

FY 2021 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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| Income Eligibility Form - Attachment 10 | General Recordkeeping/Daily Meal Service Operations | To determine and document a participant's enrollment and eligibility status. | Maintained on file | The Non-discrimination Statement (NDS) was updated. |
| Delivery/Pick Up Receipt - SFSP, Att. 17 | General Recordkeeping/Daily Meal Service Operations | To document meals and/or snacks picked up from a central kitchen and delivered to a meal site. | Maintained on file | A section was added to capture the total meals picked up from a central kitchen and delivered to a meal site. |
| Daily Meal Count Form - SFSP, Att. 18 | General Recordkeeping/Daily Meal Service Operations | To document meals and/or snacks served. | Maintained on file | Revised to capture/document additional (300 ct.) meals/snacks served on one (1) page. |
| 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 (Att Q.). |
| Household Letter | Program Operations | To inform households who complete the income application (Att. 10) | Maintained on file | Updated with new income eligibility guidelines. |
| SFSP Site Update Form, Att. Q | Applications/Eligibility | Provides guidance for submission of SFSP site updates and SFSP add-a -site applications. | Submitted with SFSP add-a-site applications or site updates via mail or email to assigned Business Operations Specialist. | Updated form name. |
| Public Release Certification Migrant and Open Site, Att. C1 | Applications/Eligibility | Form used to certify that the sponsor has sent public releases to the media located in the area where the site(s) draws their attendance. | Submitted with the application via mail or uploaded in GA ATLAS. | The Non-discrimination Statement (NDS) was updated. |
| 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. |
| Public Release Certification/Enrolled Camp, Att. C2 | 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 and times. | Submitted with the application via mail or uploaded in GA ATLAS. | Updated with new income eligibility guidelines and Non-discrimination Statement (NDS). |
| 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 with current form name change (Att Q.). |
| 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 Nationwide Waivers, i.e. mealtime requirements, area eligibility for closed enrolled sites, and 1st week site visits. Updated with new form names, staff members and Non-discrimination Statement (NDS). |
| Field Trip & Closure Notification Form - Attachment O | SFSP Program/Administrative Forms | Provides instructions for completion when a field trip or closure occurs. | Submitted to the Business Operations Specialist via email or fax | Added information on closures and customized the document to be consistent with the existing CACFP form. |
| FSMC Contracted Labor Agreement to Furnish Meals (SFSP) - Pay per Meal | Procurement | For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per meal delivered. | Submitted with Application; Maintained on File | New Form |
| FSMC Contracted Labor Agreement to Furnish Meals (SFSP) - Pay by Staff | Procurement | For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per staff person. | Submitted with Application; Maintained on File | New Form |
| SFSP Policy #5 - Recordkeeping Requirements for the SFSP | Policy/Adverse Action | Provides the recordkeeping requirements under the SFSP. | Used for reference | Revised to further align with the CACFP policy and adds language relative to electronic recordkeeping, recycled milk, closures, and alternate forms. |

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| SFSP Policy #14 - Sponsors Owing Outstanding Debt to the SFSP | Policy/Adverse Action | Discusses the guidelines sponsors must follow when an outstanding SFSP debt is owed. | Used for reference | Revised to further clarify the collections process and applicable Program terms. |
| SFSP Policy #15 - Serious Deficiency Process for Sponsors in the SFSP | Policy/Adverse Action | Describes the serious deficiency process and procedure for sponsors applying to or participating in the SFSP. | Used for reference | Revised to better align with the CACFP policy and clarifies Program terms. |
| Policy Memo, Site Caps in the Summer Food Service Program, January 19, 2021 | Policy/Adverse Action | Clarifies for SFSP sponsors the meal disallowance requirements as they relate to site caps. | Used for reference | This memorandum was updated to clarify that appeal rights are not required to be provided to a sponsoring organization when a site cap is issued during the initial application review or as a result of a review. |
| Policy Memo, Requirements for Obtaining a Food Service Permit, January 19, 2021 | Policy/Adverse Action | Provides additional guidance to non-licensed CACFP institutions/facilities and SFSP sponsors who prepare Program meals. Additionally, it further explains the requirements for completing the food service permitting process | Used for reference | The previous version of the Food Service Permit Inquiry Form mentioned in the policy was removed. Instead, a link to the newly revised form is provided within this memo and can also be accessed on DECAL's website. |