



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: MAY 11, 2023

SUBJECT: URGENT NOTICE – 2023 SFSP APPLICATION REQUIREMENTS

New SFSP participants are required to submit a complete SFSP Management Plan prior to the final approval, per regulation [7 CFR 225.6\(c\)\(2\)\(i\)](#), [7 CFR 225.6\(c\)\(3\)\(i\)](#), [7 CFR 225.6\(e\)](#). The management plan must address performance standards that correspond to SFSP.

- Financial viability and financial management
- Administrative capability
- Program accountability

Existing SFSP participants are required to submit a Simplified SFSP Management prior to the 2023 SFSP final approval. However, a complete SFSP Management Plan must be submitted to the Application Coordinator by January 1, 2024. Failure to comply will result in a denied application for the 2024 SFSP year. Please see attached SFSP Management Plan, Simplified Management Plan, and our Health and Nutrition SFSP Management Procedure.

Additional important information:

- After July 15, 2023, you will no longer be allowed to add new sites or increase your meals.
- The Institution's 2023 SFSP Application must be approved prior the start meal service date. Please ensure the SNP System states "Approved/Amended".
- SFSP sites located in rural counties may participate in the Non-Congregate Meal Service. See link to determine if you are located in a rural county (<https://www.fns.usda.gov/sfsp/rural-designation>).
- If you wish to participate in the Rural "Pocket" located in a Metro County, you must contact your Application Coordinator and request for your site(s) to be verified by USDA.
 - Rural "Pocket" site(s) must be verified and approved by USDA prior to your first meal claim.
- SFSP Final Rules are now in place! To view the complete "Streamlining Requirement and Improving Integrity in the SFSP Final Rule" click on the link below:
 - [Streamlining Requirements and Improving Integrity in the SFSP Final Rule - Comparison Table | Food and Nutrition Service \(usda.gov\)](#)

Application Coordinators

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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.



SUMMER FOOD SERVICE PROGRAM (SFSP) MANAGEMENT PLAN

Sponsor's Name: _____ Agreement Number: _____

Organizations interested in participating in the Summer Food Service Program (SFSP) are required to submit a Management Plan. The Management Plan must illustrate measurable performance outcomes that will meet DHS expectations. The three standards for those outcomes are defined by **Financial Viability**, **Organizational Capability**, and **Program Accountability**. All required documentation is based on the *Code of Federal Regulations (CFR): 7 CFR 225.4, 2 CFR 200.300 SUBPART D, FNS Title 2 200.300 SUBPART D*

Provide a description of the sponsor's processes to recruit sites to operate SFSP:

Provide a description of how SFSP can benefit unserved areas that the sponsor will be operating in:

Provide 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 (**Note: expenses must be entered into the SNP online application**):

Provide 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. Documents to verify finances will need to be provided in addition to the Management Plan form. **List of attached documents:**

Provide 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 (**Note: expenses should reflect the SNP online application's SFSP budget**):

Provide an organizational chart along with job functions to verify the sponsor is administratively capable of operating SFSP:

_____ Organizational Chart attached

Provide all procedures that assign SFSP program responsibilities and duties to appropriate staff. The procedures need to identify who, how, and when. **(Note: procedures may be provided as an attachment or can be typed in this section. If attachments are provided, list the title of the procedures provided in the text box):**

Describe how your financial management system ensures the following:

- Ensures funds and property received are handled with fiscal integrity and accountability:
- Ensures all expenses are incurred with integrity and accountability:
- Ensures claims will be processed accurately and submitted to the state in a timely manner:
- Ensures funds and property are properly safeguarded and used, and expenses incurred are for authorized SFSP purposes:
- Ensures a system of safeguards and controls is in place to prevent and detect improper financial activities by employees.

Provide a description of how all SFSP records will be maintained and available for review:

Provide a description of annual SFSP training process and agenda:

Sponsors with two or more feeding sites: Provide a description of site monitoring processes:

Describe the process to ensure meal services and meal patterns are compliant to SFSP and local health and sanitation requirements:

Correctly classify all sites as outlined in 7 CFR 225.6(g): **Enter this information in your SNP online application under SFSP Site Applications – 2161**

“The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.”

“This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.”

“By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.”

Signature Page

Print Board President's Name: _____ **Date:** _____

Board President's Signature: _____

Print Owner's Name: _____ **Date:** _____

Owner's Signature: _____

Print Director's Name: _____ **Date:** _____

Director's Signature: _____



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**SUMMER FOOD SERVICES MANAGEMENT PLAN
SIMPLIFIED VERSION**

Sponsor's Name: _____ Agreement Number: _____

Organizations interested in participating in the Summer Food Service Program (SFSP) are required to submit a Management Plan. The Management Plan must illustrate measurable performance outcomes that will meet DHS expectations. The three standards for those outcomes are defined by **Financial Viability**, **Organizational Capability**, and **Program Accountability**. All required documentation is based on the *Code of Federal Regulations (CFR)*: [7 CFR 225.4, 2 CFR 200.300 SUBPART D, FNS Title 2 200.300 SUBPART D](#)

Instructions: All Institutions are required to submit a Summer Food Service Program Management Plan by March 1, 2024. The SFSP Management Plan must be completed in its entirety, signed, dated, and attached to the Simplified Version SFSP Management Plan document.

By signing this document, I certify that the following statements are true:

_____ The SFSP must be made available to all children regardless of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability.

_____ The SFSP is directly operated by the applicant organization (sponsor) at all sites.

_____ All SFSP documentation is maintained at the address of the organization office for the current program year, and all SFSP records are maintained for 5 years according to the record retention requirement.

_____ Sponsors must complete the Non-Profit Food Services Account Tracker and maintain it throughout the SFSP programing year.

_____ All staff have been trained according to the SFSP requirements.

_____ All sites have the capabilities and facilities to provide the meal service planned for the number of participants to be served and information provided on the site information form(s) is true and correct to the best of my knowledge.

_____ Each site will maintain a Daily Point-of-Service Meal Count form for each meal or snack service, which will be collected at least weekly by the sponsor.

_____ I understand that all SFSP Guidance Manuals and other resources are available to me on the Special Nutrition Program website.

_____ Reimbursement will be claimed only to meals served to eligible children.

_____ I understand that meals served prior to the Health and Nutrition Unit (HNU) application approval date cannot be claimed for reimbursement.

_____ The information on the attached SFSP Management Plan is true and correct to the best of my knowledge.

_____ I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.



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_____ Any of the above information that has changed since the initial application has already been submitted to HNU or is being submitted with this certification.

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“This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.”

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***** SIGNATURE PAGE *****

Print Board President’s Name: _____

Date: _____

Board President’s Signature: _____

Print Owner’s Name: _____

Date: _____

Owner’s Signature: _____

Print Director’s Name: _____

Date: _____

Director’s Signature: _____