



Georgia Department of Early Care and Learning

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

**Nathan Deal**  
Governor

**Bobby D. Cagle, MSW**  
Commissioner

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## Memorandum

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

From: Falita S. Flowers, Program Manager  
Nutrition Services

Date: February 28, 2013

Re: Streamlined SFSP Application Requirements for School Food Authorities

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

### **Annual Training of Experienced Site Staff**

On November 23, 2013, The United States Department of Agriculture (USDA) issued 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.

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, School Food Authorities 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 CNP 2000 indicates that required documents are maintained on file.

## **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 State agency or FNS.

Effective with the FY 2013 SFSP application, Bright from the Start will give experienced School Food Authorities that meet the above criteria the option to request a waiver of the annual budget, which is currently required as part of the annual SFSP application.

School Food Authorities 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 Bright from the Start.

School Food Authorities 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, School Food Authorities 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 used only for allowable SFSP costs.

In accordance with federal regulations 7 CFR Part 225.15 (c), Bright from the Start policy #5, and the permanent agreement between Bright from the Start and sponsoring organizations, School Food Authorities 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, receipts, 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.

If you have any questions concerning Bright from the Start's SFSP application requirements, policy guidance referenced in this memorandum, or the SFSP Annual Budget Waiver Form, please contact me at 404.656.6452, or the Policy Administrator, Maria Reznik, at 404.651.7181.



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**Summer Food Service Program  
 Request for Waiver of Submission of the Annual Budget**

I, \_\_\_\_\_ am the \_\_\_\_\_ of \_\_\_\_\_, an  
*(Delegated Principal) (Title) (Organization Name)*

experienced School Food Authority participating in the Summer Food Service Program (SFSP).

\_\_\_\_\_ formally request a waiver to not submit the annual budget for the \_\_\_\_\_  
*(Organization Name) (Fiscal Year)*  
 Summer Food Service Program (SFSP) operating season.

I, \_\_\_\_\_ of \_\_\_\_\_, understand that SFSP  
*(Delegated Principal) (Organization Name)*

reimbursement can only be used on allowable SFSP costs, and that records supporting how SFSP reimbursement funds were used must be maintained and made available for review immediately upon request.

\_\_\_\_\_ 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)