



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2009 Summer Food Service Program (SFSP) Sponsors

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 17, 2009

**SUBJECT: Operational Memorandum #03-09 – SFSP
Operational Issues and Rates**

1. Maximum Rates of Reimbursement for 2009
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

1. Maximum Rates of Reimbursement for 2009 were published in the Federal Register. The new rates effective January 1, 2009, reflect changes in the Consumer Price Index as required by statute. A listing of the 2009 rates is enclosed. These rates apply only to the regular SFSP and **not** to sponsors participating under the Seamless Summer Food Program (SSFP).

As a reminder, the *Fiscal Year 2008 Omnibus Appropriations Act* was signed into law on December 26, 2007, whereby SFSP reimbursement rates are now based solely on “meals times rates”. Refer to Operational Memorandum #02-08-SFSP for additional guidance.

2. Registration of Food Service Management Companies - SFSP sponsors have three options for food service for the 2009 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 an 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 an FSMC that is registered in Connecticut. A list of the FSMC’s registered in the state will be provided to each sponsor after April 29, 2009. For additional information regarding procuring meals from an 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 an FSMC to provide SFSP meals had to bid each year. Starting in 2008, SFSP sponsors had the option of including in their bid, language that allowed for the renewal of the contract for four additional one-year contract periods. Sponsors who included this option in their 2008 contract can renew the contract for 2009 if both parties agree. Any increase in cost for the 2009 SFSP contract must have been spelled out in the 2008 contract. If no clause was included in the 2008 contract that gave the basis for a cost increase in the 2009 contract, then a cost increase would not be allowed for

the 2009 contract renewal. Sponsors wishing to renew their contract or who must go out to bid to obtain a new FSMC should contact Robert Zwack at 860-807-2081. The website is located at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320658>.

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 SFA sponsors that procure their SFSP meals from the same FSMC 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.

5. Qualified Food Operator 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 enclosed document, *Responsibilities of Child Nutrition Programs Regarding the Qualified Food (QFO) Requirement*.
6. The SFSP Training Session is scheduled for May 1, 2009, at Rensselaer, 275 Windsor Street, Hartford, CT 06120. The registration form and directions are enclosed. The response deadline is April 7, 2009. All previous and potential new sponsoring organizations must plan to attend the training session. Distribution of SFSP 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.

CR:sbb

Enclosures: (4)

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, 2009**

Sponsors may receive reimbursement up to the following rate in each appropriate category. The new operating rates represent a 4.9 percent increase in the food away from home series of the Consumer Price Index.

The 2009 reimbursement rates are presented as a combined set of rates to highlight simplified cost accounting procedures. SFSP reimbursements are based on the number of reimbursable meals served multiplied by the combined operating and administrative rates.

2009 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	\$ 1.8150	\$ 1.7800
Lunch/Supper	\$ 3.1825	\$ 3.1300
Snack	\$.7525	\$.7350

CONNECTICUT STATE DEPARTMENT OF EDUCATION

SUMMER FOOD SERVICE PROGRAM 2009 Annual Training – Registration Form

Date: Friday, May 1, 2009
Time: 8:30 a.m. – 1:30 p.m.
Place: Rensselaer, 275 Windsor Street, Hartford, CT

Complete and return this form by: Tuesday, April 7, 2009

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 and Lunch will be provided.

RETURN 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

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DIRECTIONS

Rensselaer (Hartford Campus)
275 Windsor Street
Hartford, CT 06120-2991
Phone: 860-548-2400 or 800-433-4723

Directions to the Hartford Campus

I-84 East From West Hartford

- Take Exit 50 (Main Street).
- Left onto Trumbull Street.
- Cross Main Street at light.
- Left onto Windsor Street.

I-84 West From East Hartford:

- Take Exit 50 (Main Street)
- Right onto Market Street.
- First left onto Trumbull Street.
- Next right onto Windsor Street.

I-91 South From Springfield:

- Take Exit 32B (Trumbull Street).
- Take second right onto Windsor Street.

I-91 North From New Haven:

- Take Exit 32B (Trumbull Street).
- Take second right onto Windsor Street.

From Route 2:

- Take Exit 2W for I-84 West and I-91 North.
- Take Exit 50. Right onto Market Street.
- First left onto Trumbull Street.
- Next right onto Windsor Street.

