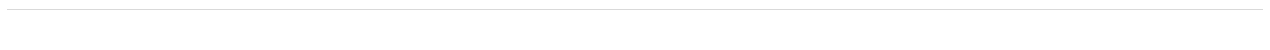




SUMMER FOOD SERVICE PROGRAM

Summer Workshop



Currently for SFSP 2023, there are NO approved waivers for SFSP sponsors. All “traditional” SFSP rules and regulations will be enforced.

FINAL RULE - effective Oct. 1, 2022 and compliance with the provisions of this rule must begin May 1, 2023

Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program (SFSP)

<https://www.federalregister.gov/documents/2022/09/19/2022-20084/streamlining-program-requirements-and-improving-integrity-in-the-summer-food-service-program-sfsp>

Streamlining Requirements and Improving Integrity in the SFSP Final Rule – Comparison Table

<https://www.fns.usda.gov/sfsp/streaming-requirements-comparison-chart>

SFSP 2023 Reimbursement Rates – 1/1/23 – 12/31/23

For more information on the breakdown of reimbursement rates, visit the Federal Register page at www.govinfo.gov

Meal Type	Rural Sites or Self-Prep Sponsors	All other types of sites
Breakfast	\$2.8250	\$2,7725
Lunch/Supper	\$4.9500	\$4.4870
Snack	\$1.1675	\$1.1400

Types of Sites

- Open
- Restricted Open
- Closed-Enrolled
- Camps

Site Area Eligibility: Open and Restricted-Open Sites

1. School Data

Site is located in the attendance area of a school where 50% or more children are eligible for free or reduced-priced meals

2. Census Data

Site is located in a Census Block Group (CBG) or Census Tract where 50% or more of the children are eligible for free or reduced-priced meals

3. Eligibility may also be determined by:

- Departments of Welfare
- Zoning Commissions
- USDAs Rural Development Housing Authority
- Local Housing Authority
- Tribal Authority

4. Migrant Sites

5. Income eligible forms

Site Eligibility: Closed-Enrolled and Camps

Income Eligibility Forms

- Closed Enrollment – sites where 50% of enrolled children must be eligible for free or reduced-priced meals
- Sponsors are reimbursed for meals served to eligible children

Eligibility and Meals

- Children 18 years and younger
 - Two (2) meals each day
 - Camp and Migrant Sites: up to three (3) meals each day

How do I Apply as a Sponsor?

- Complete training
 - Sponsor Training (online)
 - SFSP Workshops (virtually)
- Submit information to tnsfsp.dhs@tn.gov
- Apply for SFSP in Tennessee Information Payment System (TIPS)

TIPS Access

Email tnsfsp.dhs@tn.gov and provide the following:

- Unique Entity ID
- Federal Employee Identification Number (FEIN)
- Name of Organization
- Your name and title within the organization
- Your organization's address
- The email address associated with your organization
- Telephone number including area code

SFSP Contact Information

Tennessee Department of Human Services
Summer Food Service Program (SFSP)
James K. Polk Building - 15th Floor
505 Deaderick Street
Nashville, TN 37243

Email: TNSFSP.DHS@tn.gov

Phone: (615) 313-4749

Tennessee Information Payment System (TIPS)

If you are a new sponsor and have questions, contact SFSP at the above contact information.

SFSP Sponsor Requirements

Before You Start

- Documentation of Tax-Exempt Status
 - 501(c)(3) – Private non-profit
 - Secretary of State verification
<https://www.irs.gov/charities-non-profits/automatic-revocation-of-exemption> (IRS Revocation List)
 - Verification of tax-exempt status – All other public agencies
<https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
- **The unique entity identifier used in SAM.gov has changed.**
 - On **April 4, 2022**, the **unique entity identifier** used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).
 - The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
 - As part of this transition, the DUNS Number has been removed from SAM.gov.
 - Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
 - Existing registered entities can find their Unique Entity ID by following the steps here: [**https://sam.gov/content/entity-registration**](https://sam.gov/content/entity-registration)
 - New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.
- Federal Employer Identification Number (FEIN)
 - Unique 9-digit number assigned by the IRS to business entities operating in the United States for the purpose of identification. The issuance of a FEIN to a non-profit organization is separate and distinct from the organization obtaining tax-exempt status from the IRS.
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Bond Requirement and Background Check

- Information can be located in TIPS
- Annual background checks
- Documentation of Financial History

Tennessee Secretary of State: <https://sos.tn.gov/business-services>

Identifying Sites

- Capacity Builder
<https://www.fns.usda.gov/capacitybuilder>

Order of Completing Sponsor Application in TIPS

1. Sponsor Application
2. Management Plan
3. Food Production Facility
4. Site Applications
5. Budgets
6. Checklist Items

Application Requirements

- Access the SFSP application in TIPS
- A **complete** application will receive approval or denial within 30 days of receipt by TDHS
- Deadline is May 1, 2023
- Submit documentation of tax-exempt status
- Complete a site application for each proposed site
- Closed-enrolled sites and campus must provide a written policy statement on free meals
- Upload a copy of completed media release
- Form can be downloaded in TIPS
- Submit a complete management plan that includes staffing needs and an administrative budget
- Certify that a training programs for monitors and site personnel
- Identify meal service types

- Upload the proposed meals agreement if a sponsor will use a Food Service Management Company (FSMC) or School Food Authority (SFA)
- Sponsors must enter into a Permanent Provider Agreement with the State Agency

Income Eligibility Guidelines

Reduced-Price Only

Effective from 7/1/22 – 6/30/23

Household Size	Reduced Price Meals – 185%				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	629
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional family member, add...	8,399	700	350	324	162

- To convert weekly income to monthly income multiply by 4.333
- To convert every two-week income to monthly income multiply by 2.1666
- To convert bi-monthly, or twice per month, income to monthly income multiply by 2
- To convert monthly income to annual income multiply by 12

This institution is an equal opportunity provider. Rev. 7/2021

[Child Nutrition Programs Income Eligibility Guidelines \(2022-2023\) | Food and Nutrition Service \(usda.gov\)](#)

Sponsor Responsibilities

- Ordering meals
- Assuming Recordkeeping
- Providing information to substantiate claims
- Submitting claims
- Training and monitoring administrative and site staff
- Announcing availability of meals to the media
- Determining and maintaining individual income eligibility statements
- Enforcing corrective action
- Preparing Program applications

Field Trips

A site must be approved prior to submitting a field trip request

- When the field trip has a location or time different from the application, a request must be submitted for approval well in advance
- THSD will approve pending field trips

Advance Payments

- Payments to assist sponsors with operating costs
- Conservatively estimate the amount needed
 - Request lowest amount needed (max \$40,000)
- Advance payments are automatically recouped out of SFSP reimbursement before payment to sponsors
 - Advances are distributed beginning June 1, July 15 and August 5
 - Advances can only be spent on allowable SFSP costs

FNS Special Instruction 796-4 Revision 4

Allowable Costs (not all inclusive)**Administrative****— Labor**

- Completing the application
- Attending training
- Consolidating meal counts
- Paying bills
- claims

— Office costs

- Telephone
- Postage
- Printing
- utilities

— Transportation

- Travel to training and monitoring sites

Operating Costs**— Food**

- Purchases
- Storage charges

— Labor

- Preparing menus
- Purchasing food, delivery
- Point-of-service meal counts
- Clean up
- Processing, transporting,

— Other costs

- Non-food items
- Repairs

Procurement

The act of finding, acquiring or purchasing goods, services or works from an external source, often via a competitive bidding process.

Common Types of Vendors

- Food Service Management Company (FSMC)
Any commercial enterprise or non-profit organization a sponsor may contact for preparing unitized meals, with or without milk, to manage a sponsor's food service operations.
- School Food Authority (SFA)
The governing body that is responsible for the administration of schools and has the legal authority to operate a lunch program in schools.

Procurement Types

- Invitation for bid (over \$250,000)
- Small Purchase Agreement (\$10,000-\$250,000)
- Micro-purchases (less than \$10,000)
- School Food Authority (any amount)

Invitation for Bid (IFB)

- Submit bid when the aggregate amount of purchases for the year are \$250,000 or more
- Submit the following to the State agency for approval before the process begins:
 - Public notice (advertisement)
 - Bid solicitation/response letter
 - Invitation for bid packet
- Submit after bid opening, but prior to award:
 - IFB packet from the winning bidder, disqualified bids
 - Proof of public notice
 - Documentation of bid distribution
- After bid award
 - Signed IFB

Meal Service Requirement

What is required in the Site Application?

- Meals to be served
- Time of meal service
- Site capacity
- Type of site/eligibility
- Meal preparation method

Number and Type of Reimbursable Meals for Sponsors of open, restricted open and enrolled sites

- May serve up to two meals each day
- Breakfast and lunch
- Breakfast and supper
- Breakfast and snack
- Lunch and snack
- Supper and snack
- Two snacks

Meal combinations consisting of a lunch and supper are unallowable
May serve up to two meals per day

Reference: 7 CFR 225.16(b)

Number and Type of Reimbursable Meals for Sponsors of camps and migrant sites

- May serve up to three meals per child each day
- Breakfast, lunch and supper
- Breakfast, lunch and snack
- Breakfast, supper and snack
- Lunch, supper and snack

May serve up to three meals per child each day

Meal Components for SFSP

- Fluid milk
- Fruits/Vegetables
- Grains
- Meat/Meat Alternate

Meal Pattern Requirements

For a Meal to be Reimbursable, it Must Contain:		
Breakfast	Lunch or Supper	Snack
– One serving of milk; – One serving of a vegetable or fruit or a full-strength juice; and – One serving of grain or bread. – A meat or meat alternate is optional.	– One serving of milk; – Two or more servings of vegetables and/or fruits; – One serving of grain or bread; and – One serving of meat or meat alternate.	– Must contain two food items from different components. However, juice cannot be served when milk is served as the only other component.

Types of Meal Patterns with Serving Sizes

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, ¹ and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, ¹ fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	2 oz. 2 oz. 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds ⁴ or yogurt ⁵

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁵ Yogurt may be plain or flavored, unsweetened or sweetened

Snack Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
¹ fruit/vegetable	3/4 cup	juice, ¹ fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	1 oz. 1 oz. 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1 oz. 4 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt ⁴

¹ Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish

⁴ Yogurt may be plain or flavored, unsweetened or sweetened.

Options for Leftovers

- **Transfer meals** – Meals may be transferred, if allowed by the local health code, from one site with excess meals to another site with a shortage.
- **Provide seconds** - After all children receive a first meal, a limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed 2% of first meals served.
**Sponsors should plan and prepare or order meals with the objective for providing only one meal per child at each meal service.
- **Share table** - Sponsors may designate a “share table” or stations where children may return whole items they choose not to eat, provided that this is in compliance with local and State health and safety codes.
- **Donate** - When it is not feasible to reuse leftovers or store food, FNS encourages sponsors to consider donating it to non-profit organizations working to address hunger in the community, such as homeless shelters, food banks, and food pantries. Sponsors may also choose to send leftover meals or food home with children.

Daily Meal Count Form

Whose Job is it?

SFSP Sponsor	SFSP Site Supervisor
Provide record forms to sites	Complete daily records
Collect records at least weekly	Keep records based on the actual counts taken
Ensure “the number of meals delivered” on the site record is the same as the number on the vendor’s report	Use a separate form for each meal service
	Sign and date each Meal Count Form

Meal Counter Makes It Easy!

- Meal count data is uploaded and submitted in real-time
 - No need to provide meal count forms
 - No need to collect meal count forms
- It eliminates the math
 - Calculates total available meals
 - Tallies meal counts
- Paper forms are filled out and saved automatically
 - Generates completed meal count forms (Meal Type, Date, etc.)
 - Archives meal count forms in monthly folders

Farm to Summer Benefits

- Fruits and vegetables are served at their peak growing and harvesting season
- Children taste fruits and vegetables that may not be available during the school year
- Farmers and ranchers find new markets for products
- Community members become engaged in agriculture-based activities
- Consistent, year-round farm to school programming increases enjoyment of school gardens

Farm to Summer Video

<https://www.youtube.com/watch?app=desktop&v=r9ousEWZujI&list=PLBccton6gOdp0d5Ydlil3TtRcSDtCdmzH&index=1>

Office of Inspector General Audit Services

Audit Services Review Criteria for SFSP

- Conduct a review of every new sponsor at least once during the first year of operation
- Annually review a number of sponsors whose program reimbursements, in the aggregate, accounted for at least one-half of the total program meal reimbursements in the prior year
- Annually review every sponsor which experienced significant operational problems in the prior year
- Review each sponsor at least once every three years
- Review sponsors identified as high-risk

Audit Services Review Process

1. Site Visit
2. Sponsor Review
3. Post Review

Keys to a Successful Monitoring Review

- Understand your provider agreement
- Become familiar with Title 7 of the Code of Federal Regulations, Section 225
- Read and follow the instructions within handbooks provided by TDHS Food Program and USDA
- Maintain administrative and operational documentation

SFSP Common Findings

- Sponsor did not complete training as required
Title 7 of the Code of Federal Regulations, Section 225.15 (d)(1)
- The Sponsor not conducting monitoring as required
Title 7 of the Code of Federal Regulations, Section 225.15 (d)(2)
Title 7 of the Code of Federal Regulations, Section 225.15 (d)(3)

- Daily Meal Count Forms not completed correctly
Title 7 of the Code of Federal Regulations, Section 225.15(c)(1)
- USDA meal pattern requirements not being met
Title 7 of the Code of Federal Regulations, Section 225.16 (d)
- The Sponsor claimed meals outside of approved application
Title 7 of the Code of Federal Regulations, Section 225.6(e)
- The Sponsor reported the number of meals served for reimbursement incorrectly
Title 7 of the Code of Federal Regulations, Section 225.9(d)(5)

Non-Reimbursable Meals

- Meals not served as a complete unit
- Meal patterns or types not approved by State agencies
- Meals served at sites not approved by State agencies
- Meals consumed off-site, except for field trips for which the State agency was notified in advance
 - This does not include a fruit, vegetable, or grain component that the State agency and sponsor may allow to be taken off-site)
- More than one meal served to a child at a time
- Second meals in excess of 2 percent of the number of first meals served by type during the claiming period
- Meals served outside of approved timeframes or approved dates of operation
- Meals that are spoiled or damaged
- Meals in excess of the site's approved level of meal service (cap for vended sponsors)
 - SFSP Memorandum 16-2015: Site Caps in the Summer Food Service Program: Revised, April 21, 2015,
<http://www.fns.usda.gov/site-caps-summer-food-service-program-revised>
- Meals missing/inadequate component
- Meals over the cap
- Meals served to adults but included in count of reimbursable meals
- Meals that were not served

- Meals served to anyone other than eligible children

This list and additional non-reimbursable meals can be found in the Administrative Guide SFSP.

Fraud, Waste, or Abuse

- Block claiming
A claim with no variation in meal counts for a continuous 15-day period
- Block counting
Claiming the same number of meals for at least 3 days and inconsistent with observed meal

Audit Services Contact Information

Heidi mahlum

Heidi.Mahlum@tn.gov

615-982-0190

Civil Rights

Annual Federal Training Requirement

- State agencies
- Sponsoring organizations
- Centers
- Family day care home providers
- Sites

Civil Rights Legal Authorities

- Title VI of the Civil Rights Act of 1964
- Civil Rights Restoration Act of 1987
- Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) of 1990; Amendments Act of 2008
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972
- Title 7 CFR Parts 15, 15(a), and 15(b)
- Executive Order 13166 "Improving Access to Services for Person with Limited English Proficiency" (August 11, 2000)
- USDA LEP Policy Guidance (79 Fed. Reg. No. 229, November 28, 2014)
- 28 CFR Part 35: Nondiscrimination on the Basis of Disability in State/Local Government Services
- 28 CFR Part 42: Nondiscrimination in Federally Assisted Programs
- USDA Departmental Regulation 4330-2 (nondiscrimination regulations)

Civil Rights Program Authorities

- Richard B. Russell National School Lunch Act of 1946
- Child Nutrition Act of 1966
- 7 CFR Part 226 (CACFP) and 7 CFR Part 225 (SFSP)
- FNS Instruction 113-1 and Appendix B Child Nutrition Programs (CNP)
- CACFP 14-2017, SFSP 10-2017 *"Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program"*

Assurances

Program application must include a written assurance that the program or facility will be operated in compliance with Civil Rights laws and nondiscrimination regulations.

Civil Rights assurance statement must be included in agreements between Federal and State agencies, State and Food Program sponsors and Food Program sponsors and the sub-recipients.

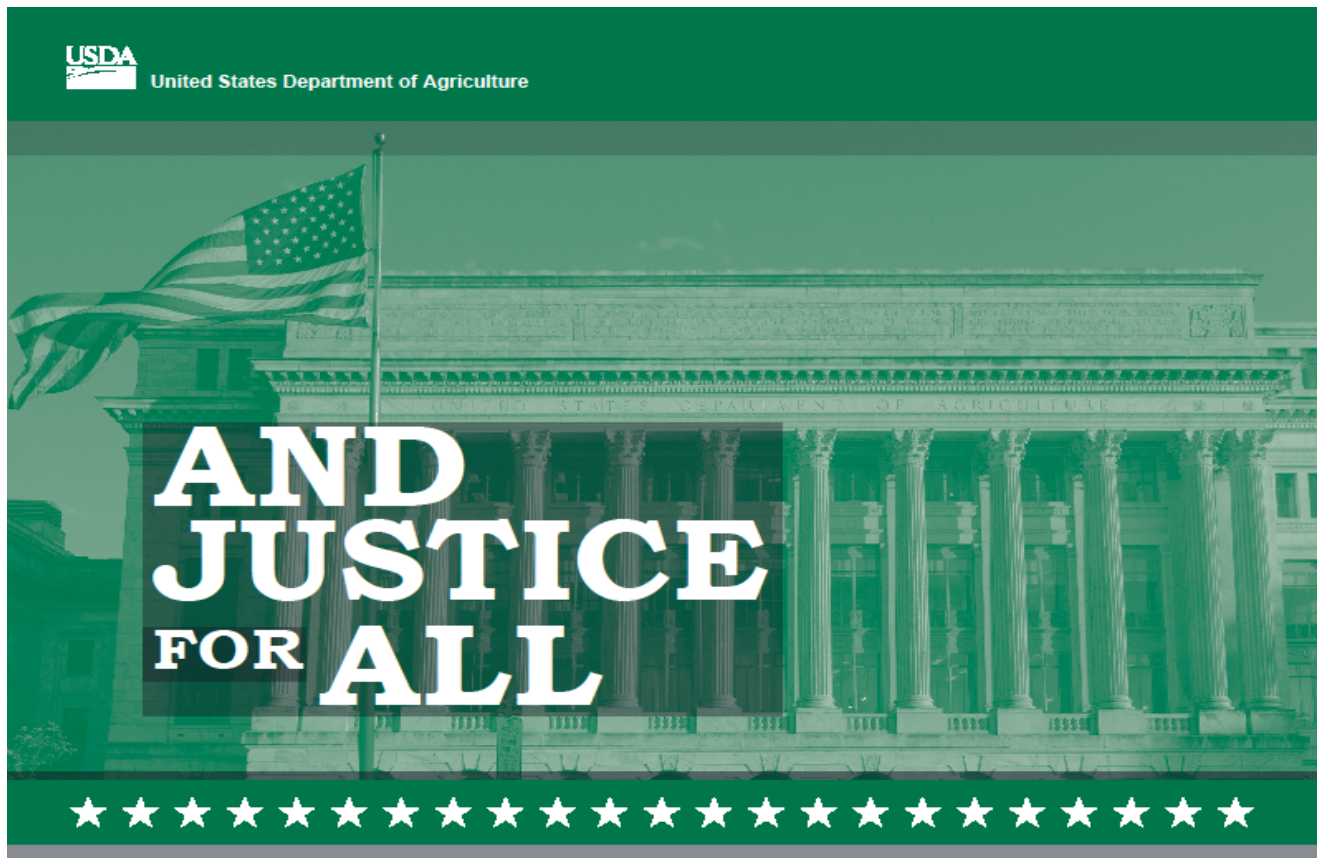
Public Notification

- All FNS assistance programs must include a public notification system.
- The public notification must contain certain elements:
 - Program availability
 - Complaint Information
 - Nondiscrimination Statement

Non-Discrimination Statement

At a minimum, the nondiscrimination statement should be included on:

- Application forms(s)
- Notification of eligibility or ineligibility
- Program (home) web page
- Public Information, including program literature



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en

www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción

discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:

(833) 256-1665 o (202) 690-7442;

correo electrónico:

program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Civil Rights Training

All staff should receive training on all aspects of Civil Rights including:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable modification of persons with disabilities
- Requirements for language assistance
- Conflict resolution and customer service

To access the Civil Rights PowerPoint and Civil Rights Training Roster, follow these steps:

- Type in the link below and it will take you to the Nutrition Programs' page,
- Scroll down the page to the Training section,
- Click on the word Training and you will be able to access the link for the Civil Rights PowerPoint and training roster.

<https://www.tn.gov/content/tn/humanservices/children/dhs-nutrition-programs/child-and-adult-care-food-program.html>

Compliance Reviews

- Pre-Award Reviews
- Routine (Post Award) Reviews
- Special Reviews

Reference: FNS Instruction 113-1, Appendix B)

<https://fns-prod.azureedge.net/sites/default/files/113-1.pdf>

Resources

501(c)(3)

www.irs.gov/charities-non-profits/application-for-recognition-of-exemption

And Justice for All Posters 9Guidance and Translations)

<https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

Child Nutrition Programs Income Eligibility Guidelines (2022-2023)

<https://www.fns.usda.gov/cn/fr-021622>

<https://www.govinfo.gov/content/pkg/FR-2022-02-16/pdf/2022-03261.pdf> - (Print version)

Code of Federal Regulations- Part 225-Summer Food Service Program

<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225>

Conflict Resolution Network

www.crnhq.org

Federal Employer Identification Form (FEIN)

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

FNS 113-1: Civil Rights Compliance and Enforcement

<https://www.fns.usda.gov/fns-instruction-113-1>

Mandatory Annual Online Training Modules: Four Part Series (SFSP)

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program/sfsp-sponsor-resources.html>

Memo SP 05-2016, SFSP 05-2016 Subject: Meal Service Requirements in the Summer Food Meal Programs, with Question and Answers

http://www.fns.usda.gov/sites/default/files/cn/SP05_SFSP05-2016os.pdf

Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance from USDA

<https://www.usda.gov/directives/dr-4330-002>

Office of the Assistant Secretary for Civil Rights

www.ascr.usda.gov

SFSP Memorandum 13-2004, Procurement Thresholds in the Summer Food Service Program, January 10, 2014

<https://www.fns.usda.gov/sfsp/procurement-thresholds>

Summer Food Service Program Sponsor

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program/sfsp-sponsor-resources.html>

System for Award Management (SAM)

www.sam.gov

Tennessee Summer Food Service Program

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program.html>

USDA-Administration Guide -Summer Food Service Program

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

USDA- Food and Nutrition Service: Summer Food Service Program

<https://www.fns.usda.gov/sfsp/program-operator>

United States Department of Agriculture (USDA)

<https://www.usda.gov/topics/food-and-nutrition>

USDA Discrimination Complaint Form

<https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf> (English)

Federal Register

<https://www.federalregister.gov/documents/2022/09/19/2022-20084/streamlining-program-requirements-and-improving-integrity-in-the-summer-food-service-program-sfsp>

Upcoming SFSP Trainings

Meal Components in SFSP

Date: March 16, 2023

Time: 1:00 PM- 2:230 PM

Registration Link: [Meal Components in SFSP - March 16, 2023](#)

Webinar – SFSP Summer Workshops

Date: March 28, 2023

Time: 9:00 AM - 12:00 PM

Registration Link: [Webinar - SFSP Summer Workshop - March 28, 2023](#)

Webinar – Meal Counter Training

Date: April 6, 2023

Time: 1:00 AM – 2:30 PM

Registration Link: [Webinar-Meal Counter Training – April 6, 2023](#)

[SFSP Upcoming Trainings \(tn.gov\)](#)

Non-Discrimination Statement (English)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Non-Discrimination Statement (Spanish)

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

(2) fax:

(833)256-1665 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Non-Discrimination Statement (Somali)

Si waafaqsan sharciga xuquuqda madaniga ah ee federaalka iyo Maraykanka. Waaxda Beeraha (USDA) shuruucda xuquuqda madaniga ah iyo xeerarka, USDA, Wakaaladaheeda, xafiisyada, iyo shaqaalaha, iyo hay'adaha ka qayb galaya ama maamulaya barnaamijyada USDA waxaa laga mamnuucay ku takooria ku salaysan isirka, midabka, asalka wadaka, galmada, naafanimada, da'da, ka aarsiga ama aargoosiga hawl xuquuq madani oo hore barnaamij kasta ama hawl ay qabatay ama maalgelisay USDA.

Dadka naafada ah ee u baahan qaab kale oo wada xidhiidh oo macluumaadka barnaamijka ah (tusaale, Farta qoraalka indhoolaha, daabacaad wayn, cajal maqal ah, Luqadda Dhegoolaha ee Maraykanka, iwm), waxaa inuu la soo xidhaadhaa Wakaalada (Gobol ama degmo) halka ay ka soo codsadeen dheefaha. Dadka dhegoolaha ah, maqalku ku adagyahay ama leh naafo hadalka ah waxay kala soo xidhiidhi karaan USDA Is gaadhsiinta Federaalka ee Dadka Nafada ah lambarkan (800) 877-8339. Intaa waxa dheer, macluumaadka barnaamijka waxaa lagu heli karaa luqaddo kale.

Si loo soo gudbiyo takoorka barnaamijka cabashada, buuxi [Foomka Cabashada Takoortka Barnaamijka USDA](#), (AD-3027), ee onlayn laga helo [How to File a Complaint](#), iyo xafiis kasta oo USDA, ama qor warqad ku socot aUSDA oo ku bixi waraaqda dhammaan macluumaadka lagu codsaday foomka. si aad u codsato nuqul foomka cabashada ah, soo wac (866) 632-9992. U soo gudbi foomkaaga la buuxiyay ama warqadda USDA addoo adeegsanaya:

(1) boosta: Maraykanka. Waaxda beeraha
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) iimaylka: program.intake@usda.gov.

Hay'dani waa adeeg bixiyaha fursadda loo simanyahay

Non-Discrimination Statement (Arabic)

لجميع برامج مساعدة التغذية FNS، يتوجب على الوكالات، سواء التي على صعيد الولاية او المحلية منها، ومستلمهم الفرعيين، ان يظهروا تصريح عدم التمييز التالي:

وفقا لقانون الحقوق المدنية الإتحادي وتوجيهات وسياسات الحقوق المدنية لوزارة الزراعة الامريكية (يو أس دي أي) (USDA)، يحضر على الـ USDA ووكالاتها ومكاتبها، وموظفيها ومؤسساتها المشاركة في، أو المديرية لـ، برامج الـ USDA ان تميز بناء على العرق، لون البشرة، القومية، الجنس، المذهب العقائدي، الإعاقة، العمر، المعتقدات السياسية، أو الثأر أو الإنتقام بسبب نشاط حقوق مدنية سابق في أي برنامج او نشاط يداران أو يمولان من قبل الـ USDA.

يتوجب على الاشخاص المعاقين المحتاجين الى وسائل إتصال بديلة لمعلومات البرنامج (مثلا، لغة بريل، أحرف كبيرة الحجم، التسجيل الصوتي، لغة الاشارات الامريكية، الخ) ان يتصلوا بالوكالة في (الولاية او المحلية) حيث يقدموا للحصول على المنافع. يمكن للاشخاص الطرش او المعانين من صعوبة في السمع او المعانين من اعاقات في الكلام الاتصال بالـ USDA عبر الاتصال بخدمة المرحل الاتحادية على هاتف 877-8339 (800). إضافة الى ذلك، يمكن توفير معلومات البرامج بلغات أخرى.

لغرض رفع شكوى برنامج ضد التمييز، أكمل ملاً طلب شكوى التمييز من برنامج الـ USDA، المرقم (AD-3027) والذي يمكن تنزيله من الانترنت على الرابط: **How to File a Complaint** وفي اي مكتب للـ USDA او بكتابة رسالة معنونة الى الـ USDA وزود في الرسالة جميع المعلومات المطلوبة في الطلب. لطلب نسخة من طلب الشكوى، اتصلوا على هاتف 632-9992 (866). قدم طلبك المكتمل او رسالتك الى الـ USDA عبر:

(1) البريد: وزارة الزراعة الامريكية

مكتب مساعد الوزير للحقوق المدنية

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) بالفاكس: على هاتف 690-7442 (202)؛ أو

(3) البريد الالكتروني: program.intake@usda.gov

هذه المؤسسة توفر التكافؤ في الفرص