## FY 2020 SFSP Revised Forms-Documents-Policies Chart

| Form/Document/Policy Name | Program Area | Purpose of Form/Document/Policy | Method of Submission | Brief Description of Revision |
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| Mileage Record: Administrative Staff, Att. 23 | Program Operations | Track mileage of SFSP administrative staff. | Maintained on file | Form can be completed in Excel, and the link to the Federal mileage rates is provided. |
| Mileage Record: Site and Food Service Staff, Att. 24 | Program Operations | Track mileage of SFSP site and food service staff. | Maintained on file | Form can be completed in Excel, and the link to the Federal mileage rates is provided. |
| Delivery/Pick Up Receipt- SFSP, Att. 17 | Program Operations | Track pick-up/delivery information of meals/snacks. | Maintained on file | Form revised to capture the number of each component if the meals are not delivered unitized. |
| Time Distribution Report: Dual Admin Oper Staff- SFSP, Att. 27 | Budget | Track time spent on SFSP job functions. | Maintained on file | Replaces Time Report: Dual Admin Oper Staff - SFSP, Att. P |
| Annual Year End Reconcilliation Form | Budget | To complete the annual year-end reconciliation process. | Upload in ATLAS | Sponsors must now certify that the form will be uploaded in GA ATLAS along with the required bank statements and/or general ledger. |
| Annual Year-End Reconcilliation Form Instructions | Budget | To aid in the completion of the Annual Year-End Reconciliation Form. | Used for reference | Includes the step that sponsors must now certify that the form will be uploaded in GA ATLAS along with the required bank statements and/or general ledger. |
| Annual Year-End Reconcilliation Process, February 7, 2020 (v.4) | Policy/Adverse Action | To reiterate the Simplified Cost Accounting Principles for SFSP and to detail DECAL requirements when completing the year-end reconciliation process. | Used for reference | Adds the requirement that sponsors must upload in GA ATLAS bank statements and/or general ledger with the annual year-end reconciliation form. |
| Site Caps in the Summer Food Service Program, February 7, 2020 | Policy/Adverse Action | To clarify for sponsors the meal disallowance requirements as they relate to site caps. | Used for reference | Add/clarify the requirement that sponsors who wish to increase a meal service (by type) must update their electronic site application in GA ATLAS no later than the last calendar day of the operating month. |
| Labor Costs and Benefits Documentation, February 7, 2020 | Policy/Adverse Action | To provide sponsors with guidance on the documentation requirements for labor costs charged to the Program. | Used for reference | The is a new policy memorandum designed to clearly lay out the documentation requirements for labor costs. |
| Policy Policy 5- Recordkeeping Requirements for the SFSP, February 7, 2020 | Policy/Adverse Action | To provide the recordkeeping requirements under the SFSP. | Used for reference | Revised to be consistent with CACFP recordkeeping standards. |
| Policy 11 - Audit Reports for all Non-Profit SFSP Sponsors, February 7, 2020 | Policy/Adverse Action | To discuss the audit report requirements and procedures for nonprofit organizations participating in the SFSP. | Used for reference | To clarify audit report requirements and procedures. |
| SFSP Agreement to Furnish Meals | Procurement | Purchasing Agreement | Website | Agreement for Sponsors and Insitutions using Small Purchase when purchasing meals. Also used for School Food Authority Agreements |
| SFSP Agreement to Furnish Foods | Procurement | Purchasing Agreement | Website | Agreement for Sponsors and Insitutions using Small Purchase when purchasing individual food items. Also used for School Food Authority Agreements |
| SFSP Invitation for Bid - Food Vendor | Procurement | To use as bid document and contract template for formal procurement of food items | Website | State Agency Approved Contract Template for Sponsors using Formal Procurement for Food Vendors |
| SFSP Invitation for Bid - FSMC | Procurement | To use as bid document and contract template for formal procurement of unitized meals and snacks | Website | State Agency Approved Contract Template for Sponsors using Formal Procurement for Food Service Management Companies |
| Summer Food Servise Program- Household Letter | Program Operations | To inform households who complete the Income Application (Attachment 10) | Maintained on file | Form newly created for SFSP. The form is to be given to the parent or guardian along with the income application (Attachment 10). |

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| Add-A-Site Checklist/Sponsor Update Form | Applications/Eligibility | Provides guidance for submission of SFSP add-a-site applications. | Submitted with add-a-site applications via fax, mail, or hand delivery. | Updated with current form name changes; Added health permit requirements. |
| Application Update Procedures-SFSP | Applications/Eligibility | Provides instructions for completion and submission of institution and site application updates and budget revisions. | Used for reference | Updated contact information for application revisions. |
| Sponsor Application Checklist-SFSP-Att A-1 | Applications/Eligibility | Provides guidance for submission of required SFSP application forms | Used for reference | Updated with current form name change; Added health permit requirements. |
| Demonstration Project Request Form for Non-Congregate Feeding | Applications/Eligibility | Form used to request participation in the demonstration project for non-congregate feeding for outdoor sites due to extreme heat. | Submitted with the application via mail or uploaded in GA ATLAS. | Updated with current fiscal year; Added required supporting documentation guidelines. |
| Public Release Certification Enrolled/Camp-Att C-2 | Applications/Eligibility | Form used to certify that the sponsor has notified the public of the location of all camps or closed enrolled sites and their meal service types/times. | Submitted with the application via mail or uploaded in GA ATLAS. | Updated with FY 2020 income eligibility guidelines. |
| Application Instruction Booklet-SFSP | Applications/Eligibility | Provides instructions for completing the application, budget and procurement guidance, and operating forms and guidance. | Used for reference | Added information for rescinded waivers, i.e. meal time requirements, area eligibility for closed enrolled sites, removed waiver of 1st week site visits. Added information on new fields in GA Atlas. Updated with new form names. |
| Site Listing Att. C-3 | Applications/Eligibility | Form used to identify names and locations of sites | Submitted with the application via mail or uploaded in GA ATLAS. | Updated form name. |
| Food Service Permit Inquiry Form | Applications/Eligibility | Provides guidance with determining food service permit requirements for non licensed Program facilities based upon the type of meal service operation. | Submitted with the application via mail or uploaded in GA ATLAS. | Updated food service permit requirements. |
| Health Department Cover Letter | Applications/Eligibility | Form used to notify local health department of feeding sites | Submitted with the application via mail or uploaded in GA ATLAS. | Updated form name. Removed site locations and meal service dates and times. Form now requires Att. C-3. |