

Revised
11/21/2018

Alabama SFSP Policy and Procedures

Email: SFSP@alsde.edu

Contact Information:

Alabama Department of Education
Child Nutrition Programs Attn: SFSP
P. O. Box 302101
5301 Gordon Persons Building
Montgomery, AL 36130-2101
Phone – 334-694-4659

Civil Rights Compliance

Participating sponsors must ensure that all sites are in compliance with federal regulations and the United States Department of Agriculture Civil Rights statement.

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, audiotape, 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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Civil Rights Complaint Procedure

All SFSP sponsors must have a procedure for handling civil rights complaints. All staff must understand how to handle a Civil Rights complaint using complaint procedure. The adopted procedure should be provided to staff in training. Sponsor will document training utilizing sign-in sheets and training agenda. Sponsor will keep documentation in a permanent file.

Persons wishing to file a complaint can do so within 180 days of the discriminatory action of any of the six protected classes as outlined in the non-discrimination statement.

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:

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All complaints, written or verbal, must be forwarded to the appropriate Regional or Food and Nutrition Service Office of Civil Rights Director or to the attention of:

Ms. June B. Barrett
Alabama Department of Education, Child Nutrition Programs
Gordon Persons Building Room 5301
50 North Ripley Street
Montgomery, AL 36130-2101

Verbal Complaints. In the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Name, address, and telephone number or other means of contacting the complainant,
- The specific location and name of the State agency, local agency, or other sub recipient delivering the service or benefit,
- The nature of the incident or action that led the complainant to feel discrimination was a factor, and an example of the method of administration that is having a disparate effect on the public, potential eligible persons, applicants, or participants,
- The basis on which the complainant believes discrimination exists. The bases for nondiscrimination are race, color, national origin, age, disability, or sex.
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action, and
- The date (s) during which the alleged discriminatory actions occurred, or, if continuing, the duration of such actions.

Procurement

A procurement plan and code of conduct must be completed and kept on file in the sponsor's office.

ALABAMA BID LAWS

State law requires that certain expenditures of city and county school boards are subject to competitive bidding. Expenditures for labor, services, or work, and the purchase or lease of materials, supplies, equipment, or other personal property involving \$15,000 or more are subject to competitive bidding. **[§16-13B-1, et.al.]**

Individual purchases less than \$15,000 may be subject to competitive bidding if a school board can reasonably expect to purchase more than \$15,000 for like items during the year. School systems may purchase items without bidding by purchasing from the state bid list; however, a school system may not purchase items without bidding on the grounds that a vendor's price is less than the state bid list. Pursuant to Act No. 97-934, student materials allocations distributed to the schools may be used to purchase materials, supplies, and equipment without competitive bids if the item cost is less than \$7,500. **[§ 16-1-8.1] [Note: This amount was not increased to \$15,000 when the bid law was amended in 2008.]**

Some expenditures that are exempt from the competitive bid law include:

- Purchase of insurance
- Professional service contracts (lawyers, CPA's, architects, etc.)
- Contracts to furnish financial advice or services
- Purchases of books, maps, pamphlets, or periodicals
- Purchases made by individual schools from funds other than those raised by taxation or received through state or local government sources
- Contractual services and purchases of commodities for which there is only one vendor or supplier
- Contractual services and purchases of personal property which, by their very nature, are impossible of award by competitive bidding
- Contractual services and purchases related to security.

A-133 Audit

FEDERAL AUDIT STANDARDS REQUIRE governmental or non-profit entities that expend \$750,000 or more in Federal awards during a fiscal year and those that receive funding from more than one type of Federal program to submit an A-133 audit. If the sponsor expends \$750,000 or more and only has one federal program, the sponsor may submit a program specific audit. The audits are due within 30 days after issuance or no later than 9 months after the end of the sponsor's fiscal year. The State agency audit staff will review the audit for compliance with applicable audit standards. If the audit report is deficient, the State agency will request a Corrective Action Plan (CAP). If a CAP is not submitted, the State agency will contact the sponsor. The State agency will work with the sponsor to resolve any findings pertaining directly or indirectly to the SFSP. When the report is considered acceptable, the State agency will notify the sponsor in writing that the audit file is closed.

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Costs associated with the SFSP portion of the audit are an allowable expense. The invoice from the certified public accountant should indicate the SFSP portion of the total cost and the amount should be recorded on the Monthly General Journal or accounting ledger.

Submit audit reports to:

**Alabama Department of Education-Child Nutrition Programs
Financial Management and Compliance
5302 Gordon Persons Building
P. O. Box 302101
Montgomery, AL 36130-2101**

Financial Management

Separate SFSP checking accounts are not required for all sponsors.

All private nonprofit sponsors who expend less than \$750,000 per year in Federal financial assistance AND who do not submit an annual audited financial statement to the State agency in accordance with the requirements of OMB Circular A-133 must document and identify SFSP expenditures, income, and payment documentation.

All other sponsors (including private nonprofit organizations and governmental entities) expending \$500,000 or more in Federal financial assistance and submitting an annual audited financial statement to the State agency, in accordance with the requirements of OMB Circular A-133, will not be required to maintain a separate checking account. This provision is contingent upon the sponsor's written description of an accounting system that provides for separate identification of ALL SFSP food service transactions, including the accrual of interest earned on any cash balance of the SFSP food service account on a monthly basis. Also, if it is identified on a program administrative review or audit that the sponsor has failed to maintain such an accounting system, the sponsor will be required to maintain a separate checking account as required corrective action.

USDA Donated Foods:

Sponsors participating in the USDA Donated Foods program must enter into an agreement separately between the sponsoring organization and the ALSDE and submit the request form indicating the amount of the item requested to the ALSDE along with the SFSP application materials. Sponsors will be notified when the food arrives at the distributor's warehouse.

School systems that are vending or sponsoring SFSP may use any USDA Donated Foods products in inventory.

Alabama Claim for Reimbursement Process

The Alabama Department of Education (SDE) requires that Summer Food Service Program (SFSP) sponsors file a claim for reimbursement for **each month** in which a sponsor operates. The online application for sites that are approved to operate yet did not serve meals during a month **must be revised** to show that they did not operate during the month.

The claim for reimbursement process contains two parts – the Site Data Sheet submission and the Online Claim entry. Sponsors that only operate the SFSP program must only submit the Site Data Sheet. Sponsors that participate in other programs in addition to the SFSP must submit the Site Data Sheet and coordinate with other CNP program representatives within their agency to submit the combined Online Claim form.

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Site Data Sheet

The initial document that is submitted online is called a “Site Data Sheet”. This online form is used to submit monthly participation data and the number of meals served for each operating site.

Deadlines for Submission

Initial Claims for Reimbursement

The entire claim submission process is due no later than midnight, **20 days from the end of the month for which you are claiming.** For example, a June Site Data Sheet is due no later than midnight on July 20th.

Revised Claims for Reimbursement

Submitted claims may be revised if the sponsor discovers a mistake after the claim has been filed. A revised claim that *decreases* the reimbursement must be submitted as soon as the error is discovered. A revised claim that *increases* reimbursement must be submitted within 50 days from the end of the month for which you will be reimbursed additional funds. A revised claim due to an audit or review performed by our monitoring staff must be submitted according to the deadlines given by them.

If you miss a deadline, file the late site data sheet immediately. Each month must be filed in sequence. A late claim will involve a One Time Exception waiver, if available.

One Time Exception waiver (OTE)

If a claim is submitted late, you will be contacted regarding the requirements of the “One Time Exception” waiver (OTE). Once every three years, or 36 months, a sponsor may apply for an exception to the required date of filing a claim if a deadline is missed. There is absolutely no guarantee that you will be granted this relief. The rule simply allows you to apply and explain the circumstances under which you were unable to submit the Claim for Reimbursement as required. Be prepared to provide a written explanation and an acceptable Corrective Action Plan which includes written procedures to prevent future late submissions.

Accounting:

Phone: 334-694-4955

Email: cnpclaim@alsde.edu

The SDE must pay a claim within 45 days of receipt of a complete and correct claim. If there is an error on the claim, you must be notified of the error within 15 days.