Streamlining and Cross-Promoting SFSP and CACFP

The Summer Food Service Program and Child and Adult Care Food Program At-Risk Afterschool Meals component naturally complement each other. Creating a seamless year-round experience can promote the sustainability and growth of capable sponsors to help them expand their programs. Doing this begins with exploring options, building relationships, and evaluating operations before moving on to providing information, implementing solutions, and deepening connections and efficiencies. This process will be unique to each state, but these steps can help you to assess where you are and decide on next steps.

1. **Read memoranda and guidance to learn how the CACFP works and options for streamlining.**
   □ At-Risk Afterschool Meals Handbook
   □ CACFP 05-2015 / SFSP 07-2015 (Dec. 10, 2014): Health and Safety Inspection Requirements
      o Related memo CACFP 15-2012 (May 1, 2012): Health and Safety Standards for Outside-School-Hours Care Centers and At-Risk Afterschool Care Centers
   □ CACFP 04-2015 / SFSP 03-2015 (Nov. 21, 2014): Area Eligibility in Child Nutrition Programs
   □ CACFP 03-2014 / SFSP 06-2014 (Nov. 12, 2013): Available Flexibilities for CACFP At-Risk Sponsors and Centers Transitioning to the Summer Food Service Program
   □ CACFP 12-2013 / SFSP 14-2013 (May 21, 2013): Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-Risk Afterschool Meals
   □ CACFP 18-2012 / SFSP 14-2012 (July 24, 2012): Tribal Participation in the Child and Adult Care Food Program and Summer Food Service Program
   □ CACFP 03-2012 / SFSP 05-2012 (Oct. 31, 2011): Simplifying Application Procedures in the Summer Food Service Program

2. **Get to know the CACFP staff to lay the foundation for collaboration.**
   □ If CACFP and SFSP are housed in different departments or agencies, arrange a meeting between the CACFP and SFSP State Directors.
      o Brief your Director in advance on the advantages of cooperation and streamlining.
   □ Meet the CACFP manager to determine priorities, challenges, and shared goals.
   □ Learn the CACFP staff structure. Do they specialize by organization, sponsor type, or function (like training versus monitoring versus finances)?
   □ Introduce SFSP staff to CACFP staff who work with At-Risk Afterschool Meals participants.

3. **Learn the State Agency's CACFP policies and procedures with an eye toward alignment.**
   □ What does the CACFP application include? Is there a separate application for organizations applying to operate only the At-Risk Afterschool Meals component?
   □ How do the application and claim processing systems work? Are they client-facing or internal?
   □ What does the CACFP claim for reimbursement look like?
   □ Are there other reports or documents that sponsors or sites have to submit monthly or annually?
   □ What approach does the CACFP staff take for training, technical assistance, and deficiencies?
   □ Are there State Agency-specific policies or procedures that pose a barrier to SFSP sponsors and sites that want to participate in the At-Risk Afterschool Meals component?
   □ What are the health and safety requirements for At-Risk Afterschool Meals participants? Are there different requirements in any counties or municipalities?

4. **Offer resources for sponsors and sites interested in doing both programs.**
   - □ Develop guidance on any differences between the health and safety requirements and provide instructions for meeting both sets of requirements.
     - o If SFSP inspections fulfill the CACFP requirement to meet health and safety standards, work with applicable authorities to ensure that SFSP sites interested in CACFP receive timely inspections on an annual basis or as needed.
   - □ Provide clarification on the difference between area eligibility determinations.
     - o If possible, give sponsors a list of SFSP sites that are/are not eligible for CACFP.
   - □ Offer joint guidance to sponsors on allowable options for streamlining site monitoring.
   - □ Promote the allowability of using SFSP funds to offset CACFP costs, and vice versa.
   - □ Post information and resources on both programs on the SFSP and CACFP websites.
   - □ Develop a system to connect sites with sponsors in both programs.

5. **Implement allowable options for streamlining.**
   - □ Create a single agreement with addenda for each Child Nutrition Program.
   - □ Establish a system for obtaining confirmation that CACFP At-Risk Afterschool Meals participants are in good standing and eligible for SFSP.
   - □ Make an internal checklist of application/renewal documents to be shared across programs.
     - o Grant and receive access to each program's online application and claim systems or electronic files to facilitate information sharing.
   - □ Create specialized checklists of documents that sponsors of both programs must submit for applications/renewals to minimize redundancy.
   - □ Develop a shortened SFSP application for CACFP sponsors that eliminates the financial and administrative capability requests, or utilize a modified returning sponsor application.

6. **Coordinate, cross-promote, and cross-train on SFSP and CACFP.**
   - □ Coordinate training and deadline dates to avoid conflicts and balance the workload.
   - □ Find out when the CACFP staff holds training for At-Risk Afterschool Meals participants and ask to present about SFSP in order to recruit new sponsors.
   - □ Tell the CACFP staff when you hold trainings, debriefs, and other meetings with SFSP sponsors and sites. Invite the CACFP staff to present about the opportunity to participate in the At-Risk Afterschool Meals Program.
   - □ Ask sponsors and sites as part of the application or renewal process if they would like to participate in the CACFP.
   - □ Send details about the CACFP pre-application training and application process to SFSP sponsors, providing enough time for sponsors who want to begin serving meals through CACFP when summer ends.
     - o Work with the CACFP staff on eliminating pre-application training requirements for successful SFSP sponsors, or providing targeted or web-based training.
   - □ Hold a separate training for sponsors of both programs to help them better understand the requirements of each program and the differences.
     - o Cover all required information so that this fulfills the training requirements of both programs.
   - □ Coordinate State Agency reviews and visits when possible, or go further by collaborating on reviews, especially for auditing finances.