



BRIGHT FROM THE START
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Policy Memorandum

To: Sponsors Participating in the Summer Food Service Program (SFSP)

From: Falita S. Flowers, Nutrition Program Manager

Date: April 22, 2013

Re: Revision to SFSP Application Requirements

This memorandum provides additional guidance to Sponsors applying to participate in the Summer Food Service Program (SFSP) regarding Bright from the Start's SFSP application requirements.

In an effort to reduce paperwork and streamline application requirements, Bright from the Start will no longer require Sponsors to submit the following documents prior to the approval of the SFSP application:

- Proof of Training for operating and/or administrative personnel, and
- Sponsor/Site Agreements

Prior to this memorandum, Bright from the Start required the submission of training and agreement documentation from all sponsors, except School Food Authorities (SFA). **Effective immediately, this information is no longer required to complete the SFSP site application.**

Annual Training Requirements for Operating/Administrative Personnel

In accordance with federal regulations, 7 CFR 225.15(d)(1), each sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. In addition, the 2013 SFSP Administrative Guidance Manual for Sponsors states that sponsors must document the attendance at site training sessions and schedule additional sessions for those staff that are absent.

Bright from the Start provides the following template forms to Sponsors to document SFSP training:

- Attachment M-1-New Site Supervisor Training (In-service or One on One Training)
- Attachment M-2-Food Service and Site Staff Training
- Attachment M-3-Monitor Training

Sponsoring organizations are ultimately responsible for providing oversight of the SFSP meal service operation at each approved feeding site and must maintain adequate documentation to demonstrate appropriate training is provided to personnel performing SFSP job duties. Training documentation must be complete, including date of training, signature of those in attendance and the trainer.

Use of Sponsor/Site Agreements for Unaffiliated Sites

Sponsors should enter into an agreement with unaffiliated sites, e.g., camps or vacation Bible schools that are not owned/operated by the sponsoring organization. The agreement should be executed immediately upon approval of the site application and upon completion of training with site personnel.

The Sponsor/Site Agreement does not eliminate the Sponsor's responsibility for the SFSP meal service at each SFSP site. Sponsors are required to ensure that site staff are knowledgeable and qualified to provide oversight of the SFSP meal service.

Recordkeeping Requirements

In accordance with federal regulations, 7 CFR 225 and Bright from the Start policy #5- "*Recordkeeping Requirements for the Summer Food Service Program*", failure to maintain required records and make required records available for review upon request will result in a compliance review finding, and may result in the disallowance of meals. Disallowed meals are ineligible for reimbursement. SFSP reimbursement received for disallowed meals will be due back to Bright from the Start. Please review Bright from the Start's SFSP Policy#5, and SFSP policy memorandums, "*Costs Disallowance in the Summer Food Service Program*", and "*Meal Disallowance in the Summer Food Service Program*".

Sponsors must submit a complete application, which includes hard copy documents, complete electronic sections in CNP 2000, and submit the application in accordance with Bright from the Start requirements and deadline dates. Failure to submit a complete application may delay approval or result in denial of participation in the SFSP.

The 2013 SFSP Application Instruction Booklet and Application Checklist are updated to reflect the changes in the SFSP application requirements. Please visit Bright from the Start's website at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=SFSP> for a copy of the revised documents.

Questions concerning the revision to Bright from the Start's SFSP Application Requirements should be addressed to Bright from the Start's Application Team via email at SFSP@decal.ga.gov or phone at 404.657.1779.