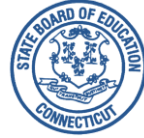




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2016 Summer Food Service Program (SFSP) Sponsors

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: April 6, 2016

SUBJECT: Operational Memorandum No. 04-16 – SFSP

Operational Issues and Rates

1. Maximum Rates of Reimbursement for 2016
2. Registration of Food Service Management Companies (FSMCs)
3. Contracting with a FSMC for Meals
4. Eligibility for Commodities
5. Qualified Food Operator (QFO) Regulations

1. **Maximum Rates of Reimbursement for 2016** were published in the Federal Register in January 2016. The new rates reflect changes in the Consumer Price Index as required by federal regulation. A listing of the [2016 rates](#) is attached. These rates apply only to the regular SFSP and **not** to sponsors participating under the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP).
2. **Registration of FSMCs** – SFSP sponsors have three options for food service for the 2016 SFSP: (a) be a self-prep sponsor; (b) competitively procure meals from a Connecticut State Department of Education (CSDE) approved FSMC; or (c) enter into an agreement with a School Food Authority (SFA) which does not obtain meals or management services from a FSMC, unless the school's Request for Proposal, Invitation for Bid, and/or the contract with the FSMC included the provision of SFSP meals. In contracting with a FSMC, the sponsor must adhere to the procurement standards as outlined in SFSP regulations 225.17. A sponsor may contract only with a FSMC that is registered in Connecticut. For additional information regarding procuring meals from a FSMC, contact Andrew Paul at 860-807-2048 or andrew.paul@ct.gov.
3. **Contracting with a FSMC for Meals** – In the past, SFSP sponsors that contracted with a FSMC to provide SFSP meals had to bid each year. Beginning in 2008, SFSP sponsors had the option of including language in their bid that allowed for contract renewal for four additional one-year contract periods. Sponsors who included this option in their 2011 FSMC contracts must go out to bid for 2016. Sponsors who included this option in their 2012, 2013, 2014 or 2015 contract can renew the contract for 2016 if both parties agree. Any increase in cost for the 2016 SFSP contract must have been spelled out in the original contract. If no clause was included in the original contract that gave the basis for a cost increase in the 2016 contract, then a cost increase would not be allowed for the 2016 contract renewal. Sponsors

wishing to renew their contract or that must go out to bid to obtain a new FSMC should contact Andrew Paul at 860-807-2048 or andrew.paul@ct.gov.

4. **Eligibility for Commodities** – Sponsors are eligible to receive donated commodities under the SFSP if they meet any of the following criteria:
 - prepare meals on site or at a central kitchen;
 - purchase meals from a SFA that participates in the NSLP; or
 - procure their SFSP meals from the same FSMC that competitively provided their most recent meals.

The United States Department of Agriculture Food Distribution Program (commodity) office is responsible for allocation and distribution of commodities. Eligible sponsors have been contacted regarding orders for the upcoming summer program.

5. **Qualified Food Operator (QFO) Regulation** – The Connecticut State Department of Public Health regulations require at least one QFO in each food service establishment that prepares and/or serves potentially hazardous foods prepared using hot processes. The regulations define the responsibilities of both the food service establishment and the QFO as outlined in the attached document, *[Qualified Food Operator \(QFO\) Responsibilities](#)*.

Questions may be directed to the Summer Meals Coordinator, Caroline Cooke at 860-807-2144 or caroline.cooke@ct.gov.

JF:cc

Attachments: (5)

SUMMER FOOD SERVICE PROGRAM (SFSP) REIMBURSEMENT RATES

Effective Date: January 1, 2016

Sponsors may receive reimbursement up to the following rate in each appropriate category. The new operating rates represent a 2.7 percent increase in the food away from home series of the Consumer Price Index.

The 2016 reimbursement rates are presented as a combined set of rates to highlight simplified cost accounting procedures. SFSP reimbursements are based on the number of reimbursable meals served multiplied by the combined operating and administrative rates.

2016 COMBINED OPERATING AND ADMINISTRATIVE RATES		
Type of Meal	Self-Preparation or Rural Sites	Other Types of Sites (Vended)
Breakfast	\$ 2.1325	\$ 2.0925
Lunch/Supper	\$ 3.7450	\$ 3.6850
Snack	\$ 0.8875	\$ 0.8650

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.



For more information on the SFSP, visit the CSDE's [SFSP](#) Web site or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at
www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/SFSPreimburse.pdf.

Qualified Food Operator (QFO) Responsibilities

FOR CONNECTICUT CHILD NUTRITION PROGRAMS

All schools and institutions participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs must comply with all applicable requirements of the Connecticut Public Health Code (PHC) for food service establishments. The USDA Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

Connecticut PHC Section 19-13-B42(s)(4) requires at least one QFO, who is in a supervisory position, and a designated alternate person to be in charge at all times when the QFO cannot be present, in each food service establishment that prepares and/or serves exposed potentially hazardous foods prepared using hot processes. Each local health jurisdiction is responsible for classifying its local food service establishments.

The regulations define four classes of food service establishments, depending on the type of food preparation and/or service. The QFO requirement is mandatory for all class III and IV establishments.

- **Class III** is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.”
- **Class IV** is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.”



Food service operations should check with their local health department if they are unsure whether a QFO is needed.

In addition to requiring at least one QFO, the Connecticut State Department of Public Health (DPH) regulations further define the responsibilities of both the food service establishment and the QFO. These responsibilities are summarized on the following pages.

RESPONSIBILITIES OF THE FOOD SERVICE ESTABLISHMENT

1. **Appoint a QFO who is in a full-time supervisory capacity on site and has demonstrated knowledge in the safe preparation and service of food.** A QFO is primarily defined as someone who has passed a test administered by a testing agency approved by the Connecticut State Department of Public Health. For more information, see DPH's [QFO Approved Testing Organizations](#).
2. **Appoint an alternate person to be in charge at all times when the QFO is not present.** The alternate must be able to demonstrate to the food service establishment owner/operator or to the person in charge all the food safety elements of knowledge described in the "[Alternate Person in Charge Demonstrated Knowledge Statement](#)," but is not required to have passed an approved exam. The responsibilities of the alternate QFO include:
 - being in charge of food safety when the QFO cannot be present;
 - ensuring that employees comply with the requirements of PHC Section 19-13-B42;
 - ensuring that food is safely prepared;
 - handling emergencies;
 - admitting the health inspector; and
 - signing the inspection report.



The food service establishment must provide a signed statement attesting that the alternate QFO has demonstrated knowledge of food safety.

3. **Notify the local health department in writing when the QFO is no longer employed.**
4. **Appoint a successor QFO within 60 days and notify local health department.** The Connecticut State Department of Education (CSDE) recommends that all USDA Child Nutrition Programs have more than one QFO at each food service site. If there is only one QFO and that person leaves, the site will be left without a QFO. The regulations allow 60 days from the termination date of a QFO for a replacement to be employed. A local health department may grant an additional 60 days from the termination date of a QFO.
5. **Maintain on file and provide upon request to the local health department the following:**
 - QFO's certificate from an approved testing organization; and
 - training records of food service employees.

The testing certificate is valid for the period of time designated by the approved testing agency.

RESPONSIBILITIES OF THE QFO

1. **Operate the food service establishment in compliance with all provisions of PHC Section 19-13-B42.**
2. **Train food service personnel in safe food preparation practices** including, but not limited to:
 - proper food temperature control;
 - food protection;
 - personal health and cleanliness; and
 - sanitation of the facility, equipment, supplies and utensils.



The QFO is not required to personally *provide* the training, but rather to *ensure* that training is provided.

3. **Maintain written documentation of training programs and training records of individual employees.** These records must be available to the local health department upon request. Training records should be retained for the term of employment of all current employees. Sample training record forms are available on the CSDE's [Food Safety](#) Web page. Schools and institutions participating in the USDA Child Nutrition Programs may choose, but are not required, to maintain information in this format. For additional information on required forms for documenting food service employee training, contact your local health department or DPH.
4. **Direct and inspect the performance of food service workers.**

Schools and institutions participating in the USDA Child Nutrition Programs must ensure that current policies and procedures include these responsibilities. Facilities with questions regarding how this information affects their program should contact their local health department.

RESOURCES

Alternate QFO Statement (CSDE):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fs/altqfo.pdf

Food Protection Program (DPH):

<http://www.ct.gov/dph/cwp/view.asp?a=4748&q=563390>

Education and Training (DPH):

www.ct.gov/dph/cwp/view.asp?a=4748&q=563480

Food Safety (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333766

Food Service Employee Training Record for Sanitation and Food Safety (CSDE):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fs/employetrain.pdf

On-site Training Record for Sanitation and Food Safety (CSDE):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fs/onsitetrain.pdf

QFO Approved Testing Organizations (DPH):

www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/testing_orgs.pdf

QFO Responsibilities (DPH):

www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/qfo_responsibilities.pdf



For guidance regarding the requirements and implementation of Connecticut PHC Section 19-13-B42, visit the Connecticut State DPH [Food Protection Program](#) Web site or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/fs/qfo.pdf.

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Alternate Person in Charge Demonstrated Knowledge Statement

FOR CONNECTICUT CHILD NUTRITION PROGRAMS

Pursuant to Public Health Code (PHC) Section: 19-13-B42(s)(8)(B) and 19-13-B49(t)(7)(B), the owner or manager of the food service/catering food service establishment shall designate an alternate person who has demonstrated the elements of knowledge and competency listed below, as per PHC Section 19-13-B42(s)(6), 19-13-B49(t)(5), to be in charge at all times when the qualified food operator cannot be present.

The alternate person in charge shall be responsible for ensuring that all employees comply with the regulations and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

A signed statement must be provided by the owner/operator of the food service or catering food service establishment (as applicable), attesting that the alternate person in charge has demonstrated knowledge of food safety as specified below:

(A) Elements of Knowledge

- (i) Identify foodborne illness – define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.
- (ii) Identify time/temperature relationship with foodborne illness – recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.
- (iii) Describe the relationship between personal hygiene and food safety – recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize the association between health of a food handler and foodborne illness; recognize how policies, procedures and management contribute to improved food hygiene practices.
- (iv) Describe methods for preventing food contamination from purchasing to serving – define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.
- (v) Identify and apply correct procedures for cleaning and sanitizing equipment and utensils – define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.
- (vi) Recognize problems and potential solutions associated with facility, equipment, and layout – identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.
- (vii) Recognize problems and potential solutions associated with temperature control, preventing cross contamination, housekeeping and maintenance – implement self-inspection program; implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.
- (viii) Identify and recognize the foods most commonly associated with food allergies.

Alternate Person in Charge Demonstrated Knowledge Statement, continued

(B) Demonstrable Elements of Competency

- (i) Assess the potential for foodborne illness in a food service establishment – perform operational food safety assessment; recognize and develop standards, policies and procedures, select and train employees; implement self audit/inspection program; revise policy and procedure (feedback loop); implement crisis management program.
- (ii) Assess and manage the process flow – identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding/service/display procedures; implement and maintain cooling and post-preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.

I _____ attest that _____
(Print Name of Owner or Operator) *(Print Name of Alternate Person in Charge)*

is employed as the alternate person in charge and has demonstrated to me the elements of knowledge and demonstrable elements of competency as described in A and B, as listed above.

Signature and Title _____ Date _____
(Signed by Owner/Operator of the Establishment)


Signature and Title _____ Date _____
(Signed by Alternate Person in Charge)

Name of Establishment _____

Address of Establishment _____

City _____ State _____ Zip _____

This form shall be maintained on file at the food service establishment and made available upon request. Do not submit this form to the Connecticut State Department of Education (CSDE).



For guidance regarding the requirements and implementation of Connecticut PHC Section 19-13-B42, visit the Connecticut State DPH [Food Protection Program](#) Web site or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/altqfo.pdf.

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Child Nutrition Programs

On-site Training Record for Sanitation and Food Safety

Pursuant to Public Health Code 19-13-B42(s)(8)(A) the Qualified Food Operator (QFO) of each food service establishment is responsible for ensuring training of food preparation personnel. Training shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils.

The QFO of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records should be retained for the term of employment of all current food workers.

Date: _____ **Time:** _____


Location: _____ **Trainer:** _____

Topic(s) Covered: _____

Food Service Personnel Trained	
Name	Position
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Child Nutrition Programs • On-site Training Record for Sanitation and Food Safety

Food Service Personnel Trained	
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For guidance regarding the requirements and implementation of Connecticut PHC Section 19-13-B42, visit the Connecticut State DPH [Food Protection Program](#) Web site or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available as a PDF and Word document on the CSDE's Food Safety Web page at www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333766.

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