Ohio | Department of Education

John R. Kasich, Governor
Stan W. Heffner, Superintendent of Public Instruction

To: Returning Summer Food Service Program Sponsors

FR: Mary Kershaw, Assistant Director, SFSP and CACFP
Ohio Department of Education
Office for Child Nutrition

Date: March 15, 2012

RE: **SFSP Renewing Application and Online Training Instructions**

Returning Summer Food Service Program Sponsors will again complete the mandatory online SFSP annual training on-line as part of the renewal application process. The Online training and the application are both available on the Claim, Reporting and Reimbursement System (CRRS). Instructions for each are included below.

Please note those returning sponsors that are **required** to come to the face to face training cannot replace the face to face training with the online training. You can do both if you would like but you **must** attend the online training.

Important Dates:
Sponsors that are self-prep or vend their meals through a School Food Authority are eligible to request commodities. Your complete renewal application is due no later than **April 27, 2012**. Late requests cannot be accommodated. You will be notified by the Commodity Department when you have access to the commodity products for ordering. Delivery will be made during the week of **June 4 –June 8, 2012**.

All other renewing applications must be submitted with all supporting documentation by **May 4, 2012**. Additional sites may be added until **May 31, 2012**. Your application must be approved prior to operation in order for the meals served to be eligible for reimbursement. Do not delay; get your application in as early as possible. Site applications cannot be approved retroactively.

Online Mandatory Renewing Sponsor Training:
Renewing sponsors must complete the online training before they have access to the FY2012 application. The person listed as the contact person on your SFSP FY2011 application is required to complete the training.

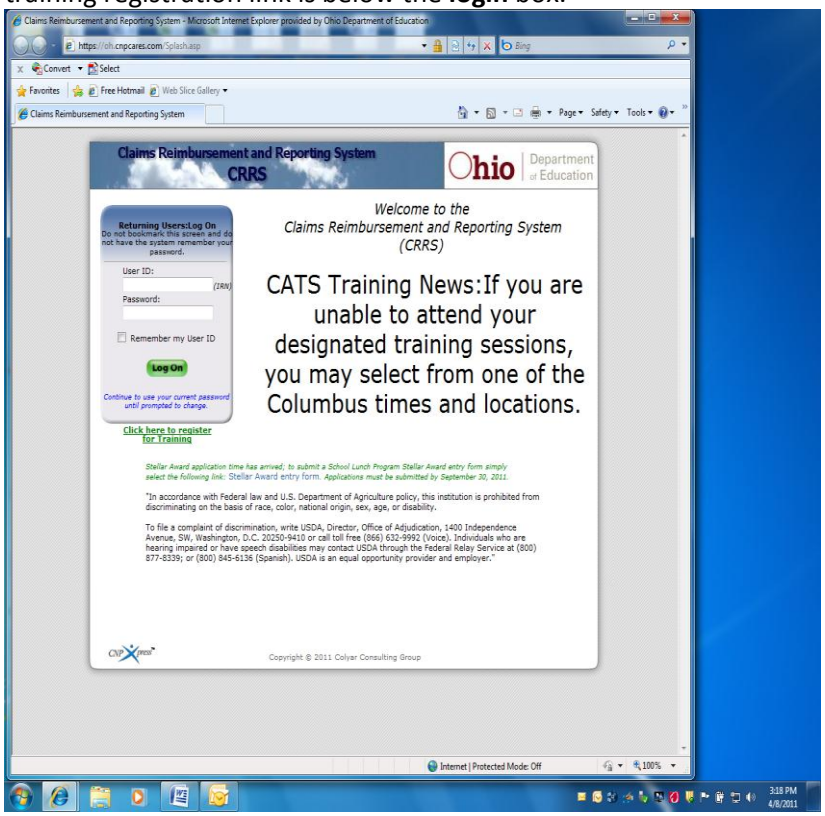
- Any staff which serve in administrative positions and are responsible for managing the overall day -to -day operations of your Summer Food Service Program are encouraged to participate in the training. Please limit the training to your "Key" staff members.
- This training is not to be used in place of your local training of Site Supervisors, site and/or cook staff and monitors.
- Sponsors must complete the training modules and assessment questions before receiving access to the FY2012 SFSP application.

- Sponsors should view the 4 training modules (power points) and then complete and submit the training assessment questions.
- Once the training assessment questions are submitted, they will automatically be scored so you can review the correct answers. Reaching 100% score is not necessarily the goal of this assessment, but rather to assist sponsors in understanding the key factors in achieving a successful Summer Food Service Program. The scores will be used by ODE to assess what topics we need to focus additional trainings.
- Questions or problems may be directed to Erin Bagley (614) 387-2284, erin.bagley@education.ohio.gov or Mary Forster (614) 752-1460
- Access the training by following the instructions below.

Registering for the Online SFSP Training Modules:

Taking the training is a two-step process. First, you must login and register and then log out. To complete the training you must log back in.

1. Go to the CRRS webpage, if you cannot remember your password; send a fax on company letterhead to Mary Brison requesting your password to be reset. Fax number: (614) 752-7613.
2. Click the message that says "click here to register for training" before you log in. The training registration link is below the **login** box.



3. To register for online training, enter your CRRS IRN number and password in the spaces provided, click Log On.
4. Choose the Program Category for the training you will be taking. On screen titles, Available categories, select "SFSP Existing Sponsor Annual Training". Click Continue, Click Renewal SFSP Training, click continue.
5. Enter your Attendee Information for the class and click Continue at the bottom of the screen. Please note the last question on this page "Have completed the 2 day program training?" select "Yes." The confirmation screen will appear. You can now log out and come back at another time or log back in to continue.

Completing the Online Training Class
For FY2012 there are four training modules to complete. Module 1: Planning the Program and Eligibility and Selecting Sites, Module 2: Meal Service, Module 3: Administering the Program, Module 4: Civil Rights

1. Log on to the main CRRS page using your CRRS IRN number and password.
2. Click the Summer Food Service Program quarter of the program circle or "pie".
3. From the left hand main menu on the SFSP bulletin board page, click Training. Click Training Summary beneath Training.
4. From the Program Year Information, Training Summary screen, click the 2012 program year.
5. From the Training Summary list screen, click "SFSP Existing Sponsor Annual Training"
   From the Training Summary Attendee List screen, click "modify" under the action column next to your name.
6. Click the attachment names to view the training presentation and answer the questions listed below. Follow the instructions at the bottom of the training screen to save the test answers, submit the test for evaluation, or exit the test without saving your answers.

Note if you exit the test without saving your answers, you will have to retake the test.

Renewal Application:
Revisions have been made to the sponsor application, site application and the budget. Please read carefully the information below. All parts of the renewal application must be completed prior to application approval.

Renewal Application Revisions:
Sponsor Application:

NEW: Throughout the **Sponsor** and **Site** Application the zip code you enter must be nine digits.

The FY2012 application requests additional key staff is identified. In the past it has been noted that many sponsors include just one name on the application for all of the key staff positions. Each sponsor of the SFSP must be financially viable as well as capable of managing the SFSP. Capable is defined as having enough people to manage the program effectively. Therefore, revisions have been made to the application for you to adequately describe the leadership within your organization.

- **Sponsor Administrator**: Identify the individual who is administratively and fiscally responsible for the Summer Food Service Program operation. Provide all contact information including the individual's birth date.
- **Treasurer Business Contact**: Identify the individual who is responsible for all fiscal and business matters. This individual will also be required to assure all related contracts are conducted in compliance with federal regulations. Provide all contact information including the individual's birth date.
- **Program Contact**: Identify the individual who is responsible for the day-to-day operation of the program. Provide all contact information including the individual's birth date.
- **Board President or SFSP Committee Chair:** Identify the board member or SFSP Committee Chair that is responsible for providing approval for the organization to move forward with the SFSP, the leader of the governing body, or the individual the Sponsor Administrator must report to. Provide all contact information including the individual's birth date.

- **Organizational Chart**: List all staff names and position titles of the individuals working on the SFSP.

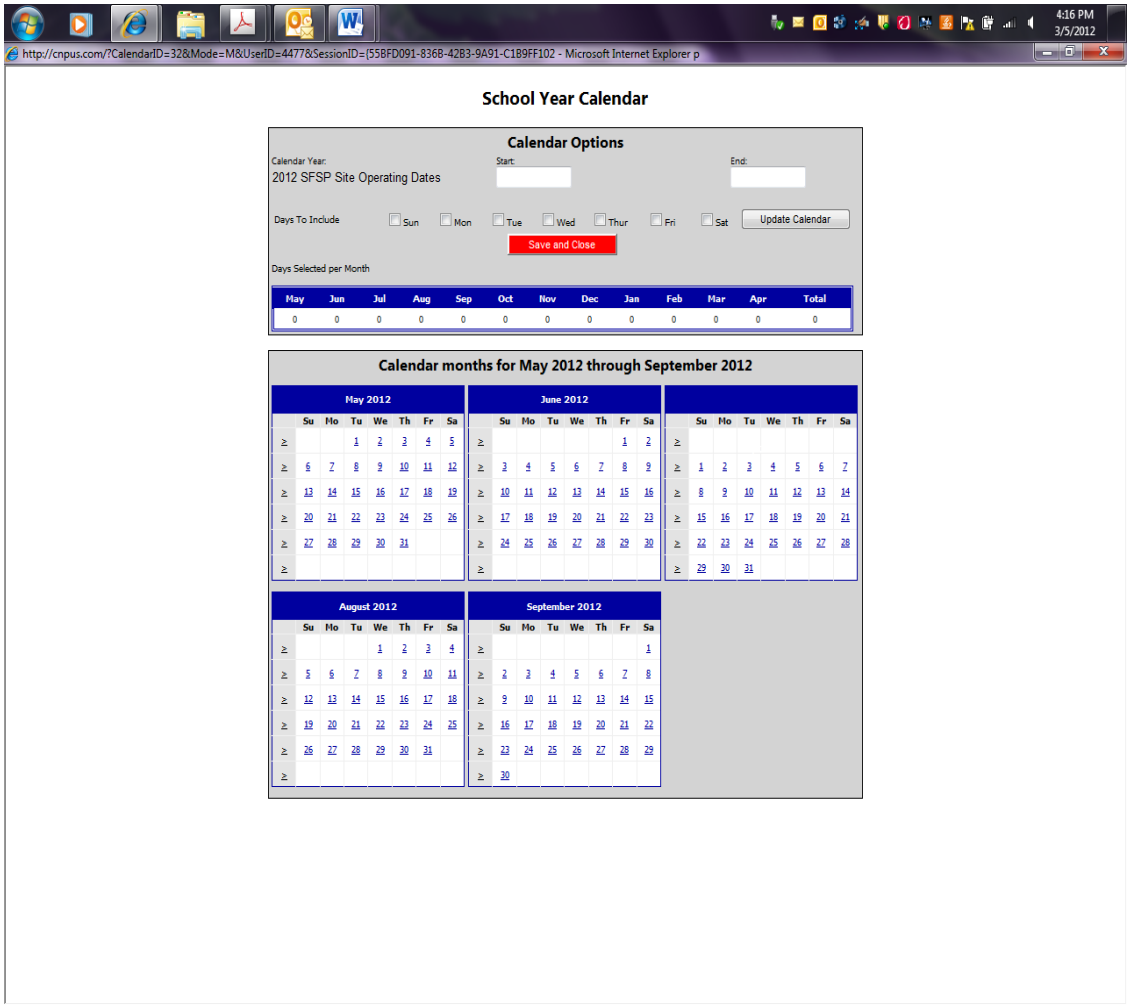
SITE APPLICATION:

- Site Contact: The name of the individual **at the site,** who manages the site, should be entered here—not from the sponsor
- Eligibility Information: Respond to the question: Is Site Tax Exempt? YES NO
- New Question: Does this site participate in another CNP? If yes, select the program type.
- New Calendar feature has been added—please follow these instructions: The information you insert for each of your sites will determine the length of your SFSP for the summer of 2012.
- **Step 1:** Click View/Update Calendar.

Site Operating Days

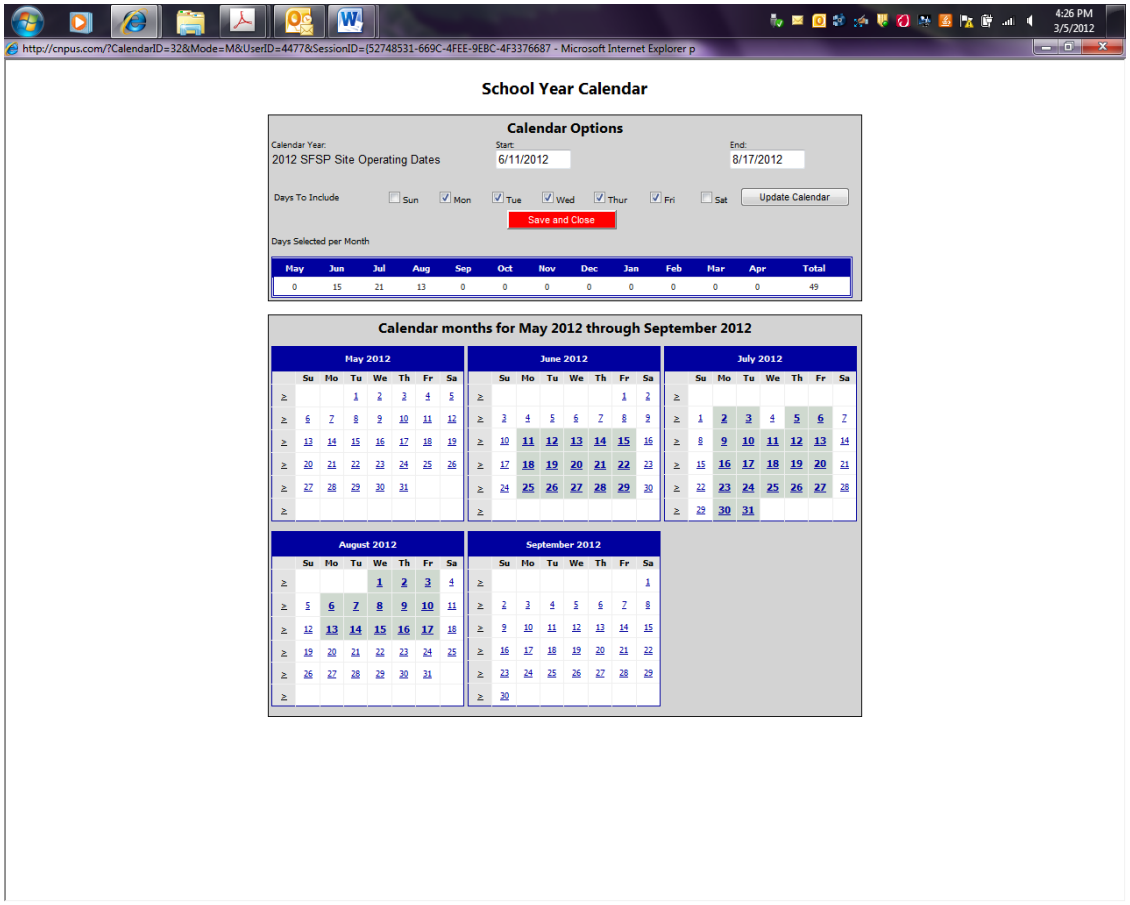
View/Update Calendar | Refresh From Calendar | This information will update based on the actual calendar days selected.

- **Step 2:** Insert the first operating day
- **Step 3:** Insert the last operating day of your SFSP.
- **Step 4:** Click the days of the week your program will be operating**.**



- **Step 5:** Click Update Calendar – the monthly calendars will identify the days you will be operating based on the beginning and ending date you inserted in Step 2 and Step 3.

- **Step 5a:** Identify any day you will not be operating, i.e. July 4, 2012, Go to the month of July and unclick July 4, 2012. This will update the number of operating days in each month.



- **Step 6:** Click Save and Close

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Site Operating Days

View/Update Calendar	Refresh From Calendar	This information will update based on the actual calendar days selected.

- **Step 7:** Click Refresh from Calendar. By clicking the information you provided, concerning this site, it will populate into the site application.

Site Operating Days

View/Update Calendar	Refresh From Calendar	This information will update based on the actual calendar days selected.

Beginning Date 05/01/2012		**Ending Date** 09/30/2012					
Monday	☑	**Oct**	0	**Nov**	0	**Dec**	0
Tuesday	☑	**Jan**	0	**Feb**	0	**Mar**	0
Wednesday	☑	**Apr**	0	**May**	0	**Jun**	15
Thursday	☑	**Jul**	21	**Aug**	13	**Sep**	0
Friday	☑						
Saturday	☐	**Total Days:**					49
Sunday	☐						

Meal Service Questions: text boxes have been added to several questions**:**

- Arrangements have been made for food service during inclement weather; Describe what arrangements have been made. If the address of the site will change, please include.
- Site has adequate facilities for holding delivered meals at proper temperature or will serve meals within one hour of delivery.
  Describe the facilities:
- Site has adequate facilities for storing leftover meals or meals are returned to meal preparation kitchen.
  If yes, describe the storage capabilities:
  If no, what procedures will be utilized to discard leftover meals?

BUDGET:

Program Income:

- Respond to the following new questions:
  - Amount of Excess SFSP funds from previous year?
  - Describe how excess funds will be utilized for this program year? (All excess funds must be used only for the enhancement of the SFSP).

Revenues:

- Sponsor funds available if costs exceed reimbursement – Identify the source.
- NEW QUESTION: Amount available?

Operating and Administrative Costs:

Justification for all costs identified in the budget must be provided and supporting documentation must be sent to the State agency to support the budget request. If other funds will be used to support the line item, please identify that as well.

For example: If you are renting refrigerated trucks to deliver the meals then you must provide a lease agreement with the budget justification. If you are requesting to use reimbursement for utilities, then the type and percent allocated to SFSP must be identified.

Supporting Documents:

- Send to the State Agency
  1. Media Release
  2. Health Department Letter
  3. Vending agreements (if applicable)
  4. New Site Preapproval forms
  5. Site agreement forms

REMINDERS:

- If requesting an advance, please be sure to request the type of advance - click operating or administrative, or click both if requesting both.
- If requesting a second advance you must certify that training has been completed or you will not receive the second advance.
- Cap Level Change Request: Vended sponsors only. If participation increases or decreases from what you had originally estimated, you must submit a cap level change. If you do not, it will impact your claim for reimbursement.
- Field Trip Forms: Sponsors must submit a field trip form (9th GO Button on application) on behalf of their sites at least one week in advance for approval.
- If you are requesting commodities your complete application (including sites) is due no later than April 27, 2012. Commodities will be delivered the week of June 4-8.
- All other sponsor applications are due no later than **May 4, 2012**.
- If you have not already sent your DUN's Number to the State agency, you must do so before you submit your first claim. Your claim will not be processed until the DUN's number is received.