



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

POLICY	No.: SFSP/10-17	Effective Date:	02/01/2009
		Revised:	02/01/2022
		Revision Effective:	02/01/2022

SUBJECT: Contracting Out Summer Food Service Program Management Responsibilities
Summer Food Service Program Sponsor Management Responsibilities

LEGAL AUTHORITY: 7 C.F.R. § 225.15(a)(3), O.C.G.A. § 20-1A-4-(2), (3), (10)

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to describe the management responsibilities of the Summer Food Service Program (SFSP) which cannot be contracted out and/or delegated below the sponsor level.

II. APPLIES TO

This policy applies to all sponsors participating in the SFSP.

III. DEFINITION(S)

"Experienced Sponsor" means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

"New Sponsor" a sponsor which did not participate in the Program in the prior year, or, as determined by the State agency, a sponsor which has experienced significant staff turnover from the prior year.

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the National Youth Sports Program (NYSP), or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

"DECAL" means Bright from the Start: Georgia Department of Early Care and Learning.

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IV. POLICY

Upon approval to participate in the SFSP, all sponsors enter into a Program agreement with DECAL. Through this agreement, sponsors accept final administrative and financial responsibility for management of SFSP operations. This agreement makes the sponsors accountable and responsible for all critical aspects of Program management.

Management responsibilities include the following:

- meal ordering;
- assuming official recordkeeping responsibilities, including meal count information to substantiate claims;
- submitting claims;
- training and monitoring administrative and site staff;
- conducting pre-operational visits, site visits and site reviews;
- announcing availability of meals to the news media; and
- determining income eligibility and maintaining individual income eligibility statements (including, but not limited to disclosure and usage of child eligibility information when applicable).

In accordance with 7 C.F.R. § 225.15(a)(3) and the United States Department of Agriculture (USDA) SFSP Administrative Guidance for Sponsors (Part II, Chapter 4), no sponsor may contract out for the Program management responsibilities listed above.

Sponsors are required to check with DECAL before allowing an entity other than the sponsor (including a food service management company) to undertake tasks which may be considered management functions or any tasks that are related to the bulleted items listed above.

V. PROCEDURE(S)

Prior to participation in the SFSP, all sponsors are required to attend the SFSP New Sponsor or Experienced Sponsor Training. Through these training sessions, DECAL provides the information necessary for sponsors to effectively manage the Program. Sponsors must review the SFSP administration and management processes to ensure compliance with USDA/DECAL policies. To assist with this review, DECAL recommends SFSP sponsors reference the [SFSP Administration Guide](#) and other instructional materials found on DECAL's website at <http://www.dec.al.ga.gov/SFSP/Handbook.aspx>. DECAL may provide additional training and/or make technical assistance available to ensure the Program is properly administered and to promote successful management of the Program; and recommends that all sponsors review and reference the SFSP Administration Guide.

VI. COMMENT(S)

Any questions concerning this policy should be directed to the Policy Administrator at (404) 651-8193.