



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2011 Summer Food Service Program (SFSP) Sponsors

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

DATE: April 7, 2011

SUBJECT: **Operational Memorandum #02-11 – SFSP
Operational Issues and Rates**

1. Maximum Rates of Reimbursement for 2011
2. Registration of Food Service Management Companies (FSMC's)
3. Contracting with a FSMC for Meals
4. Eligibility for Commodities
5. Qualified Food Operator (QFO) Regulations
6. Sponsor Training Session

1. Maximum Rates of Reimbursement for 2011 were published in the Federal Register. The new rates effective January 1, 2011, reflect changes in the Consumer Price Index as required by statute. A listing of the 2011 rates is enclosed. These rates apply only to the regular SFSP and **not** to sponsors participating under the Seamless Summer Food Program.
2. Registration of FSMC's - SFSP sponsors have three options for food service for the 2011 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 FSMC, the sponsor must adhere to the procurement standards as outlined in SFSP regulations 225.17. A sponsor may contract only with a 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, 2011. For additional information regarding procuring meals from a FSMC, contact Robert Zwack at 860-807-2081.
3. Contracting with a FSMC for Meals – In the past, SFSP sponsors who contracted with a 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, 2009 or 2010 contract can renew the contract for 2011 if both parties agree. Any increase in cost for the 2011 SFSP contract must have been spelled out in the 2008, 2009 or 2010 contract. If no clause was included in the 2008, 2009 or 2010 contract that gave the basis for a cost increase in the 2011 contract, then a cost increase would not be allowed for the 2011 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.

4. Eligibility for Commodities - Sponsors preparing meals on site or at a central kitchen, those purchasing meals from a SFA that participates in the National School Lunch Program, 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 United States Department of Agriculture 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. QFO Regulation – The 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 Operator (QFO) Requirement*.
6. The SFSP Training Session is scheduled for May 6, 2011, at Rensselaer, 275 Windsor Street, Hartford, CT 06120. The registration form and directions are enclosed. The response deadline is April 15, 2011. All previous and potential new sponsoring organizations must plan to attend the training session. Distribution of SFSP 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 susan.bohuslaw@ct.gov or Robert Zwack at 860-807-2081 or robert.zwack@ct.gov.

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, 2011

Sponsors may receive reimbursement up to the following rate in each appropriate category. The new operating rates represent a 1.3 percent increase in the food away from home series of the Consumer Price Index.

The 2011 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.

2011 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	\$ 1.8800	\$ 1.8450
Lunch/Supper	\$ 3.2925	\$ 3.2375
Snack	\$.7750	\$.7575

Responsibilities of Child Nutrition Programs Regarding Connecticut's Qualified Food Operator (QFO) Requirement

The U.S. Department of Agriculture (USDA) Child Nutrition Programs include the National School Lunch Program, School Breakfast Program, After-School Snack Program, Special Milk Program, Child and Adult Care Food Program and Summer Food Service Program. Child Nutrition Programs must comply with all applicable requirements of the Connecticut Public Health Code for food service establishments.

Connecticut Public Health Code Section 19-13-B42(s)(4) requires at least one qualified food operator (QFO), who is in a supervisory position, and a designated alternate person to be in charge during the brief absence of the QFO, in each food service establishment that prepares and/or serves exposed potentially hazardous foods prepared using hot processes (except for commercially fully precooked and ready-to-eat hot dogs, kielbasa and soup immediately transferred out of the original commercial package and served within four hours). Each local health jurisdiction is responsible for classifying its local food service establishments.



The regulations define four classes of food service establishments, depending on the type of food preparation and/or service. The QFO requirement is mandatory for all class III and IV establishments. Class III is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.” Class IV is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.” Food service operations should check with their local health department if they are unsure whether a QFO is needed.

Besides requiring at least one QFO, the Connecticut State Department of Public Health regulations further define the responsibilities of both the food service establishment and the QFO, as indicated below.

Responsibilities of the Food Service Establishment

1. **Appoint a QFO who is in a full-time supervisory capacity on site and has demonstrated knowledge in the safe preparation and service of food.** A QFO is primarily defined as someone who has passed a test administered by a testing agency approved by the Connecticut State Department of Public Health. A list of approved testing agencies is available at <http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387482>.
2. **Appoint an alternate person to be in charge at all times when the QFO is not present.** The alternate must be able to demonstrate to the food service establishment owner/operator or to the person in charge all the food safety elements of knowledge described in the “Alternate Person in Charge Demonstrated Knowledge Statement,” but is not required to have passed an approved exam. The responsibilities of the alternate QFO include:
 - being in charge of food safety when the QFO cannot be present;
 - ensuring that employees comply with the requirements of Public Health Code Section 19-13-B42;
 - ensuring that food is safely prepared;
 - handling emergencies;
 - admitting the health inspector; and
 - signing the inspection report.

Connecticut's QFO Requirement, continued

The food service establishment must provide a signed statement attesting that the alternate QFO has demonstrated knowledge of food safety (see "Alternate Person in Charge Demonstrated Knowledge Statement" at http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Alternate_QFO.pdf).

3. **Notify the local health department in writing when the QFO is no longer employed.**
4. **Appoint a successor QFO within 60 days and notify local health department.** The Connecticut State Department of Education recommends that all USDA Child Nutrition Programs have more than one QFO at each food service site. If there is only one QFO and that person leaves, the site will be left without a QFO. The regulations allow 60 days from the termination date of a QFO for a replacement to be employed. A local health department may grant an additional 60 days from the termination date of a QFO.
5. **Maintain on file and provide upon request to the local health department the following:**
 - QFO's certificate from an approved testing organization; and
 - training records of food service employees.

The testing certificate is valid for the period of time designated by the approved testing agency.

Responsibilities of the QFO

1. **Operate the food service establishment in compliance with all the provisions of Public Health Code Section 19-13-B42.**
2. **Train food service personnel in safe food preparation practices** including, but not limited to, proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The QFO is not required to personally *provide* the training, but rather to *ensure* that training is provided.
3. **Maintain written documentation of training programs and training records of individual employees.** These records must be available to the local health department upon request. Training records should be retained for the term of employment of all current employees. Sample training record forms are available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320674>. Schools and institutions participating in the USDA Child Nutrition Programs may choose, but are not required, to maintain information in this format. Additional forms for documenting food service employee training can be obtained by contacting the local health department or the Connecticut State Department of Public Health at 860-509-7297.
4. **Direct and inspect the performance of food service workers.**

Schools and institutions participating in the USDA Child Nutrition Programs must ensure that current policies and procedures include these responsibilities. Facilities with questions regarding how this information affects their program should contact their local health department.

For guidance regarding the requirements and implementation of Connecticut Public Health Code Section 19-13-B42, see the Connecticut State Department of Public Health Food Protection Program website at <http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387486>. For additional information, contact Susan S. Fiore, MS, RD, Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457 Phone: 860-807-2075, E-mail: susan.fiore@ct.gov

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to the Equal Employment Opportunity Manager, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101.

Alternate Person in Charge Demonstrated Knowledge Statement

Pursuant to Public Health Code (PHC) Section: 19-13-B42(s)(8)(B) and 19-13-B49(t)(7)(B), the owner or manager of the food service/catering food service establishment shall designate an alternate person who has demonstrated the elements of knowledge and competency listed below, as per PHC Section 19-13-B42(s)(6), 19-13-B49(t)(5), to be in charge at all times when the qualified food operator cannot be present.

The alternate person in charge shall be responsible for ensuring that all employees comply with the regulations and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

A signed statement must be provided by the owner/operator of the food service or catering food service establishment (as applicable), attesting that the alternate person in charge has demonstrated knowledge of food safety as specified below:

(A) Elements of Knowledge

- (i) Identify foodborne illness – define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.
- (ii) Identify time/temperature relationship with foodborne illness-recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.
- (iii) Describe the relationship between personal hygiene and food safety – recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize the association between health of a food handler and foodborne illness; recognize how policies, procedures and management contribute to improved food hygiene practices.
- (iv) Describe methods for preventing food contamination from purchasing to serving – define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.
- (v) Identify and apply correct procedures for cleaning and sanitizing equipment and utensils – define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.
- (vi) Recognize problems and potential solutions associated with facility, equipment, and layout – identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.
- (vii) Recognize problems and potential solutions associated with, temperature control, preventing cross contamination, housekeeping and maintenance- implement self inspection program; implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.
- (viii) identify and recognize the foods most commonly associated with food allergies.

Alternate Person in Charge Demonstrated Knowledge Statement, Continued

(B) Demonstrable Elements of Competency

- (i) Assess the potential for foodborne illness in a food service establishment – perform operational food safety assessment; recognize and develop standards, policies and procedures, select and train employees; implement self audit/inspection program; revise policy and procedure (feedback loop); implement crisis management program.
- (ii) Assess and manage the process flow-identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding/service/display procedures; implement and maintain cooling and post preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.

I _____ attest that _____
(Print Name of Owner or Operator) (Print Name of Alternate Person in Charge)

is employed as the alternate person in charge and has demonstrated to me the elements of knowledge and demonstrable elements of competency as described in A and B, as listed above.

Signature and Title _____ Date _____
(Signed by Owner/Operator of the Establishment)

Signature and Title _____ Date _____
(Signed by Alternate Person in Charge)

Name of Establishment _____

Address of Establishment _____

City State Zip

Child Nutrition Programs On-Site Training Record for Sanitation and Food Safety

Pursuant to Public Health Code 19-13-B42(s)(8)(A) the Qualified Food Operator (QFO) of each food service establishment is responsible for ensuring training of food preparation personnel. Training shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils.

The QFO of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records should be retained for the term of employment of all current food workers.

Date: _____ **Time:** _____

Location: _____ **Trainer:** _____

Topic(s) Covered: _____

Food Service Personnel Trained:

Name	Position
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

On-Site Training Record for Sanitation and Food Safety, continued

21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	
36.	
37.	
38.	
39.	
40.	
41.	
42.	
43.	
44.	
45.	
46.	
47.	
48.	
49.	
50.	

CONNECTICUT STATE DEPARTMENT OF EDUCATION

SUMMER FOOD SERVICE PROGRAM 2011 Annual Training – Registration Form

Date: FRIDAY, May 6, 2011
Time: 8:30 a.m. – 1:30 p.m.
Place: Rensselaer, 275 Windsor Street, Hartford, CT

Complete one registration form per person and fax or mail to:
GLENDA STUCKEY, Bureau of Health/Nutrition, Family Services and Adult Education,
Child Nutrition Unit, 25 Industrial Park Road, Middletown, CT 06457 no later than
Friday, April 15, 2011. **(Fax) 860-807-2127**

Sponsor/Food Service Management Company/Organization

Name *(please print clearly)*

Position/Title

City

State

Zip

Phone *(including area code)*

Fax

E-mail address *(please print clearly)*

Continental Breakfast and Lunch will be provided.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director, Title IX /ADA/Section 504 Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457 or 860-807-2071.

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.

