

Date: February/March 2013

To: 2013 Summer Food Service Program Sponsors

From: Amy J. Kolano, RD, CD
Summer Food Service Program Coordinator
608-266-7124 or amy.kolano@dpi.wi.gov

Re: 2013 Summer Food Service Program (SFSP) Application Information and Training Materials

Thank you for requesting the enclosed 2013 SFSP application information and training materials! Please insert materials into a binder. Be sure to keep any 2012 materials that are documentation sources for your 2012 program. The new Attachment Section should be placed in the Tabs provided in the old binder. The Tab and Attachment number are located at the top of most Attachments for ease of inserting into each section. All of the enclosed materials are also available on-line: http://fns.dpi.wi.gov/fns_sfsp1.

Training

If attending DPI training, the confirmation letter and directions/map to the training facility are enclosed. If your agency is unable to attend training, please view the DPI SFSP training posted on our website: http://fns.dpi.wi.gov/fns_training. Remember, sponsors must provide training annually to persons working directly with the SFSP; therefore sponsors must be up to date on SFSP rules and regulations.

Application and Permanent Agreement

- The SFSP application must be updated online in order to participate in the 2013 Program. You can find the *SFSP Internet Application Manual* and the *Online Services Login* links on the following page: http://fns.dpi.wi.gov/fns_online.
- Please read the manual thoroughly and have all appropriate information in front of you prior to sitting down to complete the Application on-line. Most of the information that you entered last year will be rolled-over into the 2013 application. **The application will be available for updates beginning March 4th.** Please be sure to review each field and make changes/updates carefully!
- The *Summer Food Program Permanent Agreement/Policy Statement* is considered permanent; meaning that the agreement has no predetermined expiration date and does not need to be renewed. Such agreements may be amended as necessary to ensure compliance with federal requirements. It may also be terminated for convenience or for cause. For a full explanation, please see the *2013 Administrative Guidance Manual for Sponsors*.
- Items to be submitted via e-mail/fax/mail will be listed on the "List of Documents to be Submitted" page within the Application. These items must be received in order for the Application to be approved. Items may include a Vendor Agreement (if you purchase meals – see *Tab 4: Meal Service, Attachment 17A and 17B*), Federal Tax Exempt Status (if it has changed), Meal Pattern Exception or Variation Request (if needed), Copy of the Letter to the

Health Department (Everyone), Media Release used to announce the program (only if not using the DPI prototype - see *Tab 8: Civil Rights, Attachment 33* in the materials), and a copy of 2-4 weeks of menus (only if you want DPI to review).

- You may begin entering your SFSP Application on **March 4th**. You must have your SFSP application completed and have all required documents submitted by **April 12th** if requesting commodities and/or an advance, **May 17th** if NOT requesting commodities and/or an advance.
- Your agency will receive an approval letter via mail or e-mail once the Application is approved. You are responsible for printing out your own copy of the approved Application and maintaining on file with the rest of your SFSP documents.
- In the event you have misplaced your password to log into our Online Services, please contact Rick Fairchild at 608-266-6856.

Letter to the Local Health Department

Part of the SFSP application process involves notifying your local Health Department of your intent to operate the SFSP. As mentioned above, a copy of the notification letter must be sent to DPI in order for your Application to be approved. The State Health Department has requested that the local sanitarians respond to your notification letters. Please keep records of any correspondence you may have with the sanitarians in with your SFSP records.

Donated Foods Contract & Ordering

Eligible sponsors wishing to order Donated Foods for the SFSP can begin entering contact and delivery information into the "Wisconsin Commodity Internet Ordering System" now. Instructions for this process can be found on our website: http://fns.dpi.wi.gov/fns_market2. This must be completed by **April 8, 2013** in order to receive commodities. Eligible sponsors electing to order commodities should have indicated this within the online training registration process.

Noteworthy Changes from Last Summer

Small Purchase Threshold Change - USDA issued a policy memo describing the increase in the federal small purchase threshold up from \$100,000 to \$150,000. This increase in the threshold will allow for more small purchase procurements to be conducted using relatively simple and informal methods for securing services, supplies, or other property [7 CFR §3016.36(d)] provided that each procurement, regardless of amount, is conducted in a manner that ensures free and open competition. The procurement log and vendor agreements included in the Attachment section of the *Administrative Guidance Manual for Sponsors* have been updated with this new small purchase threshold.

Demonstration Project for Excessive Heat - For summer 2013, the Food and Nutrition Service (FNS) will initiate a new demonstration project allowing non-congregate feeding at certain outdoor summer meal sites experiencing excessive heat. Under this demonstration project, non-congregate meal service shall be permitted only on days when the National Weather Service (NWS) has issued a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor feeding site is located. If interested in participating in the excessive heat demonstration project, please read the policy memo and notify me of your intent to participate. Sponsors electing to participate in the demonstration project must be approved with DPI prior to participating.
<http://www.fns.usda.gov/cnd/summer/Administration/policy.html>

SFSP Manuals and Attachments

The manuals provided have been updated with changes from last year and have been posted on our webpage: http://fns.dpi.wi.gov/fns_market2. Please note the highlighted areas within the manuals to see where the changes have been made. Please be sure to give a copy of each manual to the appropriate personnel to review. All sites supervisors **MUST** be given a copy of the Site Supervisor's Guide to keep on-site during operation. The Site Supervisor's Guide is an excellent training tool for SFSP staff. You can find all of the manuals on-line at: http://fns.dpi.wi.gov/fns_market2. **RESIDENTIAL CAMPS and ENROLLED SITES NOT USING AREA ELIGIBILITY:** Please note that the updated Parent Letter and Household Size-Income Statement are posted on the above webpage and are also within your Attachments, see *Tab 2: Sponsor & Site Eligibility, Attachments 8 and 9*.

Claims

A paper copy of the reimbursement claim form and instructions are located under *Tab: 9 Program Payments, Attachment 37* in the materials provided. The Internet Claim Manual is posted on our website: http://fns.dpi.wi.gov/fns_online.

Reminder for Public Schools - Project Code for SFSP

A WUFAR Project Code is assigned to the SFSP. Please use WUFAR Project Code 586 within Fund 50 to record program income and expenses.

SFSP Resources

- DPI has color lawn signs available (English & Spanish). The lawn signs will be distributed at the training sessions throughout the State.
- We also have matching full color outreach posters and door hangers that can be used by sponsors to let people know about their program. The posters can be displayed throughout the community: grocery stores, churches, clinics, libraries, etc.
- Other resources that may be ordered can be found on the SFSP Materials and Resources web page http://fns.dpi.wi.gov/fns_market2. Please call or e-mail me with the name of the resource and quantity requested. **Remember, the "and Justice for All" poster must be displayed at each site as well as in the administrative office.**

Summary of Important Dates:

now – April 8	Entry period for commodity contact and delivery information
March 4 – April 12	Entry period for SFSP Application IF requesting commodities and/or an advance
March 4 – May 17	Entry period for SFSP Application for sponsors that are NOT requesting commodities and/or advance.
May 3 – May 10	Place commodity order via the internet

If you have ANY questions regarding the SFSP, please do not hesitate to contact me either by phone (608) 266-7124 or by e-mail: amy.kolano@dpi.wi.gov. Good luck this summer!

