Subject: Summer Food Service Program

To: STATE AGENCY DIRECTORS (Special Nutrition Programs)

Colorado ED, Iowa, Kansas, Montana OPI, Nebraska ED, North Dakota, South Dakota, Utah, and Wyoming DHSS

As a follow up to the Summer Food Service Program (SFSP) Consultants' Meeting, we want to provide additional information in several areas. During the Kansas City meeting there was an exchange of State Agency (SA) forms, handouts, etc. Some of those forms that were exchanged have subsequently been revised. Therefore, we suggest if you want to use any forms from another SA that you contact that state for the latest revision. We are attaching copies of FNS forms and some developed within the Regional Office.

To follow up our discussion from the meeting, we want to reiterate how and when funding is provided to SAs for the SFSP.

I. State Administrative Funds (SAF)

A. The amount of SAF that a SA may receive depends on Program funds expended in the previous fiscal year. The formula for determining SAF is as follows:

1. 20 percent of the first $50,000 of Program funds expended in the previous fiscal year
2. 10 percent of the next $100,000
3. 5 percent of the next $250,000
4. 2 1/2 percent of any remaining Program funds expended in the previous fiscal year

B. FNS may make adjustments in the amount of SAF, using the same formula, if Management and Administration Plan (MAP) projections of Program funds needed are higher than those expended in the previous fiscal year and the SA's SAF budget indicates a need for additional funds.

C. At the beginning of each fiscal year, an initial allocation, not to exceed one-third of the SAF provided in the preceding fiscal year, is put into each SA's Letter of Credit (LOC).
D. Once the MAPs have been approved, an additional allocation is made available by the LOC that, along with the initial allocation, cannot exceed 80 percent of the formula as discussed in A. and B. above.

E. The remaining SAFs needed are put into the LOC no later than September 1.

II. Program Funds

A. By April 15, an amount equal to 65 percent of the preceding fiscal year’s sponsor operating and administrative payment will be put in each SA’s LOC. However, Program funds cannot be withdrawn until the SA’s MAP has been approved.

B. By May 15, additional Program funds will be put in LOCs, as necessary, to bring the Program funds up to 65 percent of estimates in the approved MAPs.

C. If necessary, by July 1 additional Program funds will be placed in LOCs to ensure that 65 percent of Program funds needed are available.

D. Additional Program funds as needed by SAs will be made available in the LOCs upon notification to FNS.

III. Health Inspection Funds

SAs are entitled to one percent of Program funds expended in the previous fiscal year to pay for health inspections.

A. An amount equal to no more than one percent of the previous year’s Program expenditures may be put in the LOC. However, if the approved MAP indicates less funds are needed, the lesser amount will be put in the LOC.

If you have any questions regarding the SFSP funding, please do not hesitate to call a member of my staff at (303) 844-0359.

ANN C. HECTOR
Regional Director
Special Nutrition Programs

Attachments