



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

To: SFSP Sponsors

Bulletin: 2022-3 Program Reviewers

From: Val Cummins
Program Specialist

Subject: FY2022 SFSP InformationSFSP

Date: March 18, 2022

USDA Policy Memos, Information, and Guidance:

To view the USDA SFSP policy memos, visit:

DEED [Child Nutrition Programs website](#) or the [USDA Policy Memorandum webpage](#) by clicking on links.

Additional Topics:

1. SFSP 2022 Annual State Agency Training and Registration
2. SFSP 2022 Intent to Operate
3. SFSP 2022 Application Deadline
4. SFSP 2022 Waivers
5. SFSP 2022 Weekly roundtable
6. DUNS to UEI reminder

Attachments & Links:

2022 SFSP Intent to Operate (attachment)

2022 SFSP Training Registration Form (updated attachment)

Any program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance, and compliance with the Summer Food Service Program. Please call the Child Nutrition Programs office if you need additional clarification.

USDA Policy Memos, Information, and Guidance:

As of publication time, DEED CNP does not have any additional information on potential nationwide waivers from USDA. **Congressional authority, which has not been provided, is required in order for USDA to implement additional nationwide waivers.**

Please continue to monitor the CNPweb for any policy memos, additional information, and program guidance at the [Child Nutrition Programs website](#).



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

Current Topics:

1. SFSP 2022 Annual State Agency Training and Registration

SFSP annual training is required by federal regulations for all new and returning sponsors of the USDA Summer Food Service Program. Sponsors and SFA's will need to complete the eLearning modules for Administration Basics parts 1 and 2, Operation Basics (currently called Meal pattern Basics parts 1 & 2) parts 1 and 2, and Civil Rights training **prior** to the follow up training sessions provided via distance-delivery. The eLearning modules can be found at [DEED eLearning website](#), both the Administration Basics, and Operation Basics have been updated and uploaded.

March 30, 2022, 1:00 - 4:00: For all new and returning sponsors (non-school districts)

March 31, 2022, 1:00- 3:00: For school districts **only**, new and returning School districts may attend either training but are not required to attend both.

Please Note: To confirm completion of all required SFSP trainings, submit an email certification to jennifer.cherian@alaska.gov with the following statement by March 23, 2022:

"I (Name), Food Program Coordinator for (Sponsor Name), certified I viewed all required SFSP returning sponsor training sessions. I understand that I am responsible for complying with the content of the training."

New Sponsors = SFSP Training for New Sponsors

Please Note: To confirm completion of all required SFSP trainings, submit an email certification to jennifer.cherian@alaska.gov with the following statement by March 23, 2022:

"I (Name), Food Program Coordinator for (Sponsor Name), certified I viewed all required SFSP new sponsor training sessions. I understand that I am responsible for complying with the content of the training."

Registration: If you have not already done so, please complete and submit the attached training registration form to jennifer.cherian@alaska.gov as soon as possible as there were due in by March 18th, 2022.

Distance delivery link, login, dial-in information, and training materials will be sent via email to all registered participants prior to training dates.

2. SFSP 2022 Intent to Operate

Enclosed with this program bulletin is the **2022 SFSP Intent to Operate** form. Complete this form for all sites that are returning and indicate any sites that will not be operating during the 2022 summer season. Please return this form as soon as possible to assist DEED/CNP with 2022 SFSP planning.



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

3. SFSP 2022 Application Deadline: April 15, 2022

The CNPweb is **now** available for submitting 2022 SFSP applications. Application processing, particularly for sponsors with end of school year/May start dates, DEED/CNP requests that sponsors submit **completed** applications with supporting documentation by April 15, 2022. Completed applications will be processed in the order they are received. DEED/CNP has 30 days to process them from the date of receipt. Incomplete applications will cause a delay in the approval of the application. Please note that due to federal requirements, DEED/CNP will not accept late renewal applications at the sponsor level. Any meals served prior to approval cannot be claimed for reimbursement.

Applications will be accepted at sponsor and site levels as long as they are completed. Sites may not begin meal service until their application is approved in the CNP Web database.

New (and returning) sites may be added throughout the summer, as long as the sponsor is approved prior to the deadline.

New sponsors will need to contact DEED/CNP for a new sponsor application packet. Sponsor applications will not be accepted after the federally regulated deadline of June 15, 2022.

4. SFSP Waivers

DEED CNP has requested multiple Alaska-specific waivers. The approval of these requests by USDA are not guaranteed.

We understand that timely information is crucial to your success and DEED CNP will be providing updates to our Sponsors as information comes in.

5. 2022 SFSP Weekly Roundtable Discussions

Beginning in early to mid-April 2022 we will begin having weekly roundtable meetings to discuss challenges and updates, have presentations by special guests and more. Please stay tuned for times, dates and how to join in for the SFSP 2022 roundtables!

6. DUNS Transition to UEI

As of April 4, 2022 the Federal government will transition away from the use of the DUNS number as the primary means of entity identification for Federal awards to a new system called the **Unique Entity ID (UEI)**. If your organization is already a registered entity in SAM.gov, then the system has already assigned you a new UEI number. Log into SAM.gov to see the 12 digit alpha-numeric ID.

If your organization has not registered with SAM.gov, you may request a UEI number by visiting SAM.gov and following the step by step instructions provided in the "Get a Unique Entity ID" video. You can also access a [list of resources from FSD.gov](#).

DED / CNP will be requiring all sponsors of Child Nutrition Programs to have an active UEI number for the 2022 SFSP and may be requesting your UEI number to update our internal institution management systems.



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

Program Contact Information (SFSP)

Please contact the SFSP contacts listed below for any technical assistance, requests for clarification or information on the SFSP for 2022.

Val Cummins,

SFSP Program Specialist val.cummins@alaska.gov (907) 465-4788

Jennifer Cherian,

Education Program Assistant jennifer.cherian@alaska.gov (907) 465-4969



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.