

MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

SUBJECT	Summer Food Service Program Grant/Refund	TYPE AGENDA ITEM	Consent
DATE REQUESTED	November 21, 2011	DATE SUBMITTED/REVISED	November 10, 2011
BRIEFINGS? Who?	None required	CONSEQUENCES IF DEFERRED	Possible Loss of Future Grant Funds
DEPARTMENT/DIVISION	Community Services Department/Fiscal Services Division	AUTHORIZED BY TITLE	Brenda G. Rogers 11/10/11 Director <i>Brenda G. Rogers</i>
CONTACT PERSON TELEPHONE/EXTENSION	Angie Wilson/Mary Pendleton-Brown/X3030	PRESENTER/TITLE TELEPHONE/EXTENSION	Mary Pendleton-Brown, Fiscal Services Manager, X3030
ADMINISTRATIVE APPROVAL		<i>[Signature]</i>	

ACTION DESIRED
INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED

Authorization for Community Services Department to refund Florida Department of Education for meals claimed but not validated for the Summer Food program for the period of June 2011.

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

11.1.4. Efficiency in service delivery / R-11-105

BACKGROUND/DISCUSSION

Continued On Page 2

COUNTY ATTORNEY REVIEW

Check appropriate box	APPROVED IN OPEN SESSION
<input type="checkbox"/>	REVIEWED Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: MANATEE COUNTY, FLORIDA)
<input checked="" type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)
<input type="checkbox"/>	OTHER

ATTACHMENTS: (List in order as attached) Administrative Review Letter Administrative Review Findings Administrative Review Report Revised Claim Resolution R-11-105	INSTRUCTIONS TO BOARD RECORDS: Please send one approved copy to Community Services Department. <i>[Signature]</i> 11/22/11
COST: Funding provided by State to operate program. Refund will come from that award.	SOURCE (ACCT # & NAME): 173-9002417-xxxxxx/ 9002417-9116 (admin) 173-9002417-xxxxxx/ 9002417-9117
COMMENTS: No cost to the County	AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)

BACKGROUND/DISCUSSION (Continued from Page 1):

- **For the past twenty eight (28) years the Manatee County Board of County Commissioners has sponsored the Summer Food Service Program for children.**
- **The Florida Department of Education receives program funds from the U.S. Department of Agriculture and reimburse the county for associated costs.**
- **The 2011 Summer Food Program will operate from June 13, 2011 through August 12, 2011, providing an estimated 1,300 nutritious pre-packaged lunches to children eighteen years old and younger at approximately thirty (30) low-income areas throughout the county.**
- **Reimbursement is based on the number of lunches served (up to \$3.24 per lunch).**
- **On August 31, 2011 Florida Department of Education, Food and Nutrition Management performed an Audit of the Summer Food program for the month of June 2011.**
- **Regulatory deficiencies were identified, resulting in a corrective action submitted to Community Services Department, corrective action letter received October 24, 2011.**
- **October 28, 2011 revised claim submitted to the Florida Department of Education resulting in a refund due to the Florida Department of Education in the amount of \$958.30.**

Angie

RECEIVED
NOV 01 2011
By: _____



FLORIDA DEPARTMENT OF EDUCATION

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OCT 24 2011

MANATEE COUNTY
COMMUNITY SERVICES

Gerard Robinson
Commissioner of Education



October 13, 2011

Ms. Brenda Rogers, Department Director
Manatee County Board of County Commissioners (#04-0976)
P.O. Box 1000
Bradenton, FL 34206-1000

Dear Ms. Rogers:

Pursuant to federal regulations (7 CFR 225.7), an administrative review of your agency's Summer Food Service Program was conducted on August 31, 2011, by staff members of Food and Nutrition Management, Florida Department of Education. Reviewers examined documentation for training, site visits and reviews, menus, meal count records, costing data, and other program documents.

As noted on the enclosed Administrative Review Report, regulatory deficiencies were identified. Certain findings require a corrective action response. As a result, a revised claim must be submitted for the June 2011 claim for reimbursement as specified in the report under Corrective Actions. Your corrective action plan should address each specific deficiency as noted on your Administrative Review Report. The revised claim and corrective action response must be received and acknowledged in our office by no later than November 14, 2011. Failure to submit an acceptable corrective action plan may affect your future participation in the Summer Food Service Program.

Enclosed are appeal procedures that identify timelines and specify the rights and responsibilities by which an appeal may be filed. The written request for appeal must be received and acknowledged in our office within seven calendar days from receipt of the report.

FOOD AND NUTRITION MANAGEMENT SECTION

Manatee County Board of County Commissioners (#04-0976)

October 13, 2011

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If you have questions related to these findings or the administrative review, please contact Lisa Church, Supervisor, Program Reviews, at (800) 504-6609.

Sincerely,

A handwritten signature in black ink that reads "Debra Stecklein". The signature is written in a cursive style with a large, stylized "D" and "S".

Debra Stecklein, Program Services Director
Food and Nutrition Management

DS/rp

Enclosures

cc: Lisa Church, DOE
Michelle Morris, DOE
Suzanne Tart, DOE

**Florida Department of Education
Food and Nutrition Management
Summer Food Service Program
Administrative Review**

Manatee County Board of County Commissioners (#04-0976)

Date of Review: August 31, 2011

Introduction and Scope: The Florida Department of Education, Food and Nutrition Management (FNM) Section conducted an Administrative Review of Manatee County Board of County Commissioners (#04-0976) Summer Food Service Program as required under Federal Regulation 7 CFR, Section 225.7. The review was conducted by FNM staff members, Richard Parks and Joby McCully. The month of review was June 2011. For the review month, ten of the 31 active sites for the sponsorship were reviewed for meal count accuracy. Listed below are the findings and recommendations for corrective actions for Manatee County Board of County Commissioners.

Review sites: #0003 West Bradenton Boys & Girls Club, #0015 Palmetto Boys & Girls Club, #0021 Tallevast Community Center, #0026 Desoto Boys & Girls Club, #0090 First Born Church of the Living God, #0099 YMCA - West Branch, #0100 13th Avenue United Community Center, #0103 Tuscany Lakes Apartments, #0105 Casa de Dios Church, and #0108 Kelly-Brown Resource Center.

Meal Counts

Meal counts were validated for ten sites. Six sites had meal count errors for the month of review.

1. #0003 West Bradenton Boys & Girls Club – The sponsor claimed 969 first lunch meals, and the reviewer validated 968 first lunch meals. As a result, one first lunch meal was overclaimed.
2. #0015 Palmetto Boys & Girls Club – The sponsor claimed 1,616 first lunch meals, and the reviewer validated 1,595 first lunch meals. As a result, 21 first lunch meals were overclaimed.
3. #0099 YMCA - West Branch – The sponsor claimed 1,682 first lunch meals, and the reviewer validated 1,662 first lunch meals. As a result, 20 first lunch meals were overclaimed.
4. #0100 13th Avenue United Community Center – The sponsor claimed 2,115 first lunch meals, and the reviewer validated 1,901 first lunch meals. As a result, 214 first lunch meals were overclaimed.

#04-0976 continued:

5. #0103 Tuscany Lakes Apartments – The sponsor documented 433 first lunch meals, and the reviewer validated 412 first lunch meals. As a result, 21 first lunch meals were overclaimed.
6. #0108 Kelly-Brown Resource Center – The sponsor claimed 726 first lunch meals, and the reviewer validated 707 first lunch meals. As a result, 19 first lunch meals were overclaimed.

Prior Review: Accuracy in meal counts was a finding during the review conducted in 2008.

Criteria: USDA SFSP 2011 Administrative Guidance for Sponsors; pages 64-65, 76-79, and 80-81.

Recommendations for Corrective Action: The sponsor must ensure accuracy in meal counts prior to submission of the claim for reimbursement.

It is recommended that a second party review of all meal counts be conducted for each site for each day prior to consolidating the reimbursement claims.

It is recommended that the sponsor establish procedures to ensure that sites do not exceed the maximum participation.

The sponsor must submit a revised claim for June 2011. Please see Attachment A at the end of the report for the validated meal count numbers that must be reported for each site listed above in the submission of the revised claims.

Program Expenses

The following costs were validated for the month of June 2011:

Food:	\$ 43,056.00
Labor:	\$ 14,286.31
Non-food:	\$ 407.22
Rentals:	\$ 600.00
Other/Admin:	\$ 1,423.48


Total: \$ 59,773.01

June Reimbursement: \$ 61,172.56

For the month of June 2011, the program's reimbursements exceeded expenses by \$1,399.05 and there were no findings.

**Summer Food Service Program Administrative Review Report
 Manatee County Board of County Commissioners (#04-0976)
 Attachment A**

MEAL COUNTS				
Date of Review: August 31, 2011			Review Period: June 2011	
Lunch				
Site Name	1st Meals Claimed	1st Meals Validated	2nd Meals Claimed	2nd Meals Validated
#0003 West Bradenton Boys & Girls	969	968		
#0015 Palmetto Boys & Girls Club	1,616	1,595		
#0099 YMCA - West Branch	1,682	1,662		
#0100 13 th Avenue United Community	2,115	1,901		
#0103 Tuscan Lakes Apartments	433	412		
#0108 Kelly-Brown Resource Center	726	707		



Florida Department of Education **Summer Food**

Service Program

Logout

Program Year
2010 - 2011

04-0976 Manatee County Bd. of Co. Comm.

Applications
Claims
Reports
Security
Reviews
Sponsors

Claims > Claim Entry: SFSP Sponsor Claim Summary ▲

Agreement Number 04-0976	Sponsor Name Manatee County Bd. of Co. Comm.	Address and Contact P. O. BOX 1000 1112 Manatee Avenue West - Ste 303 BRADENTON, FL 34206-1000 ANGELA WILSON 941-749-3030
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Claim Month: **June 2011** Revision: **1**

Meals Served

Meals Served	Breakfast	AM Supplement	Lunch	PM Supplement	Supper	Total
Total First Meals	0	0	18374	0	0	18374
Eligible 2 nd Meals Served	0	0	225	0	0	225
Meals Served to Adults	0	0	0	0	0	0

Meal Earnings (Meal x Rate)

Meals Description	Operating			Administrative		
	Meals	Rate	Amount	Meals	Rate (Urban Vended Sites)	Amount
Breakfast	0	1.7100	0.00	0	0.1350	0.00
AM Supplement	0	0.6900	0.00	0	0.0675	0.00
Lunch	18599	2.9800	55,425.02	18599	0.2575	4,789.24
PM Supplement	0	0.6900	0.00	0	0.0675	0.00
Supper	0	2.9800	0.00	0	0.2575	0.00
Claim Total	18599		55,425.02	18599		4,789.24

Claim Earning Totals

Description	Operating	Administrative	Total
Current Earnings	55,425.02	4,789.24	60,214.26
Current Advance(s) Recovered	0.00	0.00	0.00
Previous Earning(s)	56,307.10	4,865.46	61,172.56
Previous Advance(s) Recovered	0.00	0.00	0.00
Total Earning	-882.08	-76.22	-958.30

Schedule Number

Show Site Meal Details

< Back | [Back to Claim Month Summary Details.](#)

RESOLUTION R-11-105

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, OF MANATEE COUNTY, FLORIDA, AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT FROM THE FLORIDA DEPARTMENT OF EDUCATION FOR THE 2011 SUMMER FOOD SERVICE PROGRAM FOR CHILDREN

WHEREAS, the Florida Department of Education provides funding to eligible entities to conduct a Summer Food Service Program for Children at approved sites; and

WHEREAS, Manatee County has been an active participant in the Summer Food Service Program for Children and intends to provide this service at various location throughout the County, including Manatee County School Board property; and

WHEREAS, the Board of County Commissioners of Manatee County, Florida has determined that participation in the Summer Food Service Program for Children will provide the youth of Manatee County with a nutritious meal and snack during the summer months.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee, Florida that:

The submission and acceptance of a grant from the Florida Department of Education for the 2011 Summer Food Service Program for Children is hereby authorized; and

The Chairman, or in the absence, the Vice Chairman, shall be authorized to execute all appropriate documents with regards to the submission and acceptance of this grant.

The Community Services Department Director is authorized to execute necessary documents pertaining to the usage of Manatee County School Board property for the Summer Food Service Program for Children as well as State ESE 198 Forms.

ADOPTED, with a quorum present and voting this 26th day of April 2011.

**BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA**

By: _____

Carol Whitmore
Carol Whitmore, Chairman

ATTEST: _____

R. B. "Chips" Shore
R. B. "Chips" Shore
Clerk of Circuit Court

By: _____

Susan B. Connor
Deputy Clerk

