

**Fiscal Year (FY) 2023 SFSP Renewals  
Non-School Food Authority (SFA) Sponsor Instructions**

**All Sponsors:**

1. Sponsors must submit offline forms to the Community Nutrition email address:  
[ode.communitynutrition@ode.oregon.gov](mailto:ode.communitynutrition@ode.oregon.gov)
2. Sponsors must complete all renewal requirements by the established due dates:
  - a. Civil Rights and Racial and Ethnic Data Collection trainings – **March 31, 2023**
  - b. SFSP Annual Training – **April 21, 2023**
  - c. Offline and Online Renewal Application Forms – **April 21, 2023**

**Non-Profit/Public Sponsors (including Tribes):**

1. Must complete:
  - a. Training
    - i. Part 1: [Civil Rights and Racial & Ethnic Data Collection Training](#) – Due **March 31, 2023**
    - ii. Part 2: [SFSP Annual Training](#) – Due **April 21, 2023**
      1. Please refer to the SFSP Renewal Memo for detailed list of required trainings.
2. Must submit:
  - a. [Offline forms](#)
    - i. FY2023 Budget in Excel
    - ii. Site eligibility documentation for new or expired sites
    - iii. Free meal policy statement
    - iv. Vended meal agreements (if applicable)
    - v. Meal Distribution Plan (if applicable)
  - b. [Online forms](#)
    - i. Sponsor Info Sheet
    - ii. Budget
    - iii. Site Info Sheet(s)
    - iv. Management Plan (via SmartSheet)

**Offline Forms:**

1. Budget - See the Excel Budget Coversheet tab for additional information on how to complete.
  - o Excel Budget template can be downloaded from the Packet tab in CNPweb.
2. Site eligibility
  - o Open, Closed Enrolled (area eligible), Migrant, and National Youth Sports Program (NYSP) sites that are new or have expired eligibility are required to submit eligibility documentation:
    - Census Data: Must submit screenshot of map, showing census number, if using Census to determine eligibility. Census data can be found using the [USDA FNS Area Eligibility Mapper](#).
    - School Data: Must submit a screenshot of map which shows a site is located within the attendance boundaries of an eligible school, if applicable. Use the [Free and Reduced Price Eligibility List – October 2022](#) for current school data.

- For more information about types of Site Eligibility, see the SFSP & CACFP Area Eligibility Determination Options list.
  - Camp sites - contact your assigned Child Nutrition Specialist if your organization is interested in Direct Certification for Camp attendees.
- 3. Free Meal Policy Statement
  - All Sponsors must complete and submit the Free Meal Policy Statement, which can be downloaded from the Packet Tab in CNPweb.
- 4. Vended Meal Agreement, if applicable
  - Sponsors who utilize vended meals must have a current Vended Meal Agreement on file with ODE. Submit a signed Vended Meal Agreement if ODE does not have a current version.
  - ODE has a [Vended Meal Agreement Template](#) for Sponsors, if needed.
- 5. Meal Distribution Plan for Rural Areas, if applicable
  - Sponsors who are located in eligible rural areas may apply to serve non-congregate meals by completing a Meal Distribution Plan. Instructions for completing the [Meal Distribution Plan](#) are included in the document.

## On-line Forms (Applications):

### 1. Sponsor Information Sheet:

- a. **Addresses:** Ensure all addresses are spelled correctly and properly capitalized.
  - i. Address must be the full formal address for the Sponsor including St., Ave, or Rd, etc.
- b. **Contacts:** Ensure contact information is accurate, especially email addresses, and they have CNPweb access. See CNPweb - Users Tab for a list of current users.
  - i. Authorized Rep - must be an individual that has contract signature authority for the organization.
  - ii. Food Program Coordinator - must be an individual that provides oversight and day to day management for the program.
    1. ODE CNP requires the person listed be an *employee of the organization*.
  - iii. Business Manager/Financial Office Contact - must be an individual that is responsible for financial recordkeeping.
    1. ODE CNP requires the person listed be an *employee of the organization*.
  - iv. Claim Contact - must be the individual that submits monthly claims in CNPweb.
  - v. Food Service Management Company (FSMC) Contact - must be the individual who is the main contact for Food Service Management Company or Vended Meal Agreements. This contact information is only applicable to sponsors receiving meals through a Vended Meal Agreement or Food Service Management Company.
    1. This contact position cannot be the same individual included for the Food Program Coordinator. Please see ii.1 above.

- c. **Management Plan:** Sponsors will be required to submit a separate offline form management plan.
  - i. Lines 67 – 76- Enter “See Smartsheet Management Plan”.
- d. **General Information:**
  - i. Line 78- Select “Application Type” from the drop down list that describes your organization type.
  - ii. Line 79- Select “Yes” if your organization purchases unitized meals, with or without milk, from a vendor, which it will serve at its site(s), or purchases management services.
  - iii. Line 80- If “Yes” is selected for Line 79, then list the name of the organization’s FSMC or Vendor on a Vended Meal Agreement.
  - iv. Line 81 – Only select “Yes” if your organization wishes to receive USDA donated commodities.
    - 1. When “Yes” is selected, your organization will be electing to participate in the USDA Foods program for the *next* fiscal year.
  - v. Line 82-83 – Sponsors must select “Yes” and list the services provided. This may be education, enrichment, etc.
  - vi. Line 84 – Select “Yes” if your organization participates in any of the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) or Special Milk Program (SMP). Check all that apply.
  - vii. Line 85 – Select “Yes” or “No”.
  - viii. Line 87 – The question is in regards to the efforts and methods used to conduct outreach minority and grass roots organizations. Responses may include having a multicultural outreach coordinator, bilingual staff, promotional materials produced in additional languages, flyers posted at schools, partner with local churches, etc.
- e. **Advances:**
  - i. Line 88 - Select “Yes” or “No” to elect to receive an advance payment on SFSP reimbursements if needed.
  - ii. Line 89-91 - If “Yes”, complete these lines.
- f. **A-133 Audit Compliance:**
  - i. Line 92 – Select “Yes” if your organization expended more than \$750,000 in federal funds during the organizations previous fiscal year. This audit is also commonly referred to as the Single Audit.
- g. **Certification:**
  - i. Read and certify that the information listed on the CNPweb Sponsor Information Sheet is true and correct.
  - ii. Click the Submit button at the bottom of the page.
  - iii. This will change the status of the Sponsor Information Sheet to “Pending Submission” until the entire CNPweb renewal application packet has been submitted.

## 2. Budget:

- a. The budget in CNPweb will be completed based on the approved Excel SFSP Budget. Refer to the “Budget” tab for the information to enter on this form.

### 3. Site Information Sheet(s):

- a. **Addresses:** Ensure all addresses are spelled correctly and properly capitalized. This address is used to show open and restricted open meal sites on the Summer Meals Mapper on the [USDA Meals 4 Kids](#) website.
  - i. Line 6 - Must be the street address, not the name of the site, in order to appear in the summer food mapper.
- b. **Site Supervisor:**
  - i. Lines 18-25 - Must be the individual that is responsible for daily site operations and onsite for the majority of meal services.
    1. The individual listed on these lines may not be the same individual responsible for monitoring of the site (refer to Line 70 of the Sponsor Info Sheet).
- c. **General Information:**
  - i. Line 26 (Site Type) - Select the appropriate site type.
    1. Refer to the [SFSP Site Type Comparison Chart](#) if unsure which site type to select.
    2. Restricted Open cannot be selected until after program operations have begun, but then needs to limit the meal site's attendance for reasons of space, security, safety, or control. This type of site is still open to the general public on a first come, first served basis.
    3. Note: For all Closed Enrolled sites that are using Area Eligibility to qualify, please explain the need for operating a closed enrolled site at this location within the general comments section in Line 90.
  - ii. Line 27 (Site Eligibility) - Options will be based on Site Type. Only one option is allowed and ineligible options will gray out.
    1. Note: For existing sites, this section must only be revised if a site has expiring eligibility. If unsure whether a site's eligibility is expiring, please check with your assigned specialist.
  - iii. School Data - Complete this section using the current [Free and Reduced Price Eligibility list](#) (F/RP List). To use school data, the school must have 50% or higher on the "Percent Eligible" column within the Free/Reduced Price list.
    1. Line 28 - Enter the school's site number as listed on the F/RP List
    2. Line 29 - Enter the percentage exactly as listed on the F/RP List
    3. Line 30 - Enter the full school name
    4. Line 31 - Ensure this is completed in this format: mm/yyyy
      - a. If using the F/RP list, this must be 10/2022 to reflect the month the data was pulled from.
    5. Line 32 Enter the full school district name
  - iv. Census Data - Use the [USDA FNS Area Eligibility Mapper](#) if qualifying the site(s) using Census Data.
    1. Tips for using the Census Data website:
      - a. Click on "View Larger Map" on the bottom left of the map
      - b. Search for the site address in the search bar on the top left of map
      - c. If the site appears in the pink area, it's in an eligible area.
        - i. Click on the map next to the search result; use the "GEOID" number on [Line 33](#) of the Site Info Sheet.
    2. If the site appears in a blue area, it's not an eligible census block area.

- v. Income Applications - This eligibility type would be used only for camps or closed enrolled sites, that do not qualify under area eligibility.
  - 1. In order to qualify a site based on income applications, at least 50% of enrolled children must qualify for free or reduced price school meals.
- vi. If Migrant or Housing Authority Information is selected, submit supporting documentation to your assigned specialist.
- vii. Line 38 - This check box is only applicable to camp sites.
- viii. Line 39 (First Week Visit) - Per the USDA Final Rule, the First Week Visit has been changed to the First Two Week Visit. The requirements have also changed; please read descriptions below.
  - 1. Select Yes if all requirements below are met:
    - a. The site operated the Program successfully the previous summer;
    - b. The site did not have findings related to site monitoring in FY2022, either from an ODE CNP Administrative Review or a Sponsor's Site Monitoring visit;
    - c. The site does not have a high number of staff turnover.
  - 2. Select No if requirements are not met or if, for any other reason, the Sponsor plans to complete a site monitoring visit within the first two weeks of operation.
  - 3. In line (90) add the dates of site monitoring visits, if waiving the First Two Week Visit, only include date of Four Week Site Review
- ix. Line 40-41 - If "Yes" is selected on Line 40, a description of activities offered must be included on Line 41 to ensure program requirements are met.
- x. Line 44 - Examples provided with the question.
- xi. Line 46 - Select from the drop-down the type of food service:
  - 1. On-site Kitchen - The kitchen is at the meal site.
  - 2. Shared Kitchen - The kitchen is at the meal site and is shared with another organization or used for other purposes.
  - 3. Satellite Kitchen - Meals are prepared at another location (i.e. a central kitchen) and transported to the meal site.
  - 4. Vended Meals - The meals are prepared by another organization, that is not governmental, and the sponsor pays the other organization for these meals. (Must have an approved VMA on file with ODE.)
  - 5. Intergovernmental - Meals are prepared by another governmental organization (i.e. school, community center, etc.) and the sponsor, a government organization itself, pays this organization for these meals. (Must have an approved IGA on file with ODE.)
- xii. Line 47- If applicable; include the name of the vendor if there is a VMA or IGA.
- xiii. Line 48 - Minimum response must include:
  - 1. How to identify a reimbursable meal
  - 2. Where the point-of-service meal count is taken
  - 3. A description of the form used to record meal count
- xiv. Line 49 - Select the appropriate Meal Service Style:
  - 1. Family style - all components are available on the table, in bulk, with participants seated around it. Participants serve themselves and may take as much or little, as they want of each meal component.

2. Restaurant - Participants are seated and a complete meal is given to them.
  3. Cafeteria - Participants go through a line to receive a meal and then are seated.
  4. Family/Restaurant - This is a combination meal service where some items are pre-proportioned and others are self-serve.
- xv. Line 50 - "Actual" count is completed by taking a meal count by participant name. "Head Count" is completed with using a clicker and/or tally sheet to record only the number of meals served at a site during a meal service.
  - xvi. Line 51 - Include how meals will be stored until meal service to ensure food safety standards are maintained.
  - xvii. Line 52 - A mobile meal site is a site along a meal delivery route. Staff operating the meal delivery will serve, supervise, and close meal service at one meal site, load up, and then go to another site. By doing so they will operate multiple meal sites one at a time.
  - xviii. Line 53 and 54 - If the site is outdoors, there must be a description of what arrangements are for inclement weather.
- d. **Non-Congregate Feeding:** All meals served non-congregate must have an approved FY 2023 Meal Distribution Plan on file with ODE CNP.
- i. Line 55 - Sponsor may select "Yes" to Line 55 if:
    1. The USDA gives approval for use of the Demonstration Project further instructions will be given by ODE CNP at that time.
    2. Sponsor will serve non-congregate meals in a qualifying rural area
      - a. Submit to assigned Specialist, a snip of the site address in a qualifying area using the [SFSP Rural Designation Tool](#) or the [Rural Development Eligibility Tool](#)
  - ii. Line 56 – If there is an alternative site for congregate mark yes, if not, mark no
  - iii. Line 57 – if no in Line 56, mark yes.
  - iv. Line 58 – Is not available at this time, if USDA gives approval for the Demonstration Project further instructions will be given by ODE CNP at that time
  - v. Line 59 – 60 – Check Other for non-congregate in a rural area. Add "Rural Area" to line 60.
  - vi. Line 61-63 (Homeless) - This only applies to sites that primarily provide services directed at homeless participants.
- e. **Operating Dates and Number of Operating Days (66-81):** Review carefully. This information will be included on the [USDA Meals 4 Kids](#) website.
- i. Lines 66-67- Enter begin and end dates. Double check dates to ensure they are in the mm/dd/2023 format.
    1. SFSP sites can be approved to operate between the last day of school for SY2022-23 and first day of school for SY2023-24
  - ii. Line 68 - Only list site closure dates when the site will be closed on a normally planned operating day (e.g. Fourth of July). Dates must be listed as mm/dd/yyyy and if multiple dates are listed use a semicolon (;). Ranges must be separated by a dash (-).
  - iii. Line 69 - Include any scheduled dates of field trips. Dates must be listed as mm/dd/yyyy.

- iv. Lines 70-81- For each month of SFSP operations, enter the total number of operating days based on the information provided in Lines 66-68 and Lines 84-88 (Days Meals Served).
- f. **Meal Service:**
  - i. Line 82 - Select the meal pattern to be used in the summer program.
  - ii. Line 83 - If using the CACFP meal pattern for children ages five and under, select this for the site.
  - iii. Lines 84-88
    - 1. Meal times - the following meal time stipulations must be followed:
      - a. Offer vs. Serve (OVS) is only available to School Food Authorities.
      - b. Breakfast must be served at or close to the beginning of the day and cannot be served after a lunch or supper.
      - c. A minimum of one hour must elapse between the end of one meal service and the beginning of another (except for residential camps).
    - 2. Type:
      - a. Vended must be selected if there is an FSMC contract, VMA or IGA approved and on file.
      - b. Self-Prep will be selected if meals are made by the sponsor.
    - 3. ADA (Average Daily Attendance) - This is the anticipated number of participants the site will serve, per meal, in a day.
    - 4. CAP (Site Cap) - This is the highest number of participants may be served per meal at that site in a day.
  - iv. Line 90 - Please reserve this section for comments related to the site's meal service that need approval from ODE CNP and cannot be captured in the lines above.
    - 1. Note: For all Closed Enrolled sites that are using Area Eligibility to qualify, sponsors must include the description of need for operating a closed enrolled site at this location.
    - 2. Site Monitoring: Please add the site review dates that you plan to conduct your site reviews, including Two Week Visit (if applicable) and Four Week Review.

#### 4. Management Plan:

- a. Sponsors will be required to submit a separate management plan via [SmartSheets](#).

#### **Part One: Sponsor Information**

- a. Sponsor Name and Agreement Number
- b. Fields 01 – 09: Management Plan Contact Information
  - i. The person who completes the Management Plan must be listed in these fields. This should be the same person who is either listed as the Authorized Representative or the Food Program Coordinator in the Sponsor Info sheet of CNPweb.
  - ii. Field 10: If the organization is a CACFP sponsor and the existing CACFP management plan will be applied to all child nutrition (CN) programs and will adequately and effectively implement all aspects in the management of these programs, then you may check the corresponding box in this field.

## **Part Two: Financial Viability and Financial Management**

- a. Fields 12 – 14: Description of Need/Recruitment:
  - i. Use these fields to indicate if the organization intends to recruit new sites and, if so, the recruitment methods.
- b. Fields 15 – 16: Fiscal Resources and Financial History
  - i. Access to other funds are required to continue operation without reimbursements in the case of temporary interruption of funding such as a government shutdown or problem with the state payment system.
    - i. Information entered in these fields should match the Coversheet of the Excel budget.
  - ii. At the very least sponsors should select to withhold future monthly reimbursement or unrestricted funds.
    - i. Using future reimbursement is the easiest way for ODE and the sponsor to repay funds.
    - ii. It is highly advisable that the organization also has discretionary funds.

## **Part Three: Administrative Capability**

- a. Fields 17 – 35: Institutional Structure and Capability
  - i. List the position or title (not the name of the staff person) that fills the listed function.
    1. If there is a double check system for a function, use “/” between the two titles to indicate the two roles in this function.
    2. Position/Title in this section should match the titles in the Sponsor Info Sheet if a person carrying out the function is the Authorized Rep, Food Program Coordinator, or Financial Office Contact.
      - Be sure that staff with a SFSP function are also included for labor costs on the Operational Staff and Admin Staff tabs on the budget (if applicable).
      - Positions/titles listed in management plan should match position/titles in the budget.
- b. Fields 36 – 40: Site Monitoring
  - i. Use the first two fields to indicate the number of planned new sites and current number of sites.
  - ii. The number of all first two week visits plus all site monitoring reviews.
    1. Example: If a sponsor has 3 new sites and 4 current sites, the number of site monitoring reviews would be 10 (3 First Two Week Visits plus 7 Site Monitoring Reviews).
  - iii. To describe the institution’s follow-up procedure, the corresponding field should describe processes for both findings and serious deficiencies. The procedure must use both “finding” and “serious deficiency” in the description, even if the same process is used for both.
    1. If training is required (as it is required for any serious deficiencies), include the title/ position of who will lead the training, the method for training, and a description of the documentation.
  - iv. In the case a monitor is unavailable to perform the monitoring duties, the corresponding field should identify how the institution will ensure the facilities are monitored in accordance with 7 CFR 225.15, including any staff. The staff listed in here should match the staff positions/ titles listed under the Institutional Structure and Capability section above.
    1. Backup for the site monitor must be also be identified.



## **Part Four: Program Accountability**

### **a. Field 41: Governing Board of Directors**

- i. If the Board of Directors is listed on the organization's website, it should match the information submitted in this section.
  1. If not, please provide an explanation to your assigned Child Nutrition Specialist
  2. School Districts/Universities/ Community Colleges- If the sponsor has a governing board or committee, this section must be completed with that group's information.
- ii. Organizations must disclose relationships that board members have with the institution, if any.
- iii. Board President/Chair listed in the Management plan must match information listed on the sponsor info sheet.
- iv. Non-profit boards must have at least three members in the state of Oregon.

### **b. Fields 42 – 48: Fiscal Accountability**

- i. A bank account for the institution is required.
- ii. For documentation maintained on file:
  1. Some of this documentation is required while others are as applicable, review below and check all that apply.
    - "Itemized receipts, invoices, and bills," "Bank records," and "Balance Sheet" are required.
    - Timesheets and payroll records are required if staff time is charged to the SFSP.
    - If "Rental agreements" is checked, are facility expenses must be on the approved budget
    - "Board minutes" must be checked if the board approves certain purchases.
    - "Procurement documentation" is a requirement in the SFSP
    - If "Cost allocation plans" is checked, or an "Indirect Cost Rate" is indicated under "Other", these also must be on the approved budget.
- iii. Indicate how frequently SFSP receipts and expenditures are validated against the budget.
- iv. Field 45: For methods to consolidate and submit reimbursement claims:
  1. Several items should be checked, only select those that that are required for your program type.
  2. Items selected should match the sponsor's written process for submitting an accurate meal claim and/or accepted corrective actions, if applicable.
  3. If the second bullet "Claims are reviewed by a second party for accuracy prior to submission for reimbursement" is checked, more than one staff person must be listed in field 18 under the "Institutional Structure and Capability" section above.
- v. Field 46: For methods used to ensure SFSP funds are used accordingly:
  1. Several methods may be selected here, only select those as applicable. Methods selected should be on the organization's written procedure for ensuring SFSP funds received are only used for allowable costs
  2. If "Cost Allocation Plans" is checked, cost allocations must be on the approved budget

3. "Only costs included in the annual budget are charged to SFSP." must be checked
- vi. Field 47: For system of safeguards and controls to prevent and detect improper financial activities:
  1. Several methods may be selected here, only select those as applicable.
  2. "Annual Single Audits are performed." must be checked if the organization expends more than \$750,000 in federal funds a year.
  3. The following fields should be checked:
    - Board reviews SFSP expenditures and gives approval prior to purchases being made.
    - Board makes fiscal decisions for SFSP.
- vii. Field 48: Sponsors are required to have a written [procurement policy](#). This field must be marked "yes".
- c. Fields 49 – 64: Record Keeping
  - i. Fields 49-63: Select the location of the record named or select "Not Applicable" if the record is not pertinent to your organization's operations
  - ii. Field 64: Describe the specific location where the documents will be housed
    1. Example: At the central office in a locked filing cabinet in the director's office
- d. Fields 65 – 68: SFSP Training
  - i. Field 65: Select "Other" to provide description of the resources used for *on-going* training staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)
  - ii. Field 66: Select "Other" to provide description of the resources used for training *new* staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)
  - iii. Field 67: Describe how you will address a change in the Food Program Coordinator position.
    1. Process must include notifying ODE CNP, updating CNPweb sponsor info form, giving user access to CNPweb, and training
    2. If there is a back-up system for the Food Program Coordinator (FPC), include the back-up position/ title and how they are prepared for the duties
  - iv. Field 68: Characterize your employee turnover rate as either high, medium, low or none.
- e. Fields 69 – 75: Meal Service and Other Operational Requirements
  - i. Field 69: Several methods may be selected here, only select those as applicable. Methods selected should be on the organization's written procedure for ensuring meals meet meal pattern requirements,
  - ii. Field 70: Several methods may be selected here, only select those as applicable. Methods selected should be on the organization's written procedure for complying with civil rights requirements
  - iii. Field 71 - 72: Will participants be allowed to take one item offsite?
    1. This questions applies to any site that the sponsor will operate. Including if only one of multiple sites will allow this practice.
    2. If site(s) will allow participants to take one food item (grain, vegetable, or fruit) off-site, sponsors must describe how site staff will ensure the parameters around this practice are met.

3. This is separate from the operation of non-congregate meals in rural areas
- iv. Field 73: If the Sponsor has a FSMC Contract or Vended Meal Agreement, notification to ODE CNP is required if the Sponsor would like to waive the unitized meal requirement.
  1. If the Sponsor is a School Food Authority (SFA) and would like to utilize Offer Versus Serve, the Sponsor must request to waive the requirement
- v. Field 74 – 75: If the Sponsor has Open site(s) and these sites have “field trips,” meaning meals are served to participants away from the site, planned, respond to if the site will remain open to the community on field trip days.
  1. If the site will need to close, enter the plan in field 75 the sponsor has to ensure that the community still has meal access during field trips.

*If you have any questions about these instructions, please contact your assigned Child Nutrition Specialist.*