



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2008 Summer Food Service Program (SFSP) Sponsors

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

DATE: March 24, 2008

**SUBJECT: Operational Memorandum #04-08 – SFSP
Operational Issues and Rates**

1. Reimbursement Rates
2. Registration of Food Service Management Companies (FSMC)
3. Contracting with a Food Service Management Company for Meals
4. Eligibility for Commodities
5. Qualified Food Operator (QFO) Regulations
6. Sponsor Training Session & SFSP Application

1. Maximum Rates of Reimbursement for 2008 were published in the Federal Register. The new rates effective January 1, 2008 reflect changes in the Consumer Price Index as required by statute. A listing of the 2008 rates is enclosed. These rates apply only to the regular SFSP and not to sponsors participating under the Seamless Summer Food Program (SSFP).

As discussed in Operational Memorandum #02-08–SFSP, the *Fiscal Year 2008 Omnibus Appropriations Act* was signed into law on December 26, 2007. SFSP reimbursement rates are now based solely on “meals times rates”.

2. Registration of Food Service Management Companies (FSMC) - SFSP sponsors have three options for food service for the 2008 SFSP: (a) be a self-prep sponsor; (b) competitively procure meals from the lowest bidder; or (c) enter into an agreement with a School Food Authority (SFA) which does not obtain meals or management services from a FSMC. In contracting with a food service management company, the sponsor must adhere to the procurement standards as outlined in SFSP regulations 225.17. A sponsor may contract only with a food service management company that is registered in Connecticut. A list of the food service management companies registered in the state will be provided to each sponsor after April 15, 2008. For additional information regarding procuring meals from a FSMC contact Robert Zwack at (860) 807-2081.
3. Contracting with a Food Service Management Company for Meals – In the past, SFSP sponsors who contracted with a food service management company to provide SFSP meals had to bid each year. Starting in 2008, SFSP sponsors will have the option of including in their bid, language that will allow for the renewal of the contract for four additional one-year contract periods. Sponsors wishing to include this feature in their bids must use the *Renewal Option Amendment for SFSP Invitation*

for Bid and Contract that is on the SFSP section of Contracting with a Food Service Management Company which is part of the Child Nutrition website. The website is located at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320668>.

The renewals are optional. Both parties must agree to the renewal. Renewals are for a one-year period. No more than four renewals may be used. Contact Robert Zwack at (860) 807-2081 if you have any questions pertaining to food service management companies.

4. Eligibility for Commodities - Sponsors preparing meals on site or at a central kitchen, those purchasing meals from a school food authority that participates in the National School Lunch Program (NSLP) and “school food authority” sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent meals are eligible to receive donated commodities under the SFSP.

The USDA Food Distribution Program (commodity) office is responsible for allocation and distribution of commodities. Eligible sponsors have been contacted regarding orders for the upcoming summer program. During the month of May 2008, additional contact will be made to SFSP non-school sponsors via an email from the commodity office to solicit interest in obtaining swap posting commodities for summer. The commodities office will provide detail and criteria for participation. **A non-response to the Food Distribution email will be interpreted as no interest.**

5. Qualified Food Operator (QFO) Regulation - Connecticut State Department of Public Health regulations require at least one QFO in each food service establishment which prepares and/or serves potentially hazardous foods prepared using hot processes. The regulations define the responsibilities of both the food service establishment and the QFO as outlined in the attached document, *Responsibilities of Child Nutrition Programs Regarding the Qualified Food (QFO) Requirement*.
6. The SFSP Training Session is scheduled for April 1, 2008 at the State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. The registration form was emailed on March 13, 2008 with a response deadline of March 25, 2008. All previous and potential new sponsoring organizations must plan to attend the training session. Distribution of the **SFSP application**, as well as program handbooks, resources, etc. will take place on the day of the training. Please refer to the enclosed registration flyer for additional information.

Questions pertaining to this memorandum may be directed to Susan Bohuslaw at (860) 807-2073 or Robert Zwack at (860) 807-2081.

PFF:sbb

Enclosures

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at the following link: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
 Division of Family and Student Support Services
 Bureau of Health/Nutrition, Family Services and Adult Education
 25 Industrial Park Road
 Middletown, Connecticut 06457-1543**

**SUMMER FOOD SERVICE PROGRAM
 REIMBURSEMENT RATES - EFFECTIVE DATE: JANUARY 1, 2008**

Sponsors may receive reimbursement up to the following rate in each appropriate category. The new operating rates represent a 4.1 percent increase in the food away from home series of the Consumer Price Index.

MAXIMUM OPERATING COST REIMBURSEMENT		MAXIMUM ADMINISTRATIVE COST REIMBURSEMENT	
<u>All Sponsors</u>		<u>Rural or Self Prep</u>	<u>Vended or Other Type of Site</u>
Breakfast	\$ 1.57	\$.1575	\$.1225
Lunch/Supper	\$ 2.75	\$.2875	\$.2375
Snack	\$.64	\$.0775	\$.0625

Although the 2008 SFSP reimbursement rates notice is published without combining the operational and administrative rates, SFSP reimbursements are now based on the number of reimbursable meals served multiplied by the combined operating and administrative rate for that meal. For your convenience, the chart below reflects the combined operating and administrative rates.

COMBINED OPERATING AND ADMINISTRATIVE RATES

<u>Type of Meal</u>	<u>Self-Preparation or Rural Sites</u>	<u>Other Types of Sites (Vended)</u>
Breakfast	\$ 1.7275	\$ 1.6925
Lunch/Supper	\$ 3.0375	\$ 2.9875
Snack	\$.7175	\$.7025

CONNECTICUT STATE DEPARTMENT OF EDUCATION

SUMMER FOOD SERVICE PROGRAM 2008 Annual Training – Registration Form

Date: Tuesday, April 1, 2008
Time: 9:00 a.m. – 12:30 p.m.
Place: Connecticut State Department of Education
25 Industrial Park Road, Middletown, CT

Complete and return this form by: Tuesday, March 25, 2008

Only one registrant per form - Make copies as needed

Sponsor/Food Service Management Company/Organization

Name *(please print clearly)*

Position/Title

City

State

Zip

Phone *(including area code)*

Fax

Email address *(please print clearly)*



Continental Breakfast will be provided.

FAX, MAIL OR EMAIL REGISTRATION FORM TO:

Susan Bohuslaw, Summer Food Service Program
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road, Middletown, CT 06457
Phone: (860) 807-2073
Fax: (860) 807-2127
Email: susan.bohuslaw@ct.gov

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457
(860) 807-2051

DIRECTIONS:

From New Haven-

I-91 North, take exit 21 and turn right at the end of the ramp onto Route 372 West. Go under the highway and turn left at the first light onto Industrial Park Road. Number 25 is the last building on the right near the end of the road.

From Hartford-

I-91 South, take exit 21. Go straight through the light at the end of the ramp onto Industrial Park Road. Number 25 is the last building on the right near the end of the road.

From Willimantic-

Route 66 all the way until you cross the Portland Bridge (in Middletown); take your first left and go down to the hill to Route 9. Take a left onto Route 9 North. Take exit 19, Route 372 West. Take left. Follow Route 372 West until just past the Crowne Plaza - Cromwell. Take a left onto Industrial Park Road (Mobil Station). The Department of Education is the last building on the right (approximately 1½ miles.)

From New London-

I-95 to Route 9 North. Route 9 North to Exit 19, Route 372 (Berlin/New Britain). Take left onto Route 372 West. Follow Route 372 West until just past the Crowne Plaza - Cromwell. Take a left onto Industrial Park Road (Mobil Station). The Department of Education is the last building on the right (approximately 1½ miles.)

From Waterbury-

I-84 East to Exit 27 (Route 691 East). Travel on Route 691 to Exit 11 (I-91 North). I-91 North, take exit 21 and turn right at the end of the ramp onto Route 372 West. Go under the highway and turn left at the first light onto Industrial Park Road. Number 25 is the last building on the right near the end of the road.

PLEASE NOTE:
**ALL ATTENDEES SHOULD ACCESS ENTRANCE TO THE BUILDING
FROM THE BACK LOBBY ENTRANCE ~ THANK YOU.**