

FY 2019 SFSP Revised Forms-Documents-Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
<a href="#">ATLAS Enrollment/Change Form-Att N-1</a>	Applications/Eligibility	Form used to request login access to online application system (GA ATLAS).	Submitted at 2-day orientation and program training for new applicants. Submitted via fax or email for existing participants.	Option added to request password reset for existing sponsors.
<a href="#">Application Instruction Booklet-SFSP</a>	Applications/Eligibility	Provides instructions for completing the application, budget and procurement guidance, and operating forms and guidance.	Used for reference.	Added information for rescinded waivers, i.e. meal time requirements, area eligibility for closed enrolled sites, removed waiver of 1st week site visits, offer vs. serve or SFA's only. Updated with new form names.
<a href="#">Application Update Procedures-SFSP</a>	Applications/Eligibility	Provides instructions for completion and submission of institution and site application updates and budget revisions.	Used for reference.	Updated contact information for Budget revisions.
<a href="#">Sponsor Application Checklist-SFSP-Att A-1</a>	Applications/Eligibility	Provides guidance for submission of required SFSP application forms.	Used for reference.	Updated with current form name changes; minor grammatical edits.
<a href="#">Add-A-Site Checklist/Sponsor Update Form</a>	Applications/Eligibility	Provides guidance for submission of SFSP add-a-site applications.	Submitted with add-a-site applications via fax, mail, or hand delivery.	Updated with current form name changes; minor grammatical edits.
<a href="#">Demonstration Project Request Form for Non-Congregate Feeding</a>	Applications/Eligibility	Form used to request participation in the demonstration project for non-congregate feeding for outdoor sites due to extreme heat.	Submitted with the application via mail or uploaded in GA ATLAS.	Updated with current fiscal year.
<a href="#">Public Release Certification Enrolled/Camp-Att C-2</a>	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/times.	Submitted with the application via mail or uploaded in GA ATLAS.	Updated with FY 2019 income eligibility guidelines.
<a href="#">ADP Calculation -SFSP</a>	Budget	Calculate the Average Daily Participation	Used for reference.	Change name from FI ADA Calculation to ADP Calculation
<a href="#">Annual Year End Reconciliation Form</a>	Budget	Reconcile year end revenues and expenses for SFSP	via e-mail or attachment in ATLAS	Create an Excel Worksheet instead of the PDF Form
<a href="#">Equipment Depreciation &amp; Inventory</a>	Budget	To list depreciation items	attachment in ATLAS	Removed Use of Allowance /No longer allowed
<a href="#">Methods of Depreciation and Acquisition Cost</a>	Budget	Sample of depreciation calculations	Used for reference.	Removed Use of Allowance /No longer allowed
<a href="#">Related Party Disclosure Form</a>	Budget	Identify related party transactions	attachment in ATLAS	Removed Jacqueline Boshears information
<a href="#">Procurement and Purchasing Policy Template</a>	Procurement	Required procurement policy for sponsors and institutions	Submitted to Procurement and Purchasing Compliance Officer prior to formal bid process. Maintained on file.	Revised language for bonding requirements
<a href="#">Invitation for Bid and Contract for Vendors</a>	Procurement	Contract template for food vendors	Submitted to Procurement and Purchasing Compliance Officer prior to formal bid process. Uploaded to GA ATLAS after award approval and review.	Revised bonding language and terms & conditions

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<a href="#">Invitation for Bid and Contract FSMC</a>	Procurement	Contract template for food service management companies	Submitted to Procurement and Purchasing Compliance Officer prior to formal bid process. Uploaded to GA ATLAS after award approval and review.	Revised bonding language and terms & conditions
<a href="#">Procurement Checklist - Attachment R</a>	Procurement	Guidance for Sponsors/Institutions drafting their own procurement policy	Submitted to Procurement and Purchasing Compliance Officer prior to formal bid process. Maintained on file.	Revise procurement thresholds
<a href="#">Pre-Operational Visit Form, Attachment L-1</a>	Program Operations	Form used to conduct pre-approval visits for new sponsors or sponsors with significant operational deficiencies.	A copy submitted/uploaded with SFSP Application and a hardcopy maintained on file for Compliance Review(s).	Revised the title (removed "Site Selection"); updated site types; added additional site locations and regulatory question(s).
<a href="#">First Week Site Visit Form, Attachment L-2</a>	Program Operations	Form used to conduct first week on-site monitoring visits to ensure Program compliance.	Maintained on file.	Updated site types and added additional regulatory questions.
<a href="#">Site Review Form, Attachment L-3</a>	Program Operations	Form used to conduct the first four (4) week monitoring visit to observe meal service(s) and ensure Program compliance.	Maintained on file.	Revised to implement only one (1) review form for both self-prep & vended sites, previously two (2) forms; additional regulatory questions were added to address Program requirements. The title/form name was revised to include, <i>Attachment L-3</i> .
<a href="#">Meal Count Worksheet for Residential or Day Camps with Sponsor's Consolidation, Attachment 16</a>	Program Operations	Form used by Site Supervisor to capture daily point-of-service meal counts for each camper and session and used by Sponsors to calculate and document monthly meal counts for claim submission. <b>(Camps sites only).</b>	Maintained on file.	Revised to implement only one (1) meal count Excel form for camps that will compute daily and weekly totals per camper and session; added an Excel tab/sheet to compute monthly meal count totals for claim submission.
<a href="#">Delivery/Pick-up Receipts, Attachment 17</a>	Program Operations	Form used when meals are received from a central kitchen and/or vended. Completed daily at the point of pick-up and delivery.	Maintained on file.	Revised the title of the form to include an attachment number-- <i>Attachment 17</i> .
<a href="#">Daily Meal Count Form, Attachment 18</a>	Program Operations	Form used to capture daily point-of-service meal counts for all site types, except for camps.	Maintained on file.	Updated the instructions/directions on how to capture recycled milk; the title/form name was revised to include, <i>Attachment 18</i> , no longer <i>18A</i> .
<a href="#">Site Supervisor Meal Count (Weekly Consolidation), Attachment 19</a>	Program Operations	Form used by Site Supervisor to document daily & weekly meal counts when the Daily Meal Count Forms, Attachment 18 are not kept at the site(s) and originals are submitted to the Sponsor.	Maintained on file.	Updated form in an Excel workbook to compute daily and weekly meal count totals; added a tab/sheet for each week of the month. The title/form name was revised to include, <i>Attachment 19</i> and replaced the name (Site Supervisor's Record of Meals Served Form).
<a href="#">Sponsor's Monthly Consolidation Form of First and Second Meals Served, Attachment 20</a>	Program Operations	Form used by Sponsors to document monthly meal count totals for claim submission.	Maintained on file.	Updated form in an Excel workbook to compute monthly meal count totals.
<a href="#">Summer Food Service Program Memoranda - Waiver Rescission, January 25, 2019</a>	Policy/Adverse Action	To notify sponsors that previous USDA policy memoranda which sought to waive various SFSP requirements have been rescinded. See SFSP 01-2019	Used for reference	Includes a previous waiver regarding offer vs. serve which was also rescinded.

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<a href="#">Meal Service Requirements in the Summer Meal Programs, with Questions and Answers, January 10, 2017</a>	Policy/Adverse Action	To comply with USDA's rescission memo (SFSP 01-2019)	Used for reference	Pursuant to SFSP 01-2019, it provides that in Section I General Meal Service Requirements, the waiver of meal service times has been rescinded.
<a href="#">Offer Versus Serve Guidance for SFAs Participating in the CACFP and the SFSP, December 19, 2014</a>	Policy/Adverse Action	To clarify who may exercise the OVS option as well as the option's intended use. Also, to comply with SFSP 01-2019.	Used for reference	Pursuant to SFSP 01-2019, only SFA sponsors are allowed to utilize offer vs. serve. SFAs must apply the use of offer vs. serve under the rules followed for NSLP as described in 7 CFR 210.
<a href="#">Area Eligibility in Child Nutrition Programs, January 4, 2017</a>	Policy/Adverse Action	To comply with USDA's rescission memo (SFSP 01-2019)	Used for reference	Clarifies that eligibility determinations of closed enrolled sites can no longer be made using area eligibility.
<a href="#">SFSP/03-4 -30/60 Day Claim Reimbursement Procedures (Policy 4)</a>	Policy/Adverse Action	To revise claim submission timeframes	Used for reference	Removes 90 day timeframe and revises language to state that no more than two revisions may be submitted within 60 calendar days.
<a href="#">SFSP/00-2 -One-Time Exception (Policy 2)</a>	Policy/Adverse Action	To revise policy to mirror new timeframes stated in Policy 4.	Used for reference	Revised to match Policy 4 revisions.
<a href="#">SFSP/17-19 - Effective Dates for Claiming Reimbursement in the SFSP (Policy 19)</a>	Policy/Adverse Action	To clarify the effective dates for claiming reimbursement.	Used for reference	Language added to include: 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.
<a href="#">Summer Feeding Options for School Food Authorities, January 23, 2013</a>	Policy/Adverse Action	To comply with USDA's rescission memo (SFSP 01-2019)	Used for reference	Strikes through waiver language under Monitoring Requirements to comply with USDA SFSP 01-2019.
<a href="#">Federal Small Purchase Threshold Adjustment - Reminder, August 20, 2018</a>	Policy/Adverse Action	To remove old thresholds.	Used for reference	Updated to include new thresholds.
<a href="#">2017 Edition of the Eligibility Manual for School Meals, July 28, 2017</a>	Policy/Adverse Action	POSTED AS IS	Used for reference	POSTED AS IS
<a href="#">Simplified SFSP and Bright from the Start's Annual Year End Reconciliation Process, August 20, 2014</a>	Policy/Adverse Action	To provide further instruction on retaining excess funds.	Used for reference	Clarifies excess funds term.
<a href="#">SFSP Questions and Answers, January 10, 2017</a>	Policy/Adverse Action	To comply with USDA SFSP 01-2019	Used for reference	Strikes through site eligibility and camp language to comply with USDA SFSP 01-2019.
<a href="#">Streamlined SFSP Application Requirements for School Food Authorities</a>	Policy/Adverse Action	To update waiver request and replace CNP 2000 references.	Used for reference	Updates waiver request and revises to reflect GA ATLAS.
<a href="#">Excess Funds in the CACFP and SFSP (v.2), October 1, 2018</a>	Policy/Adverse Action	To provide further instruction on retaining excess funds.	Used for reference	Clarifies the term "excess funds."