



Arkansas Department Of Human Services



Division of Child Care and Early Childhood Education Health and Nutrition

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Date: June 4, 2012
Subject: The Use of Consultants for Summer Food Service Program (SFSP)
To: SFSP Sponsors

The purpose of this memorandum is to provide guidance on the use of consultants for the Summer Food Service Program (SFSP). It has come to the attention of the Health and Nutrition Program (HNP) that one or more entities have made themselves available to sponsors as consultants and are providing advice and guidance on SFSP requirements. Sponsors are allowed to include this consultation fee as a cost to the Program; however, sponsors must keep in mind that Federal and State regulations and policies supersede any information or advice provided by a consultant. Sponsors are required to accept final financial and administrative responsibility and have direct operational control over all of their sites.

Sponsors may not delegate their management responsibilities of the Program, which include, but are not limited to the following tasks: meal ordering, assuming official recordkeeping responsibilities, including meal count information to substantiate claims, submitting claims, training and monitoring administrative and site staff, announcing availability of meals to the news media and determining income eligibility and maintaining individual income eligibility statements, etc. (7 CFR 225.15).

Sponsors will be held accountable by the State Agency for all matters concerning their SFSP.

Please contact the HNP office at (501) 320-8973 if you have questions or concerns.

Thank you,

Shelia Bailey
Program Manager