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SOPHIA PIÑA-CORTEZ
ASSISTANT GENERAL MANAGER

CATHIE SANTO DOMINGO
ASSISTANT GENERAL MANAGER

(213) 202-2633 FAX (213) 202-2614

August 11, 2020

The Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012
Attn: Mandy Morales, Legislative Coordinator

The Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012
Attn: Patrice Lattimore, Council and Public
Services

RE: TRANSMITTAL OF THE CALIFORNIA DEPARTMENT OF EDUCATION SUMMER FOOD SERVICE PROGRAM FISCAL YEAR 2019-20 GRANT

Honorable Mayor and Members of the City Council:

SUMMARY

The City of Los Angeles (City) has received notice of a grant award under the 2019-20 Summer Food Service Program (SFSP), California Department of Education (CDE). The CDE 2019-20 SFSP is a non-competitive, reimbursement grant that is provided annually to the City for its free summer lunch program that is conducted citywide at various Department of Recreation and Parks (RAP) sites. RAP requests authority to retroactively accept this grant in the approximate amount of Two Hundred Thirty-Six Thousand Dollars (\$236,000).

The Board of Recreation and Park Commissioners approved the CDE 2019-20 SFSP grant award on April 2, 2020 to provide a grant reimbursement threshold of up to \$800,000. As a result of the Covid-19 Pandemic, the original grant award was reduced from \$800,000 to \$236,000, and the number of serving sites was decreased from 102 to 37. The request for Council approval reflects the adjusted grant award of \$236,000.

Pursuant to the Los Angeles Administrative Code Section 14.6 et seq., RAP is including a copy of the grant application, grant award notification, and the Board of Recreation and Park Commissioners' Board Report No. 20-040, which was approved on April 2, 2020.

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing free nutritious



Honorable Mayor and Members of the City Council
August 11, 2020
Page 2

meals to children 18 years of age and younger during the summer months from June through August. The goal of SFSP is to ensure low-income children continue to receive nutritious meals when school is not in session. RAP submits an annual application to the CDE for its Summer Lunch Program that is administered at over 100 sites throughout the City of Los Angeles, and serves an average of 150,000 to 200,000 lunches each summer. RAP has participated in the SFSP since 1975. Currently, in light of the Covid-19 Pandemic, RAP has instituted various changes to the program to ensure a safe and healthy environment for all participants and staff. The changes include social distancing and face mask requirements, the use of safe practices for lunch distribution and for serving Grab and Go lunches for the community children.

FISCAL IMPACT STATEMENT

The projected expenses for RAP's SFSP for 2020 will be approximately \$273,000 and the anticipated reimbursement is \$236,000.00. As a result, the difference of \$37,000 will create a fiscal impact to RAP's General Fund.

Sincerely,

MICHAEL A. SHULL
General Manager



VICKI ISRAEL
Assistant General Manager

MAS/VI/AM:bc

Attachments

cc: Blayne Sutton-Wills, Office of the Chief Legislative Analyst
Jay Shin, Office of the City Administrative Officer
Camilla Fong, Office of the Administrative Officer, Grants Oversight Unit



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Bertha Calderon	E-Mail: bertha.calderon@lacity.org	Phone: 818-552-3689
Project Manager:	Bertha Calderon	E-Mail: bertha.calderon@lacity.org	Phone: 818-552-3689
Department/Bureau/Agency:	Recreation and Parks		Date: 08/12/2020

Grant Information				
Name of Grantor:		Pass Through Agency:		
CA Department of Education				
Grant Program Title:		Notification of Award Date:		
Summer Food Service Program (SFSP) - FY 2019/2020		06/08/2020		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
State	Non-Competitive/Formula	Reimbursement	CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$37,000.00	%Match 16
Match Type:	Cash	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$236,000.00	\$37,000.00		\$273,000.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
office staff salaries	\$10,407.00	\$0.00		GF
staff monitors salaries	\$8,864.00	\$0.00		GF
Materials/Supplies				
Office Supplies	\$500.00	\$0.00		GF
Program Forms	\$1,000.00	\$0.00		GF
Contractual Services				
Food Expenses	\$236,000.00	\$0.00		Food (Grant)
Food Expenses	\$16,229.00	\$0.00		Food (GF)
Total	\$273,000.00	\$0.00		

Approved Project	
Descriptive Title of Funded Project:	CDE Summer Food Service Program FY2019-20
Performance Period Start/End Dates (Month/Day/Year):	Citywide:
Start: 06/29/2020 End: 08/14/2020	Affected Council District(s):
	Affected Congressional District(s):
Purpose:	
Identify Internal Partners (City Dept/Bureau/Agency):	
Identify External Partners:	

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing free nutritious meals to children 18 years of age and younger during the summer months from June through August. The goal of SFSP is to ensure low-income children continue to receive nutritious meals when school is not in session. RAP submits an annual application to the CDE for its Summer Lunch Program that is administered at over 100 sites throughout the City of Los Angeles, and serves an average of 150,000 to 200,000 lunches each summer. RAP has participated in the SFSP since 1975. Currently, in light of the Covid-19 Pandemic, RAP has instituted various changes to the program to ensure a safe and healthy environment for all participants and staff. The changes include social distancing and face mask requirements, the use of safe practices for lunch distribution and for serving Grab and Go lunches for the community children.

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

The entire program costs are estimated to be \$273,000 of which the SFSP grant will cover \$236,000 for the Summer Lunch Program. The difference of \$37,000 will be covered by the Department of Recreation and Parks' General Fund.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The projected expenses for the Department of Recreation and Parks' (RAP) Summer Food Service Program (SFSP) for 2020 will be approximately \$273,000 and the anticipated reimbursement is \$236,000.00. The difference of \$37,000 will have a fiscal impact to RAPs' General Fund.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

- Grant Award Notification and Acceptance
- Grant Project Cost Breakdown (Excel Document)
- Detail of Positions and Salary Costs (Excel Document)
- Copy of Award Notice
- Copy of Grant Agreement (if applicable)
- Additional Documents (if applicable)

Department Head Name: VICKI ISRAEL Department Head Signature: [Signature] Date: 8/27/20

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- Returned to Department (Additional information/documentation has been requested.)
- Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

APPROVED

APR 02 2020

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 20-040

DATE April 02, 2020

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CALIFORNIA DEPARTMENT OF EDUCATION – SUMMER FOOD SERVICE PROGRAM 2019-2020 – AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR SUMMER LUNCH PROGRAM; ACCEPTANCE OF GRANT FUNDS

AP Diaz	_____	S. Piña-Cortez	_____
H. Fujita		C. Santo Domingo	_____
V. Israel	_____	N. Williams	_____



 General Manager

Approved X Disapproved _____ Withdrawn _____

if Approved: Board President _____ Board Secretary _____

RECOMMENDATIONS

1. Approve the submission of a Summer Food Service Program 2019-2020 (SFSP) grant application to the California Department of Education (CDE) for the Department of Recreation and Parks (RAP) Summer Lunch Program in the approximate amount of Eight Hundred Thousand Dollars (\$800,000.00), subject to Mayor and City Council consideration;
2. Direct RAP staff to transmit the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA) and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the SFSP grant award, if awarded, in the approximate amount of Eight Hundred Thousand Dollars (\$800,000.00) from the CDE for RAP's Summer Lunch Program, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, etc., which may be necessary for the acceptance and use of the SFSP grant funds;
5. Authorize RAP's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the SFSP grant, if awarded, in the approximate amount of Eight Hundred Thousand Dollars (\$800,000.00) for RAP's Summer Lunch Program; and,

BOARD REPORT

PG. 2 NO. 20-040

6. Authorize RAP's Chief Accounting Employee to make any technical changes, as may be necessary, to effectuate the intent of this Report.

SUMMARY

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing nutritious meals to children 18 years of age and younger. RAP submits an annual application to the CDE for its Summer Lunch Program. The application for the program is due by May 15, 2020.

RAP has participated in the SFSP since 1975. The program provides free lunches at about 100 parks for RAP during the summer months when the Los Angeles Unified School District (LAUSD) schools are not in session. All sites are "drop-in" sites where meals are available to all children in the area. A list of sites is herein included as Attachment 1. Children do not need to apply, meet eligibility requirements, sign up or sign in. The lunches are nutritious and well-balanced meals that must meet Federal meal pattern requirements.

The 2020 SFSP reimbursement rate is \$4.0875 per lunch. An increase in the rate of reimbursement is determined by the United States Department of Agriculture each January. Reimbursements are calculated based on the number of "first" meals (meals served that do not include leftovers or second servings to the same children) with an allowance for second servings to be claimed. During the 2019 summer season, RAP served 176,695 lunches and was reimbursed \$701,037.42, based on the 2019 reimbursement rate of \$3.9675.

LAUSD's Food Service Division has provided healthy lunches for the Summer Lunch Program since the summer of 2014, and will be the provider for summer 2020.

FISCAL IMPACT

Projected expenses for the Summer Lunch Program for 2020 are approximately \$889,000.00. The projected expenses include the cost of lunches, cost of program monitors, and other program costs. The anticipated reimbursement is \$800,000.00. RAP will match the grant in the amount of approximately \$89,000.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

Goal No. 2: Offer Affordable and Equitable Recreational Programming
Outcome No. 1 Improved health and social equity for young Angelenos

This Report was prepared by Bertha Calderon, Management Analyst, Metro Region.

ATTACHMENT

List of SFSP Sites

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS - SUMMER FOOD SERVICE PROGRAM
FOOD SERVICE SITES/ ADDRESSES/ PHONE NUMBERS/ SERVING TIMES
SUMMER SERVICE DATES: JUNE 15, 2020 - AUGUST 14, 2020 ATTACHMENT 1

NO.	SITE NAME	SITE ADDRESS	ZIP	CD	TELEPHONE	LUNCH TIME
1	109th Street Recreation Center	1464 E. 109th Street	90059	15	(323) 566-4561	12:00 pm - 12:45 pm
2	Algin Sutton Recreation Center	8800 S. Hoover Street	90044	8	(323) 753-5808	12:15 pm - 12:45 pm
3	Alpine Recreation Center	817 Yaie Street	90012	1	(213) 485-5448	12:15 pm - 1:00 pm
4	Andras & Maria Cardenas Rec Center	14740 Blythe Street	91402	6	(818) 781-3952	12:10 pm - 12:40 pm
5	Baldwin Hills Recreation Center	5401 Highlight Place	90016	10	(323) 934-0746	12:15 pm - 1:00 pm
6	Banning Recreation Center	1331 Eubank Street	90744	15	(310) 548-7776	11:30 am - 12:00 pm
7	Bellevue Recreation Center	826 Lucile Avenue	90026	13	(323) 664-2468	11:30 am - 12:15 pm
8	Boyle Heights Sports Center	933 S. Mott Street	90023	14	(323) 264-5136	12:00 pm - 12:30 pm
9	Branford Recreation Center	13306 Branford Street	91331	6	(818) 893-4923	12:30 am - 1:15 pm
10	Carlin G. Smith Recreation Center	511 W. Ave 46	90065	1	(323) 225-4960	12:00 pm - 12:30 pm
11	Central Park Recreation Center	1357 E. 22nd Street	90011	9	(213) 485-4435	11:45 am - 12:15 pm
12	Chevy Chase Recreation Center	4165 Chevy Chase Drive	90039	13	(818) 550-1453	11:30 am - 12:15 pm
13	Culver-Slauson Recreation Center	5072 S. Slauson Avenue	90230	11	(310) 391-5451	11:30 am - 12:15 pm
14	Cypress Recreation Center	2630 Pepper Avenue	90065	1	(213) 485-5384	12:15 pm - 12:45 pm
15	David M. Gonzales Recreation Center	10943 Herrick Avenue	91331	7	(818) 899-1950	11:30 am - 12:15 pm
16	Delano Recreation Center	15100 Erwin Street	91411	6	(818) 756-8529	12:00 pm - 12:45 pm
17	Denker Recreation Center	1550 W. 35th Place	90018	8	(323) 733-8367	11:00 am - 11:30 am
18	Downey Youth Center (formerly at Downey Rec Ctr)	219 South Avenue 18	90031	1	(323) 227-7752	12:00 pm - 12:30 pm
19	Eagle Rock Recreation Center	1100 Eagle Vista Drive	90041	14	(323) 257-8948	11:30 am - 12:15 pm
20	Echo Park Recreation Center	1632 Bellevue Ave	90026	13	(213) 250-3578	12:00 pm - 12:30 pm
21	El Sereno Recreation Center	4721 Klamath Street	90032	14	(323) 225-3517	12:00 pm - 12:45 pm
22	Elysian Park Recreation Center	929 Academy Road @ Bishop Cyn Park	90012	1	(323) 226-1402	11:30 am - 12:00 pm
23	Elysian Valley Recreation Center	1811 Ripple Street	90039	13	(323) 666-5058	12:15 pm - 12:45 pm
24	Evergreen Recreation Center	2844 E. 2nd Street	90033	14	(323) 262-0397	11:45 pm - 12:15 pm
25	EXPO Center	3980 Bill Robertson Lane	90037	9	(213) 763-0116	11:30 am - 12:30 pm
26	Fernangeles Recreation Center	8851 Laurel Canyon Boulevard	91352	6	(818) 767-4171	12:00 pm - 12:30 pm
27	Fred Roberts Recreation Center	4700 S. Honduras Street	90011	9	(323) 234-8650	11:30 am - 12:00 pm
28	Garcia Recreation Center	1016 S. Fresno Street	90023	14	(323) 265-4755	12:00 pm - 12:30 pm
29	Gilbert Lindsay Recreation Center	429 E. 42nd Place	90011	9	(323) 846-7584	11:30 am - 12:15 pm
30	Glasseil Park Recreation Center	3650 Verdugo Road	90065	1	(323) 257-1863	11:30 am - 12:15 pm
31	Green Meadows Recreation Center	431 E. 89th Street	90003	9	(323) 565-4242	12:30 pm - 1:00 pm
32	Harbor City Recreation Center	24901 Frampton Avenue	90710	15	(310) 548-7729	11:30 am - 12:00 pm
33	Hazard Park Recreation Center	2230 Norfolk Street	90033	14	(213) 485-6839	11:30 am - 12:00 pm
34	Highland Park Recreation Center	6150 Piedmont Avenue	90042	1	(213) 847-4875	11:30 am - 12:15 pm
35	Hollenbeck Recreation Center	415 S. Louis Street	90033	14	(323) 261-0113	11:30 am - 12:00 pm
36	Hollywood Recreation Center	1122 Cole Avenue	90038	13	(323) 467-6847	11:30 am - 12:00 pm
37	Hoover Recreation Center	1010 W. 25th Street	90007	8	(213) 749-8896	12:00 pm - 12:30 pm
38	Hope & Peace Park	843 South Bonnie Brae Street	90057	1	(213) 847-0878	12:00 pm - 12:30 pm
39	Hubert Humphrey Recreation Center	12560 Fillmore Street	91331	7	(818) 896-6215	12:00 pm - 12:30 pm
40	Jackie Tatum/Harvard Recreation Center	1535 W. 62nd Street	90047	8	(323) 778-2579	12:00 pm - 12:45 pm
41	Jim Gilliam Recreation Center	4000 S. La Brea Avenue	90008	10	(323) 291-5928	12:00 am - 12:45 pm
42	LACES Recreation Center	5931 West 18th Street	90035	10	(323) 933-8343	12:00 pm - 12:30 pm
43	Lafayette Multipurpose Community Center	625 S. Lafayette Park Place	90057	10	(213) 384-0562	12:00 pm - 12:45 pm
44	Lake Street Recreation Center	227 North Lake Street	90026	13	(213) 207-2196	12:15 pm - 12:45 pm
45	Lake View Terrace Recreation Center	11075 Foothill Boulevard	91342	7	(818) 899-8087	12:00 pm - 12:30 pm
46	Lanark Recreation Center	21816 Lanark Street	91304	3	(818) 883-1503	12:00 pm - 12:30 pm
47	Leland Recreation Center	863 South Herbert Ave	90731	15	(310) 548-7706	12:00 pm - 12:30 pm
48	Lemon Grove Recreation Center	4959 Lemon Grove Avenue	90029	13	(323) 666-4144	11:30 am - 12:15 pm
49	Lincoln Heights Recreation Center	2303 Workman Street	90031	1	(323) 225-2838	11:30 am - 12:00 pm
50	Lincoln Heights Youth Center	2911 North Altura Street	90031	1	(323) 226-1401	12:00 pm - 12:30 pm

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS - SUMMER FOOD SERVICE PROGRAM
FOOD SERVICE SITES/ ADDRESSES/ PHONE NUMBERS/ SERVING TIMES
SUMMER SERVICE DATES: JUNE 15, 2020 - AUGUST 14, 2020 ATTACHMENT 1

NO.	SITE NAME	SITE ADDRESS	ZIP	CD	TELEPHONE	LUNCH TIME
51	Lincoln Park Recreation Center	3501 Valley Boulevard	90031	1	(213) 847-1726	11:30 am - 12:00 pm
52	Loren Miller Recreation Center	2717 Halldale Avenue	90018	8	(323) 734-4386	11:30 am - 12:00 pm
53	Lou Costello Recreation Center	3141 E. Olympic Boulevard	90023	14	(213) 485-9111	11:45 am - 12:30 pm
54	MacArthur Park Community Center	2230 W. 6th Street	90057	1	(213) 368-0520	11:30 am - 12:00 pm
55	Martin Luther King Jr. Therapeutic Center	3916 S. Western Avenue	90062	8	(213) 847-0878	12:00 pm - 12:30 pm
56	Montecito Heights Recreation Center	4545 Homer Street	90031	1	(213) 485-5148	12:15 pm - 1:00 pm
57	Mount Carmel Recreation Center	830 W. 70th Street	90044	8	(323) 789-2756	11:30 am - 12:00 pm
58	Normandale Recreation Center	22400 S. Halldale Avenue	90501	15	(310) 328-3689	11:30 am - 12:00 pm
59	Normandie Recreation Center	1550 S. Normandie Avenue	90006	1	(323) 737-1181	12:15 pm - 1:00 pm
60	North Hollywood Rec. Center	11430 Chandler Boulevard	91601	2	(818) 763-7651	12:00 pm - 12:30 pm
61	Oakwood Recreation Center	767 California Avenue	90291	11	(310) 452-7479	12:00 pm - 12:45 pm
62	Panorama Recreation Center	8600 Hazeltime Avenue	91402	6	(818) 893-3401	12:00 pm - 12:30 pm
63	Pan Pacific Park Recreation Center	7600 Beverly Blvd	90036	4	(323) 939-8874	11:30 am - 12:30 pm
64	Pecan Recreation Center	127 S. Pecan Street	90033	14	(323) 262-2736	11:00 am - 11:45 pm
65	Peck Park Recreation Center	560 N. Western Avenue	90732	15	(310) 548-7580	12:00 pm - 12:45 pm
66	Penmar Recreation Center	1341 Lake Street	90291	11	(310) 396-8735	12:00 pm - 12:45 pm
67	Poinsettia Recreation Center	7341 Willoughby Avenue	90046	5	(323) 876-5014	12:00 pm - 12:30 pm
68	Queen Anne Recreation Center	1240 West Boulevard	90019	10	(323) 857-1180	12:15 pm - 1:00 pm
69	Ramona Hall Community Center	4580 N. Figueroa Street	90065	1	(323) 276-3021	11:45 am - 12:15 pm
70	Rancho Cienega Sports Complex	5001 Rodeo Road	90016	10	(323) 290-3141	12:30 pm - 1:15 pm
71	Reseda Recreation Center	18411 Victory Boulevard	91335	3	(818) 881-3882	12:00 pm - 12:30 pm
72	Richie Valens Rec. Center	10736 Laurel Canyon Boulevard	91331	7	(818) 834-5172	11:45 am - 12:15 pm
73	Rio De Los Angeles	1900 North San Fernando Road	90065	1	(323) 2763015	12:00 pm - 12:30 pm
74	Rose Hill Recreation Center	4530 Mercury Avenue	90032	14	(323) 225-0450	11:30 am - 12:00 pm
75	Rosecrans Recreation Center	840 West 149th Street	90247	15	(310) 327-3653	11:30 am - 12:00 pm
76	Ross Snyder Recreation Center	1501 E. 41st Street	90011	9	(323) 231-3964	11:30 am - 12:15 pm
77	Seoul International Park (Ardmore)	3250 San Marino Street	90006	10	(213) 383-7549	12:00 pm - 12:45 pm
78	Sepulveda Recreation Center	8801 Kester Avenue	91402	6	(818) 893-3700	12:15 pm - 1:00 pm
79	Shatto Recreation Center	3191 W. 4th Street	90020	4	(213) 386-8877	12:15 pm - 12:45 pm
80	Slauson Recreation Center	5306 S. Compton Avenue	90011	9	(323) 233-1174	11:30 am - 12:15 pm
81	South Park Recreation Center	345 E. 51st Street	90011	9	(213) 847-6746	12:30 pm - 1:15 pm
82	South Seas House Community Center	2301 West 24th Street <small>(served at S. Penmar)</small>	90018	10	(323) 373-9483	12:00 pm - 12:30 pm
83	St. Andrews Recreation Center	8701 Saint Andrews Place	90047	8	(213) 485-1751	12:00 pm - 1:00 pm
84	State St Recreation Center	716 N. State Street	90033	14	(213) 847-2790	11:30 am - 12:00 pm
85	Stonehurst Recreation Center	9901 Dronfield Street	91352	7	(818) 767-0314	11:30 am - 12:00 pm
86	Stoner Recreation Center	1835 Stoner Avenue	90025	11	(310) 479-7200	12:00 pm - 12:45 pm
87	Sun Valley Recreation Center	8133 Vineland Avenue	91352	6	(818) 767-6151	12:00 pm - 12:30 pm
88	Sunland Recreation Center	8651 Foothill Boulevard	91040	7	(818) 352-5282	12:00 pm - 12:30 pm
89	Sylmar Park Recreation Center	13109 Borden Avenue	91342	7	(818) 367-5656	12:00 pm - 12:30 pm
90	Toberman Recreation Center	1725 S. Toberman Street	90015	1	(213) 485-6896	12:00 pm - 12:30 pm
91	Trinity Recreation Center	2415 Trinity Street	90011	9	(213) 485-4195	11:15 am - 11:45 am
92	Unidad Park	1644 Beverly Blvd	90026	13	(213) 847-4970	12:00 pm - 12:30 pm
93	Valley Plaza Recreation Center	12240 Archwood Street	91606	2	(818) 765-5885	11:30 am - 12:00 pm
94	Van Ness Recreation Center	5720 Second Avenue	90043	8	(323) 296-1559	12:30 pm - 1:00 pm
95	Van Nuys Park	14301 Vanowen Street	91605	6	(818) 756-8131	11:30 am - 12:15 pm
96	Victory-Vineland Recreation Center	11117 Victory Boulevard	91606	2	(818) 985-9516	11:30 am - 12:00 pm
97	Vineyard Recreation Center	2942 Vineyard Avenue	90016	10	(323) 732-2469	12:00 pm - 12:30 pm
98	Wabash Recreation Center	2765 Wabash Avenue	90033	14	(323) 262-6534	11:30 am - 12:00 pm
99	Wilmington Recreation Center	325 Neptune Avenue	90744	15	(310) 548-7645	12:00 pm - 12:30 pm
100	Winnetka Recreation Center	8401 Winnetka Avenue	91306	3	(818) 756-7876	11:30 am - 12:10 pm
101	Yosemite Recreation Center	1840 Yosemite Drive	90041	14	(323) 257-1644	11:30 am - 12:15 pm
102	Yucca Park Community Center	6671 Yucca Street	90028	13	(323) 957-6339	12:00 pm - 12:30 pm

SITES AND SERVING TIMES ARE SUBJECT TO CHANGE - REVISED 1-8-2020



Bertha Calderon <bertha.calderon@lacity.org>

CNIPS Application Packet Notification

1 message

California Production Help Desk <CNIPS@cde.ca.gov>
Reply-To: CNIPS@cde.ca.gov
To: BERTHA.CALDERON@lacity.org

Mon, Jun 8, 2020 at 12:08 PM

NOTIFICATION EMAIL FOR SFSP APPLICATION PACKET

Child Nutrition Information and Payment System
California Department of Education
Child Nutrition Programs

Thank you for submitting your Application Packet for the Summer Food Service Program. Your application packet has been APPROVED.

Sponsor Name: LOS ANGELES, CITY OF DEPT OF REC & PARKS
CNIPS ID: 04028
Program Year: 2019/2020
Program: Summer Food Service Program (SFSP)
Application Packet Status: Approved

2019 - 2020 SFSP Application

04028-SFSP-19

LOS ANGELES, CITY OF DEPT OF REC & PARKS

3900 WEST CHEVY CHASE DRIVE

LOS ANGELES, CA 90039

CD:

Vendor #: 22930Z

Sponsor Type

1. Indicate the type of sponsor (Choose One): Government
- Is this sponsor a School Food Authority (SFA)? Yes No

Street Address

2. Address 1: 3900 WEST CHEVY CHASE DRIVE
3. Address 2:
4. City: LOS ANGELES
5. State: CA Zip: 90039 [USPS Zip Code Lookup](#)
6. County: LOS ANGELES (19)

* Note: All correspondence will be sent to the mailing address.

Mailing Address

7. Address 1: 3900 WEST CHEVY CHASE DRIVE MS628-8
8. Address 2:
9. City: LOS ANGELES
10. State: CA Zip: 90039 [USPS Zip Code Lookup](#)
11. County: LOS ANGELES (19)

* Note: All correspondence will be sent to the mailing address.

Payment Address (Legal IRS Address)

12. Address 1: SUMMER FOOD SRVC PROGRAM
13. Address 2: 3900 CHEVY CHASE DR
14. City: LOS ANGELES
15. State: CA Zip: 90039-1221 [USPS Zip Code Lookup](#)
16. County:

Summer Food Service Contact

- | | Salutation | First Name | Last Name |
|--|----------------------------|------------|-----------|
| 17. Name: | Ms. | BERTHA | CALDERON |
| 18. Title: | MANAGEMENT ANALYST | | |
| 19. Email Address:  | BERTHA.CALDERON@LACITY.ORG | | |
| 20. Phone: | (818) 552-3689 | Ext: | Fax: |

This person attended current program year's CDE training.

Authorized Representative

- | | Salutation | First Name | Last Name |
|--|----------------------------|------------|-----------|
| 21. Name: | Ms. | BERTHA | CALDERON |
| 22. Title: | MANAGEMENT ANALYST | | |
| 23. Email Address:  | BERTHA.CALDERON@LACITY.ORG | | |
| 24. Phone: | (818) 552-3689 | Ext: | Fax: |

- 25. Address 1: 3900 WEST CHEVY CHASE DRIVE
- 26. Address 2:
- 27. City: LOS ANGELES
- 28. State: CA Zip: 90039 [USPS Zip Code Lookup](#)
- 29. County: LOS ANGELES (19)

This person attended current program year's CDE training.

Civil Rights Coordinator

- | | Salutation | First Name | Last Name |
|------------|----------------|------------|-----------|
| 30. Name: | Ms. | BERTHA | CALDERON |
| 31. Phone: | (818) 552-3689 | Ext: | |

General Questions

- 32. Does your agency provide year round public services to the community(ies) other than operating the SFSP? Yes No
 If **No**, select the type of services your agency provides to the community
 If **Other**, please describe.
- 33. Indicate meal count procedures (Check all that apply) Count each complete meal as it is served
Collect tickets as children receive a complete meal
Other (explain):
- 34. Will meal count form provided in the USDA Administrative Guidance for Sponsor handbook be used? Yes No
- 35. Will the monitoring form provided in the USDA Administrative Guidance for Sponsor handbook be used? Yes No
- 36. If this sponsor is Self-prep or Vended by School Food Authority, does the sponsor wish to receive commodity foods? Yes No
- 37. Is this a faith-based agency? (This is a data element required by Federal regulation and has no impact on your program participation.) Yes No Decline to State
- 38. List any federal agency providing financial support to your agency None
- 39. Have any current principal staff been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Yes No

Outreach

- 40. Will the prototype Public Release provided by CDE be used? Yes No
- 41. List the minority and grassroots organizations contacted about the availability of the Summer Food Service Program: Los Angeles Unified School District, WIC Offices
- 42. Are you requesting a waiver to serve more than 50,000/day (combined ADP for any one meal type)? Yes No

Ethnicity Data

Provide the ethnic makeup of the participants served by the Organization. Provide actual numbers of enrolled participants at all sites.

- 43. Geographic Area (enter percentages):
 - Hispanic or Latino: 47.00 %
 - Non-Hispanic or Latino: 53.00 %

44. Program Participants (enter number of enrolled participants):

Hispanic or Latino:	47
Non-Hispanic or Latino:	53

Racial Data

Provide the racial makeup of the participants served by the Organization. Provide actual numbers of enrolled participants at all sites.

45. Geographic Area (enter percentages):

American Indian or Alaskan Native:	1.00 %
Asian:	10.00 %
Black or African American:	11.00 %
Native Hawaiian or Pacific Islander:	48.00 %
White:	30.00 %

46. Program Participants (enter number of enrolled participants):

American Indian or Alaskan Native:	1
Asian:	10
Black or African American:	11
Native Hawaiian or Pacific Islander:	48
White:	30

47. Indicate the source of your data:

	Census Tract	Housing Authority
	Other	
	If Other, please describe:	

48. Describe efforts to assure that minority populations have equal opportunity to participate in the program.

website and flyer have information in both English & Spanish

49. Is there a need for program information to be provided in any language other than English? Yes No

If Yes, are these needs being met by materials and/or staff? Yes No

Certification

I certify that all applicable state and federal rules and regulations will be observed: that to the best of my knowledge, the information contained in this application, management plan, budget, and civil rights, are true and correct. I also certify that the sponsoring agency is financially and administratively capable to operate the Summer Food Service Program (SFSP). I accept on behalf of the sponsoring agency, final administrative and financial responsibility for the total SFSP operations of all sites, submitted on the site Information Sheet(s). Reimbursement will be claimed only for meals served to eligible children during the hours they are in attendance at sites approved by the California Department of Education for the SFSP. In accordance with title 7, Code of Federal Regulations, Part 225.6 (e) this certifies that SFSP agency and participating sites under its jurisdiction shall comply with all provisions of Title 7, Code of Federal Regulations, Part 225, CDE and the United States Department of Agriculture guidance material and all applicable State laws. All eligible participants in attendance, regardless of economic need, at approved sites will be offered the same meals at no charge with no discriminatory physical segregation or other discrimination because of race, color, national origin, sex, age, or disability. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal statutes.

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2019 - 2020 Application Packet - SFSP Site List

04028-SFSP-19

LOS ANGELES, CITY OF DEPT OF REC & PARKS

3900 WEST CHEVY CHASE DRIVE

LOS ANGELES, CA 90039

CD:

Vendor #: 22930Z

Action	Site ID / Site Name	Version/ Status
View Modify	➔ 16545 109TH STREET RECREATION CENTER	Rev. 1 / Error (2)
View Modify	➔ 16463 ALPINE RECREATION CENTER	Original / Error (2)
View Modify	➔ 15549 Ardmore Seoul International	Rev. 1 / Error (2)
View Revise	✔ 16466 BALDWIN HILLS RECREATION CENTER	Rev. 2 / Approved
View Modify	➔ 15550 Banning Recreation Center	Rev. 1 / Error (2)
View Revise	✔ 16470 BELLEVUE RECREATION CENTER	Rev. 2 / Approved
View Modify	➔ 16474 BOYLE HEIGHTS	Rev. 1 / Error (2)
View Revise	✔ 16478 BRANFORD RECREATION CENTER	Rev. 4 / Approved
View Modify	➔ 17066 Cardenas Recreation Center	Rev. 1 / Error (2)
View Modify	➔ 17071 CARLIN G. SMITH	Original / Error (2)
View Modify	➔ 15551 Central Recreation Center	Original / Error (2)
View Modify	➔ 16482 CHEVY CHASE RECREATION CENTER	Original / Error (2)
View Modify	➔ 16486 COSTELLO RECREATION CENTER	Original / Error (2)
View Modify	➔ 16493 CULVER SLAUSON RECREATION CENTER	Original / Error (2)
View Revise	✔ 17073 CYPRESS REC CENTER	Rev. 1 / Approved
View Revise	✔ 15552 Delano Recreation Center	Rev. 1 / Approved
View Modify	➔ 16497 DENKER RECREATION CENTER	Original / Error (2)
View Modify	➔ 22372 Downey Children's Activity Center	Original / Error (7)
View Modify	➔ 16503 DOWNEY RECREATION CENTER	Original / Error (2)
View Revise	✔ 16505 EAGLE ROCK RECREATION CENTER	Rev. 2 / Approved
View Modify	➔ 16510 ECHO PARK RECREATION CENTER	Original / Error (2)
View Revise	✔ 16515 EL SERENO RECREATION CENTER	Rev. 1 / Approved
View Modify	➔ 16518 ELYSIAN PARK ADAPTIVE	Original / Error (2)
View Modify	➔ 16520 ELYSIAN VALLEY RECREATION CENTER	Original / Error (2)
View Revise	✔ 15553 Evergreen Recreation Center	Rev. 1 / Approved
View Revise	✔ 15554 Exposition Recreation Center	Rev. 1 / Approved
View Revise	✔ 15555 Fernangeles Recreation Center	Rev. 1 / Approved
View Revise	✔ 15556 Fred Roberts Recreation Center	Original / Approved
View Modify	➔ 16782 GARCIA RECREATION CENTER	Original / Error (2)
View Revise	✔ 15557 Glassell Recreation Center	Rev. 1 / Approved
View Modify	➔ 15558 Gonzales (Pacoima) Recreation Center	Original / Error (2)

View Revise	✓	15559 Green Meadows Recreation Center	Rev. 1 / Approved
View Revise	✓	16533 HARBOR CITY RECREATION CENTER	Original / Approved
View Revise	✓	16534 HARVARD RECREATION CENTER	Rev. 1 / Approved
View Revise	✓	16535 HAZARD RECREATION CENTER	Rev. 1 / Approved
View Revise	✓	15560 Highland Park Recreation Center	Rev. 1 / Approved
View Modify	➔	17072 HOLLENBECK REC CENTER	Original / Error (2)
View Modify	➔	15561 Hollywood Recreation Center	Original / Error (2)
View Modify	➔	15562 Hoover Recreation Center	Original / Error (2)
View Modify	➔	24511 Hope & Peace	Original / Error (2)
View Revise	✓	16536 HUBERT HUMPHREY RECREATION CENTER	Rev. 1 / Approved
View Modify	➔	16532 JIM GILLIAM RECREATION CENTER	Original / Error (2)
View Modify	➔	16614 LACES RECREATION CENTER	Original / Error (2)
View Modify	➔	22918 Lafayette Multipurpose Center	Original / Error (2)
View Modify	➔	15564 Lake Street Recreation Center	Original / Error (2)
View Modify	➔	17069 LAKEVIEW TERRACE RECREATION CENTER	Original / Error (2)
View Modify	➔	15565 Lanark Recreation Center	Original / Error (2)
View Modify	➔	28929 Leland Recreation Center	Original / Error (3)
View Revise	✓	15566 Lemon Grove Recreation	Rev. 1 / Approved
View Modify	➔	16538 LINCOLN HEIGHTS RECEPTION CENTER	Original / Error (2)
View Modify	➔	34739 Lincoln Heights Youth Center	Original / Error (2)
View Modify	➔	15567 Lincoln Park Recreation Ctr	Original / Error (2)
View Modify	➔	16539 LINDSAY RECREATION CENTER	Original / Error (2)
View Modify	➔	22919 Loren Miller Recreation Center	Original / Error (2)
View Modify	➔	15568 Mac Arthur Park Rec Center	Original / Error (2)
View Modify	➔	16540 MARTIN LUTHER KING CHALLENGE CENTER	Original / Error (2)
View Modify	➔	15569 Montecito Recreation Center	Original / Error (2)
View Modify	➔	15570 Mt Carmel Recreation Center	Original / Error (2)
View Modify	➔	15571 Normandale Recreation Center	Original / Error (2)
View Revise	✓	16543 NORMANDIE RECREATION CENTER	Rev. 1 / Approved
View Modify	➔	15572 North Hollywood Recreation Center	Original / Error (2)
View Modify	➔	17070 NORTH WEDDINGTON REC CENTER	Original / Error (2)
View Modify	➔	16544 OAKWOOD RECREATION CENTER	Original / Error (2)
View Modify	➔	33036 Pan Pacific	Original / Error (2)
View Revise	✓	16546 PANORAMA RECREATION CENTER	Original / Approved
View Modify	➔	16547 PECAN RECREATION CENTER	Original / Error (2)
View Revise	✓	16548 PECK PARK RECREATION CENTER	Rev. 1 / Approved
View Revise	✓	16549 PENMAR RECREATION CENTER	Rev. 1 / Approved

View Revise		16550 POINTSETTIA RECREATION CENTER	Rev. 1 / Approved
View Revise		16552 QUEEN ANNE RECREATION CENTER	Rev. 1 / Approved
View Modify		16613 RAMONA HALL COMMUNITY CENTER	Original / Error (2)
View Modify		16554 RANCHO CIENEGA RECREATION CENTER	Original / Error (2)
View Modify		16612 RESEDA RECREATION CENTER	Original / Error (2)
View Modify		15573 Richie Valens (paxton) Rc	Rev. 3 / Error (2)
View Modify		29337 Rio De Los Angeles	Original / Error (2)
View Modify		15574 Rose Hill Recreation Center	Original / Error (2)
View Revise		16555 ROSECRANS RECREATION CENTER	Original / Approved
View Revise		15575 Ross Snyder Recreation Ctr	Rev. 1 / Approved
View Modify		16556 SAINT ANDREWS RECREATION CENTER	Original / Error (2)
View Revise		15576 Sepulveda Recreation Ctr	Original / Approved
View Modify		15577 Shatto Recreation Ctr	Original / Error (2)
View Modify		16594 SLAUSON RECREATION CENTER	Rev. 1 / Error (2)
View Revise		16595 SOUTH PARK RECREATION CENTER	Rev. 1 / Approved
View Modify		25698 South Seas House #2	Original / Error (2)
View Modify		17116 STATE ST. RECREATION CENTER	Original / Error (2)
View Modify		17068 STONEHURST RECREATION CENTER	Original / Error (2)
View Modify		16596 STONER RECREATION CENTER	Original / Error (2)
View Modify		15578 Sun Valley Recreation Center	Original / Error (2)
View Revise		16598 SUNLAND RECREATION CENTER	Rev. 1 / Approved
View Revise		15579 Sutton Recreation Center	Rev. 1 / Approved
View Revise		15580 Sylmar Recreation Center	Rev. 1 / Approved
View Modify		15581 Toberman Recreation Center	Original / Error (2)
View Modify		16599 TRINITY RECREATION CENTER	Original / Error (2)
View Modify		29465 Unidad Park	Original / Error (2)
View Modify		25470 Valley Plaza Recreation Center	Original / Error (2)
View Revise		16600 VAN NESS RECREATION CENTER	Rev. 1 / Approved
View Modify		15583 Van Nuys Recreation Center	Original / Error (2)
View Revise		16601 VICTORY VINELAND RECREATION CENTER	Original / Approved
View Modify		16602 VINEYARD RECREATION CENTER	Original / Error (2)
View Modify		16603 WABASH RECREATION CENTER	Original / Error (2)
View Revise		16604 WILMINGTON RECREATION CENTER	Rev. 1 / Approved
View Revise		16616 WINNETKA RECREATION CENTER	Rev. 1 / Approved
View Modify		16606 YOSEMITE RECREATION CENTER	Original / Error (2)
View Revise		15585 Yucca Community Center	Rev. 1 / Approved

[Add Site Application](#)

Total Sites Enrolled: 104

2019 - 2020 SFSP Budget Detail

04028-SFSP-19
LOS ANGELES, CITY OF DEPT OF REC & PARKS
 3900 WEST CHEVY CHASE DRIVE
 LOS ANGELES, CA 90039
 CD:
 Vendor #: 22930Z

Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	103	313,480	\$1,178,684.80
Snack	0	0	\$0.00
Supper	0	0	\$0.00
CCNSP Snack	0	0	\$0.00
		Subtotal	1,178,684.80

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	103	313,480	\$102,664.70
Snack	0	0	\$0.00
Supper	0	0	\$0.00
CCNSP Snack	0	0	\$0.00
		Subtotal	102,664.70

A. Projected Operating Costs

	Requested Amount	% of Budget	Approved Amount
A1. Operational Personnel	0.00	0.00%	0.00
A2. Nonfood Supplies	250.00	0.03%	0.00
A3. Food for all vended and self-prep meals	829,268.00	93.28%	0.00
A4. Facility and Utility	0.00	0.00%	0.00
A5. Equipment Rental	0.00	0.00%	0.00
A6. Transportation	0.00	0.00%	0.00
A7. Other Costs	0.00	0.00%	0.00
Total A. Projected Operating Costs	\$829,518.00	93.31%	\$0.00

B. Projected Administrative Costs

	Requested Amount	% of Budget	Approved Amount
B1. Administrative Personnel	56,659.58	6.37%	0.00
B2. Office Expense	0.00	0.00%	0.00
B3. Facility and Utility	0.00	0.00%	0.00

B4. Transportation	1,300.00	0.15%	0.00
B5. Other Costs	1,500.00	0.17%	0.00
B6. Audit Fees	0.00	0.00%	0.00
B7. Indirect Costs	0.00	0.00%	0.00
B8. Postage	0.00	0.00%	0.00
Total B. Projected Administrative Costs	\$59,459.58	6.69%	\$0.00

C. Summary of Income and Expenses

	Requested Amount	Approved Amount
C1. Total Annual SFSP Costs	888,977.58	0.00
C2. Total anticipated annual SFSP reimbursement for the Program Year	1,281,349.50	1,281,349.50
C3. Excess SFSP Revenue from prior Program Year or previous participation in SFSP	0.00	0.00
C4. Enter amount of income from other sources	0.00	0.00
C5. Balance	392,371.92	1,281,349.50

Adult Meal information

Will meals be sold to adults?	Yes	No
Will meals be provided at no cost to non-program adults?	Yes	No

Misc

Identify how excess funds from the prior Program Year will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated with any of the non-food costs listed above?	Yes	No
---	-----	----

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the California Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The California Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Created By: BCalderon2 on: 3/23/2020 3:19:10 PM Modified By: BCalderon2 on: 3/24/2020 9:31:59 AM

[VIEW](#)

2019 - 2020 SFSP Management Plan

04028-SFSP-19
LOS ANGELES, CITY OF DEPT OF REC & PARKS
 3900 WEST CHEVY CHASE DRIVE
 LOS ANGELES, CA 90039
 CD:
 Vendor #: 22930Z

Management Plan Version: Original

Executive Officers of Private Nonprofit Agencies

Governing Board for Private, Nonprofit Agencies

NOTE: Telephone number and mailing address must be a home or personal business address; do not list agency information for board members.

Complete the requested information for your agency's board members/executive officers:

BOARD MEMBER/OWNER	TELEPHONE #, FAX #, AND EMAIL	MAILING ADDRESS
First Last NAME: TITLE: OFFICE HELD: Board Chair		
First Last NAME: TITLE: OFFICE HELD: Executive Director/Officer		
First Last NAME: TITLE: OFFICE HELD:		
First Last NAME: TITLE: OFFICE HELD:		
First Last NAME: TITLE: OFFICE HELD:		

Administrative Staff

Name: **Bertha Calderon** Position title: **Program Supervisor**

Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: _____ Position title: _____

Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by CDE)
Overall Management	1	06/12/2020
Claims Preparation	1	06/12/2020
Accounting	1	06/12/2020
Training/Monitoring	13	06/12/2020

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by CDE)
Site Supervisor	102	06/12/2020
Other, or Volunteer(s)	250	06/12/2020

Summer Food Service Program Monitoring System

NSD 8050 (REV. 11/09)

Sponsors are required to conduct monitoring visits to ensure their approved Summer Food Service Program (SFSP) sites operate according to Title 7 Code of Federal Regulations 225 and the Management Bulletin NSD-SFSP-01-2009 Monitoring Sponsor Requirements for CCNSP Sites. Based on the SFSP requirements complete your monitoring system plan and schedule for the SFSP below.

1. MONITORING PLAN

A. Describe when your agency will schedule the required monitoring visits for all sites in a timely manner.

Pre-operational visits will be done before the program starts for new sites. 1st Week Site Visits will be done during the first week of the program. Site Reviews will be done during the the first 4 weeks of the program. Site Visits will be done through out the program operation dates as needed.

B. Describe how your SFSP monitor(s) will verify that meal count records observed during their visit validate the number reported on the claim forms.

They will compare their site visit observations with paperwork completed by site staff. They will also check the number ordered for the day before their site visits. Meal count records will be reviewed after collection.

C. When your monitor observes that meals do not meet the SFSP meal requirement, describe how those meals will not be claimed for reimbursement.

The monitor will instruct the site staff to mark as disallowed and review meal count records.

D. When your monitor discovers problems during an SFSP site visit, describe your agency's corrective action plan. Include follow-up procedures, staff involved, and their responsibilities.

The monitor will talk to the site staff and/or supervisor to correct the problem, and will document the problem and corrective action on their report. The monitor will advise the Program Supervisor of the problem. Monitor will conduct a follow-up site visit.

E. Describe the procedures your sites will use to ensure that complete meals/snacks are counted at the point of service.

The site staff will count each meal as it is served to each child and record on the Daily Meal Count form.

F. What is the maximum amount of time allowed to lapse between meal delivery time to a satellite meal site and meal service time?

usually 1/2 hour to an hour

G. If meals are delivered more than one hour before serving, how will you ensure meals are maintained at the proper temperature?

keep meal in insulated containers or in refrigerators

H. When will your site personnel verify temperatures of meals delivered from the central kitchen (or vendor) are within the proper temperature range?

at the time of delivery

2. FOR AGENCIES THAT PURCHASE COMPLETE MEALS FROM A FOOD SERVICE VENDOR.

I. Describe how your agency will ensure the components and portion sizes the food service vendor provides meet the SFSP Meal Pattern/Food Buying Guide requirements.

For self-prep sponsors, please enter N/A in the text field below.

Monitors and site staff will inspect meals upon delivery and when served to the children

J. Describe how deficient meals received from the vendor will be corrected to meet the SFSP Meal Pattern/Food Buying Guide requirements. Include staff involved and their responsibilities.

For self-prep sponsors, please enter N/A in the text field below.

The site staff and/or monitors will notify the Program staff immediately. The Program staff will notify the food vendor to correct as soon as possible.

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