



Georgia Department of Early Care and Learning

## **BRIGHT FROM THE START: Georgia Department of Early Care and Learning**

### **Nutrition Services**

<b>POLICY</b>	<b>No.: SFSP/17-19</b>	<b>Effective Date:</b>	1/30/2017
		<b>Revised:</b>	1/25/2019
		<b>Revision Effective:</b>	1/25/2019

**SUBJECT:** Effective Dates for Claiming Reimbursement in the Summer Food Service Program (SFSP)

**LEGAL AUTHORITY:** 7 C.F.R. § 225.15(c); 7 C.F.R. § 225.9(d); O.C.G.A § 20-1A-4(3)

*Cross Reference/See Also:* DECAL Policy No. SFSP/00-2, SFSP/03-4, SFSP/03-5

#### **I. PURPOSE**

The purpose of this policy is to clarify the effective dates for claiming reimbursement in the Summer Food Service Program (SFSP).

#### **II. APPLIES TO**

This policy applies to sponsors participating in the SFSP.

#### **III. DEFINITION(S)**

"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 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.

"Site" means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

#### **IV. POLICY**

**POLICY #** SFSP/17-19

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Whether new or experienced, sponsors will be approved to submit claims upon the submission of a completed application and within 30 days following the end of the month being claimed. The application process is considered complete when the applicant has:

- a. successfully completed the applicable SFSP Program Orientation and Training;
- b. submitted a complete online application in GA ATLAS that meets the eligibility requirements;
- c. received a satisfactory pre-operational visit (for new sponsors or sponsors who were declared seriously deficient the previous year); and
- d. received approval to participate.

Compliance with the items listed above allows Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to ensure SFSP participants attend all required training and have the necessary tools to be in compliance with USDA regulations when submission of claims for meal reimbursement begins.

The date a completed online application is submitted to DECAL and the earliest date the meal service is scheduled to begin at meal sites are both considered when determining the sponsor's Application Effective Date to Operate. If the sponsor submits a complete application prior to the first day meal service begins, the Effective Date to Operate (the earliest day meals can be claimed) will be the first day meal service begins. However, if the sponsor submits a complete application after meal service has begun, the Effective Date to Operate (the earliest day meals can be claimed) will be the day a complete application was submitted.

Claims must be submitted within 30 calendar days following the end of the month being claimed. The sponsor may only claim eligible meals that were served during an approved site's dates of operation.

## Adding Sites to Existing SFSP Agreements

Post approval of a sponsor's application, newly added sites will not be approved to submit claims until a complete online Add Site Application has been completed and approved by DECAL.

Eligible meals served during the site's approved dates of operation noted in GA ATLAS may be claimed for reimbursement. As always, claims must be submitted within 30 calendar days following the end of the month being claimed.

## V. PROCEDURE(S)

Example for New SFSP Applicants:

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- On April 15, 2019, DECAL receives a new application from a potential applicant who has attended Program Training and Orientation. The sponsor’s site application for ABC site indicates meal service will begin May 28, 2019 and will end June 30, 2019.
- DECAL reviews the application on April 17, 2019 and notifies the applicant that information is missing from the application.
- The applicant submits the required information to DECAL on April 25, 2019.
- The application process is deemed complete and a satisfactory preoperational visit is conducted which shows the participant maintained all required records.
- DECAL approves the application and assigns an Application Effective Date to Operate of May 28, 2019.
- The applicant would be approved to submit its first claim for any approved meals that were served by ABC site beginning May 28, 2019.
- Since claims must be submitted within 30 calendar days following the end of the month being claimed, the sponsor would actually submit the May claim for reimbursement on or after June 1, 2019.

Example for Both New Applicants and Experienced SFSP Sponsors:

- On March 15, 2019, DECAL receives an application from a sponsor that has completed Experienced Sponsors Program Training and Orientation, has submitted a complete SFSP application, and is currently in good standing in the SFSP.
- The sponsor’s site application for XYZ site indicates the site’s earliest meal service will begin June 7, 2019 and will end August 26, 2019.
- DECAL reviews the application on March 17, 2019 and notifies the applicant that information is missing. The applicant forwards the required information to DECAL on March 27, 2019 and DECAL determines the application is complete. Therefore, DECAL assigns an Application Effective Date of June 7, 2019.
- Since no meals are being served in the months of April or May, the earliest a sponsor can actually submit a claim for meals served by site XYZ is July 1, 2019 for meals served in the month of June.

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## Complete Application Submitted "After" Meal Service Begins

- On May 28, 2019, DECAL receives a new application from a potential applicant who has attended Program Training and Orientation. The sponsor's site application for ABC site indicates meal service will begin June 10, 2019 and will end July 31, 2019.
- DECAL reviews the application on May 30, 2019 and notifies the applicant that information is missing from the application.
- The applicant submits the required information to DECAL on June 13, 2019.
- The application process is deemed complete and a satisfactory preoperational visit is conducted which shows the participant maintained all required records.
- DECAL approves the application and then assigns an Application Effective Date to Operate of June 13th (the date a complete application was received).
- The applicant would be approved to submit its first claim for any approved meals that were served by ABC site beginning June 13, 2019.
- Since claims must be submitted within 30 calendar days following the end of the month being claimed, the sponsor would actually submit the June claim for reimbursement on or after July 1, 2019.

## Example When Adding Sites to Existing SFSP Agreements:

- DECAL receives the sponsor's Add Site information on June 10, 2019. The site's meal service will begin July 5, 2019 and will end August 28, 2019.
- DECAL reviews the Add Site application and informs the sponsor on June 14, 2019 that some of the required information is missing.
- The sponsor forwards the required information on June 21, 2019 to DECAL and the add site process is complete. Therefore, DECAL approves the site application.
- The sponsor is now eligible to claim meals served at the site beginning July 5, 2019.

## VI. COMMENT(S)

## Nutrition Services

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For questions concerning this memorandum, please contact the Policy Administrator at (404) 651- 8193.