

TO: 2007 Summer Food Service Program (SFSP) Sponsors

FROM: Paul Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: July 9, 2007

SUBJECT: Operational Memorandum #08-07 - SFSP
(1) Waiver of the First-Week Visit Requirement
(2) Restricted Open Site Documentation

(1) Waiver of the First-Week Visit Requirement

Section 225.15(d)(2) of the SFSP regulations requires all sponsoring organizations to "visit each of their sites at least once during the first week of operation under the Program and . . . [to] promptly take such actions as are necessary to correct any deficiencies." The purpose of this requirement is to ensure that SFSP sponsors are aware of operational problems at sites at the beginning of the program, and can take action to correct such problems before they result in the establishment of a fiscal claim against the sponsor.

All sponsors are permitted to request a first-week visit waiver for sites with experienced staff and no significant operational problems in the prior year. Sponsors must apply for the waiver and receive approval from the State agency. This memorandum does not grant blanket approval of eliminating first week visits. If a site waiver is not granted, the sponsor is responsible for conducting all required first-week visits.

Sponsors interested in applying for a waiver may do so by completing the attached form. ***A form must be completed for each site for which a waiver is requested.*** Waiver approvals will be permitted for one (1) year with the possibility of additional renewals. Sponsors with sites, which were granted waivers in 2006, may exercise one of two options for 2007: (1) submit a new waiver request form; or (2) submit a letter listing the sites granted waivers in 2006 with an indication that experienced staff remain at the site and that no significant operational problems occurred in 2006.

(2) Restricted Open Site Documentation

Restricted Open Site is a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of space, security, safety or control. In recognition of these circumstances, these types of sites operate as restricted open sites. The sponsors must make known publicly that the site is open on a first-come, first-serve basis to all

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children of the community at large, but that the site's enrollment will be limited as documented on the prior page.

In addition, some of these sites may be located outside of the children's area eligible neighborhood school and these children are transported or bussed to those restricted sites. An example would be a type of site that is located outside the city in a non-needy area; the children from the city, who are eligible based on school enrollment or census data are bussed to the site in the non-needy location without cost to the children.

To provide documentation and obtain approval for a ***Restricted Open Site*** which is located outside the city in a non-needy area, the enclosed *Clarification Form* must be completed and submitted to the Bureau of Health/Nutrition, Family Services and Adult Education.

Questions regarding these issues may be directed to Susan Bohuslaw at (860) 807-2073 or Robert Zwack at (860) 807-2081.

PF:sb
Enclosures

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543



SUMMER FOOD SERVICE PROGRAM (SFSP)

RESTRICTED OPEN SITE CLARIFICATION FORM

Agreement No.: _____ Date: _____

Sponsor Name: _____

Name of Site: _____

Site Address: _____

1. Briefly describe the program being operated at this site: _____

2. All children at the site are exclusively from low-income areas: yes no *If no, ineligible as Restricted Open Site.*

List pick-up points/bus routes

Example: Garden Street, Norwich

Eligibility percentage for each
pick-up point (school or census data)

Example: School – Bishop 68.5% free/reduced 10/06 data

OVER →

3. Is the program being operated open to broad community participation daily?

yes, *Describe* _____ no *If no, ineligible as Restricted Open Site.*

4. Is there a fee charged for participation in the program?

yes *If yes, ineligible as Restricted Open Site.* no

5. Are children from the surrounding non-needy area permitted to attend?

yes *If yes, ineligible as Restricted Open Site.* no

Signature of Personnel completing form *Date*

Title

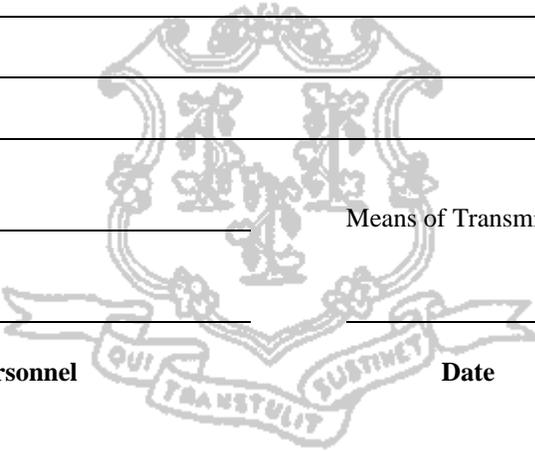
State Agency Use Only

Approved

Denied *Reason:* _____

Date Sponsor notified: _____ Means of Transmittal: _____

Signature of S/A personnel *Date*



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543

SUMMER FOOD SERVICE PROGRAM (SFSP)
WAIVER OF FIRST WEEK VISIT REQUIREMENT:
SITE APPLICATION

Agreement No.: _____ Date: _____

Sponsor Name: _____

Name of Site: _____

Site Address: _____

Name of Site Supervisor: _____

Type of Site: School Non-School

Did the site participate in your prior year SFSP? yes no *If no, ineligible for waiver*

Is this site supervisor a skillful, capable and experienced food service worker? yes no *If no, ineligible for waiver*

Briefly describe results of prior year sponsor SFSP monitoring at this site.

Note: The state agency reserves the right to deny a waiver based on prior state agency review findings at the site.

State Agency Use Only

Approved *Time period:* _____

Denied *Reason:* _____

Date Sponsor notified: _____ Means of Transmittal: _____

Signature of S/A personnel _____

Date _____

