

Program Administration

OVERVIEW

Program administrators are: Program Directors, Program Coordinators, Bookkeepers, Administrative Assistants, Fiscal Staff and Meal Site Monitors. In general, these positions are responsible for staff supervision and the overall management and administration of the Summer Food Service Program (SFSP). Other responsibilities for the organization's *administrative* staff include the following:

- Attending State agency training
- Selecting meal sites
- Negotiating and handling all agreements and contracts for services or goods
- Submitting applications for participation and claims for reimbursement
- Corresponding with the State agency
- Hiring and training staff
- Arranging for food preparation and/or delivery and adjusting meal orders and site CAPs
- Attending the administrative review and responding to State agency requests for corrective action
- Ensuring Civil Rights compliance
- Ensuring changes to the application are approved by the State agency
- Visiting and reviewing the meal sites – *Site Monitoring* is discussed in section 4 of this binder

Depending on the size of an organization's SFSP, some of the administrative positions mentioned above may be filled on a part-time basis while some positions may be combined into one or more fulltime position(s). The administrative portion of a sponsor's total reimbursement amount was intended to compensate an organization for costs that were generated as the result of administering the Program.

The SFSP requires that sponsoring organizations maintain adequate documentation of all costs incurred by the Program. SFSP administrators must also maintain adequate documentation of approved applications, meal sites locations, meal types served, meal service times as well as other sponsor specific approvals regarding the meal service.

IN THIS SECTION YOU WILL FIND:

- Handouts – Director's Responsibilities, Bookkeeper's Responsibilities, Record Keeping Requirements
- Pre-Operational Site Visit Form (NMSFSP Form #1.6)
- Administrative Expenditures Worksheet (NMSFSP Form #4.1)
- Copying Log (NMSFSP Form #4.2)
- Employee Time Sheet (NMSFSP Form #4.3)
- Log for Recycled milk (NMSFSP Form #4.4)
- Food & Non-Food Inventory Log (NMSFSP Form #4.5)
- Mileage Log (NMSFSP Form #4.6)
- Operational Expenditures Worksheet (NMSFSP Form #4.7)
- SFSP Postage Log (NMSFSP Form #4.8)
- SFSP Telephone Log (NMSFSP Form #4.11)
- Field Trip Log (NMSFSP Form #7.1) – Complete this form if your organization will be serving SFSP meals to children that are on a field trip. Submit this form to the State agency prior to the date of the field trip.
- SFSP Appeal Rights and Procedures

SPONSORS SHOULD PLACE INTO THIS SECTION:

- All completed documentation forms for costs incurred during the administration and operation of the Program
- Completed Field Trip logs