Instructions for Filing a SFSP Claim for Reimbursement

Sponsors must submit claims for reimbursement in the GA ATLAS web-based system to receive reimbursement for meals served during the claiming month. A complete and substantially accurate original claim must be submitted within 30 calendar days following the end of the claiming month. After a Sponsor has submitted an original claim for reimbursement within (30) calendar days following the end of the claiming month, the Sponsor will have up to two (2) opportunities to revise the original claim within the 30/60-day timeframe. The revision(s) to the original claim must be submitted through the GA ATLAS web-based system within (60) calendar days following the end of the claiming month. For additional guidance, see DECAL Policy No. SFSP/03-4, *30/60 Day Claim Procedure and Revised Claims Limitation for the Summer Food Service Program (SFSP).*

I.   **Claim Preparation:** To prepare for filing an accurate claim, the Sponsor must compile the following records for the claim month.
   a) Site Eligibility documentation
   b) Site application information from ATLAS
   c) Daily Meal Count Forms, Att. 18
   d) Site Supervisor Meal Count Weekly Consolidation, Att. 19
   e) Meal Count Worksheet for Residential or Day Camps, Att. 16 (if applicable)
   f) Income Eligibility Form, Att. 10 (if applicable)
   g) Sponsor's Monthly Consolidation of First and Second Meals Served, Att. 20

II. **SFSP Site Eligibility:** Eligible SFSP sites are those that serve children in low-income areas or those that serve specific groups of low-income children. SFSP sites must meet the income eligibility criteria required by law. SFSP Sponsors, prior to filing any claims for SFSP reimbursement, must ensure that sponsored SFSP sites are eligible. Sponsors should review the documents located at http://www.decal.ga.gov/SFSP/Eligibility.aspx to determine eligibility of SFSP sites. Sponsors must maintain eligibility documentation to support each sites eligibility.

   Below are types of sponsored sites and their respective eligibility requirements:
   1) **Open Site:** An Open Site is a site that is located in a needy area where 50% or more of the children residing in the area are eligible for free or reduced-priced meals. The meals should be made available to all children in the area on a first-come, first-serve basis. Sponsors should use one of the following methods to determine if the open site is area eligible (Area Eligibility):
      a) School Data
      b) Census Data
   2) **Restricted Open**: A Restricted Open site means a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of space, security, safety, or control.
   3) **Closed Enrolled Site:** A Closed Enrolled Site is open only to enrolled children or to an identified group of children. At least 50% of the enrolled children at the site must be eligible for free or reduced-price school meals or the site must be in a needy area where 50% or more of the children residing in the area are eligible for free or reduced-priced meals. Sponsors should use one of the following methods to determine if the closed enrolled site is eligible:
      a) Income eligibility of individual children through the use of Income Eligibility Statements
      b) Area Eligibility to be determined by School Data or Census Data
   4) **For-Profit Site:** For-Profit sites are eligible if the site operates as an open or restricted open site. The site must make meals available to all children in the area and serve meals to children on a first come, first serve basis. Closed enrolled for-profit sites and for-profit camps are not eligible to participate. For-Profit

sites must be located in an area where 50% or more of the children residing in the area are eligible for free or reduced-priced meals. Sponsors should use one of the following methods to determine if the For-Profit open site is area eligible (Area Eligibility):

    a) School Data
    b) Census Data

5) **Homeless Site:** Sponsors must maintain documentation/certification demonstrating that the site is not a residential childcare institution (RCCI); that the primary purpose of the homeless feeding site is to provide shelter and meals to homeless families; and the site only claims meals served to children. Children at homeless sites are categorically eligible for free meals and no income eligibility information or Area Eligibility is required.

6) **Tribal Government Site:** A Tribal government is recognized as a "public entity" or "local government," when consistent with state law. Thus, a Tribal government may sponsor SFSP sites as long as other eligibility requirements are met for those sites.

7) **Residential & Non-Residential Camp Sites:** Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children. Sponsors of nonresidential camp sites must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services. Camps are reimbursed only for those enrolled children who meet the free or reduced-price eligibility standards. Sponsors should use the following method to determine children who meet free or reduced-price eligibility:

    a) Income eligibility of individual children through the use of Income Eligibility Statements

8) **Migrant Site:** Migrant site eligibility is based upon a determination that the site predominantly serves children of migrant workers. The sites operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. In order to determine site eligibility, sponsors must submit and maintain the following:

    a) Documentation obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.
    b) If the site also serves non-migrant children, the sponsor must also certify that the site predominantly serves migrant children.

9) **Upward Bound Site:** Closed Enrolled Upward Bound sites that are not area eligible that serves both Upward Bound enrolled participants and non-Upward Bound participants must maintain income eligibility of individual children through the use of Income Eligibility Statement (Att. 10) to ensure that 50% threshold required for Closed Enrolled Sites. If the Upward Bound Site serves only Upward Bound participants, the closed enrolled site is automatically eligible for SFSP participation.

10) **NYSP Site:** A NYSP site may be eligible for SFSP if at least 50% of the enrolled children at the site are eligible for free or reduced-price school meals or the site must be in a needy area where 50% or more of the children residing in the area are eligible for free or reduced-priced meals. Sponsors should use one of the following methods to determine if the site is eligible:

    a) Income eligibility of individual children through the use of Income Eligibility Statements (Att. 10)
    b) Area Eligibility to be determined by School Data or Census Data
    c) Colleges and universities offer NYSP and adhere to participant eligibility requirements that are the same as or stricter than the SFSP income requirements may consider participants categorically eligible for free SFSP meals.

11) **Mobile Site:** A site where the Sponsor delivers meals (mobile) to an area using a route with a series of stops at approved sites in the community. Meal service through a mobile site MUST take place on approved days and the sponsor MUST serve reimbursable meals during approved service times.

III. **The Sponsor must reconcile the following records and perform edit checks prior to entering the claim for reimbursement:**

1) **Site Eligibility:** Proper documentation must be on file to support site eligibility as detailed in Section II. above.

2) **Income Eligibility Statements (if applicable):** If IES forms are required, sponsors must ensure that IES forms are accurately completed, signed, and have not expired.

3) **Daily Meal Count Forms:** Review the forms to ensure only creditable meals were claimed. Sponsors may serve up to two meals or one meal and one snack each day. Only camps may serve up to three meals or two meals and one snack each day.

   a) The sponsor must ensure meals served meet all current SFSP meal pattern requirements to provide nutritious and well-balanced meals. The minimum food components must be served to be eligible for reimbursement.

   b) Ensure that meals are not claimed beyond the number of meals available as documented on the Daily Meal Count form. Meals served must also reconcile with Delivery/Pick-up receipts if applicable.

   c) Only claim meals based on accurate point of service (POS) meal counts for children eating in a supervised setting. If a tick mark or indication of point of service is missing, then those meals are not eligible for reimbursement.

   d) The Sponsor must ensure that Site Supervisors are conducting accurate point of service meal counts and documenting them on the Daily Meal Count Form (Att. 18).

   e) Daily reports must reconcile to the Site Supervisor Meal Count Weekly Consolidation (Att. 19).

4) **Site Application:** The Sponsor must conduct an edit check of the Daily Meal Count form compared to the site application.

   a) The sponsor cannot claim meals greater than the approved meal max in the application.

   b) The sponsor must ensure the sites have been properly approved for either Vended Urban Meals or Self Prep and/or Vended-Rural Meals.

5) **Excessive Heat Demonstration documentation (if approved and applicable):**

   a) If approved, SFSP sponsors operating approved outdoor meal sites without temperature controlled alternative sites may operate as non-congregate sites on days when the area is experiencing excessive heat per the National Weather Service.

   b) Documentation should include the number of meals served and the dates the meals were taken off site.

   c) Sponsors must maintain the NWS Excessive Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch documentation for applicable days that meals were taken off-site. If the sponsor does not have this documentation, the meals are not eligible for reimbursement.

6) **Receipts and Invoices:**

   a) Sponsor must ensure receipts and invoices for food purchases support creditable meals as indicated on daily menus or cycle menus approved in their application.

   b) **Milk Receipts:** Ensure that milk receipts support the number of meals served with milk for the claiming month. The Sponsor must ensure proper documentation of milk purchased is available and supports the quantity of milk needed to provide creditable meals. If the sponsor finds inadequate milk documentation to support the number of meals claimed, the sponsor should not claim the meals for reimbursement.

7) **Sponsor's Monthly Consolidation:**

   a) Using the reconciled meal count forms for each site, complete the Sponsor's Monthly Consolidation Form of First and Second Meals (Att. 20).

   b) Perform final edit checks, reconciliations, and ensure totals are accurately calculated.

   c) Once the accuracy is confirmed, use the Sponsor's Monthly Consolidation Form of First and Second Meals (Att. 20) to enter the claim data in Section IV.

IV.   **Claim data in GA ATLAS:**

General Information

How to calculate the average daily attendance: *To compute the Average Daily Attendance (ADA), total your daily attendance for each operating day, this will give you a monthly total, then divide your monthly total by the number of days meals were served. Always round up to the nearest whole number when calculating ADA. (i.e., The daily attendance for the month totaled 2,000 and the site operated/served meals for 20 days, then the ADA equals 100).*

If the site is a Camp, the ADA will be replaced with number of eligible children. Only free and reduced participants are eligible for reimbursement and paid participants should not be included in the total.

1) **Breakfast:** Enter the total number of days meals were served, then enter the average daily attendance.
2) **AM Snack:** Enter the total number of days meals were served, then enter the average daily attendance.
3) **Lunch:** Enter the total number of days meals were served, then enter the average daily attendance.
4) **PM Snack:** Enter the total number of days meals were served, then enter the average daily attendance.
5) **Supper:** Enter the total number of days meals were served, then enter the average daily attendance.

Vended-Urban Meals Served to Children & Self-Prep and/or Vended-Rural Meals Served to Children
Total meals served for the claim month will be entered by meal type according to whether the meal type is approved for Vended-Urban Meals or Self-Prep and/or Vended-Rural Meals.

If the site is a Camp, only free and reduced participants are eligible for reimbursement. Paid participants should not be included in the total. The Sponsor should use the Meal Count Worksheet Residential or Day Camps, Att. 16 to calculate the eligible meals per camp session.

6) **Breakfast:** Enter the number of eligible first meals and second meals served during the claim month.
7) **AM Snack:** Enter the number of eligible first meals and second meals served during the claim month.
8) **Lunch:** Enter the number of eligible first meals and second meals served during the claim month.
9) **PM Snack:** Enter the number of eligible first meals and second meals served during the claim month.
10) **Supper:** Enter the number of eligible first meals and second meals served during the claim month.

Non-Reimbursable Meals
In this section you will enter meals by meal type that were served to Program Adults and Non-Program Adults. These meals are not reimbursable.

11) **Breakfast:** Enter the number of meals served to Program Adults and Non-Program Adults.
12) **AM Snack:** Enter the number of meals served to Program Adults and Non-Program Adults.
13) **Lunch:** Enter the number of meals served to Program Adults and Non-Program Adults.
14) **PM Snack:** Enter the number of meals served to Program Adults and Non-Program Adults.
15) **Supper:** Enter the number of meals served to Program Adults and Non-Program Adults.

Excessive Heat Demonstration Project

In this section, report information related to any meals served under the provisions of the Excessive Heat Demonstration Project. This section is for data gathering only and will not result in any reimbursement. Meals reported in this section must be included in meal counts identified above to be reimbursed (Vended-Urban Meals Served to Children & Self-Prep and/or Vended-Rural Meals Served to Children section). Sponsors must obtain approval in their application to participate in the Demonstration Project and Sponsors must maintain the following documentation to support any meals taken offsite, NWS Excessive Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch documentation.

1) **Breakfast:** Enter the number of meals taken off-site.
2) **AM Snack:** Enter the number of meals taken off-site.
3) **Lunch:** Enter the number of meals taken off-site.
4) **PM Snack:** Enter the number of meals taken off-site.

5) **Supper:** Enter the number of meals taken off-site.
6) **Enter the specific dates that meals/snacks were taken off site:** Enter each day meals were taken off-site.

Claim Cost Details – Monthly Operating and Administrative Costs
Effective February 2021, DECAL added Claim Cost Detail reporting in the SFSP claiming screen in ATLAS. DECAL strongly encourages and recommends Sponsors enter their SFSP monthly cost with each claim. Sponsors should only report actual program expenses paid for using SFSP funds. The sponsor does not have to enter each expense, instead report the total amount per each cost category as reported on the Monthly Record of Cost form. When reporting costs in the claim, sponsors should accurately include all operating and administrative costs charged to SFSP for the claim month.

Additionally, DECAL strongly encourages sponsors to reconcile all costs to their approved budget and their financial management system. Sponsors must maintain a separate financial management system that identifies and tracks all SFSP income and expenses separately from all non-program funds. (*Refer to SFSP DECAL Policy No. 20, Financial Recordkeeping in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).*

Save and Validate Claim
I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.