



United States
Department of
Agriculture

Food and
Nutrition
Service

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Alexandria, VA
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SUBJECT: Simplified Procedures in the Summer Food Service Program

TO: State Agencies
Child Nutrition Programs
All States

Special Nutrition Programs
All Regions

The 2008 Summer Food Service Program (SFSP) reimbursement rates were published in the Federal Register on January 30, 2008. The published rates listed administrative and operating rates separately, which may have inadvertently resulted in some confusion in light of the recent nationwide implementation of simplified SFSP procedures.

Simplified SFSP procedures, which became effective January 1, 2008, allow reimbursement based solely on the number of meals served times the reimbursement rates. Sponsors may use reimbursements to pay for any allowable cost, whether operating or administrative. This means that costs do not have to be specifically categorized as “operational” or “administrative” and sponsors do not have to report their costs or submit documentation to the State agency. States will no longer compare total meals claimed against the actual costs or the budgeted costs in determining reimbursements. While this simplification will ease administrative requirements and maximize reimbursements, States must ensure that sponsors continue to document costs and maintain records for the State agency’s review.

The Food and Nutrition Service (FNS) has updated many of the SFSP informational resources and outreach materials available on the FNS website to reflect the simplified procedures. Additional outreach materials will be posted as they become available. States are encouraged to update information and outreach materials used locally to reflect the effect of the simplified procedures and to minimize any confusion.

Original Signed

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