



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334
(404) 656-5957

Brian P. Kemp
Governor

Amy M. Jacobs
Commissioner

MEMORADUM

To: Experienced School Food Authorities Participating in the Summer Food Service Program (SFSP)

From: Sonja R. Adams, Director of Provider Services – Nutrition (*Original Signed*)

Date: February 28, 2013 (v.2 January 25, 2019)

Subject: Streamlined SFSP Application Requirements for School Food Authorities (SFAs)

This memorandum was revised to reflect the current electronic application system - GA ATLAS and to provide an updated form.

This memorandum provides additional guidance regarding annual application requirements for approved SFSP sponsors that operate as School Food Authorities (SFAs).

Annual Training of Experienced Site Staff

On November 23, 2013, the United States Department of Agriculture (USDA) issued the policy memorandum entitled, “*Summer Feeding Options for School Food Authorities.*” This policy provides state agencies with guidance on implementing options for School Food Authorities participating in the SFSP.¹

Effective with the 2013 SFSP application, Bright from the Start is no longer requiring experienced School Food Authorities to submit annual training documentation, i.e., attendance records (Attachments M1, M2, or M3), as part of the annual application.

Although annual training documentation is not required to complete the SFSP application, SFAs are required to ensure that all administrative and operating staff (site, food service staff and/or monitors) are annually trained and understand SFSP requirements. School Food Authorities must ensure that the Training Plan section in the Management Plan is accurate and up-to-date, and the Site Supporting Document section in GA ATLAS indicates that required documents are maintained on file.

¹ Parts of this 2013 memorandum were rescinded by USDA Policy Memorandum SFSP 01-2019.

Annual Budget Submission Requirements

USDA's January 2008 Policy Memorandum entitled, "*Nationwide Expansion of Simplified Cost Accounting Procedures*", allowed state agencies to waive budget requirements for public or private non-profit schools that:

- Participated in the SFSP during the preceding summer or during vacation breaks in the current year for schools operating on a year-round calendar; and
- Had no operational problems during that time as reported by the State agency or FNS.

Effective with the FY 2013 SFSP application, DECAL will give experienced SFAs that meet the above criteria the option to request a *Waiver of Submission of the Annual Budget and Management Plan*, which is currently required as part of the annual SFSP application.

SFAs that are interested in seeking the waiver not to submit an annual SFSP budget with the renewal application must complete the attached waiver form and return to DECAL.

SFAs that request a waiver not to submit the budget as part of the application are encouraged to exercise caution regarding costs allocated to the SFSP. Unallowable costs previously identified during the budget/budget amendment process will go undetected by Bright from the Start until the required compliance review is conducted. Therefore, SFAs should be aware of the increased liability that may be incurred as a result of eliminating the budget review process. Sponsoring organizations are ultimately responsible for the use of SFSP reimbursement; and must ensure that SFSP reimbursement is only used for allowable SFSP costs.

In accordance with Federal Regulation 7 CFR § 225.15(c), DECAL Policy No. SFSP/03-5, and the agreement between DECAL and sponsoring organizations, SFAs must maintain documentation (attendance, agenda and training materials) of training provided to administrative and operating staff; and must maintain records, which include, but are not limited to, the Monthly Record of Costs Form; invoices; receipt; canceled checks; and/or bank statements that support how SFSP reimbursement was used on allowable SFSP costs. All records must be made available for review immediately upon request.

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



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**Summer Food Service Food Program (SFSP)
 Request for Waiver of Submission of the Annual Budget and Management Plan**

I, _____ am the _____ of _____, a new or existing
(Delegated Principal) (Title) (Institution Name)

Board of Education, public school or School Food Authority participating in the Summer Food Service Program (SFSP).

_____ formally requests a waiver to not submit the annual budget or management plan for the

(Institution Name)

(Fiscal Year)

Summer Food Service Program (SFSP).

I, _____ of _____, have read SFSP Federal
(Delegated Principal) (Organization Name)

Regulations 7 CFR 225, Bright from the Start's policies and policy memorandums, and understand the requirements for the SFSP, including, but not limited to:

- Collecting and maintaining all Program records that demonstrate eligibility for participation;
- Meeting all annual procurement requirements and maintaining records that demonstrate open and fair competition and selection;
- Meeting all annual training requirements for key staff of the institution and all sponsored facilities;
- Meeting all monitoring requirements for sponsored facilities, and
- Making available immediately upon request all Program and non-program records to support the submission of monthly claims for reimbursement and use of SFSP reimbursement funds on allowable costs.

_____ accepts full, financial responsibility for the administration and operation of the
(Organization Name)

SFSP and agrees to repay all funds that were used for unallowable costs when cited during a SFSP compliance review, independent audit, or financial review.

Signature of Delegated Principal

Date of Submission

Bright from the Start-Internal Use Only

Date Waiver Received: _____	Approval Date: _____
Program Official Signature: _____ Title: _____	Denial Date: _____ Reason for Denial: (Official Notice Attached)