were expended. It will be the Institution's responsibility to track and categorize all USDA funds.
 - The Nonprofit Food Service Account Spreadsheet (optional tool created for Institutions) will track monthly reimbursement and expenditures for the program year.
 - The Nonprofit Food Service Account spreadsheet is a tool that will allow the Institution to identify where USDA funds will be allocated and will identify the remaining balance of their Food service account throughout the program.
 - The Nonprofit Food Service Account Spreadsheet will be made available to Institutions upon request.
- d. Institutions may not exceed one month's average of net cash resources in the Institution's nonprofit food service account. The excess balance of USDA funds may not exceed two (2) months of the total average of the two (2) months reimbursement. The institution shall track the total amount of excess funds by using the Nonprofit Food Service Account spreadsheet.
- e. Institutions are responsible for monitoring nonprofit food service account information and must have this information readily available upon State Agency's request. This information can be requested during a:
 - Compliance review,
 - Site review
 - Audit review,
 - Application renewal review, or
 - Requested by HNU for validation purposes
- f. Institutions must complete the End of Summer Worksheet within 30 days of the last submitted claim and it must be uploaded into the SNP system under their agreement number.
- g. Allowing net cash resources to build up in the food service account for an extended period to save for a future project is **not allowable**.
 - For example, if the proposed expenditure project is a *construction project*.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- h. Institution may only accrue the equivalent of two (2) months of reimbursement in the food service account. At the end of a program year, only 10% of the total reimbursement may be carried over to the next program year. Any excess funds will need to be exhausted in the food service program, based on the approved budget.

7. Approval Page:

Procedure	Nonprofit Food Service, Nonprofit Food Service Account, Net Cash Resources
Adopted and/or revised	03/23/2023
Section Title	Three
HNP Administrator's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Notification to the Community (Public Release)				
Section #:	Three	Section Title:	Applications	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms: N/A
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:** The purpose of this procedure is to implement a consistent method for issuing the Child and Adult Care Food Program and Summer Food Service Program Notification to the Community (formally known as the Public/Media Release) from the State Agency or the Sponsoring Organizations of open sites, closed enrolled sites, and camps.
2. **Reason for Procedure:** The reason for this procedure is to show consistency in remitting the yearly CACFP or SFSP Notification to the Community whether by the State Agency or the individual Sponsoring Organization.
3. **Who Should Read this Procedure:** All HNU Application Coordinators who are approving Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) applications.
4. **Resources/Forms:**
[7 CFR 225.15\(e\)](#)
[7 CFR 225.15\(f\)](#)
[7 CFR 226.16\(b\)\(5\)](#)
5. **Definitions:**

CACFP	Child and Adult Care Food Program
DCCECE	Division of Child Care and Early Childhood Education
HNU	Health and Nutrition Unit
SFSP	Summer Food Service Program
SNP	Special Nutrition Program
USDA	United States Department of Agriculture

CAMPS - Residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

sites shall offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.

CLOSED ENROLLED SITE - A site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with [§ 225.15\(f\)](#), or on the basis of documentation that the site meets paragraph (1), (2), or (3) of the definition of “Areas in which poor economic conditions exist” as provided in this section.

OPEN SITE - A site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (1), (2), or (3) of the definition of [“Areas in which poor economic conditions exist”](#).

6. The Procedure:

- A. The State Agency reserves the right to issue a Notification to the Community on behalf of all sponsors operating sites (this includes open sites, closed enrolled sites, and camps) during the SFSP meal service period. All institutions participating in any USDA program are required to submit a Notification to the Community.
- B. Sponsoring Organizations and/or individual sites should notify the surrounding community of the availability of free meals by posting flyers with the dates and days of meal service, times of meal service, and locations where meals will be served. The flyers should be available in languages other than English, if applicable.
 1. Notification of all changes to dates, days, and times of meal service should be reported to the Application Coordinator and posted at the meal service location immediately upon knowledge that a change is necessary. The new flyer or posted notice should be uploaded into the SNP system. This is the responsibility of the Sponsoring Organization.
- C. Camps and closed enrolled sites MUST only notify participants or children enrolled of the availability for free meals; and must have a completed enrollment and income eligibility form for each enrolled participant.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

Procedure	Notification to the Community
Adopted and/or revised	3/23/2023
Section Title	Three
HNP Administrator's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Offer vs Serve				
Section #:	Two	Section Title:	Review and Monitoring	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms:
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:**
This procedure identifies process for reviewing and approving School Food Authority program applications.
2. **Reason for Procedure:**
To provider clarification for School Food Authorities who of which, would like to participate in the offer vs. serve flexibility.
3. **Who Should Read this Procedure:**
All DCCECE-HNU staff, explicitly staff with direct responsibilities for approving CACFP and SFSP applications.
4. **Resources/Forms:**
[7 CFR §225.16\(f\)\(1\)\(ii\)](#)
5. **Definitions:**

AC	Application Coordinator
DCCECE	Division of Child Care and Early Childhood Education
HNU	Health and Nutrition Unit
SFSP	Summer Food Service Program
SNP	Special Nutrition Program
USDA	United States Department of Agriculture

School Food Authority (SFA) the governing body which is responsible for the administration of one or more schools, and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, "School Food Authority" also means any college or university which participates in the Program.


All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

6. The Procedure:

- A. Only school food authority sponsors may utilize the offer vs. serve meal option.
- B. Once a SFSP site review is scheduled by HNU, the reviewer will inquire if the site is utilizing offer vs. serve.
 - a. Once the reviewer has determined the site is a school food authority sponsor and that the site is utilizing offer vs. serve, the following steps will be reviewed to ensure the sponsor is in compliance:
 - i. Verify the site has posted the quantity of components that must be taken by the participant for each meal type.
 - 1. Breakfast must have three out of the four food items.
 - a. Food item is a specific food offered within the food components comprising the reimbursable meal.
 - 2. Lunch and supper must have three out of the four components.
 - a. A food component is one of the food groups that comprise reimbursable meal.
 - ii. Verify that the sponsor has all the meal components available for all meal types.
 - iii. Verify if the site is at the same location as the central kitchen. If so, food not taken may be included in meals for the following day. If the feeding area is a satellite site (food was delivered from the central kitchen), the food not served must be discarded.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

Procedure	Offer vs Serve
Adopted and/or revised	03/23/2023
Section Title	Two
HNP Administrator Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	SFSP Self-Preparation vs. Vended Sites				
Section #:	Three	Section Title:	Applications	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	02/02/2023 03/23/2023	Forms:
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:** Understanding the difference between Self-Preparation and Vended sites.
2. **Reason for Procedure:** To ensure that all DCCECE/HNU staff and providers are knowledgeable of the difference between Self Preparation and Vended sites.
3. **Who Should Read this Procedure:** All DCCECE/HNU Staff and Providers
4. **Resources/Forms:**
 - [7 CFR 225.2 "Self preparation site"](#)
 - [7 CFR 225.2 "Vended site"](#)
 - [7 CFR 225.6\(c\)\(2\)\(viii\)](#)
 - [7 CFR 225.6\(c\)\(3\)\(vi\)](#)
 - [7 CFR 225.6\(c\)\(3\)\(vii\)](#)
5. **Definitions:**
 - DCCECE** Division of Child Care & Early Childhood Education
 - HNU** Health and Nutrition Unit
 - SFSP** Summer Food Service Program
 - SNP** Special Nutrition Program
 - USDA** United States Department of Agriculture
6. **The Procedure:**
 1. All SFSP providers have the option to Self-Prep or be a Vended site
 - **Self-preparation site-** a site that prepares the majority of meals that will be served at its site or receives meals that are prepared at its sponsor's central kitchen. The site does not contract with a food service management company for unitized meals, with or without milk, or for management service.
 - **Vended site-** a site that serves unitized meals, with or without milk, that are procured through a formal agreement or contract with:
 - Public agencies or entities, such as a school food authority;

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- Private, nonprofit organizations; or
 - Private, for-profit companies, such as a commercial food distributor or food service management company.
2. Application Coordinators will monitor and verify requirements for new sponsors and sponsors that have experienced significant operational problems in the prior year.


New sponsors and sponsors that have experienced significant operational problems in the prior year, as determined by the State agency, must include the following information in their applications:

- i. A summary of how meals will be obtained at each site (e.g., self-prepared at each site, self-prepared and distributed from a central kitchen, purchased from a school food authority, competitively procured from a food service management company)
3. Application Coordinators will monitor and verify requirements for experienced sponsors.

The following information must be included in the applications of experienced sponsors:

- i. If the method of obtaining meals is changed, a summary of how meals will be obtained at each site (e.g., self-prepared at each site, self-prepared and distributed from a central kitchen, purchased from a school food authority, competitively procured from a food service management company); and
- ii. If an invitation for a bid is required under [§ 225.15\(m\)](#), a schedule for bid dates, and a copy of the invitation for bid, if it is changed from the previous year.

7. Approval Page:

Procedure	SFSP Self-Preparation vs. Vended Sites
Adopted and/or revised	03/23/2023
Section Title	Three
HNP Administrator's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	SFSP Management Plan (Evaluating and Demonstrating Financial and Administrative Capability, Viability, Capability, and Accountability)				
Section #:	Three	Section Title:	Application	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	03/23/2023	Forms:
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:** Sponsors must submit Management Plans prior to the approval of SFSP.
2. **Reason for Procedure:** To demonstrate SFSP requirements for Management Plans.
3. **Who Should Read this Procedure:** Staff reviewing Management Plans.
4. **Resources/Forms:**
 - 7 CFR 225.6(d) and (e)
 - 7 CFR 225.6(c)(2)(i)
 - 7 CFR 225.6(c)(3)(i)
5. **Definitions:**
 - HNU** Health and Nutrition Unit
 - SNP** Arkansas Special Nutrition Program
 - USDA** United States Department of Agriculture
 - SFSP** Summer Food Service Program
6. **The Procedure:**
 - 1) All SFSP sponsors must demonstrate financial and administrative capability for program operations. A completed management plan will be completed and submitted to HNU to demonstrate these qualities.
 - 2) New sponsors applying for SFSP and sponsors that were deemed to be seriously deficient in SFSP in their most recent compliance review will be required to submit a complete Management Plan as a requirement to operate SFSP. The management plan must be submitted along all other application documents in order to be approved to operate SFSP.
 - a) A complete Management Plan must show in detail how the sponsor will comply with performance standards listed in 7 CFR 225.6(d). The following must be included in the complete Management Plan:
 - i) Description of the sponsor's process to recruit sites to operate SFSP.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- ii) Description of how SFSP can benefit unserved areas that the sponsor will be operating in.
 - iii) Show amounts and sources of annual revenue compared to annual expenses to show resources are available to operate SFSP, pay their employees, and pay their vendors.
 - iv) Verification of audit documents, financial statements, and any other documentation to show the sponsor has the resources to operate SFSP, pay their employees, and pay their vendors.
 - v) Provides a list of expenses used to operate SFSP. The sponsor must provide a description for each SFSP expense to show how the expense is necessary, reasonable, allowable, and documented.
 - vi) Provides an organization chart along with job functions to verify the sponsor is administratively capable of operating SFSP.
 - vii) All procedures that assign SFSP program responsibilities and duties to appropriate staff (Procedures need to identify who, how, and when).
 - viii) Description of the sponsor's financial management system. System must ensure the following:
 - (1) That funds and property received are handled with fiscal integrity and accountability.
 - (2) All expenses are incurred with integrity and accountability.
 - (3) Claims will be processed accurately and submitted to the State timely.
 - (4) Funds and property are properly safeguarded and used, and expenses incurred, for authorized Program purposes.
 - (5) A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.
 - ix) Description of how all SFSP records will be maintained and available for review.
 - x) Description of annual SFSP training.
 - xi) Description of site monitoring processes.
 - xii) Process for accurately classifying sites that is consistent with 7 CFR 225.6(g).
 - xiii) Process to ensure meal services and meal patterns are compliant to SFSP and local health and sanitation requirements.
- 3) Complete Management Plans must be submitted by all sponsors every 36 months.
- 4) School Food Authorities and Child and Adult Care Food Program institutions that are in good standing with their program requirements are exempt from submitting Management Plans to operate SFSP and will not need to verify their financial and administrative capabilities.
- 5) Recertifying sponsors that have not been deemed seriously deficient but have shown operational weaknesses on their most recent compliance review, may elect to provide a simplified Management Plan.
- a) Simplified Management Plans must include a certification that information previously submitted to the State agency, to satisfy eligibility SFSP requirements, is current.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. Approval Page:

Procedure	SFSP Management Plan (Evaluating and Demonstrating Financial and Administrative Capability, Viability, Capability, and Accountability)
Adopted and/or revised	Three
Section Title	Application
HNP Administrator's Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director's Signature Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



**Division of Child Care and Early Childhood Education
Health and Nutrition Unit Procedure**

Procedure Name:	SFSP Off-Site Consumption of Food Items				
Section #:	Two	Section Title:	Off-Site Consumption	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/21/2023	Reviewed: 03/21/2023
Responsible Executive:	HNU Administrator		Revised:	03/21/2023	Forms: N/A
Responsible Office:	DCCECE-HNU		Contact:	HNU Administrator	

1. **Procedural Statement:** In response, the final rule grants flexibility to allow participants to take one item (i.e., either a fruit, vegetable, or grain item).
2. **Reason for Procedure:** Food and Nutrition Service (FNS) recognizes that some children, for a variety of reasons, may want to save some food items to eat at a later time. For this reason, and due to the similar nature of the SFSP component with the CACFP at-risk afterschool and NLSP, SFSP institutions may now allow children to take one vegetable, fruit, or grain item off-site to eat at a later time.
3. **Who Should Read this Procedure:**
Any HNU staff conducting a site or sponsor review.
4. **Resources/Forms:**
7 CFR 225.16 (h)
7 CFR 225.6 (i) (15)
5. **Definitions:**
FNS- *Food Nutrition Services*
HNU - *Health and Nutrition Unit*
USDA - *United States Department of Agriculture*
SA – *State Agency*

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

6. The Procedure

- A.** SFSP sponsors may allow children to take one nonperishable fruit, vegetable, or grain component from their meal, or from the sharing table, away from the SFSP meal site for later consumption.
 - 1.** This option is available for all SFSP sites without prior HNU approval.
 - 2.** Site monitors should use this option only if:
 - a.** They have adequate staffing to ensure that food safety issues do not arise (e.g., children taking perishable foods away for later consumption), and
 - b.** This practice is in compliance with local and state health and safety codes.
- B.** Sponsors should only allow an item to be taken off-site if the site has adequate staffing to properly administer and monitor the site.
- C.** A State agency may prohibit individual sponsors on a case-by-case basis from using this option if the State agency determines that the sponsor's ability to provide adequate oversight is in question.
- D.** The State agency's decision to prohibit a sponsor from utilizing this option is not an appealable action.

7. Approval Page:

Procedure	SFSP Off-Site Consumption of Food Items
Adopted and/or Revised	March 21, 2023
Section Title	Review / Monitoring
HNP Administrator Signature Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care & Early Childhood Education
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437
P: 501.682.8869 TDD: 501.682.1550

**Agreement Between Sponsoring Organization and Site for Child and Adult Care Food Program (CACFP) for
After School At-risk and Summer Food Service Program (SFSP)**

Name of Sponsoring Organization: _____
Sponsoring Organization

Address: _____
Physical Address of Operating Site

Name of Operating Site: _____

Mailing Address if Different
From Physical Address: _____

*****AGREEMENT*****

This agreement specifies the rights and responsibilities of the above-named Sponsoring Organization (Sponsor) and the site as participants in the Child and Adult Care Food Program, Afterschool At-Risk and/or Summer Food Service Program (SFSP). By signing this agreement, both parties are bound by its terms and conditions from its beginning effective date until terminated. The Sponsor may terminate the agreement for cause, convenience, or mutual consent or solely by the facility without cause or mutual consent. If the Site Authorized Representative or Sponsoring Organization Authorized Representative change, this agreement is null and void.

*****SHARED RESPONSIBILITIES*****

1-Record Daily:

- a. Menus, food items and quantity used to serve children.
- b. Meal type and meal count (taken at the point of service) served to each child.
- c. Roster of children in attendance for CACFP At-Risk only (attendance must be kept separate from the actual meal count).

Who is responsible for making sure this happens? (List Sponsor, Organizations, or Facility and Title/Position responsible):

Where will the meal records owned by the Sponsor be kept?

2- Claim only USDA credible meals served to children during the approved AT-RISK and/or SFSP mealtimes. Who is responsible for making sure this happens? (List Sponsor, Organization, or Facility and Title/Position responsible):

RIGHTS AND RESPONSIBILITIES OF THE SPONSOR

The Sponsor will agree to:

1. Be organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year (an at-risk afterschool care center may not claim snacks during summer vacation, unless it is in the attendance area of a school operating on a year-round calendar).
2. Have organized, regularly scheduled activities that include education or enrichment activities for CACFP At-Risk (i.e., in a structured and supervised environment).
3. Except for *Emergency shelters* as defined in §226.2, be in an eligible area, as described according to regulatory requirements in paragraph (i) of this section.
4. Train site supervisor according to AT-RISK and/or SFSP requirements.
 - Capability to provide mandatory trainings via the internet.
 - Variety of training opportunities and formats such as, Zoom and Teams.
5. Provide Technical Assistance (TA) when problems are cited during monitoring visits, upon request from the site, and/or as needed.
6. Provide appropriate record-keeping forms on site at no charge, and ensure the site maintains records on-site according to AT-RISK and/or SFSP record-keeping requirements.
7. Ensure all meals claimed meet AT-RISK, and or SFSP requirements.
8. Only serve State Agency approved meals and sites.
9. Conduct announced and unannounced monitoring reviews of the facility's food program operation according to AT-RISK and/or SFSP requirements during the site's normal hours of operation, including weekends, if applicable. Photo ID is required of all sponsor's staff.
10. Submit changes to the site to the state agency for approval. These changes include all information stated in the site application in the SNP system online.
11. Ensure all Sponsors operating AT-RISK and/or SFSP maintain and possess documented evidence of a current health inspection certificate issued by the Arkansas Department of Health and a current fire inspection certificate from the local fire department. All Sponsors must have a Food Manager Safety certified person on staff by January 2021.
12. **Notify the site in writing when terminating this agreement to participate in the AT-RISK and/or SFSP. The Sponsor will give a 10-day written notice when terminating without mutual consent. If the health or safety of a participant is at risk, the Sponsor may terminate the agreement without prior notice. The Sponsor must notify the State Agency and ensure public notification.**
13. Ensure policies and procedures do not exclude or limit participation, benefits or activities of a facility based on race, color, national origin, sex, age, or disability.
14. Accept final administrative responsibility for ensuring the site takes reasonable steps to provide services and information, both orally and in written, in all appropriate languages. A completed management plan must be submitted during the application renewal.
15. Responsible for the coordination of clean-up and trash removal for meal service.
16. School Food Authorities (SFA) only, may provide Over vs Serve.
17. Sponsor must have a 501 (c) 3 or 501 (a) IRS tax status.
18. Sponsor must submit a Notification to the Community to media outlets. Copy must be uploaded to application.

RIGHTS AND RESPONSIBILITIES OF THE SITE

The Site will agree to:

1. Notify Sponsor immediately if there is a need for a change effecting the meal service, including days, times, and/or types of meals served.
2. Receive mandatory AT-RISK and/or SFSP training prior to program participation and annually thereafter.
3. Allow representatives of the Sponsor, State Agency, USDA and other state and federal officials to enter the site, announced or unannounced, to review operations and records during the meal service. Individuals making such reviews must show photo identification of their employment with one of these entities.
4. Serve meals to all participants without regard to race, color, national origin, sex, age, or disability.

5. All eligible children participating in AT-RISK and/or SFSP are not charged for meals.
6. **Notify the Sponsor in writing if terminating this agreement to participate in AT-RISK and/or SFSP. The site will give a 10-day written notice when terminating without mutual consent. If the site terminates this agreement and would like to participate in AT-RISK and/or SFSP under another Sponsor during the same program year, the facility must notify the State Agency. Additionally, a facility may terminate this agreement with its current Sponsor, with proper notice, and apply to participate in AT-RISK and/or SFSP individually as a Sponsor the next fiscal year.**
7. May contact the State Agency at any time with questions, concerns, or problems with the Sponsoring Organization.
8. Notify state agency of any changes that occur within this agreement.

Special Nutrition Programs

P.O. Box 1437, Slot S-155
 Little Rock, AR 72203-1437
 (501) 682-8869
 (800) 482-5850 ext. 28869

*****CERTIFICATION OF ACTIVE AGREEMENT*****

We do hereby make and enter this contract. By so doing, we do certify that the information contained in this document to be true and correct to the best of our knowledge and is provided for the purpose of obtaining federal financial assistance. We do mutually agree to comply with the AT-RISK federal regulations (7 CFR, Part 226, as amended), Uniform Federal Assistance Regulations (7 CFR, 3015, as amended), and state policies and procedures as issued and amended by the State Agency. The Site does further agree to perform as described in its application for participation in the AT-RISK (including approved amendments to the application). We understand that the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

EFFECTIVE DATE: _____ (Valid for 36 months [3 years] from this date)

 Site Authorized Representative Title

 Site Authorized Representative Signature

 Date

 Sponsoring Organization Authorized Representative's Title

 Sponsoring Organization Authorized Representative's Signature

 Date

Note: This section to be completed **ONLY** when the contract between the Sponsor and the Site is terminated. If for any reason the above agreement is terminated, you must complete the certification below.

*****TERMINATION OF ACTIVE AGREEMENT*****

We do hereby terminate this contract. We understand that the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

EFFECTIVE TERMINATION DATE: _____

Site Authorized Representative Title

Site Authorized Representative Signature

Date

Sponsoring Organization Authorized Representative's Title

Sponsoring Organization Authorized Representative's Signature

Date

*****NON-DISCRIMINATION STATEMENT*****

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 (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, 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 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



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	SFSP Review Standard Operating Procedure (Second-Party Review)				
Section #:	Two	Section Title:	Review / Monitoring	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director	Adopted:	8/27/2020	Reviewed:	8/27/2020 03/21/2023
Responsible Executive:	HNU Administrator	Revised:	03/21/2023	Forms:	SFSP Review Forms and Checklist
Responsible Office:	DCCECE-HNU	Contact:	HNU Administrator		

1. Procedural Statement

This procedure identifies the process for completing and maintaining documentation obtained onsite and offsite during the SFSP review.

2. Reason for Procedure

To ensure a level of consistency by providing guidance to Reviewers who conduct Summer Food Service Program reviews. Certify all areas of the review forms and site/sponsor checklists are completed entirely.

3. Who Should Read this Procedure

DCCECE-HNU-staff who have direct responsibility for administering, managing, monitoring/reviewing and evaluation of the Summer Food Service Program (SFSP).

4. Resources/Forms

- Pre-operational Visit Form.
- SFSP Compliance Review Form.
- SFSP Site Review Form.
- Meal Observation Form (increase or decrease of site caps).
- DHS Share Website: Policies and Procedures and current review forms.
- Electronic Code of Federal Regulations - [7 CFR § 225.1](#)
- Electronic Code of Federal Regulations - [7 CFR § 225.6](#)
- Electronic Code of Federal Regulations - [7 CFR § 225.7](#)
- Electronic Code of Federal Regulations - [7 CFR § 225.12](#)

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

5. Definitions

CAP	Corrective Action Plan
FNS	Food Nutrition Services
HNU	Health and Nutrition Unit
PM	Program Manager
SA	State Agency/Reviewer
SNP	Special Nutrition Program
USDA	United States Department of Agriculture

6. Procedure

A. General Areas of Review

Site Review Checklist

- Facility and sponsor information (agreement number, address, phone number of facility, arrival time of the reviewer, and contact name and Title).
- General information (type of site, mealtimes, delivery receipts, and cap sizes).
- Meal Delivery and observation (food and milk temperatures, delivery timeframes, USDA meal pattern, and disallowed meals).
- Health and Sanitation (sanitary and holding procedures, health department inspection, Fire department inspection, and certified food manager).
- Civil Rights (racial and ethnic data form, procedure nondiscriminatory, justice poster displayed, services and facilities, translation provided, nondiscrimination statement, civil rights staff training, and Title VI compliance).

Sponsor Review Checklist

- Training (attended by sponsor and site personnel trained).
- Monitoring (required monitoring per regulations).
- Food Service (purchase of milk).
- Meal Count Records (do daily meal count records match claim).
- Documentation of Costs (records available to support costs, labor cost records, and other cost records).
- Income to SFSP (adult meal costs and reimbursement used for SFSP operations).
- Procurement (management contracted, procurement written procedure, standards comply with regulations, and all required provisions included).
- Food Service Management Companies (non-utilized meals, inspection violations, permit current, temperature logs maintained, proper storage, transport appropriate, satellite forms maintained, contract regulatory, contract procedures, and performance bond provided).
- Site Eligibility (operating unapproved sites, camp meal counts at POS, claiming enrolled free and reduced only, and SFSP in childcare center).
- Audits (audit requirements meet).
- Health Inspections (Health Department site notifications, inspections violations, and health and safety imminent threat).
- Civil Rights (public release, records for 5 years, and civil rights training).

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- Transportation (transportation records).
- Other program requirements set forth by USDA.

B. Review Process

The process listed below applies to all reviews.

1. The lead reviewer is required to coordinate the following process in planning for compliance and site reviews: review the previous compliance and site reviews conducted (if applicable) to identify any deficiencies cited, identify the number of site reviews to be completed, determine the number of days needed to complete the review, identify the normal hours of operations for sponsors and sites, coordinates the date of the review, lodging reservations, and directions to the facility.
2. The lead reviewer is responsible for ensuring the required tools and documents are available to accurately conduct the reviews: SFSP review forms, checklists, 2160 (budget), 2161 (site information), pens, pencils, highlighters, paper/notepads, clipboard, calculator, tablet/laptop, power strip, hotspot (internet connection), thermometer (food/milk temperatures), portable printer (if needed), GPS device, area map, gloves (if desired), and hand sanitizer.
3. Onsite review – the lead reviewer is responsible for contacting the sponsors who have more than three (3) operating sites to schedule the date and time of the review. The lead reviewer will update team members of any concerns relating to the sponsor, such as non-compliance and corrective action required based on reviewing the previous review report(s). The lead reviewer will assign areas of the review to each team member and conduct both the entrance and exit conferences. Additional documentation and observation may be required. The lead reviewer is required to leave a copy of all review forms with the sponsor. Refer to the “*Emailing Review Documents Procedure*” located on DHS Share.
 - a. Site selection:
 - The lead reviewer will review the previous site review conducted and will select a different site for the site review for the current compliance review.
 - The lead reviewer is required to conduct reviews of at least 10 percent of each sponsor's sites, or one site, whichever number is greater.
 - b. Characteristics that should be reflected in the sites selected for review include:
 - The maximum number of meals approved to serve under [§ 225.6\(h\)\(1\)](#) and [\(2\)](#);
 - Method of obtaining meals (*i.e.*, self-preparation or vended meal service)
 - Time since last site review by State agency;
 - Type of site (*e.g.*, open, closed enrolled, camp);
 - Type of physical location (*e.g.*, school, outdoor area, community center);
 - Rural designation (*i.e.*, rural, as defined in [§ 225.2](#), or non-rural); and
 - Affiliation with the sponsor, as defined in [§ 225.2](#).
 - c. The State agency may use additional criteria to select sites including, but not limited to recommendations from the sponsor; findings from other audits or reviews; or any indicators of potential error in daily meal counts (*e.g.*, identical or very similar claiming patterns, large changes in free meal counts).

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

d. Meal claims validation

- The State agency must develop a record review process. This process must include, at a minimum, reconciliation of delivery receipts, daily meal counts from sites, and the comparison of the sponsor's claim consolidation spreadsheet with the meals claimed for reimbursement by the sponsor for the period under review.
- (ii) For the purposes of this [paragraph \(e\)\(6\)](#), the percent error includes both overclaims and underclaims. Claims against sponsors as a result of meal claim validation should be assessed after the conclusion of the meal claim validation process in accordance with [§ 225.12](#).
- (iii) In determining the sample size for each step of this process, fractions must be rounded up (≥ 0.5) or down (< 0.5) to the nearest whole number.
- (iv) State agencies must at a minimum follow the process to conduct the meal claim validation as described in table 1.

Table 1 to Paragraph (e)(6)(iv)

Steps	Outcome	Result
<p>Step 1: The State agency must complete an initial validation of the sites under review to satisfy the requirements outlined in paragraph (e)(4)(v) of this section. The State agency must validate all meals served by these sites for the review period. Then, calculate the percentage of error of the sites in this step as described in (v) of this section.</p>	<p>Validation of sites in step 1 yields less than a five percent error.</p>	<p>The review of meal claims for this sponsor is complete.</p> <p>If necessary, the State agency must disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable in accordance with § 225.12.</p>
	<p>Validation of sites in step 1 yields a five percent error or more.</p>	<p>The State agency must move to step 2.</p>
<p>Step 2: Expand the validation of meal claims to 25 percent of the sponsor's total sites. The State agency must validate all meals served by these sites for the review period. Then, calculate the percentage of error of the sites in this step as described in (v) of this section.</p>	<p>Validation of sites in step 2 yields less than a five percent error.</p>	<p>The review of meal claims for this sponsor is complete.</p> <p>If necessary, the State agency must disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable in accordance with § 225.12.</p>
	<p>Validation of sites in step 2 of this section</p>	<p>The State agency must move to step 3.</p>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

Steps	Outcome	Result
	yields a five percent error or more.	
Step 3: Expand the validation of meal claims to 50 percent of the sponsor's total sites. The State agency must validate all meals served by these sites for the review period. Then, calculate the percentage of error of the sites in this step as described in (v) of this section.	Validation of sites in step 3 yields less than a five percent error.	The review of meal claims for this sponsor is complete. If necessary, the State agency must disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable in accordance with § 225.12.
	Validation of sites in step 3 yields a five percent error or more.	The State agency must move to step 4.
Step 4: Expand the validation of meal claims to 100 percent of the sponsor's total sites. The State agency must validate all meals served by these sites for the review period.	The review of meal claims for this sponsor is complete. If necessary, the State agency must disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable in accordance with § 225.12.	

4. All State Agency Reviewers will reference the State Agency Monitor Guide and conduct program reviews in accordance with USDA-FNS and State established guidelines.
5. The State Agency will send a review results letter to the sponsor. The correspondence letter will include the following information: federal regulations, findings, specific areas to complete for the Corrective Action Plan (CAP), identified operational weakness, technical assistance provided, and deadline to submit CAP. A CAP template will be provided for the sponsor to document how findings will be permanently corrected. Technical assistance will be provided by the State Agency (SA) during the CAP process. Refer to the *"Letter Mailing Procedure"* located on DHS Share.
6. The lead reviewer will enter the required information on the sponsor's Business Maintenance Page: the "Last Review" date and "Next Scheduled Review" date. "The Last Review" date should be the date the review was completed. The "Next Scheduled Review date" will be in one year for reviews resulting in findings, and two years for reviews resulting in no findings. Scan and save all review documents. Enter the compliance and site review information in the inspections page. The lead reviewer must ensure the process is complete within 2 weeks of completing the review. The lead reviewer will follow the "Corrective Action Plan" procedure, if required.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

7. When the Corrective Action Plan (CAP) is submitted to the State Agency (SA), the lead reviewer will review the Corrective Action Plan (CAP) to determine if the plan is approved or denied. When a plan is denied, it remains in pending status until corrected. If a sponsor fails to submit the CAP by the deadline, additional time may be granted by submitting a written request to the State Agency. The sponsor is required to correct all areas that were not adequately completed in the first Corrective Action Plan (CAP). Technical assistance will be provided by the State Agency (SA), if needed. Failure to complete the Corrective Action Plan (CAP) by the deadline may result in fiscal action and withholding of payment. Refer to the "*Corrective Action Plan Procedure*" located on DHS Share.
8. After the State Agency (SA) receives the required documentation for the Corrective Action Plan (CAP) resolving the findings identified, the State Agency (SA) approves the plan. A CAP acceptance letter will be mailed and emailed to the sponsor stating the review is completed and closed until the next scheduled review.
9. After the completion of each review, the lead reviewer will submit the original documents (hard copies) to their immediate supervisor for a second-party review. All documents are reviewed for completeness by the Program Manager. All second-party reviews will consist of reviewing the following items, but not limited to:
 - Full completeness of the entire review form(s).
 - All questions are answered (fully).
 - Verify there are no incomplete sections of the form.
 - Make certain detail notes are listed in the appropriate areas (will vary depending on the subject).
 - List all areas where technical assistance is provided.
 - Make certain all findings were listed with the correct regulations and the suggest on how to permanently correct the deficiency.
 - Certify all signatures pages and exit conference page is signed by both the provider and sponsor.
 - Verify that a copy of the form was left with the sponsor prior to leaving the facility.
 - Verify the lead reviewer entered the required information on the sponsor's Business Maintenance Page for "The Last Review" date and "Next Scheduled Review" date. "The Last Review" date should be the date the review was completed. The "Next Scheduled Review" will be in one year for reviews resulting in findings, and two years for reviews resulting in with no findings.
 - Verify the lead reviewer scanned and saved all review documents into the sponsor's application in the SNP system.
 - Verify all compliance and site review information is entered in the inspections page.
 - Review the correspondence letter for accuracy prior to being mailed to the sponsor.
 - The lead reviewer will follow the "Corrective Action Plan" procedure, if required.
 - If applicable-verify the Corrective Action Plan (CAP) is submitted timely and approved by the State Agency (mailed out and uploaded in the SNP system).
 - Verify meal disallowances.
 - Accurate calculation of disallowed meals.
 - Reconciling meal disallowances for claims.
10. The Program Administrator will randomly select at least one review per month to conduct a second party review of this process.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

Approval Page:

Procedure	SFSP Review Standard Operating Procedure (Second-Party Review)
Adopted and/or Revised	March 21, 2023
Section Title	Review / Monitoring
HNP Administrator Signature Approved Yes <input type="checkbox"/> X No <input type="checkbox"/>	<i>Sharon Hagen</i>
HNP Assistant Director Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.



Division of Child Care and Early Childhood Education Health and Nutrition Unit Procedure

Procedure Name:	Tracking Training Attendance and Issuing Certificates				
Section #:	8	Section Title:	Training	Formerly Book:	N/A
Approval Authority:	HNU Assistant Director		Adopted:	03/23/2023	Reviewed: 03/23/2023
Responsible Executive:	HNU Program Administrator		Revised:	05/18/2022 03/23/2023	Forms:
Responsible Office:	DCCECE-HNU		Contact:	HNU Program Administrator	

1. **Procedural Statement:** This procedure is to provide guidance on how trainings are tracked and documented for all CACFP, At-Risk, NSLP, SFSP and Staff Trainings.
2. **Reason for Procedure:** To ensure consistency in the tracking and processing of training attendance, certificates, and issuing for SNP system and PDR system credit for training attendees.
3. **Who Should Read this Procedure:** All HNU Staff Members
4. **Resources/Forms:**
Training Tracker Excel Spreadsheet
5. **Definitions:**
 - CACFP** Child and Adult Care Food Program
 - HNU** Health and Nutrition Unit
 - NSLP** National School Lunch Program
 - PDR** Professional Development Registry
 - QR** Quick Respond (code)
 - SFSP** Summer Food Service Program
 - SNP** Special Nutrition Program
 - USDA** United States Department of Agriculture
6. **The Procedure:**
The Training Manager is responsible for the following:
 - Adding all trainings into the SNP system, under the Training Tab.
 - Responsible for decimating zoom links accordingly for participating Providers/Institutions.
 - Responsible for ensuring all certificates are created, printed, and distributed accordingly.

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- May delegate task to another HNU staff member.
- A. In Person Trainings:
- a. Participants attend an in-person training and an HNU staff member will create, print, and distribute certificates to each attendee at the end of the training.
 - b. Participants return to their program location and upload their certificates into the SNP System under their agreement.
 - i. If the training certificate is not uploaded into the SNP system under their agreement, the Application Coordinator (AC) will contact the Sponsor/Institution and ask them to upload the certificate.
 - c. Following the training, a Training Team member will go to the SNP system under trainings and enter each participant's agreement number in the correct training log as "Attended" (i.e. – CACFP New Participant Training) and click save. If successfully saved the system will indicate "Training Recorded Updated".
 - i. If a Professional Development Registry (PDR) number is provided during the training, a credit will be issued to the PDR system following the training:
 - 1. Participants will then receive an email notification advising them to complete a course evaluation.
 - 2. Once the course evaluation is completed, a credit will show in the PDR system.
 - 3. Participants can also access a certificate in the PDR system once the course evaluation is complete and upload that certificate into the SNP system.
- B. Procedures for Zoom New Participant Trainings:
- a. Attendance will be taken by having participants enter their name, email address, organization name, agreement number, and PDR number (if applicable) into the chat box.
 - b. At the end of the training, the chat box will be saved to have a record of attendance.
 - c. Attendance will also be compared to the registration in Zoom by accessing the registration report.
 - d. Each participant is manually tracked on an excel spread sheet located in the training section of the Share Drive for HNU.
 - e. Once participants have been tracked on the excel spreadsheet, a certificate will be created for each participant and then emailed to the email provided in the chat box or at registration.
 - i. Standard Dialogue: "Thank you for attending the _____ Training! Attached is your certificate of completion for your records. Please upload a copy into the SNP Documents section of your application. Application credit has also been entered into the SNP system."
 - f. All certificates that are emailed by the HNU Administrative Team will copy the Training Team in the email to ensure both trainers are aware that the certificate have been sent. All certificates should be saved in the following format:
 - i. Name and Year of training Participant Name (or initials) and Agreement Number (i.e. – 2022 CACFP Online Refresher Training Certificate Stephanie Clowers ZZ18).


All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- g. The Training Team member will then create a note in the Training Tracker spread sheet stating that PDR credit was given, or the certificate was emailed and the initials of the person who sent out the certificate.
 - h. Once training certificate is emailed to the participant, the Training Team member will go to the SNP System under Trainings and enter each participant's agreement number in the correct training log as "Attended" (i.e. – CACFP Online Refresher – May 2022) and click save. If successfully saved, the system will indicate "training record updated".
- C. Procedure for Online Refresher Trainings:
- a. Participant will go to the SNP Website and click the "Resource Library" link on the left-hand menu.
 - b. Participants will scroll down to the training section for their type of program and click on the PDF document labeled "Training Guidelines" for their program and the current Fiscal Year.
 - c. Participants will open the PDF and click the YouTube link provided and watch the training video.
 - d. Once the training video is complete, they will return to the "Training Guidelines: PDF and click the survey monkey link to take the training quiz.
 - e. Once the survey monkey is completed an email will automatically be generated from survey monkey indicating that there are new surveys to review.
 - f. All participants must score 70% or higher to receive credit for the course.
 - g. HNU training team will log in to survey monkey daily and click the Analyze Results Tab, then click individual results. The team member will then export the report, clean up the column keeping only what is required, and copy/paste information onto the training tracker that is in the training section of the Share Drive for HNU.
 - h. Once participants have been tracked on the excel spreadsheet a certificate will be created for each participant and then emailed to the email provided in the survey monkey using a standard dialogue for each training.
 - i. Standard Dialogue: "Thank you for attending the _____ Training! Attached is your certificate of completion for your records. Please upload a copy into the SNP Documents section of your application. Application credit has also been entered into the SNP system."
 - i. All certificates that are emailed will copy the other trainer in the email to ensure both trainers are aware that the certificate has been sent. All certificates should be saved in the following format:
 - i. Name and Year of training Participant Name (or initials) and Agreement Number (i.e. – 2022 CACFP Online Refresher Training Certificate Stephanie Clowers ZZ18).

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.

- j. The Training Team member will then create a note in the Training Tracker spread sheet stating that PDR credit was given, or the certificate was emailed and the initials of the person who sent out the certificate.
- k. Once training certificate is emailed to the participant, the training team member will go to the SNP System under Trainings and enter each participant’s agreement number in the correct training log as “Attended” (i.e.– CACFP Online Refresher – May 2022) and click save. If successfully saved the system will indicate “training record updated”.

7. Approval Page:

Procedure	Tracking Training Attendance and Issuing Certificates
Adopted and/or revised	03/23/2023
Section Title	8 - Training
HNP Administrator’s Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
HNP Assistant Director’s Signature Approved Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Pamela Burton</i>

All procedures are subject to amendment. Please refer to the [DCCECE-HNU website](#) for the official and most up-to-date procedure.