



Management and Administrative Plan

Your State's Management and Administrative Plan (MAP) is a legislative requirement, but also an opportunity to ensure that the State agency has a written plan for operating and improving the Summer Food Service Program (SFSP) each year. The MAP is the State's strategic plan that guides the State agency and SFSP partners' efforts to improve and expand Summer Meals.

Did you Know? **Every February 15:** State agencies must submit an SFSP MAP to the appropriate Food and Nutrition Service (FNS) Regional Office.

Why is this required? To receive State Administrative Funds (SAF) and funding for health inspections, the State agency must have a plan approved by FNS, which outlines the use of these funds.

What can SAF be used for? SAF may be used for Program expansion, including expenses related to employing personnel, travel, providing technical assistance to sponsors, and other administrative expenses. For more information, see 7 CFR 225.5 and FNS Instruction 796-4, Rev. 4, <http://www.fns.usda.gov/sites/default/files/796-4.pdf>.

How is funding approved? The FNS Regional Office approves the MAP and the level of funding prior to the withdrawal of Program funds by the State. FNS may approve increased funding levels based on a projected increase in SFSP participation, as justified in the expansion strategy described in the MAP.



10/31/16

Summer Meals Toolkit

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What has to go into the MAP?

Program regulations at 7 CFR 225.4 require, at a minimum:

- An administrative budget for the fiscal year. Remember, allowable uses for Program funds can be found in FNS Instruction 796-4, Rev. 4.
- A plan for use of Program funds, as well as other funds available, to reach children in need. The MAP should take into account the State's expansion efforts in determining how funds will be used during the year.
- A plan for providing technical assistance and training to eligible sponsors in all necessary areas of Program administration and operations.
- A plan for monitoring and inspecting sponsors, sites, and food service management companies (FSMC). The MAP should explain the State agency's strategy to ensure that meals are provided effectively and efficiently.
- A plan for timely and effective action against Program violators. The State agency must have a comprehensive serious deficiency and termination process in place. The MAP should describe the State agency's process and focus on integrity.
- A plan for ensuring the fiscal integrity of sponsors. The MAP should describe the State agency's oversight of sponsors that are not subject to auditing, including training and technical assistance on financial management, procurement, and budgeting.
- A plan for ensuring compliance with FSMC procurement monitoring requirements under 7 CFR 225.6(h).
- An estimate of the amount of funds that the State may need to pay for health inspections and meal quality tests. Up to one percent of Program funds may be used to conduct health inspections and meal quality tests, if needed.



Is your State using all of its SAF?

Some States underutilize SAF due to lack of comprehensive planning and budgeting for the year. There are many ways in which Program funds can be used to strengthen the administration of the SFSP.

First, ensure the basics are covered. With increased focus on expanding access to Summer Meals, State agencies may require additional staffing and the need for travel within the State may have increased. These expenses can be addressed through SAF.

Then get creative! SAF may be used to:

- Update your SFSP website to make it more user-friendly;
- Improve SFSP information technology systems to make application and claim submission easier and more efficient; or
- Procure web-based training software, which is particularly useful in larger or rural States where in-person trainings are difficult to make available to all sponsors.

State agencies should consult with their FNS Regional Office to ensure funds are used appropriately.

What SFSP expansion efforts must be included?

The regulations require the State agency to target, and describe in the MAP, the State's outreach to rural areas, Tribal territories, and areas with a concentration of migrant farm workers. The State agency also should identify priority areas for expansion and describe in the MAP the State's efforts to conduct outreach in those areas.

How can SFSP expansion plans be included?

The State agency, through collaboration with State and local partners, should develop a plan that encompasses a strategy for expansion each year. While completion of this expansion plan may extend beyond the MAP deadline, the State agency should include initial plans and update them as necessary throughout the summer.



Which groups should the State agency consult with in preparing the MAP?

The key to successful administration of the SFSP is partnerships. Working closely with partners ensures that efforts are streamlined and distributed in the most effective way and maximizes the utilization of resources throughout the State. The work of other organizations can be included in the MAP to provide a comprehensive picture of the State agency’s plan for the year.

Partner organizations are particularly useful in assisting State agencies by identifying new sponsors, identifying new sites, and raising awareness of open sites in the community. Many statewide advocacy groups, local organizations, public or private agencies, and large school districts have experience with, and systems for, communication with the public. See the Summer Meals Toolkit for more information on partnerships and coalition building.
<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

Can the MAP be updated?

Yes, if the funding needs estimated in the MAP are no longer accurate, FNS can make adjustments to the State-level funding to reflect changes to the size of the Program. For more information, see SFSP regulations at 7 CFR 225.5(c).

Can the MAP be publically shared?

Yes, the MAP is a public document. The MAP becomes an even more effective planning tool when partners are aware of the State agency’s policies and priorities. Sharing the State’s plan with partners helps maintain momentum throughout the year to ensure that all elements of the plan are successfully carried out.

How can FNS help?

The FNS Regional Office is ready to help the State agency design a MAP that will serve as an effective tool for strengthening Program administration and expanding access. For policy guidance on MAP requirements and development, see SFSP 07-2013: *Expanding Awareness and Access to Summer Meals*.
<http://www.fns.usda.gov/sites/default/files/SP07%20SFSP07-2014os.pdf>.





For Additional Information

Review these ideas and adopt the strategies that seem reasonable to you and achievable for your Program. Do you have more questions? Sponsors and the general public should contact their State agency for answers. State agencies should contact their FNS Regional Office.

List of FNS Regional Offices: <http://www.fns.usda.gov/fns-regional-offices>

List of State Agencies: <http://www.fns.usda.gov/sfsp/sfsp-contacts>

USDA and its recipient institutions share responsibility for compliance and oversight to ensure good stewardship of Federal funds.

