

## Streamlining and Cross-Promoting CACFP and SFSP

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 SFSP works and options for streamlining.

- [Summer Food Service Program \(SFSP\) Handbooks](#) and [Toolkit](#)
- [CACFP 05-2015 / SFSP 07-2015](#) (Dec. 10, 2014): Health and Safety Inspection Requirements
- [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 SFSP 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.
  - Brief your Director in advance on the advantages of cooperation and streamlining.
- Meet the SFSP manager to determine priorities, challenges, and shared goals.
- Learn the SFSP staff structure. Do they specialize by organization, sponsor type, or function (like training versus monitoring versus finances)?
- Introduce CACFP staff who work with At-Risk Afterschool Meals participants to the SFSP staff.

### 3. Learn the State Agency's SFSP policies and procedures with an eye toward alignment.

- What does the SFSP application include? What are the existing similarities with the CACFP application?
- How do the application and claim processing systems work? Are they client-facing or internal?
- What does the SFSP 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 SFSP staff take for training, technical assistance, and deficiencies?
- Are there State Agency-specific policies or procedures that pose a barrier to sponsors and sites in the At-Risk Afterschool Meals component that want to participate in the SFSP, or vice versa?
- What are the health and safety requirements for SFSP sites? 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.
  - 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.
  - 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 CACFP funds to offset SFSP costs, and vice versa.
- Post information and resources on both programs on the CACFP and SFSP 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 SFSP participants are in good standing and eligible for the CACFP At-Risk Afterschool Meals component.
- Make an internal checklist of application/renewal documents to be shared across programs.
  - 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 CACFP application for organizations transitioning from SFSP or applying to operate only the At-Risk Afterschool Meals component.

#### **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 SFSP staff holds training for participants and ask to present about the CACFP At-Risk Afterschool Meals component in order to recruit new sponsors and sites.
- Tell the SFSP staff when you hold trainings and other meetings with CACFP participants. Invite the SFSP staff to present about the opportunity to participate in the SFSP.
- Ask sponsors and sites as part of the application or renewal process if they would like more information about the SFSP and refer interested applicants to the SFSP staff.
- 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.
  - Eliminate pre-application training requirements for successful SFSP sponsors, or provide 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.
  - Cover all required information so that this fulfills the training requirements of both programs.
- Share information from administrative reviews, or go further by collaborating on reviewing sponsors' finances.