



Summer Food Service Program



Child Nutrition Programs
Finance and Support Services
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Program Bulletin

To: SFSP Sponsors
Program Reviewers

Date: January 15, 2020

From: Rhonda Biles
SFSP Program Specialist

Bulletin: 2020-2

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information, and Guidance:

- [SFSP 03-2020 Meal Service During Unanticipated School Closures](#)

To view USDA policy memos, visit:

DEED [Child Nutrition Programs website](#) or the [USDA Policy Memorandum webpage](#)

Additional Topics:

- 1) SFSP Intent to Operate
- 2) SFSP Annual Training and Registration
- 3) SFSP Application Deadline
- 4) SFSP Winter Checklist
- 5) Food Safety Kits Available
- 6) Food Buying Guide for Child Nutrition Programs-Interactive Web-Based Tool
- 7) SFSP 2020 Renewal Process
- 8) SFSP Waivers
- 9) Webinars January 21, 2020 10:00 AM – 11:00 AM and February 6, 2020 9:00 AM – 9:30 AM
- 10) Education Program Assistant Update

Additional Attachments:

- 1) Map to BP Energy Center
- 2) Go NAPSACC
- 3) Farm 2 Child Nutrition

Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance, and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

USDA Policy Memos, Information, and Guidance:

1. [SFSP 03-2020 Meal Service During Unanticipated School Closures](#)

The purpose of this memorandum is to provide updated guidance on the child nutrition program flexibilities available during unanticipated school closures. Schools may face unanticipated closures due to natural disasters, unscheduled major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when

approved by the state agency, a similar cause. Unanticipated school closures prevent children from receiving educational instruction and the nutritious meals they would normally receive. The Food and Nutrition Service encourages school food authorities participating in the National School Lunch Program and/or the School Breakfast Program, institutions participating in the Child and Adult Care Food Program, and sponsors participating in the Summer Food Service Program to use the flexibilities described in this memorandum to help ensure that children do not experience a lapse in food security when extreme weather or other events force area schools and child care facilities to close.

This memorandum supersedes SP 55-2016 CACFP 26-2016 SFSP 18-2016, *Meal Service During Unanticipated School and Day Care Closures*, September 9, 2016. FNS is conducting a review of whether nationwide waivers issued through policy memoranda are in compliance with the statutory waiver authority requirements set forth in Section 12(l) of the Richard B. Russell National School Lunch Act (“NSLA”), 42 U.S.C. 1760(1). As a result, FNS determined that the previous memorandum—which allowed meals to be served at school sites without requiring submission of individual waivers for FNS approval—is not fully consistent with Section 12(l) waiver requirements.

Additional Topics:

1. SFSP Intent to Operate

Enclosed with this program bulletin, please find the program year **2020 Intent to Operate** form. Please complete this form for all sites that are returning, and indicate any sites that will not be in operation this year. Please return this form as soon as possible, to assist DEED/CNP with 2020 SFSP planning.

2. SFSP Annual Training and Registration

Summer Food Service Program annual training is required by federal regulations for all new and returning sponsors of the USDA Summer Food Service Program. The following training dates will be offered in February (in-person) and March (distance):

- February 27, 2020: In-person training for all new and returning sponsors will be held in Anchorage at the BP Energy Center at 900 E. Benson Blvd on Thursday February 27, 2020, from 8:30 AM – 4:30 PM. Those traveling from outside of Anchorage will need to find their own hotel accommodations.
- March 18, 2020: Distance training via WebEx for all non-school sponsors, new and returning, will be held on Wednesday, March 18, 2020, from 9:00 AM – 3:30 PM.
- March 19, 2020: Distance training via WebEx for all school district sponsors, new and returning, will be held on Thursday, March 19, 2020, from 1:00 PM – 4:30 PM.

Please complete and submit the attached training registration form to Jennifer.cherian@alaska.gov by February 14, 2020. WebEx login and dial-in information will be sent via email prior to the training date(s).

3. SFSP Deadline for Sponsor Applications: April 15, 2020

In efforts to expedite application processing, particularly for sponsors with end of school year/May start dates, DEED/CNP is requesting that sponsors submit completed applications by April 15, 2020. Applications will be processed in the order they are received and DEED/CNP has 30 days from the date of receipt to process them.

Applications will be accepted at sponsor and site levels as long as they are completed. Incomplete applications will not be approved. As a reminder, sites should not begin service until DEED/CNP approval in the CNP Web database, and new (and returning) sites may be added throughout the summer, as long as the sponsor is approved prior to the deadline. New sponsors should contact DEED/CNP for the paper application. Sponsor applications will not be accepted after the federally regulated deadline of June 15.

4. SFSP Winter Checklist

- Sign up for and attend mandatory sponsor training
- Determine which sites are returning
- Explore new site options, using the [Summer Meals Toolkit](#) and [USDA Capacity Builder](#) to get more ideas!
- Reevaluate your site recruitment strategy or develop a new one! [Here](#) is a tool to help you maximize your success
- Meet with community partners
- Plan site staff training, meal production and delivery, and programs and activities

5. Food Safety Kits Available

The Institute of Child Nutrition (ICN) has developed materials for a Summer Meals Food Safety Kit, which DEED/CNP has available to mail to you. These kits are intended for non-traditional summer meal sites, i.e. churches, community centers, parks, etc. Please contact Jennifer.cherian@alaska.gov if you would like a Food Safety Kit mailed to you.

These kits are valuable resources for assisting summer meal sites in learning food safety best practices. They are easy to transport and come pre-assembled. The kit includes the following items:

- Training guide
- Hot and cold temperature stickers
- Posters: handwashing and glove use (English/Spanish)
- Food Thermometer
- Pen with message – “Remember to record your temperatures”
- Instructions on how to use the kit
- Carrying bag

6. Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool

The interactive [Food Buying Guide](#) (FBG) allows for easy searching, navigating, and displaying of content. In addition, users can compare yield information, create a favorite foods list, and access tools, such as:

- The FBG Calculator
- Exhibit A Grains Tool
- Download Food Buying Guide
- Recipe Analysis Workbook (RAW), and
- Product Formulation Statement (PFS) Workbook

Create a profile in order to save the following in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Produce Formulation Statements.

PLEASE NOTE: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have an USDA eAuthentication Account, go to [Create Account](#). You will immediately receive an email with a link to activate your account with one simple click.

7. SFSP 2020 Renewal Process

All renewal forms will be posted in the CNP Web under 2020 in the Checklist tab. These forms have been submitted to the database contractor. The CNP Web database is in the process of being updated and is not yet open. It is anticipated that the CNP Web database will be available by mid-March.

It is important to note that due to federal requirements, DEED/CNP can no longer accept late renewals at the site or sponsor level. All documents must be submitted to DEED/CNP, complete and ready to process **no less than** 30-days prior to program operation. Meals served prior to renewal cannot be claimed for reimbursement.

8. SFSP Waivers

DEED/CNP has submitted waiver requests for 2020 as a result of SFSP 1-2019 which rescinded operational waivers on a nationwide level. Guidance from USDA is that the waivers must be received 60 days prior to program implementation (mid-May for Alaska). Until approval for the waiver requests is received, DEED/CNP must hold all SFSP sponsors to the requirements as resulting from the rescission. If you have programs that may not be able to operate without the waiver, please contact DEED/CNP so that information can be tracked. Sponsor waiver forms will be available in the CNP Web for the 2020 SFSP season. Sponsors applying for a waiver agree to provide DEED/CNP with information at the close of the 2020 SFSP season.

9. Webinars

Engaging Community Partners in Summer Meals Planning for the New Year

Join No Kid Hungry's 2020 'School's Out, Food's In' summer meals webinar series, which will highlight effective strategies for community partner engagement as well as practical recommendations for developing and implementing a plan to improve and/or expand your program. Hear from experts who draw from their own experience to highlight keys to success, and be sure to bring your own questions and ideas to share during interactive Q&A sessions.

When: Tuesday, January 21, 2020
Time: 10:00 AM – 11:00 AM AKST
Register Here: <https://bestpractices.nokidhungry.org/webinars>

Public Housing Partners and Summer Meals

Public housing authorities are a natural summer meals partner. They can help promote the availability of summer meals and even serve them on site where children congregate. Join this 30-minute-deep-dive webinar on how housing partners are supporting summer meals and strategies for engaging them.

When: Thursday, February 6, 2020
Time: 9:00 AM – 9:30 AM AKST
Register Here: <https://frac.salsalabs.org/summermealsmatterfeb2020/index.html>

10. Education Program Assistant Update

Jennifer Cherian has joined the Child Nutrition Team as the Education Program Assistant for CACFP and SFSP. Jennifer comes to Child Nutrition from Austin, Texas and has worked previously as a jewelry store manager and has experience in early childhood education. She is an outdoor enthusiast and enjoys hiking, exploring, running and is loving the beauty of nature in Alaska. Welcome Jennifer! Jennifer's contact information has been updated and can be found on the welcome page of the CNP Web and at the end of this bulletin.

Contact Information

Rhonda Biles, SFSP Program
Specialist

Rhonda.biles@alaska.gov

(907) 465-4788

Jennifer Cherian, Education Program
Assistant

Jennifer.cherian@alaska.gov

(907) 465-4969

Commonly Used Acronyms

SFSP – Summer Food Service Program

CNP – Child Nutrition Programs

DEED – Department of Education and Early
Development

WRO – Western Region Office

FNS – Food and Nutrition Services

FNSRO-Food and Nutrition Services Regional
Office

USDA – U.S. Department of Agriculture

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: [How to File a Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [USDA Complaint Email](mailto:program.intake@usda.gov) (program.intake@usda.gov).

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Summer Food Service Program



2020 Annual Training Registration Form

Child Nutrition Programs
Finance and Support Services
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

Federal Regulations require attendance at a training for approval to run a SFSP

Please bring your SFSP Administration Guide (2016) to the trainings. If an updated 2020 version is released by USDA prior to the trainings, copies will be distributed at the in-person training or mailed out to those attending the distance-delivery trainings. If you need a SFSP Administration Guide (2016), you may find a copy to download and print here:

https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf

Workshop Locations, Dates, and Time:

Please check **ONE** box indicating date of workshop you will be attending. A registration confirmation email will be sent once your form is received. Please e-mail completed registration form to: **Jennifer Cherian, SFSP Program Assistant, Jennifer.cherian@alaska.gov**

Anchorage In-Person Training:

BP Energy Center, 900 E. Benson Blvd Ave Anchorage

- February 27, 2020 8:30 AM – 4:30 PM All SFSP Administrators

Distance Delivery for All Sponsors:

Training Distance Delivered via WebEx

- March 18, 2020 9:00 AM – 3:30 PM All SFSP Administrators

Distance Delivery for School Food Authorities:

Training Distance Delivered via WebEx

- March 19, 2020 1:00 PM – 4:30 PM School District SFSP Administrators Only

Name(s) and Title(s) _____

Sponsor Name: _____

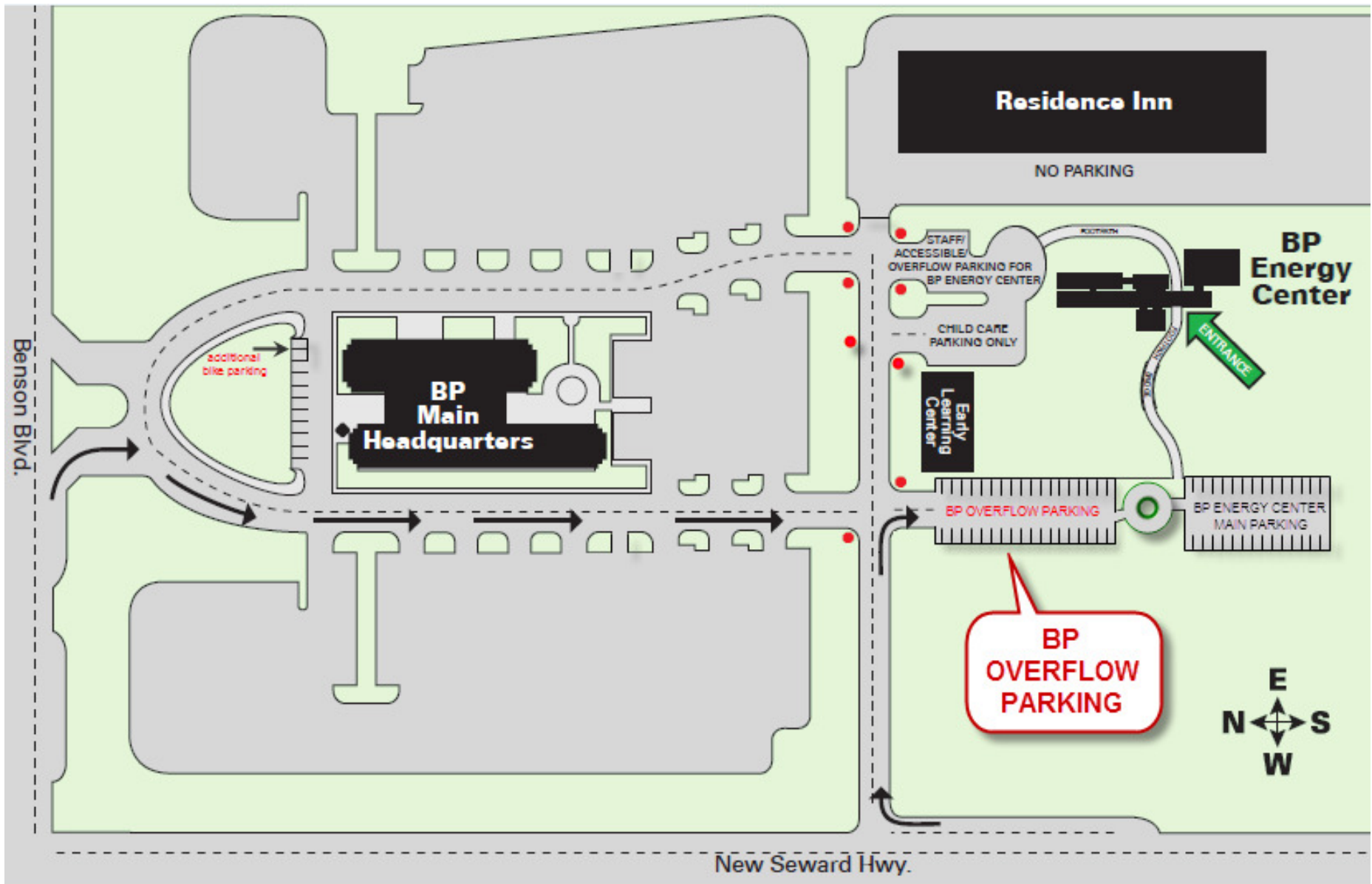
Address: _____

City: _____ State _____ Zip Code: _____

Phone: _____ Email: _____

If you have questions regarding which workshop to attend, registration, or if you have a disability and need assistance in order to participate in this training, please contact the SFSP Specialist at (907) 465-4788.

Map to BP Energy Center
900 E. Benson Blvd., Anchorage, AK
(907) 743-4270



Directions: If northbound on New Seward Hwy., turn right into BP's southwest entrance. Turn right at the first stop sign into the BP Energy Center parking lot. Follow footpath through woods to building entrance.
If eastbound on Benson Blvd., turn right into BP's main entrance. Turn right and follow access road to 4-way stop. Continue through intersection into the BP Energy Center parking lot.

Get a Healthy Start with Go NAPSACC

Alaska has a new program to help child care programs make sure their kids are getting a healthy start. [Go NAPSACC](#) (Nutrition and Physical Activity for Child Care) is a trusted online tool that can help child care providers improve their menus, add more play into their daily schedules, and educate families about healthy eating and active play.

Free one-on-one coaching, mini-grants and resources are available to help child care providers complete the Go NAPSACC self-assessments and make healthy changes at their sites. Providers can access easy-to-use online tools and an online library of helpful videos, activity ideas and materials for families.

Go NAPSACC covers national standards and best practices in:

- Child Nutrition
- Breastfeeding and Infant Feeding
- Oral Health
- Infant and Child Physical Activity
- Outdoor Play and Learning
- Screen Time
- Farm to Early Care and Education (ECE)

Learn more about the Alaska Go NAPSACC program at www.GoNAPSACC.dhss.alaska.gov. To register for the Alaska Go NAPSACC program, call 907-269-8447 or email obesity@alaska.gov.



Farm to Child Nutrition

Greetings and Happy New Year! Hope everyone had a festive and restful holiday. Just a reminder that I am available for any and all questions or concerns regarding what Farm to Child Nutrition is and how it can be implemented across the state, please contact me at email: olivia.lihou@alaska.gov or 907-465-8437. Here are a few recent items of interest:

- **Food System Vision Prize**

Deadline: January 31

With this prize, \$2 million will be distributed to the top visionaries, making finalists eligible for \$200,000 each to achieve their vision. We know that our global food system is actually composed of numerous smaller and interconnected food systems. The Food System Vision Prize offers you a chance to define your food system—by climate zones, natural borders, or political boundaries, as well as by the People who inhabit those Places, their cultures, livelihoods, traditions, and beliefs. This [Food System Vision Prize](#) link will take you directly to their site.

- **2020 National Good Food Network Conference**

March 10-13, 2020 // New Orleans, Louisiana

This event will reflect on the gains and missteps of past decades of food systems work, examine models and practices that are working now, and co-create new strategies for food systems change. This is a conference for people working to create healthier, greener, and more accessible food systems and will amplify the voices of frontline communities. To gain a deeper understanding of the nuts and bolts of food systems development, tangible skills to strengthen your impact, and new connections for solidarity and support, follow this [link to register](#).

- **Connecting Classrooms, Cafeterias, Communities: A Guide to Building Integrated Farm to School Programs**

The newly published [Vermont FEED Guide](#) is intended to support school communities in developing robust, long lasting, and integrated farm to school programs, addressing whole school change. It reflects 20 years of practice, evaluative research, and innovation in the field. The guide is organized around farm to school action planning, a step-by-step process to help you assemble a team, identify shared goals, and plan and conduct strategic activities. In addition, it provides valuable content on classroom curriculum, school meal programs, and community building. The guide is filled with useful templates, curricular design strategies, and creative ways to communicate and celebrate farm to school success. Available for free download and to purchase as a hard copy with this [link](#).

- **[New Jersey school introduces vertical gardening](#)**

Having a salad for lunch might not be a hassle when half the ingredients are already being grown in the classroom. Southampton School #2 became one of the first in the area to introduce a tower garden in a classroom this week, where students will take care of the plants. ([Courier Post](#))

- **[Idaho preschoolers learn healthy eating habits through grant-funded project](#)**

Preschoolers in several schools in Blaine County are learning about locally farmed fruits and vegetables in an effort to create long-term, healthier eating habits. The program, called Farm to Early Care and Education, or Farm to ECE, is funded by a state grant and has shown success since the program was launched in September. ([Idaho Mountain Express](#))

Menu Snapshot October 2019

For the month of October, 40 out of 45 school district lunch menus across Alaska were analyzed to gauge what types of Alaskan food products were served to their students.

- 80% of schools with menus available reported using local, Alaskan foods as part of their school menus (32/40)
- 87.5% of these schools served seafood such as salmon, halibut, and Alaskan pollock
- 3 schools have been noted to have school gardens on-site (or have access to local community garden) and also use the produce in school lunch menu

