

**Summer Food Service Program**



# **Program Bulletin**

***Child Nutrition Programs***

*Finance and Support Services*

*P.O. Box 110500*

*Juneau, Alaska 99811-0500*

*Phone (907) 465-4788*

**To:** SFSP Sponsors

Program Reviewers

**From:** Rhonda Biles

SFSP Program Specialist

**Date:** March 25, 2021

**Bulletin:** 2021-3

**Subject:** 2021 SFSP Training and Other SFSP Information

**USDA Policy Memos, Information, and Guidance:**

* COVID-19 Child Nutrition Response #75 / Extension 6: Non-congregate
* COVID-19 Child Nutrition Response #76 / Extension 6: Parent/Guardian Meal Pick-up
* COVID-19 Child Nutrition Response #77 / Extension 4: Area-eligibility
* COVID-19 Child Nutrition Response #78 / Extension 3: Meal Service Time
* COVID-19 Child Nutrition Response #79 / Extension 3: Offer Versus Serve
* COVID-19 Child Nutrition Response #80 / Extension 3: Area-eligibility for Closed Enrolled Sites
* COVID-19 Child Nutrition Response # 81 / Extension 3: First Week Site Visits
* COVID-19 Child Nutrition Response #74 / Extension 9: Meal Pattern Flexibilities (NO SFSP)

To view current USDA SFSP policy memos, visit the following:

* CNPWeb SFSP Welcome page (after logging in) or the [USDA Policy Memorandum webpage](https://www.fns.usda.gov/resources?f%5B0%5D=program%3A28&f%5B1%5D=resource_type%3A160&_sm_au_=iVVvtkp1L6tF4MRsjk7tvK06K81Qp)

**Additional Topics:**

1. New! CNPWeb is open to 2021 sponsors. **SPECIAL NOTE FOR SCHOOLS**
2. New! AmeriCorps VISTA Summer Associate Program
3. New! ICN New Culinary Institute of Child Nutrition
4. Reminder! SFSP 2021 Annual State Agency Training and Registration
5. SFSP 2021 Renewal Process
6. Food Buying Guide Web-Based Tool and Training

**Attachments & Links:**

* AmeriCorps VISTA Summer Associate Program (attachment)

**Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance, and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.**

## USDA Policy Memos, Information, and Guidance:

All of the below Nationwide waivers that expire on 6/30/21 **have been extended through 9/30/21, or through the end of your summer food service, whichever is earlier**. These waivers can be viewed in their entirety on the USDA Policy Memorandum webpage at the following web address: <https://www.fns.usda.gov/resources?f%5B0%5D=program%3A28&f%5B1%5D=resource_type%3A160&_sm_au_=iVVvtkp1L6tF4MRsjk7tvK06K81Qp>

If sponsors want to apply any of the below waivers to their 2021 summer meal service, they must submit a corresponding waiver request with their application to the state agency for approval. All waiver request can be downloaded from the CNPWeb on the Checklist page.

* **COVID-19 Child Nutrition Response #75 / Extension 6: Non-congregate**

Allows for meals to be served in a non-congregate setting and consumed off-site.

* **COVID-19 Child Nutrition Response #76 / Extension 6: Parent/Guardian Meal Pick-up**

Allows a parent or guardian of a participating child to pick up SFSP meals for that child.

* **COVID-19 Child Nutrition Response #77 / Extension 4: Area-eligibility**

Allows SFSP sites to operate in areas that are not located in areas in which poor economic conditions exist; meaning sites may operate in areas not located where 50% or more of the children residing in the area are eligible for free or reduced-price school meals.

* **COVID-19 Child Nutrition Response #78 / Extension 3: Meal Service Time**

Allows for meal-time flexibilities

* **COVID-19 Child Nutrition Response #79 / Extension 3: Offer Versus Serve**

Allows for sponsors to apply the offer versus serve concept to menu planning and meal service

* **COVID-19 Child Nutrition Response #80 / Extension 3: Area-eligibility for Closed Enrolled** **Sites**

Allows closed-enrolled sites to use census or school data to determine area-eligibility

* **COVID-19 Child Nutrition Response # 81 / Extension 3: First Week Site Visits**

Allows sponsors to waive the first week site visit for returning sites that operated successfully during the previous summer

## Additional Topics:

### New! CNPWeb is Open for 2021 Summer Renewals/Applications

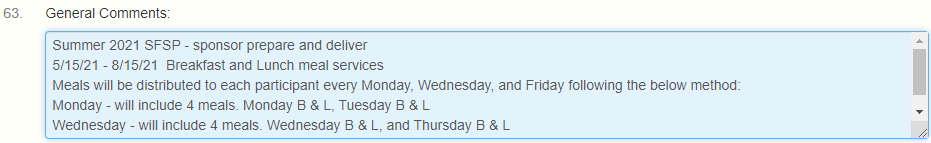
### The CNPWeb is available for sponsors to begin adding their 2021 summer sponsor and site information.

**Note to SFAs Only:**

Since SFAs have been operating under the SFSP during the school year, SFAs will need to record their summer meal service information in the General Comments #63 box in the Site Information Sheets. This is because the transition from school meal service to summer meal service usually happens mid-month (typically in May), and in order for the May claim to calculate accurately, the meal service information needs to remain as-is until after the sponsor has submitted the May claim and it has processed in the CNPWeb. After the May claim has processed, sponsors will need to update their meal service information in CNPWeb to reflect their meal service operations for the remainder of the summer.

**SFA Transitioning from school to summer meal services:**

* SFAs can update everything on the Site Information Sheets in CNPWeb for summer meal services, except the following:
  + **#32** – do not change the begin date
  + **#34 – #38** (Meal Service) – do not change this information. As mentioned in the above, you will need to input your summer SFSP meal service information in the General Comments #63. This is so your May claim will calculate accurately. After your May claim has been submitted for approval and processed in CNPWeb, you will need to go back in and update #34-#38 so subsequent monthly claims will calculate accurately. Here is an example:



Continuation of above image example of information to enter into the General Comment box on the site information sheet

* **#41 - #43** – do not change days of operation information until after your May claim has processed.

### New! AmeriCorps VISTA Summer Associate Program

Hunger Free America is currently seeking host sites for the Anti-Hunger Corps Summer Associate VISTA program. For more information, please contact Vicky Dumbuya at [vdumbuya@hungerfreeamerica.org](mailto:vdumbuya@hungerfreeamerica.org) or (646)736-1942.

The Anti-Hunger Corps (AHC) program is a national AmeriCorps VISTA project sponsored by Hunger Free America (HFA) and supported by the Corporation for National and Community Service (CNCS). Previously likened as a “domestic Peace Corps”, the AmeriCorps VISTA program taps the skills, talents, and passion of more than 6,000 Americans annually to support community efforts to overcome poverty. AmeriCorps VISTA Members commit themselves full-time for 365 days or 10 weeks over the Summer with nonprofit organizations to empower communities with new capacity and sustainable solutions for overcoming the causes and conditions of poverty. Public, private, or faith-based nonprofit organizations as well as local or state agencies can host Summer Associates.

### New! ICN New Culinary Institute of Child Nutrition

Introducing the new Culinary Institute of Child Nutrition!

Team Nutrition is excited to announce the launch of the Culinary Institute of Child Nutrition (CICN), an new division of the Institute of Child Nutrition (ICN) that provides school nutrition professionals with in-depth, hands-on culinary training and resources that are foundational for scratch-based cooking and the creation of culinary-inspired school meals that are healthy, flavorful, and student-approved!

Please visit the ICN website for CICN culinary resources and events:

<https://theicn.org/cicn/>

### Reminder! SFSP 2021 Annual State Agency Training and Registration

Summer Food Service Program annual training is required by federal regulations for all new and returning sponsors of the USDA Summer Food Service Program. The following training dates will be offered in March and April. Both training sessions will be provided via distance-delivery:

* + **March 31, 2021, 8:30 – 4:30**  For all new and returning sponsors
  + **April 1, 2021, 1:00 – 4:30**  For school districts only, new and returning

School districts may attend either training and are not required to attend both sessions.

Non-school districts must attend the March 31st session.

**Registration:** If you haven’t already registered, please contact Jennifer Cherian at [Jennifer.cherian@alaska.gov](mailto:Jennifer.cherian@alaska.gov).

Distance delivery login, dial-in information and training materials will be sent via email to all registered participants prior to training dates.

### SFSP 2021 Renewal Process

All 2021 summer renewal forms have been posted to the CNP Web in the Checklist tab.

It is important to note that due to federal requirements, DEED/CNP can no longer accept late renewals at the sponsor level. All renewal documents must be submitted to DEED/CNP, complete and ready to process **no less than** 30-days prior to program operation. Any meals served prior to renewal cannot be claimed for reimbursement.

### Food Buying Guide Web-Based Tool and Training

1. The interactive [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/) (FBG) allows for easy searching, navigating, and displaying of content. **This is an essential resource for all SFSP sponsors**. In addition, users can compare yield information, create a favorite foods list, and access tools, such as:
   * The FBG Calculator
   * Exhibit A Grains Tool
   * Download Food Buying Guide
   * Recipe Analysis Workbook (RAW), and
   * Product Formulation Statement (PFS) Workbook

Create a profile in order to save the following in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Product Formulation Statements.

**PLEASE NOTE**: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the ‘Login or Create a Profile’ button.

If you do not have an USDA eAuthentication Account, go to [Create Account](https://www.eauth.usda.gov/eauth/b/usda/registration). You will immediately receive an email with a link to activate your account with one simple click.

1. **Team Nutrition has released three new training modules on the Food Buying guide for Child Nutrition Programs.** They are designed to take you step-by-step through the Food Buying Guide for Child Nutrition Programs (FBG). Each module will provide an in-depth look at the FBG with interactive knowledge checks to assist the learner.

Topics covered include:

* An introduction to the FBG
* The Recipe Analysis Workbook (RAW)
* Child Nutrition Labels and Product Formulation Statements (PFS)

These modules and other trainings such as webinar recordings can be accessed on the Food Buying guide for [Child Nutrition Programs: Training Resources](https://www.fns.usda.gov/tn/food-buying-guide-training-resources) site.

Check out the modules on the Institute of [Child Nutrition’s eLearning Portal](https://theicn.org/icn-elearning/).

**Contact Information**

Rhonda Biles, SFSP Program Specialist

[Rhonda.biles@alaska.gov](mailto:Rhonda.biles@alaska.gov)

(907) 465-4788

Jennifer Cherian, Education Program Assistant

[Jennifer.cherian@alaska.gov](mailto:Jennifer.cherian@alaska.gov)

(907) 465-4969

**Commonly Used Acronyms**

**SFSP** – Summer Food Service Program

**CNP** – Child Nutrition Programs

**DEED** – Department of Education and Early Development

**WRO** – Western Region Office

**FNS** – Food and Nutrition Services

**FNSRO**-Food and Nutrition Services Regional Office

**USDA** – U.S. Department of Agriculture

**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, disability, age, 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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.