

SFA TO SFA VENDED MEALS



SCHOOL YEAR 2021-2022

TODAY'S WEBINAR



- ❑ **The power point slides for this webinar are available in SNEARS “Resources” under the Training Presentations Tab**
- ❑ **Forms referenced in this webinar are available in SNEARS Resources under the Vended Meals/SFA to SFA/Consolidation Tab**
- ❑ **This webinar covers SFA to SFA Vending Contracts only. Separate webinars are available regarding procurement for food service management companies (FSMCs), Commercial Vendors and Consolidation Agreements**

LEARNING OBJECTIVES

- ❑ **Understand contracts for School Food Authority to School Food Authority (SFA to SFA) Vended Meals**
- ❑ **Understand the responsibility of both parties**
- ❑ **Understand the process for submission to the State Agency (SA)**
- ❑ **Receive approval from the SA**

WHAT ARE SFA TO SFA VENDED MEALS?

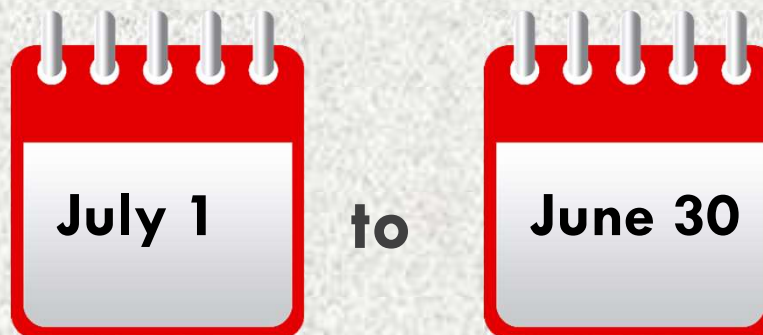
- ❑ A “Vending SFA” prepares meals for a “Recipient SFA”
 - ❑ Vending SFA can provide meals only to the Recipient SFA. No on-site labor or other services can be provided by the Vending SFA
 - ❑ Vending SFA must provide complete meals (with or without milk only). No other component of the meal can be excluded, i.e. fruit or vegetable



- ❑ If the Recipient SFA does not have sufficient labor to operate the School Nutrition Program (SNP), the SFA must either procure a food service management company (FSMC) contract or pursue a Consolidation Agreement with another SFA

MORE INFO ON SFA TO SFA VENDED MEALS

- The Recipient SFA is responsible for meeting all federal and state regulations/requirements for the School Nutrition Programs**
- The Recipient SFA is responsible for submitting the SFA to SFA contract to the State Agency through the Electronic Contract Approval System (ECAS)**
- Contracts are effective for one year only. A new contract must be completed annually**
- The start and end date for all SFA to SFA contracts is:**



VENDOR SFAs WITH FSMC

- If Vendor SFA has an FSMC operating their food service program:
 - The SFA to SFA contract must be between the Vendor SFA and the Recipient SFA
 - The SFA to SFA contract must be signed by the business administrator/administrator of the Vendor SFA and Recipient SFA
- The FSMC cannot:
 - Provide employees on-site at the Recipient SFA to make final meal preparation
 - Provide employees on-site at the Recipient SFA to serve meals and/or count meals
 - Manage any aspect of the Recipient SFA's food service program
- Payment for meals must be made directly from the Recipient SFA to the Vendor SFA. Payment cannot be made from the Recipient SFA to the FSMC

PROCUREMENT REQUIREMENTS

- ❑ A Recipient SFA contracting for vended meals with a Vendor SFA is not exempt from procurement requirements
- ❑ SFA Procurement requirements include:
 - ❑ A written Code of Conduct for Procurement
 - ❑ Procurement procedures
- ❑ Templates available in SNEARS/Resources/Procurement:
 - ❑ Procurement Procedures for SFAs (#326)
 - ❑ Sample Code of Conduct for Procurement (#327)
 - ❑ Sample Procurement Procedures for SFAs (#383)

SFA TO SFA VENDED MEALS CONTRACT SUBMISSION

- ❑ SFA to SFA contracts must be submitted in ECAS by **RECIPIENT SFA** certifier or alternate certifier
 - ❑ Vendor SFA cannot complete the contract
- ❑ Access to ECAS is available after signing into SNEARS
- ❑ SA approval, non approval and other notification emails will come through ECAS
 - ❑ SFA should verify that the certifier and alternate certifier email addresses in SNEARS are correct to ensure emails are received
 - ❑ SFA should confirm that emails from ECAS do not go into Spam or Quarantine folders
- ❑ A short recorded webinar is available (or will be available soon) in SNEARS on submitting SFA to SFA contracts in ECAS. Viewing is recommended before completing the contract



ECAS

Electronic Contract Approval
System

SFA TO SFA CONTRACT SUBMISSION (CONT.)

- Contracts must be submitted for Pre-Approval in ECAS by May 31, 2021**
 - Public and charter schools must have Board of Education approval before submitting SFA to SFA contract**
- Reimbursement will be withheld beginning June 1 if deadline is not met**
- A Sample SFA to SFA Contract (Form #56) is available in SNEARS Resources**

Sample contract is a roadmap as to what will be needed when information is entered into ECAS. Recipient SFAs should review the sample before submitting information in ECAS

~~DO NOT COMPLETE AND SUBMIT HARD COPY OF SAMPLE SFA TO SFA CONTRACT. IT IS FOR REFERENCE ONLY~~

SIGNING THE CONTRACT



- ❑ After receiving email that SA has pre-approved contract:
 - ❑ Download the SFA to SFA Contract Signature Page
 - ❑ Both the Recipient SFA and Vendor SFA must sign
 - ❑ Upload the completed and signed Contract Signature Page in ECAS within 10 business days
- ❑ After SA reviews the signed document, a final approval email will be sent to Recipient SFA
- ❑ SFA must print final document (contract & signature page)
- ❑ Give a copy to Vendor SFA and keep a copy on file



URGENT REMINDER

Pre-approval is not final approval



Final approval is granted only after SFA to SFA Contract Signature Page is uploaded in ECAS

PROFESSIONAL STANDARDS

- ❑ All SFAs participating in the School Nutrition Programs must meet USDA Professional Standard requirements
- ❑ **Recipient SFAs receiving vended meals must designate an employee who is responsible as the food service director for the program**
- ❑ Minimum Professional Standard training requirements/hours must be met for the designated food service director and all SFA staff who work regularly with the meal program
- ❑ SFA must document training activities

Detailed information on Professional Standards requirements, including a training tracking tool and informational webinar is available in SNEARS



Reminders



- ❑ Only certifier or alternate certifier can enter information in ECAS. Submitters do not have authority to enter contract in ECAS
- ❑ **Pre-approval is not approved.** The contract is not valid until signed Contract Signature Page is uploaded in ECAS and the SA gives final approval
- ❑ Signed signature page must be submitted within 10 business days after SFA receives pre-approval email
- ❑ SFA must have final approval from SA before meal service begins
- ❑ School Nutrition funds cannot be used to pay Vendor SFA prior to final SA approval
- ❑ Deadline for submission of contract is May 31, 2021
- ❑ Reimbursement for June will be withheld if SFA does not submit contract/documents for pre-approval by May 31 deadline

ACCESSING FORMS AND WEBINARS

13

FOR AUTHORIZED USERS IN SNEARS:

[SFA to SFA Contract/Other Contract Forms](#)

SNEARS/Resources/Vended Meals/SFA to SFA/Consolidation

[Recorded Webinars](#)

SNEARS/Training

[Webinar Power Point Presentations](#)

SNEARS/Resources/Training Presentations

TRAINING/RESOURCES ACCESS FOR EVERYONE ELSE

The general public can access links (see arrow below) for Resources and Trainings from the NJDA's School Nutrition Programs webpage at:

<https://www.state.nj.us/agriculture/divisions/fn/childadult/school.html>

School Nutrition Programs



- **School Nutrition Programs**
 - Child and Adult Care Food Program
 - Summer Food Service Program
 - Farm to School Program
 - Farm to School and School Garden Fund Tax Check Off
- **Related Links**
 - [Shaping NJ School Toolkit to Advance School Wellness](#)
 - [Tray Talk - Communities for Healthy School Meals](#)
- [Overview](#)
- [National School Lunch Program](#)
- [School Breakfast Program](#)
- [After School Snack Program](#)
- [Special Milk Program](#)
- [Fresh Fruit and Vegetable Program](#)
- [Eat Right, Move More Program](#)
- [Wellness Policy](#)
- [Community Eligibility Provision](#)
- [Seamless Summer Option](#)
- [State Agency Administrative Review Summaries](#)
- [Contact Information](#)
- [New Jersey National School Lunch Program Waiver Requests](#)

• **Overview**

The United States Department of Agriculture's (USDA) school nutrition programs are administered through the New Jersey Department of Agriculture (NJDA). Eligible public schools, non-profit private schools, and residential child care institutions (RCCI) enter into written agreements with NJDA to operate local programs that provide nutritionally balanced meals to children each day.

The programs available with the School Nutrition Programs include: National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program (ASSP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), and Seamless Summer Option (SSO).

By participating in the School Nutrition Programs, schools and RCCIs serving meals or milk that comply with requirements can receive financial assistance.

[School Nutrition Programs Brochure](#) [94] (1.18MB PDF)

[Click here](#) to find out how to become a **Sponsor**.

[Reimbursement Rates – Public & Charter Schools](#)

[Reimbursement Rates – Private, Non-public Schools & RCCIs](#)

[Click here](#) to access SNEARS Resources

[Click here](#) to access SNEARS Webinar Trainings

[Click here](#) to access School Nutrition Programs forms.



SFA TO SFA VENDED MEALS WEBINAR

This webinar can count toward 1 hour of professional standards training:

**Key Area- Operations
Learning Topic- Purchasing/Procurement
Topic Code - 2400**

**NJ Department of Agriculture
School Nutrition Programs
609-984-0693
www.nj.gov/agriculture**

This institution is an equal opportunity provider





Contact Information for Questions

SFA to SFA Contracts/Other contracts

Email: DFNContracts@ag.nj.gov

Reminder: Questions regarding specific SFAs must be submitted directly by the SFA certifier/alternate certifier

Procurement/Procurement Reviews

Email: Procurementreviews@ag.nj.gov

General School Nutrition Program (SNP) questions (i.e. SSO, meal pattern, etc.)

Phone: 609-984-0693

Summer Food Service Program (SFSP):

Email: tracii.butler-powell@ag.nj.gov

Child and Adult Care Food Program (CACFP)

Email: stephanie.sutton-page@ag.nj.gov