



Summer Food Service Program



Bulletin

Child Nutrition Programs
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To: SFSP Sponsors
Program Reviewers

Date: July 7, 2016

Bulletin: 2016 – 11

From: Alicia Maryott
SFSP Program Specialist

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

1. [SFSP06-2016v2](#) – Promoting Nutrition in Summer Meal Programs with Best Practices
2. [SFSP 13-2016](#) – State Agency Prior Approval Process for SFA Equipment Purchases
3. [SFSP 14-2016](#) – Updated Guidance: Contracting with Food Service Management
4. [SFSP 15-2016](#) – The Use of Share Tables in Child Nutrition Programs

Additional Topics:

- No Kid Hungry Summer Action Day 7/12
- Spread the Word Using Social Media
- National Summer Learning Day 7/14
- Food Safety Workshop via Web Conference 7/28
- FRAC Report: Hunger Doesn't Take a Vacation
- Farm to Summer Kick-Off
- Engage Kids and Teens with Fun Activities
- What to Do With Leftover Meals or Food Items?
- Summer Sunshine Awards
- Team Nutrition Materials Success Stories

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 & Implementation Memos:

1. SFSP-06 ***Promoting Nutrition in Summer Meal Programs with Best Practices***
In an effort to balance the need to provide meals to vulnerable populations with the need to contribute to the health and well-being of children, FNS strongly encourages sponsors to take steps toward serving nutritious and appealing meals at their summer sites. This memorandum **highlights resources** and strategies to improve the nutritional quality and appeal of the meals served to children in SFSP and SSO. Additionally, the Attachment provides best practices and tips on how to implement them. **Version 2 of this memorandum includes new resources and updates the best practices in the Attachment. This**

2. SFSP-13 **State Agency Prior Approval Process for SFA Equipment Purchases**

This memorandum updates SP31-2014, *State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases*, dated March 28, 2014, to include new regulation citations for the cost principles related to the purchase of equipment. Government-wide requirements found in the Office of Management and Budget (OMB) guidance cited at 2 CFR 200 (Subpart E Cost Principles), 2 CFR 200.439, Equipment and other capital expenditures, require a State agency or SFA to obtain the prior written approval of its awarding agency before incurring the cost of a capital expenditure.

Requests for approval of equipment purchases can be made using EED's "Capital Expenditures Request" form found on the EED procurement webpage here:

https://education.alaska.gov/TLS/CNP/procurement/capital_expenditure_form.docx

3. SFSP-14 **Updated Guidance: Contracting with Food Service Management**

This memo and attachments refer to updated guidance for State agencies and School food authorities (SFA) contracting with food service management companies (FSMC). The updated guidance for State agencies includes information on appropriate procurement methods, considerations when using prototype solicitations, the process of evaluating and scoring criteria for contract award, and monitoring responsibilities. The guidance also includes contract amendments to be avoided, unacceptable contract provisions, and how to address conflicting contract terms.

4. SFSP-15 **The Use of Share Tables in Child Nutrition Programs**

This memorandum extends the use of share tables to the CACFP's at-risk afterschool component and provides a reminder to all Child Nutrition Program operators of the opportunity presented by share tables to reduce food waste and the food safety requirements that must be followed when using share tables during meal service.

Additional Topics

- **No Kid Hungry Summer Action Day: July 12th**

No Kid Hungry is organizing a day of action to raise awareness about childhood hunger in the summertime. The Summer Action Day is scheduled for July 12, 2016. Please see the attached document for more information on how to participate. We hope to see positive buzz around the web!

- **Spread the Word Using Social Media**

Social media makes it easy to reach out to parents, tap into community volunteerism, and promote Summer Meal sites and events. Try sending out posts on Twitter ("tweets") and Facebook, like these:

Sample Tweet: "The @USDA Summer Food Service Program provides meals to children when school is out! <http://ow.ly/sQ4qT> #SummerFoodRocks"

Sample Facebook post: "USDA relies on local schools and organizations to sponsor Summer Meal Programs and operate sites. Individuals, schools and community organizations can help connect eligible kids to Summer Meals. Sites are located in many communities across the country. To find a site near you, call 1-866-348-6479 (English) or 1-877-842-6273 (Spanish)."

See more sample posts and other ideas for marketing through traditional and social media at the Summer Meals Toolkit: <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

- **National Summer Learning Day: July 14th**

Summer Learning Day is an annual national advocacy day led by the National Summer Learning Association (NSLA) to highlight the importance of keeping kids learning, safe and healthy every

summer. If your community and program is hosting a Summer Learning Day event or program, [put it on the map](#) so that families and the media can find you. A Summer Learning Day event can be a community resource fair, science fair, library or museum visit, a social media event—anything that celebrates and raises awareness about the importance of learning in the summer. Your event can take place anytime during the summer! Visit www.summerlearning.org/summer-learning-day/ for more information

- **Food Safety Workshop via Web Conference: July 28th**

July 14 is the deadline to register for a certified food protection manager workshop that will be offered July 28 by web conference. The food safety workshop, which will be hosted by the University of Alaska Fairbanks Cooperative Extension Service, will meet from 8:30 a.m. to 3:30 p.m. The training will be followed by a proctored test in Fairbanks, Ketchikan, Palmer, and Sitka within a week. State regulations require that all food establishments have at least one certified food protection manager to ensure compliance with food safety regulations.

Register at <http://bit.ly/CFPM0716> to receive a study guide before the class, which will be offered through the Zoom web conference platform. To participate, individuals' computers need a camera and a microphone. The \$200 fee includes one certification exam. Palmer Extension agent Julie Cascio will teach the class. Contact Cascio at jmcascio@alaska.edu to request additional locations. For more information, go to www.uaf.edu/ces or contact Melissa Clampitt at mrclampitt@alaska.edu or 907-745-3551.

- **FRAC Report: Hunger Doesn't Take a Vacation**

This report measures the reach of the Summer Nutrition Programs in July 2015, nationally and in each state. This report is based on a variety of metrics and it examines the impact of trends and policies on program participation. Check out the report here and see how Alaska measures up: http://frac.org/pdf/2016_summer_nutrition_report.pdf#15

- **Farm to Summer Kick-Off**

Farm to Summer Kick-off: As we all know, farm to summer doesn't take a vacation! SFSP sponsors are gearing up to provide healthy meals and learning opportunities to keep kids active, nourished, and engaged while school is out. Watch the below video for some best practices on how to extend farm to school best practices in the summer months! <https://www.youtube.com/watch?v=r9ousEWZujI>

Spotlight on Summer: Does your program have creative ways of incorporating local foods and farm-based fun in your summer program? Send us a photo or two and a description of your program to danielle.fleury@fns.usda.gov, and Farm to School will feature the most creative practices in their E-letter, The Dirt, or on their blog to shine a national spotlight on your programming!

- **Engage Kids and Teens with Fun Activities**

An effective strategy to attract kids to your summer site, and keep them returning, is to include site activities. Fun activities help engage young minds and bodies and boost participation. Activities can be easy and inexpensive, such as an arts and crafts class, reading program, or a game of baseball. You can even partner with local sports teams or local businesses to engage in additional activities. Keep activities and events going all summer long to keep kids coming back!



- **What to Do With Leftover Meals or Food Items?**

Sponsors should plan, prepare, and order meals with the goal of serving one meal per child at each meal service, but sometimes, meals or food items are left over. Here are some ideas for what your organization can do with leftover meals or food items to reduce waste—and hunger. See the Sponsor's Guide for more information and details: <http://www.fns.usda.gov/sfsp/handbooks>

Offer second helpings: A limited number of second meals served can be claimed for reimbursement, as long as the number of second meals does not exceed 2 percent of first meals served by the sponsor, for all sites, during that claiming period.

Use "Share tables": Designate a table or station where children may return whole food items they chose not to eat, and other children can pick them up. Be sure to follow State and local health and safety codes, and work with your State agency.

Transfer meals to busier sites: If State and local health and safety codes allow, extra meals can be transferred from a site with too many meals to a site with a shortage.

Donate meals to charity: When it's not possible to reuse or store leftover food, FNS encourages sponsors to consider donating to non-profit organizations working to address hunger in the community.

- **Summer Sunshine Awards**

The USDA Food and Nutrition Service, Western Regional Office is pleased to release nomination materials for the 2016 Western Region Summer Sunshine Awards. This year's awards will recognize sponsors and partners who show extraordinary efforts in contributing to the success of summer meals programs for children and teens.

The 2016 Western Region Summer Sunshine Award categories for sponsor nominations are:

1. Successful and Innovative Community Partnerships
2. Reaching Rural, Tribal and/or Underserved Communities
3. Providing Enrichment Activities
4. Bringing the Farm to Summer Meals
5. Strategies to Improve Meal Quality

Attached is the application package containing detailed information on the award categories, eligible nominees for each category, and the entry forms. For information on last year's awardees, please see the USDA blog post published [here](#).

- **Team Nutrition Materials Success Stories**

The USDA Food and Nutrition Service, Western Regional Office is interested in any SFSP sponsors that have had success using Team Nutrition Materials in their SFSPs to incorporate activities such as gardening, nutrition and physical education. You can find materials related to summer activities on the Team Nutrition Resource Library webpage [here](#) by selecting "afterschool and summer" under the "audience" dropdown. Please submit any success stories to alicia.maryott@alaska.gov by Monday, July 11th.

Contact Information

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
WRO – Western Region Office
FNS – Food & Nutrition Services
FNSRO-Food & Nut. Services Reg. Office
USDA – U.S. Department of Agriculture
EED – Education & Early Development
DEC – Department of Conservation
LEA – Local Education Agency



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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

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