

Welcome to the Summer Food Service Program (SFSP) Training

CACFP/SFSP Division

601-576-5000

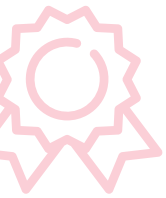
mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Program Year 2024-2025





1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

Welcome and Introduction

Summer Food Service Program

2025 SFSP Training

Purpose

Summer Food Service Program

2025 SFSP Training



Purpose of the Summer Food Service Program

- The ***Summer Food Service Program*** (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session.
- SFSP Meals which meet the ***Federal Meal Pattern Requirements*** are provided to children at approved SFSP sites in areas with significant concentrations of low-income children.
- Meals are served at ***No Cost*** to participants.

- **National Level:** United States Department of Agriculture, Food Nutrition Service (USDA -FNS)
- **Regional Level:** Southeast Regional Office (SERO)
- **State Level:** Mississippi Department of Education-Office of Child Nutrition (MDE-OCN)



Why is the SFSP Important?

- In 2024, **1,252,338** meals and snacks were provided to children through the Summer Food Service Program (SFSP) in Mississippi.



SFSP Final Rule

Summer Food Service Program

2025 SFSP Training



Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program (SFSP)



Publication Date: ***September 19, 2022***

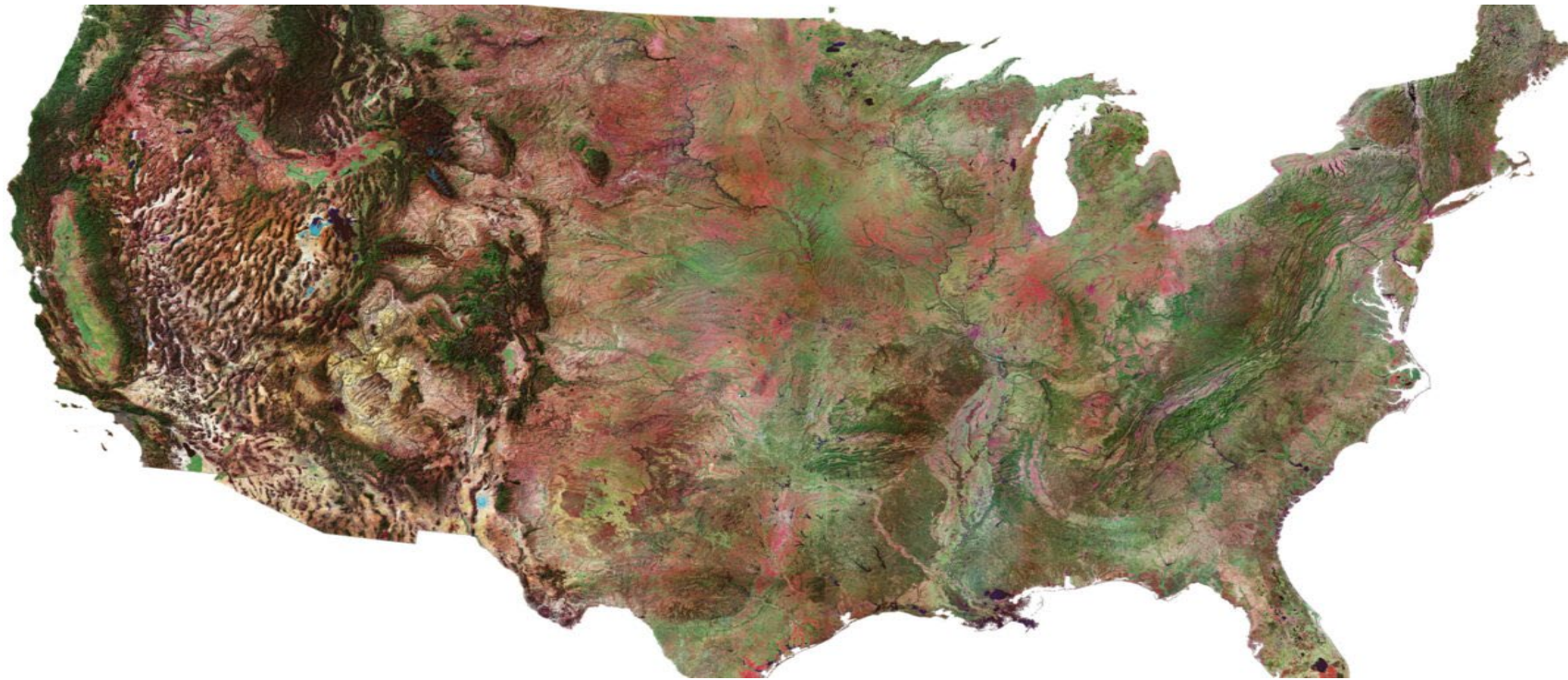


Effective Date: ***October 1, 2022***



Compliance Date: ***May 1, 2023***

Sites may establish eligibility based on income eligibility applications *or* area data of site location.



Performance Standards for Evaluating Sponsor **VCA**

- Clarifies existing requirements and provides guidance to State Agencies when evaluating sponsor applications
- Requires submission of a management plan addressing performance standards that correspond to SFSP:
 - Financial viability and financial management (**V**)
 - Administrative capability (**C**)
 - Program accountability (**A**)



Over Arching Theme

Summer Food Service Program

2025 SFSP Training



Recordkeeping Requirements

- Number of Program Meals
- Allowability of all SFSP Costs
- Confirmation of Good Standing with all Program requirements

- Income Projections
- Cost Worksheet
- Staffing Pattern
- Production Book Request Form
- Delivery Receipt (NCR copies available)
- Donation Procedures and Form
- Production Worksheet
- Records Checklist
- Sponsor/Site Agreement
- Household Application

SUMMER FOOD SERVICE PROGRAM



RECORDS

- Meal Count Forms
- Sample News Release
- Procurement Plan
- Training Checklist for Administrative Staff
- Training Checklist for Monitors
- Training Checklist for Site Staff
- Pre-Operational Visit Form
- Site Visit/Review Form
- Racial and Ethnic Data Forms

- Introduction
- Sponsor & Site Eligibility
- Documenting Participant Eligibility
- Application Process
- Meal Pattern Requirements
- Meal Service Requirements
- Production Planning
- Accurate Meal Counting

- Procurement
- Training
- Monitoring
- Financial Management
- Civil Rights
- Program Reimbursement



Introduction

Summer Food Service Program

2025 SFSP Training

Introduction



Introduction

The U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFS) relies on innovative and collaborative efforts to reach children in need. USDA encourages collaborations with valued partners at the National, State, and local levels to raise awareness about the nutrition gap low-income children face when schools close for the summer and the availability of summer meals to close this gap. The SFS was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet Federal nutrition guidelines are provided to all children at approved SFS sites in areas with significant concentrations of low-income children. The SFS operates primarily in the summer months – from late May through early August.

During the summer of 2019, Mississippi served **2.2 million** meals at **1,279** Sites operated by **165** different Sponsors.

Guide Contents

The one-page handouts listed below review important information Sponsors need to know when planning to operate the SFS in Mississippi. When more detailed information is needed on a program requirement, refer to the USDA Guidance Manuals for Sponsors.

- | | |
|--|---------------------------|
| 1. Introduction | 9. Training |
| 2. Sponsor & Site Eligibility | 10. Monitoring |
| 3. Documenting Participant Eligibility | 11. Financial Management |
| 4. Application Process | 12. Civil Rights |
| 5. Meal Service Requirements | 13. Program Reimbursement |
| 6. Production Planning | |
| 7. Accurate Meal Counting | |
| 8. Procurement | |



Additional Resources for Your Operation

USDA and OCN provide numerous resources for Sponsors to reference to assist in the operation of a successful Program.

The **SFS websites** are a great starting point to find all web-based Program resources.

USDA: <http://www.fns.usda.gov/sfp/summer-food-service-program-sfs>

The **USDA SFS Guidance Manuals** are the companion manuals to the SFS one pager resources. The USDA manuals provide detailed guidance for sponsors, monitors, and site supervisors. Provided to all sponsors.

The **FNS Policy Memos** webpage includes up-to-date information about important Program changes: <http://www.fns.usda.gov/sfp/policy>

The **Legislation** webpage provides an overview of government legislation impacting the Program: <http://www.fns.usda.gov/sfp/legislation>

The **Summer Toolkit** includes tips and resources to help sponsors prepare for and improve the Program: <http://www.fns.usda.gov/cnd/summer/lbr/ny/toolkit.pdf>

The **Mapping Tools** page can be used to find underserved areas and potential partners: <http://www.fns.usda.gov/sfp/mapping-tools-summer-meal-program>

The **Summer Meals Best Practices** webpage is full of inspiring SFS success stories from across the country: <http://www.fns.usda.gov/sfp/best-practices>

The **Farm to Summer** Handout includes tips on how to improve Summer Meal Programs through the integration of local foods and related enrichment activities.

The **FNS monthly Summer Meals Newsletters** offer timely tips sponsors can use to improve Program outreach and expansion: <http://www.fns.usda.gov/sfp/summer-meal-newsletters>

Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form** (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider. Updated January 2020.



Sponsor & Site Eligibility

In The Summer Food Service Program

2025 SFSP Training

Sponsor and Site Eligibility



Sponsor & Site Eligibility

IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors are eligible organizations that assume total responsibility for the administration of the SFSP. Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible sites, they must serve children in low-income areas or serve specific groups of low-income children.

Who can sponsor the SFSP?

- Public or private non-profit school food authorities
- Public or private non-profit colleges or universities
- Public or private non-profit residential summer camps
- Units of local, county, municipal, state or federal government
- Any other type of private non-profit organization

All sponsors must be tax exempt and demonstrate the administrative and financial ability to manage a food service effectively. Most sponsors must provide a year round public service to the area in which they intend to provide the SFSP.

Specific Eligibility Requirements for Sponsors

To be deemed eligible, sponsors must:

- Demonstrate Financial and Administrative Capability** – All sponsors must submit a budget with the SFSP application annually and accept final financial and administrative responsibility for all sites.
- Not Be Seriously Deficient** – Applicants must not have been declared seriously deficient or terminated from the SFSP or any other Child Nutrition Program. If the State Agency determines a sponsor has taken corrective action to permanently correct the deficiencies and/or the debt has been paid, the Sponsor may be approved to participate once again.
- Serve Low-Income Children** – Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas or they must agree to serve low-income children (except camps).
- Conduct a Non-profit Food Service** – The food service operation must be for the benefit of participating children and all the Program reimbursement funds are used solely for the operation or improvement of the food service.
- Provide Year-round Service** – Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP. Exceptions may be granted for sponsors of residential camps, migrant sites, and in certain other limited circumstances.
- Exercise Management Control Over Sites** – Sponsors must demonstrate in their applications that they will exercise management control over the meal service at all of their sites. This means that the sponsor is responsible for maintaining contact with meal service staff, ensuring that they are trained, and will monitor the sites throughout Program participation. For sites not legally affiliated with the sponsor's organization, the sponsor should enter into an agreement with the site official.
- Conduct Pre-Operational Visits** – Prior to approval, sponsors must visit new sites and sites that had operational problems the previous year.
- Sign Written Agreements** – Approved sponsors must sign a permanent written agreement with the State Agency.

Sponsor Responsibilities

At a minimum, sponsors will:

- Attend the State Agency training
- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers
- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation
- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year



Types of Sites & Eligibility

Sponsors may operate the SFSP at one or more sites, for any period during the summer months as long as the site and meal services have been approved by OCN prior to the start of the site operating. Sponsors may have different site types that serve different meals. When more than one sponsor operates in a community, the sponsors should work together to ensure needs are met without duplicating services. OCN can assist sponsors in determining the appropriate site types and related eligibility documentation.

Open Sites

Meals are made available to all children in the area on a first-come, first-serve basis. Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced price meals (i.e. School Data) or within a census tract that qualifies. Schools with academic summer school are required to be open to the community.

Meals Eligible for Reimbursement: breakfast, lunch, supper, and snack. Open, Restricted Open, and Closed Enrolled Sites can choose to serve up to 2 meal services per day in any combination other than lunch and supper on the same day. Camps and migrant sites may serve up to 3 meal services per day.

Restricted Open Sites

Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control determined after the site opens. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above. Determining the eligibility of the site is the same as a regular open site.

Closed Enrolled Sites

Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. Many times, this site type is selected because the site is offering programs geared toward a specific group of children. Closed enrolled sites may be eligible based on area just like an open or restricted open site OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

Camp Sites

Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children. Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and /or reduced-price eligibility standards.

Migrant Sites

These sites can operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

Participant Eligibility for Closed Enrolled and Camp Sites

There are a variety of ways to determine participant eligibility for Closed Enrolled and Camp Sites. Some methods depend on the Program being offered. In most cases, participant eligibility is determined through Household Applications collected from the families OR by obtaining documentation from a school district participating in the National School Lunch Program (NSLP).

Determining Eligibility Using School and Census Data

Sponsors may use free and reduced data from elementary, middle or high schools to qualify SFSP sites. The site must be located within the attendance area of a school that has at least 50% of its children eligible for free and reduced price meals.

If not located within an eligible attendance area, sponsors may look at census data to see if the potential site(s) fall within a tract that qualifies. The USDA Capacity Builder Mapping Tool can assist sponsors in making eligibility determinations and locating eligible areas within their community. <https://www.fns.usda.gov/capacitybuilder>

This institution is an equal opportunity provider. Updated January 2020.





Sponsor and Site Eligibility

- Sponsors are eligible organizations that ***assume total responsibility for the administration*** of the SFSP.
- Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible, they must serve children in low-income areas or serve specific groups of low-income children.

Who can Sponsor the SFSP?

- Public or private non-profit school food authorities
- Public or private non-profit colleges or universities
- Public or private non-profit residential summer camps
- Units of local, county, municipal, state or federal government
- Any other type of private non-profit organization





Sponsor's Responsibilities

At a minimum, Sponsors will:

- Attend the State Agency training
- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers
- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation
- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year



Management

Sponsors may **NOT** contract management responsibilities of the Program:

Non- Contractible Management Responsibilities

- Meal Ordering
- Meal Count information
- Submitting claims
- Training and Monitoring administrative and site staff

Sponsors **must** maintain responsibility!

To be deemed eligible to participate, Sponsors must:

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve Low-Income children
- Conduct a non-profit food service
- Provide year-round service
- Exercise management control over sites
- Conduct pre-operational visits
- Sign written agreements



- Sponsors may operate the SFSP at **one or more sites**. The site and meal services have been approved by OCN prior to the start of the site operating.
- Sponsors may have different **site types** that serve different meals.
- When more than one sponsor operates in a community, the Sponsors should work together to ensure needs are met without duplicating services.





Open Sites

- Meals are made available to all children in the area on a first-come, first-serve basis.
- Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced-price meals.



Restricted Open Sites

- There is a need to restrict or limit meal participation for reasons of space, security, safety, or control determined after the site opens.
- Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons.

Closed Enrolled Sites

- Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large.
- Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible or area eligibility data.



Camp Sites

- **Camps** can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.
- Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that ***at least 50% of the children are eligible.***



Migrant Sites

Migrant sites can ***operate like open or restricted open sites*** and are reimbursed for meals served to all attending children.



Documenting Participant Eligibility

In The Summer Food Service Program

2025 SFSP Training

Documenting Participant Eligibility

Documenting Participant Eligibility

FOR CAMPS AND ENROLLED SITES IN THE SUMMER FOOD SERVICE PROGRAM

Children age 18 and under may receive meals through SFSP. A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

FOR CAMPS AND ENROLLED SITES NOT ELIGIBLE BASED ON AREA ELIGIBILITY, SPONSORS MAY DETERMINE AND DOCUMENT PARTICIPANT ELIGIBILITY IN THE FOLLOWING WAYS:

Household Applications

The household application is used to determine the income eligibility of enrolled children for all camps (residential and non-residential) and closed enrolled sites. The information collected on the household application includes household size and income or the case number for benefits received under the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program), Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR). See page 168 of the Administration Guide for the Summer Food Service Program.

Automatic Eligibility

Certain categories of children are automatically eligible for free meals and no income information is required. This is referred to as categorical eligibility. Children may be classified as categorically eligible for a period of 12 months through:

- Participation in another comparable Federal assistance program, including SNAP, FDPIR, or TANF
- Documentation that the child is homeless, runaway, or migrant, a foster child.

National Youth Sport Program (NYSP)

- 50% of enrolled children reside in low-income areas
- 50% of enrolled children are eligible for free or reduced-price meals
- Certification in writing that program meets the same income guidelines as the SFSP

Closed Enrolled Sites

- Unlike Open/ Open restricted, Closed Enrolled sites cannot use census or school data to establish eligibility.
- For a closed enrolled site to be eligible, at least 50% of participants must meet the income eligibility criteria.
- Closed enrolled sites must use household applications to determine income eligibility. This form is found on page 168 in the Administrative Guide Manual.

Camp Sites

Reimbursed only for meals served to children who meet the income eligibility criteria. These sites serve up to 3 meals or 2 meals and a snack. Household applications are required to document eligibility. Sponsors should maintain a roster and original household applications on file for each camp session.

Upward Bound

Closed enrolled sites that serve only Upward Bound participants automatically qualify for SFSP participation because at least two-thirds of the Upward Bound participants must be low-income students. Upward Bound programs operating as a camp must follow the camp eligibility requirements. Household applications are required to document eligibility. Sponsors should maintain a roster and original household applications on file.



If one child in a household is receiving SNAP, FDPIR, or TANF benefits, all other children in the household are categorically eligible to participate in the SFSP.

Upward Bound

Upward Bound is a program funded by the U.S. Department of Education (DOE) to provide academic support to teens from low-income families preparing for college. While participants in Upward Bound are not automatically eligible for free meals under the SFSP, sponsors may use an Upward Bound application in lieu of a household application to determine individual eligibility. Those children who are determined eligible for Upward Bound based on income may be considered eligible for SFSP meals without further application. However, participants who are determined eligible for Upward Bound based on criteria other than income, such as being a potential first generation college student, must complete a household application in order to determine individual income eligibility for SFSP.

Foster Children can be certified eligible without an application if the sponsor obtains documentation from an appropriate state or local agency indicating the status of the child as a child in foster care. In instances where a child or family may temporarily reside with another household, that child is still considered homeless. The SFSP sponsor can determine eligibility for homeless children through documentation provided by the homeless liaison or another source.

National Youth Sport Program (NYSP)

The NYSP is a national program intended to provide economically disadvantaged youth, the opportunity to receive daily sports instruction and educational programs. Although Congress does not currently fund the NYSP, children participating in NYSPs operated by higher education institutions are eligible to participate in SFSP upon showing residence in a low-income area or on the basis of income eligibility information provided for enrollment in the NYSP. Therefore, colleges and universities that offer NYSP and adhere to participant eligibility requirements that are the same as or stricter than the SFSP income requirements may consider participants categorically eligible for SFSP meals.

Household Applications Must:

- include eligibility determination (needy/non-needy)
- include signature and date of determining official
- include signature of adult completing application and date
- include adult's last 4 digits of social security number, or designation that they don't have one, for applications determined based on income

Without the information noted above, applications are considered incomplete and must be determined non-needy.

This institution is an equal opportunity provider. Updated January 2020.





Who Can Participate?

- Children aged 18 and under may receive meals through SFSP.
- A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.



Closed Enrolled

- Unlike Open/ Open-restricted sites, Closed Enrolled sites cannot use census or school data to establish eligibility.
- For a Closed Enrolled site to be eligible, at least 50% of the participants must meet the income eligibility criteria or be located in an eligible area.
- Closed Enrolled sites must use household applications to determine income eligibility. This form is found on Page 168 in the Administration Guide.



Camp Sites

Reimbursed only for meals served to children who meet the income eligibility criteria.

- Serves up to 3 meals or 2 meals and 1 snack

Required income eligibility documentation:

- Household Meal application
- Maintain a Roster and original Household meal applications on file for each camp session

Upward Bound



- Closed Enrolled sites that serve only Upward Bound participants automatically qualify for SFSP participation because at least 2/3 of the Upward Bound participants must be low-income students.
- Upward Bound programs operating as a camp must follow the camp eligibility requirements.



- 50% of enrolled children reside in low-income areas.
- 50% of enrolled children are eligible for free or reduced-price meals.
- Must certify in writing that program meets the same income guidelines as the SFSP.



SUMMER FOOD SERVICE PROGRAM

Prototype Household Application for Free and Reduced Price Summer Meals
(For Use by Camps and Closed Enrolled Sites)

Apply online at www.abcdehgh.edu

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (If more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: Any one who is living with you and whose income and expenses, even if not related. Children in Foster care and children who meet the definition of Homeless, Runaway, or Homeless, Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.	Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Homeless Foster Care Runaway
						<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPI?

IF NO > Go to STEP 3 **IF YES** Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number: _____
Write only one case number in this space.

STEP 3 Report income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child Income: \$ _____
How often? Monthly Bi-Monthly Weekly Other

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself even if they do not receive income). For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0" or leave any field blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Member (First and Last)	Income from:	How often?				Public Assistance/Other Support/Grant	How often?				Pension/Retirement/All Other Income	How often?			
		Monthly	Bi-Monthly	Weekly	Other		Monthly	Bi-Monthly	Weekly	Other		Monthly	Bi-Monthly	Weekly	Other
	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: Check if no SSN

STEP 4 Contact information and adult signature

I certify (or certify) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information, and are aware that if I purposely give false information, my children may lose meal benefits, and I may be penalized under applicable State and Federal laws.

Street Address (if available) _____ Apt # _____ City _____ State _____ Zip _____ Daytime Phone and Email (optional) _____

Printed name of adult completing the form _____ Signature of adult completing the form _____ Today's date _____

158

APPLICATION AND PLANNING



SUMMER FOOD SERVICE PROGRAM

Prototype Household Application for Free and Reduced Price Summer Meals
(For Use by Camps and Closed Enrolled Sites)

Apply online at www.abcdefgh.edu

APPLICATION AND PLANNING

INSTRUCTIONS Sources of Income

Source of Income for Children	
Source of Child Income	Example(s)
- Earning from work	- A child has a job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives social security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives income from a private pension fund, annuity, or trust

Source of Income for Adults		
Earnings from Work	Public Assistance/ Alimony/ Child Support	Pensions/ Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) - Strike benefits If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits	- Social Security (including railroad retirement and black lung benefits) - Private Pensions or disability - Income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino
Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to: USDA and provide in the letter a bill of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410

fax: (202) 690-7442 or
email: program.intake@usda.gov
This institution is a equal opportunity provider.

Do not fill out For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

How often? Weekly Biweekly 2 Weeks Monthly

Total Income Household size Eligibility: Free Reduced Neither

Categorical Eligibility

Determining Official's Signature Date Confirming Official's Signature Date Verifying Official's Signature Date



Categorical Eligibility

- SNAP, FDPIR, and TANF
- Head Start Program
- Homeless, Runaway, Migrant, and Foster Children



Confidentiality

- A SFSP sponsor must protect the confidentiality of any information that has been provided by a household for determining eligibility for free, reduced-price, or paid meals.
- Sponsors may only use the information to determine eligibility and must not release any information that contains a SFSP participant's name or other individual information.

Scale for Free Meals					
<i>Effective from July 1, 2024 to June 30, 2025</i>					
Household Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly
1	\$ 19,578	\$ 1,632	\$ 816	\$ 753	\$ 377
2	26,572	2,215	1,108	1,022	511
3	33,566	2,798	1,399	1,291	646
4	40,560	3,380	1,690	1,560	780
5	47,554	3,963	1,982	1,829	915
6	54,548	4,546	2,273	2,098	1,049
7	61,542	5,129	2,565	2,367	1,184
8	68,536	5,712	2,856	2,636	1,318
<i>For each additional Family member add</i>	+6,994	+583	+292	+269	+135

Scale for Reduced Price Meals					
<i>Effective from July 1, 2024 to June 30, 2025</i>					
Household Size	Annual	Month	Twice per Month	Every 2 Weeks	Weekly
1	\$ 27,861	\$ 2,322	\$ 1,161	\$1,072	\$ 536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
<i>For each additional Family member add</i>	+9,953	+830	+415	+383	+192



Application Process

In The Summer Food Service Program

2025 SFSP Training

Application Process

Application Process FOR THE SUMMER FOOD SERVICE PROGRAM



All agencies that wish to participate in the SFSP as a Sponsor must apply with the Mississippi Department of Education's Office of Child Nutrition (MDE-OCN) annually.

Step One – Determine if your organization and potential sites are eligible.

Review the *Sponsor & Site Eligibility* handout that provides details regarding **who** can sponsor the Program and **how** sites are eligible.

Step Two – Register and Attend Training

Everyone Needs to Register!
All sponsors must register to attend **New or Returning Sponsor Training**. New sponsors must register to attend training. Contact MDE-OCN's Division of Training and Program Outreach. 601-576-4970

Intensive Training (New and Returning Sponsors)
The MDE-OCN provides a two-day group training for new sponsors. This training covers program regulations, and policies. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and filing claims for reimbursement. Returning sponsors that would like a full overview of the Program, may also register to attend.

Returning sponsors attend a one-day group training. This training covers program regulations, and policies. The State Agency will discuss how to determine eligibility, meal pattern requirements, training, monitoring, civil rights requirements, and filing claims for reimbursement.

Program Materials
All sponsors attending the Group Training will receive a complete set of the USDA Program Guidance Manuals, along with the *Guide to Operating the Summer Food Service Program*. These materials will be issued to training participants during the Intensive Training; participants should bring a notepad, writing utensils, highlighter, etc. The USDA Program Guidance manuals are posted to the website to reference or download at the sponsor's discretion: <https://www.fns.usda.gov/sfsp/handbooks>



January - May:

- Work with community partners to explore potential sites; obtain commitment from returning sites.
- If planning to purchase prepared meals, start looking for possible vendors and reference the *Procurement* handout.
- Attend training.
- Start plans for hiring staff, volunteers and set training dates.
- Complete Online Application and submit to OCN.

Step Three – Apply



Online Application – Opens February 25th

- Access the application by going to: <http://cnms.mdek12.org/prod/5plash.aspx>
- Ensure all required attachments to the application are uploaded prior to submitting.
- In order to participate in the SFSP, sponsors must enter into a permanent Program agreement with the MDE-OCN. The agreement is a legally binding document that specifies the rights and responsibilities of both the sponsor and the MDE-OCN and should be read carefully before being signed.
- Once submitted for approval, the application is reviewed by MDE-OCN Program Specialist. Contact the OCN if there is a need to further revise the application prior to it being reviewed.
- The application **MUST** be approved by the MDE-OCN prior to Program operation.
- Sponsors will receive notification when the application is approved by the State Agency.

Step Four – Complete Pre-operational Requirements

Notify Health Department

Sponsors should complete the Request For Satellite Site Inspection Summer Food Service Program form and/or Request For Self-Prep or Central Kitchen Site Inspection Summer Food Service Program form and submit to the State Agency prior to operation.

Provide Training to Sponsor and Site Staff

All personnel working with the SFSP are required to be trained annually, prior to site operation. Review the *Training* handout for more information.

Complete Pre-operational Visits

New sites and sites that experienced problems in the prior

summer need to be visited prior to operation. For more information, review the *Monitoring* handout.

Issue the Media Release

All Sponsors are required to issue a media release prior to operation, notifying the public that the sponsor is participating in the SFSP and does not discriminate. A prototype media release can be found in the SFSP Administrative Guidance.

Conduct Outreach

Let the community know where meals will be served this summer! A SFSP poster must be displayed at the entrance of an open site.

Other things to note...

New Sponsors

The State Agency will conduct a pre-approval visit of all new sponsors. During this visit the Program Specialist will review the application, all program requirements, and conduct a walk-through of the meal preparation area.

Appeal Rights

A copy of the Appeal Rights can be found in the *SFSP Resource Packet*.

Application Changes?

Changes in operation following initial approval **MUST** be approved by the State Agency. Make the changes in the online application, resubmit to the State Agency and notify your assigned Program Specialist, via email, so they are aware updates to the application were submitted. **Changes to an approved application are not effective until authorized by the State Agency.**

This institution is an equal opportunity provider. Updated January 2020.

The following elements are part of the application process:

Organization and Site Eligibility

Sponsor Training

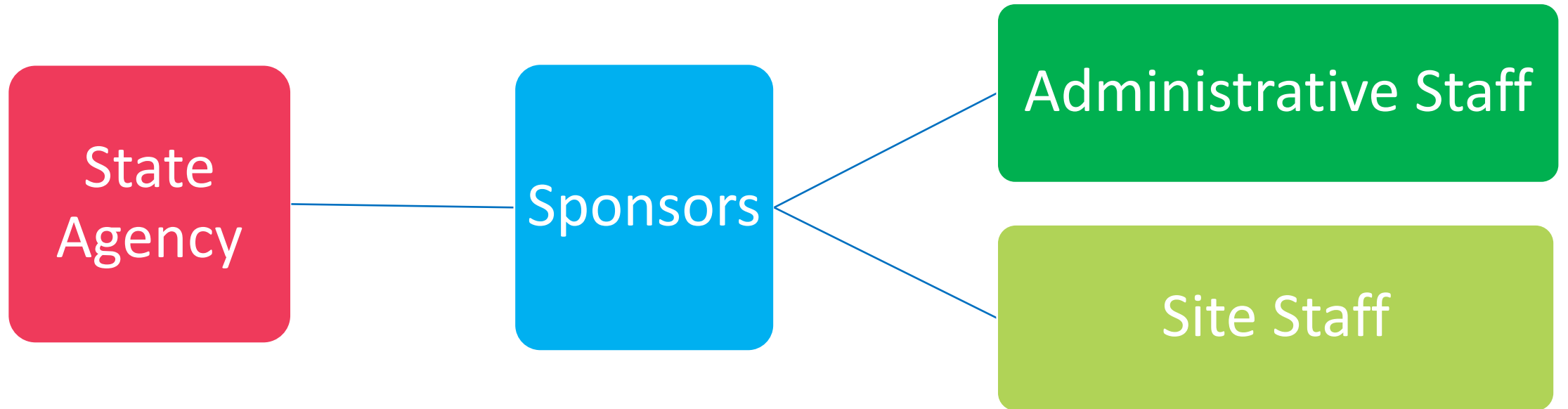
Application Requirements

Review of Applications

State/Sponsor Agreement

Appeal Rights

Each year, State Agencies are required to offer training for their Sponsors before the application process begins.



Board Meeting



Application Requirements

The following actions are required in the approval process for *all* organizations:

- Sponsors must demonstrate financial and administrative responsibility.
- Sponsors must provide site information.
- Sponsors must provide Board Minutes which states: “*The Board accepts final financial and administrative responsibility for the SFSP.*”

Application Requirements

- The State Agency will post a **media release** on the Capacity Builder website. Sponsors may conduct your own promotions and media releases.
- Sponsors may **apply** for advance payments, if needed.
- Sponsors must certify **training for all staff** with adequate documentation.
- Sponsors must meet the **deadline** for submission of the agreement and all required documents.
- Sponsors must file claims in manner **timely** for reimbursement.





Application Requirements

- Sponsors must sign an agreement with the State Agency. It is a legally binding document that specifies the rights and responsibilities of both parties.
- Changes to the application such as start dates, end dates, times of meal service, signature people, and site location can be amended in the online application.

Pre-Operational Requirements for Sites

- Sponsor/Site Agreement
- Health and Sanitation Inspection
- Training Documentation
- Pre-Operational Site Visits
- Media Release
- Outreach
- Extreme Weather Plan



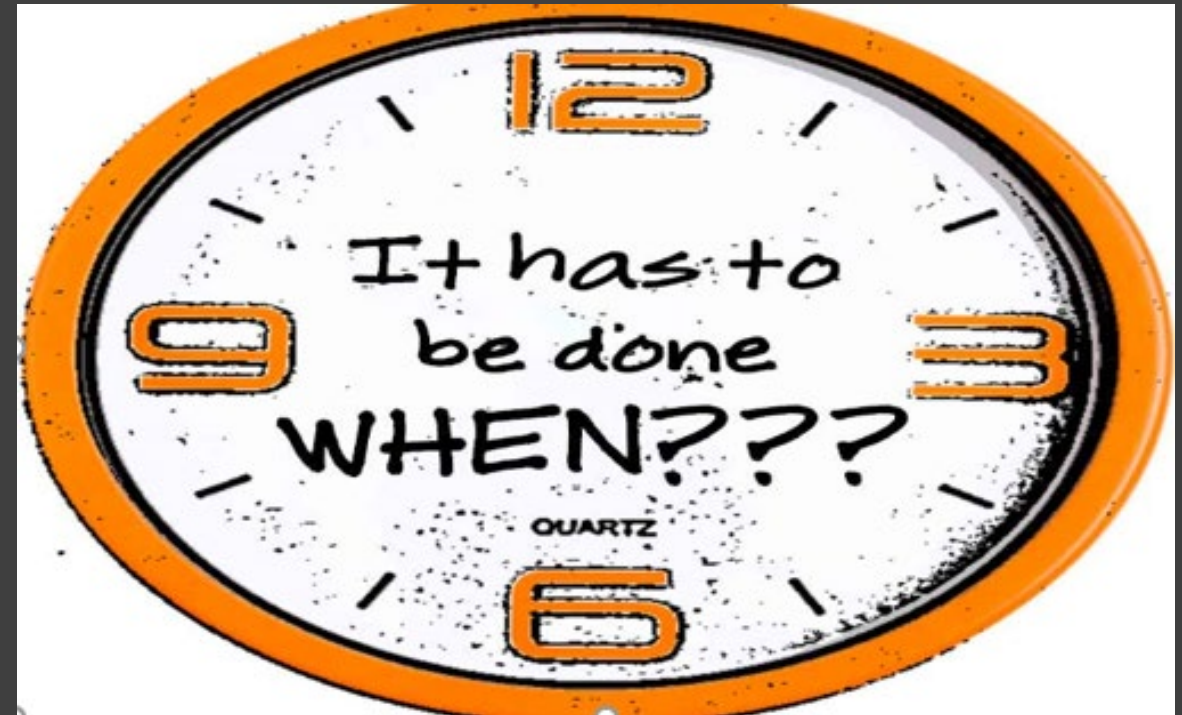
Required Elements of an Agreement

- Must have a Permanent Agreement signed by your ***highest-ranking*** official for your organization. Sponsors may have an Alternate Signature person. The Agreement may be terminated by either party.
- Valid 501(C)(3) Letter from the IRS

Note: *Not required if organization is a church, municipality, or a public school.*

Application Requirements

- Sponsors must enter the application in MARS before the deadline date of *May 15, 2025*.
- Incomplete applications will delay the approval of the sponsor.
- ***Don't wait!*** The State Agency has 30 days to approve a **complete and correct** application.



- The State Agency will notify Sponsors within **15 days** if their application is incomplete and provide technical assistance to help complete the application process.
- **Remember!** If your application is **not approved** the meals served are **not reimbursable**.





Appeal Rights

Any instance in which the State Agency makes a decision impacting Program participation, the Sponsor may request an administrative review of the decision.

APPEAL

Appeal Rights

The following State Agency actions may be appealed:

- Denial of a sponsor's application for participation
- Denial of a sponsor's request for an advance payment
- Denial of a sponsor's application for a site.
- Termination of a sponsor
- Termination of a site



APPEAL

Appeal Rights

- Denial of a sponsor's timely claim submittal for reimbursement
- Claims against a sponsor for remittance of a payment
- Denial of a sponsor's claim for reimbursement
- Refusal of the State Agency to forward to FNS and exception request by the sponsor (late claim payment or upward adjustment to a claim)



DENIAL

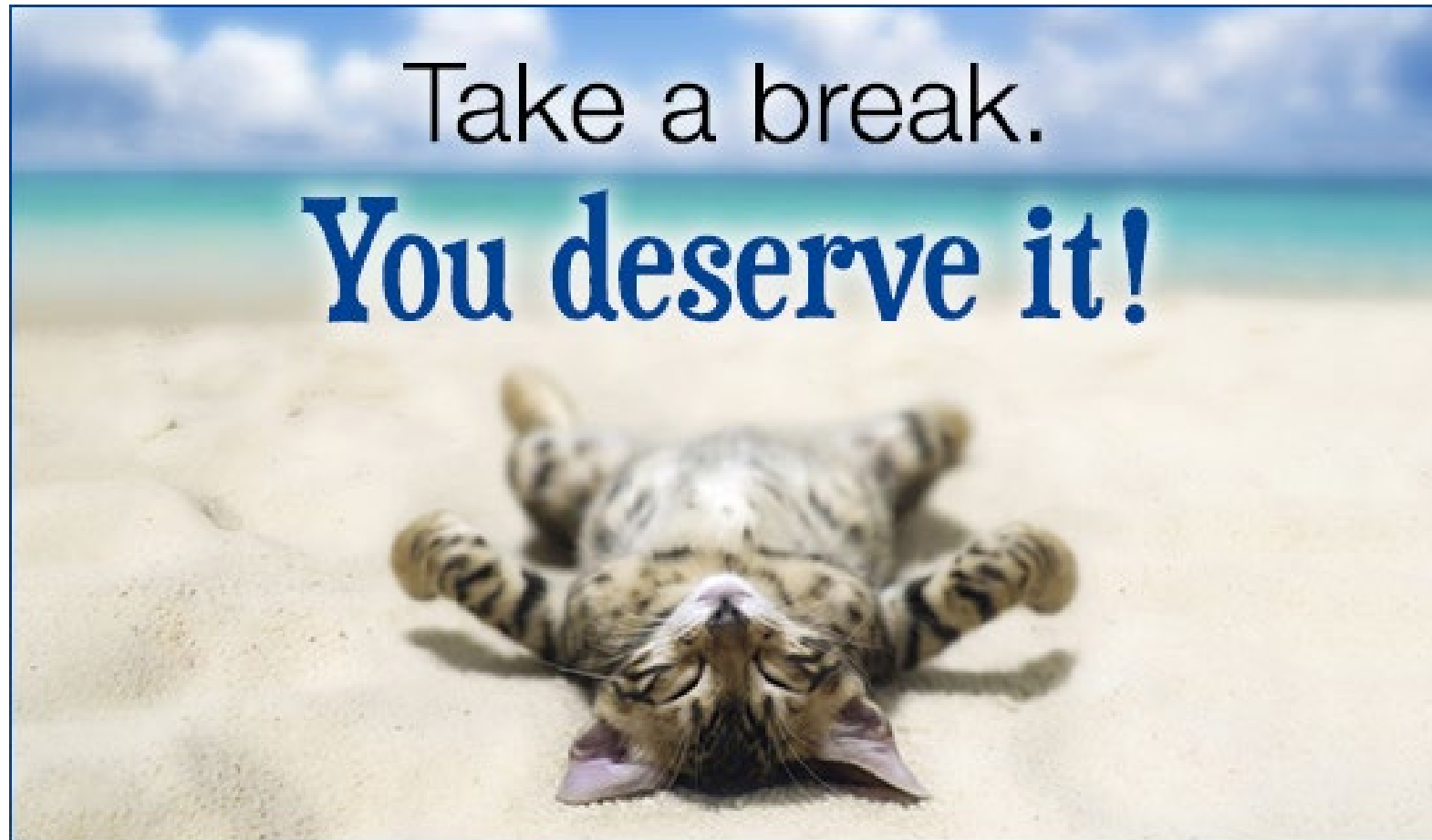
State Agency's Denial of Program Participation

- The Sponsor will be notified in writing.
- The notice will be sent by a method with proof of delivery.
- The notice will identify denied actions.
- Appeal Procedures will be provided at this time.

The Sponsor must file a written request for an appeal no later than **7 days** from the date of receipt of the notice of action.



Morning Break



Meal Pattern Requirements

In The Summer Food Service Program

2025 SFSP Training

Meal Pattern Requirements

Meal Pattern Requirements

The Meal Pattern Requirements ensure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. Sponsors must make sure meals served at each site meet the Meal Pattern Requirements listed on the following page. This Meal Pattern guide will allow you to recognize complete and/or incomplete meals during your mealtimes.

REIMBURSABLE MEALS

FOR A MEAL TO BE REIMBURSABLE, IT MUST CONTAIN:

Breakfast	Lunch or Supper	Snack
<ul style="list-style-type: none"> • One serving of milk. • One serving of a vegetable or fruit or a full-strength juice. • One serving of grain or bread. • A meat or meat alternate is optional. 	<ul style="list-style-type: none"> • One serving of milk. • Two or more servings of vegetables and/or fruits. • One serving of grain or bread. • One serving of meat or meat alternate. 	<ul style="list-style-type: none"> • Must contain two food items from different components. • Juice cannot be served when milk is served as the only other component.



This institution is an equal opportunity provider.
Revised January 2023

SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all day	LUNCH SUPPER Serve all day	OR SNACK Serve two of the day
MILK	Required	Required	
Milk (whole, low fat, or fat free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits – Equivalent quantity of any combination of...	Required	Required	
Vegetable or fruit or	½ cup	½ cup total total ⁴	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (8 fluid ounces) ⁵
Grains/STARCHES⁶ – Equivalent quantity of any combination of...	Required	Required	
Bread or	1 slice	1 slice	1 slice
Combread, biscuits, rolls, muffins, etc. or	1 serving	1 serving ⁷	1 serving ⁸
Cold dry cereal or	½ cup or 1 ounce		½ cup or 1 ounce ⁹
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates – Equivalent quantity of any combination of...	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ¹⁰ or	1 OUNCE	2 OUNCES	1 OUNCE
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	½ cup	½ cup	½ cup
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹¹ or		1 ounce=50% ¹²	1 ounce
Yogurt ¹³	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

1 For the purposes of the requirements outlined in this table, a cup means a standard measuring cup.
 2 Served as a beverage or as cereal or used in part for each purpose.
 3 Served as a beverage.
 4 Same two or more kinds of vegetable or fruits or a combination of both.
 5 Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
 6 Juice may not be served when milk is served as the only other component.
 7 Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole grain or enriched. Combread, biscuits, rolls, muffins, etc. shall be made with whole grain or enriched meal or flour. Cereal shall be whole grain, enriched or fortified.
 8 Serving sizes and equivalents will be in guidance materials to be distributed by MISSISSIPPI State agencies.
 9 Other volume (cup) or weight (ounce), whichever is less.
 10 Must meet the requirements of 7 CFR 201 Appendix A.
 11 Tree nuts and seeds that may be used as meat alternate are listed in program guidance.
 12 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.
 13 Plain or flavored, unseasoned or seasoned.

This institution is an equal opportunity provider.
Revised January 2023

SFSP Meals

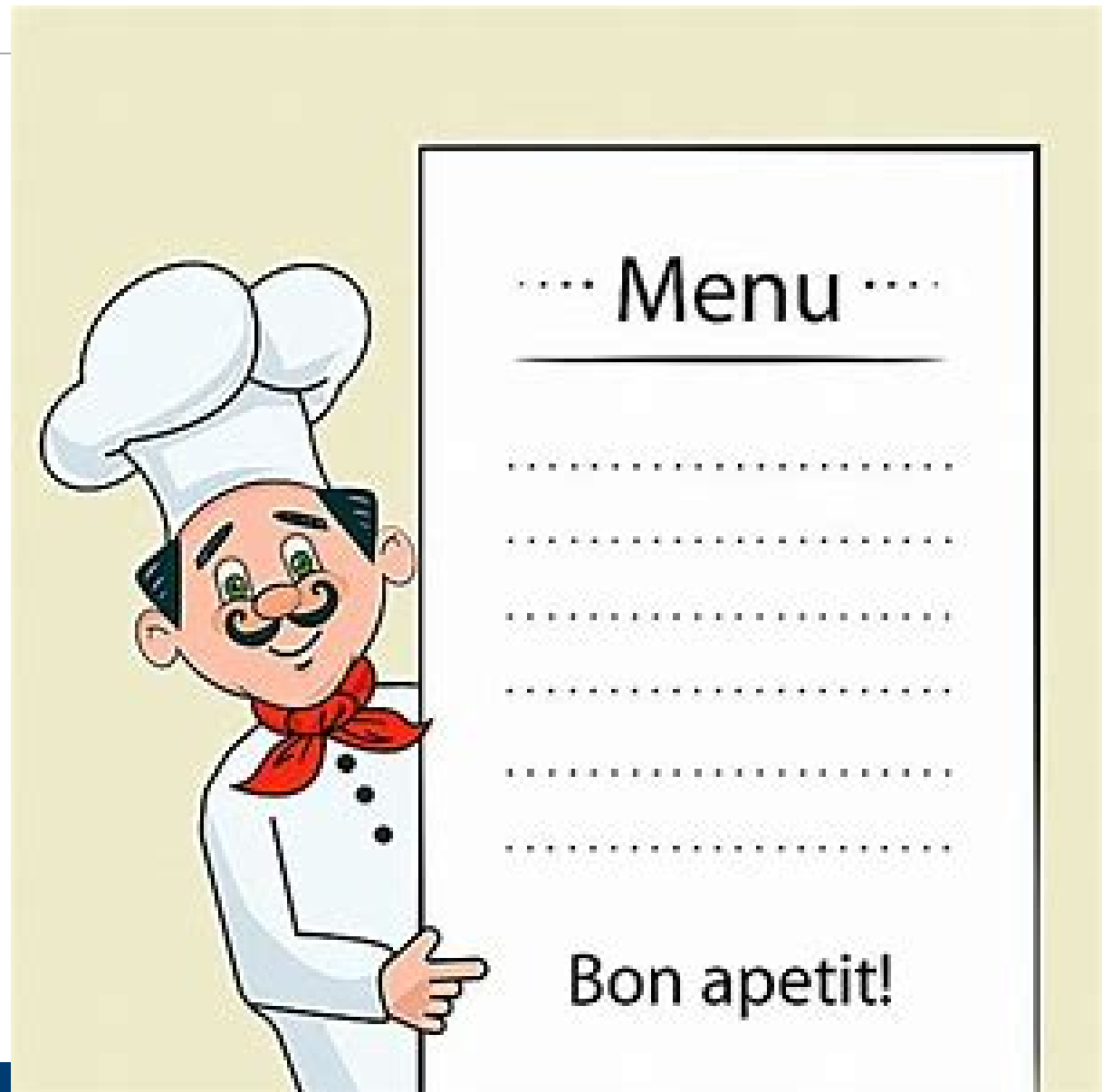
- It is important for the success of the SFSP to serve ***nutritious meals*** that meet meal pattern requirements and that are appealing to children. Careful menu planning is necessary to meet this goal.



Purpose of Meal Pattern Requirements




The meal pattern requirements assure well-balanced meals that supply the **kinds and amounts** of foods that children require to help meet their nutrient and energy needs.

Meal pattern establishes the **minimum portions of the various food components** that must be served to each child in order for the participating sponsor to receive reimbursement for each meal.



Meal Pattern Requirements: Breakfast

<https://www.fns.usda.gov/sfsp/meal-patterns>

Quantity	3-Components Required	Minimum Amount	Required
1	Fruit or Vegetable* <i>*100% Juice*</i>	½ cup	
1	Bread or Bread Alternate	1 Serving	
1	Milk	8 ounces	
1	Meat/Meat Alternate	1 ounce	Optional

Breakfast Weekly Overview



Monday



Tuesday



Wednesday







Thursday



Friday

Meal Pattern Requirements: Lunch/Supper

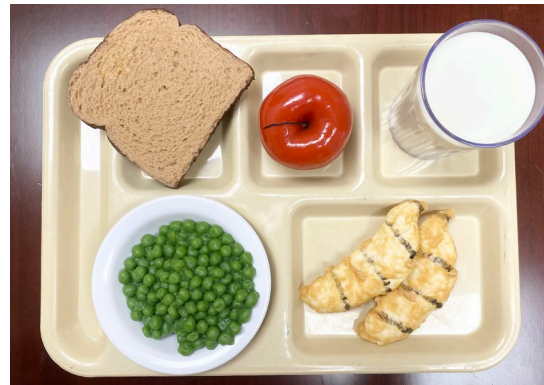
<https://www.fns.usda.gov/sfsp/meal-patterns>

Quantity	5-Components Required	Minimum Amount	Required
2	Fruit or Vegetable* <i>*100% Juice*</i>	3/4 cup	
1	Bread or Bread Alternate	1 Serving	
1	Milk	8 ounces	
1	Meat/Meat Alternate	2 ounces	

Lunch/Supper Weekly Overview



Monday



Tuesday



Wednesday







Thursday



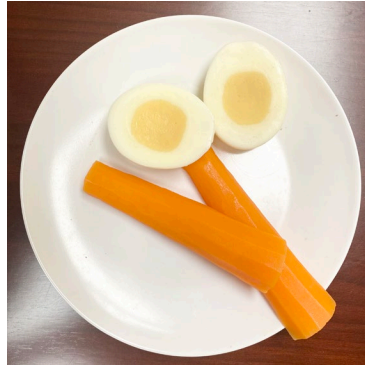
Friday

Meal Pattern Requirements: Snack

<https://www.fns.usda.gov/sfsp/meal-patterns>

Quantity	2-Components Required	Minimum Amount	Snack
1	Fruit or Vegetable* <i>*100% Juice*</i>	3/4 cup	
1	Bread or Bread Alternate	1 Serving	
1	Milk	8 ounces	
1	Meat/Meat Alternate	1 ounces	

Snack Weekly Overview



Monday



Tuesday



Wednesday



Thursday



Friday

Questions?



Meal Service Requirements

In The Summer Food Service Program

2025 SFSP Training

Meal Service Requirements

Meal Service Requirements

IN THE SUMMER FOOD SERVICE PROGRAM

It is important for the success of the SFSP to serve nutritious meals that meet meal pattern requirements and that are appealing to children. Careful menu planning is necessary to meet this goal.

Meal Pattern

The meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal pattern establishes the minimum portions of the various food components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal. Sample menus and the meal pattern chart can be found in USDA's Nutrition Guidance manual and online at: <https://www.fns.usda.gov/sfsp/meal-patterns>.

Meal Service Requirements

In addition to serving meals that meet meal pattern requirements, sponsors must comply with the following rules when serving meals at each of their sites:

- Serve the same meal to all children
- Ensure that children eat all meals on site
- Adhere to local health and sanitation regulations
- Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served.
- Make arrangements for inclement weather
- Serve meals on-time

Field Trips during Meal Service Times

Sponsors must notify the OCN of all field trips that affect the time or location of meal service. All meals taken on field trips must meet the same meal pattern requirements in order to be claimed for reimbursement. Production information must be maintained to document the meal pattern requirements have been met. A meal count form must be completed at the point of service (POS) when the meals are distributed to the children.

Taking Food Components Offsite

Sponsors may allow a child to take one fruit, vegetable or grain item offsite for later consumption without prior State agency approval. The fruit, vegetable or grain item taken offsite must be from the child's own meal. Sponsors should only allow this at sites where there are enough staff to monitor this practice.

Number and Type of Meals

Sponsors may serve one or two meals a day at open, restricted open, and enrolled sites. Sponsors may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed.

Allowable Meal Combinations

Breakfast only	Snack only
Lunch only	Supper only
Lunch and snack	Breakfast and snack
Breakfast and lunch	Supper and snack
Breakfast and supper	Two snacks

With State agency approval, camp or migrant site sponsors may serve up to three meals (including snacks) each day. Allowable meal combinations include:

- Breakfast, Lunch, and Supper
- Breakfast, Lunch, and Snack
- Lunch, Supper, and Snack
- Any combination of meals or snacks that is less than the maximum number allowed

Serving meals family style can help children develop good eating habits through the personal example provided by supervising adults. Camp and closed enrolled sites offer the best setting for implementing family style meals. Family style meal service should not be used at other types of sites.

If meals at camps or closed enrolled sites are served family style, sponsors must ensure that:

- A sufficient amount of food must be placed on each table to provide the required portions of each of the food components for all children at the table and to accommodate Program adults supervising the meal service, if they eat with the children.

- Children should initially be offered the full required portion of each food component.
- When a child does not initially accept the full required portion of a meal component, the supervising adults should encourage each child to accept the full required portion for each food component of the meal pattern. For example, if a child initially refuses a food component, or does not take the full required portion of a meal component, the supervising adult should offer the food component to the child again.

If the child does not receive all components of the meal it is not a reimbursable meal and should not be claimed for reimbursement.

Dietary Substitutions and Exceptions

Sponsors are required to provide reasonable meal and snack accommodations for children whose disability restricts their diet. The accommodation must be supported by a medical statement, signed by a licensed physician or a licensed health care professional who is authorized to write medical prescriptions under State law. The medical statement must identify the disability, the foods to be omitted, and the foods that can be substituted.

Meal or food substitutions may be made at a sponsor's discretion for a child with a non-disability medical or other special dietary need. Such determinations must be made on a case-by-case basis and must be supported by a medical statement that identifies the medical or special dietary need and which foods should be omitted and foods that should be substituted. This medical statement must also be signed by a recognized medical authority.

Offer Versus Serve: Waiver Required

Offer versus serve (OVS) is a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch or supper. OVS is not allowed at snack. The goals of OVS are to simplify Program administration and reduce food waste and costs while maintaining the nutritional integrity of the SFSP meals served. All SFSP sites may use OVS, if a waiver has been submitted and approved by USDA prior to operating. For breakfast, in addition to the required 3 components, a 4th food item (fruit/vegetable, meat/meat alternate or a grains) must be offered. A child must take at least 3 different food items of the 4 food items offered. For lunch and supper, a child must take 3 of the 4 required components from the 5 items offered.

It is important to note that the OVS requirements in SFSP are different from the OVS requirements in NSLP. All non-school sponsors electing to use OVS and schools participating in SFSP and electing to follow the SFSP meal patterns are required to follow the SFSP OVS requirements.



This institution is an equal opportunity provider. Updated January 2020.

Meal Service Requirements

Serve	Serve the same meal to all children
Ensure	Ensure that children eat all meals on site
Adhere	Adhere to local health and sanitation regulations
Ensure	Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served
Plan	Plan for inclement weather
Serve	Serve meals on-time



Number and Type of Meals

Allowable Meal Combinations

- Breakfast only
- Breakfast and snack
- Snack only
- Lunch and snack
- Lunch only
- Supper and snack
- Supper only
- Breakfast and supper
- Breakfast and lunch
- Two snacks

Field Trips during Meal Service Times

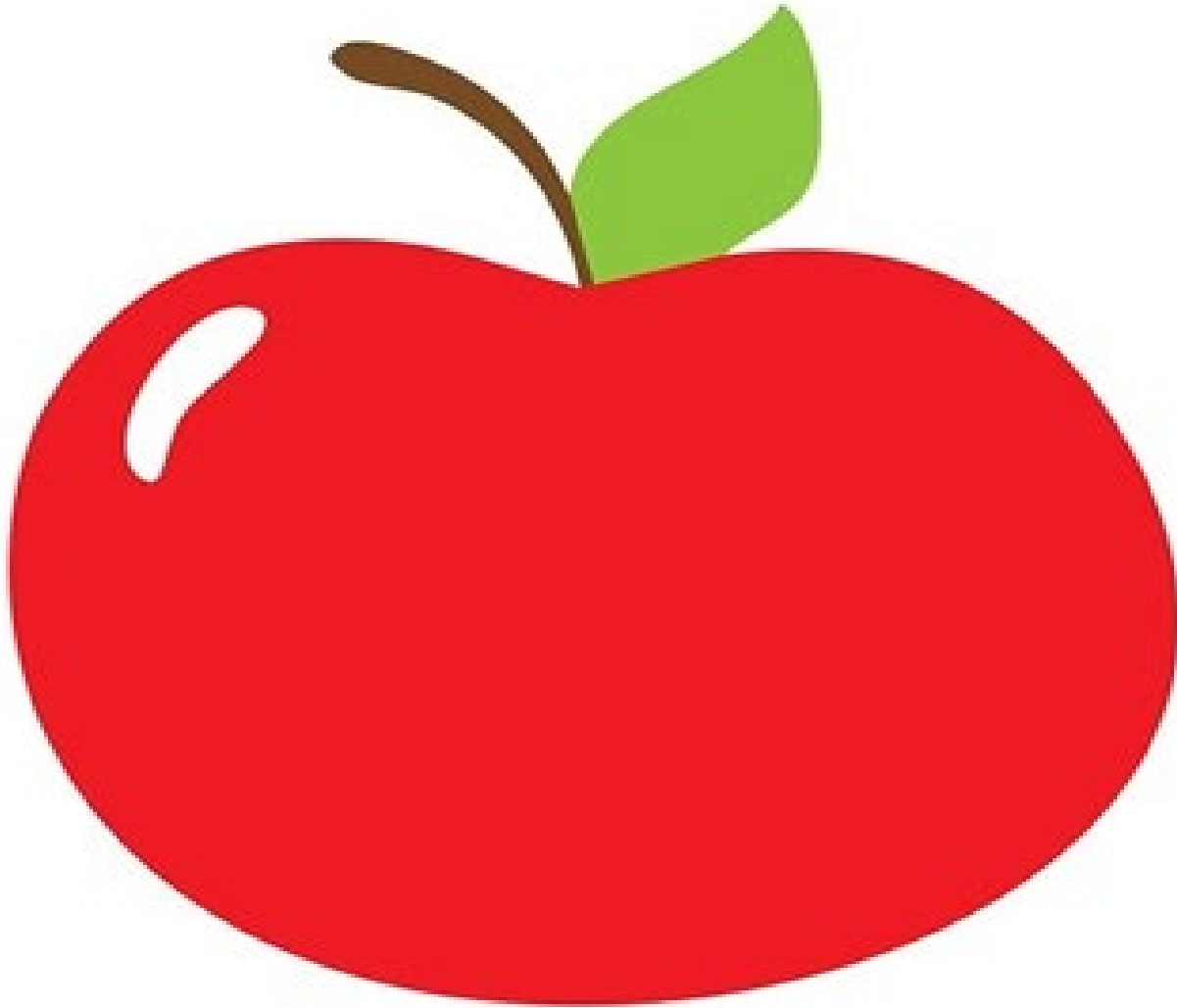
- Sponsors **must notify** the OCN of all field trips that affect the time or location of meal service.
- All meals taken on field trips must meet the **same meal pattern requirements** in order to be claimed for reimbursement.
- A meal count form must be completed at the **point of service (POS)**, when the meals are distributed to the children.
- Open site **must** serve meals at the site during scheduled field trips.



Entering Field Trips in MARS

Enter field trips during meal service times in MARS.

Action	Form Name	Version	Status
View Revise	✓ Organization Application	Rev. 1	Approved
View	✓ Budget Detail	Original	Approved
Details	✓ Management Plan	Rev. 1	Approved
Details	Food Production Facility List		
Details	✓ Checklist Summary (1)		
Details	✓ Site Field Trip List (11)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Organization (1)		
Details	Attachment List (9)		



Taking Food Components Offsite

- Sponsors may allow a child to take ***one fruit, vegetable or grain item*** offsite for later consumption without prior State Agency approval.
- The fruit, vegetable or grain item taken offsite must be from the ***child's own meal***.

Serving Meals Family Style



- Serving meals family style can help children develop good eating habits through the ***personal example*** provided by supervising adults.
- Camp and closed enrolled sites offer the ***best setting*** for implementing family style meals. Family style meal service should not be used at other types of sites.

- Sponsors are required to provide **reasonable meal and snack accommodations** for children whose disability restricts their diet.
- The **accommodation** must be supported by a medical statement, signed by a licensed physician or a licensed health care professional.





Site Caps

- SFSP sites have site caps.
- The purpose of a site cap is to ensure that a site does not purchase and/ or produce meals outside the capability of the site and need of the community, thereby reducing waste and protecting the integrity of the Program.

Leftover Meals or Components

- All Sponsors must plan, prepare, or order meals with the goal of serving one meal per child at each meal service, and must ensure that entire meals and food components are not frequently left over and unusable.



Questions?



Production Planning

In The Summer Food Service Program

2025 SFSP Training

Production Planning

Production Planning

For Meal Service in the Summer Food Service Program



DOCUMENTING

Keeping good records of the meals you prepare and serve each day is part of any successful food service operation. Records are a valuable written history of your summer site operations and can be used for future reference when menu planning. They also help sponsors spot trends, track what menus work best with the children, and decide what changes should be made.

Good recordkeeping is essential because it is the sole basis for reporting the number of meals you serve, and in State reviews, records demonstrate that the meals served at your site comply with the SFSP requirements. Full and accurate records must be kept of allowable program costs as well as the number of program meals served to support each claim for reimbursement.

Production Daily Meal Count Sheets Records

Production Records, such as the Menu Book, were designed for sponsors to simply document production each day. This book provides documentation to substantiate that reimbursable meals were served.

Daily Meal Count Sheets

This form is used to record meals served to children as they pass through a serving line when complete meals are issued at the point of service.

Receipts

Receipts of purchased food should be kept recording the total cost for the summer by month. Even food that is donated should be accompanied with a receipt.

Recipes - Standardize and Analyze!

Having standardized recipes makes it easy to plan the menu and production. USDA offers many kid-tested, kid-approved recipes online.

<https://www.fns.usda.gov/usda-standardized-recipe>
<https://whatscooking.fns.usda.gov/>

What's Cooking? USDA Mixing Bowl provides recipes and resources to support building healthy and budget-friendly meals. The website includes both household and quantity recipes, many of which were developed specifically for the Food and Nutrition Service Assistance Programs to build menus that align with the Dietary Guidelines for Americans. The features in *What's Cooking? USDA Mixing Bowl* are geared to encourage key behaviors emphasized in the Dietary Guidelines for Americans.



CREDITING

One of the most important steps in ensuring all the meal pattern requirements are met is determining how a food credits toward each required meal component.

Child Nutrition Labels

USDA's Child Nutrition (CN) Labeling Program gives food manufacturers the option to include a label on their product that clearly identifies how the product contributes toward the meal pattern requirements.

CN Labels are available for main dish products that contribute towards the meat/meat alternate and grains components of the meal pattern. Some examples include, but are not limited to, beef patties, cheese or meat pizzas, meat or cheese and bean burritos, breaded fish, and chicken portions. They may also be available for juice and juice drink products containing at least 50% full-strength juice by volume.

While a CN-labeled product is guaranteed to contain a certain quantity of food, it does not indicate that the quality of the food is any different from a non CN-labeled food, or that it is safer to eat or free of pathogens or allergens. Additionally, sponsors should be aware that products that do not have a CN Label may still be creditable. To learn more about the CN Labeling Program visit:

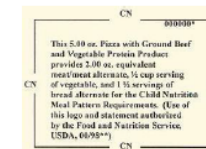
<https://www.fns.usda.gov/cn/labeling-program>

How to Identify a CN Label

In addition to required labeling features, a CN label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6 digit product identifier number
- USDA/FNS authorization statement
- The month and year of approval

SAMPLE



This institution is an equal opportunity provider. Updated January 2020.

Product Formulation Statements

When a sponsor purchases a product without a CN Label, a signed Product Formulation Statement on manufacturer letterhead may be requested to demonstrate how the processed product contributes to the meal pattern requirements. An appropriate Product Formulation Statement will provide specific information about the product. Ultimately, it is the program operator's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

Handbooks and Other Tools Nutrition Guidance for Sponsors

This handbook made just for sponsors includes a summer menu checklist, recordkeeping worksheets, sample cycle menus and snack ideas. <https://www.fns.usda.gov/sfsp/handbooks>

Grains/Breads Chart

The grains/breads chart helps to determine the size of a grain product to serve to meet minimum portion size requirements without analyzing a recipe. It can be found in the Reference Section of the Nutrition Guidance manual.

The Food Buying Guide

The Food Buying Guide (FBG) is the principal tool for SFSP sponsors to determine the specific contribution each food makes toward the meal pattern requirements for foods produced on site or for foods purchased commercially. The guide contains a wealth of information that will help with crediting foods and can assist with planning meals and purchasing foods that meet the SFSP requirements. The **NEW Food Buying Guide Mobile App** provides quick access to food yield information to help you make quick purchasing decisions from your mobile device. Download it today!
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-program>

Food Buying Guide Online Calculator

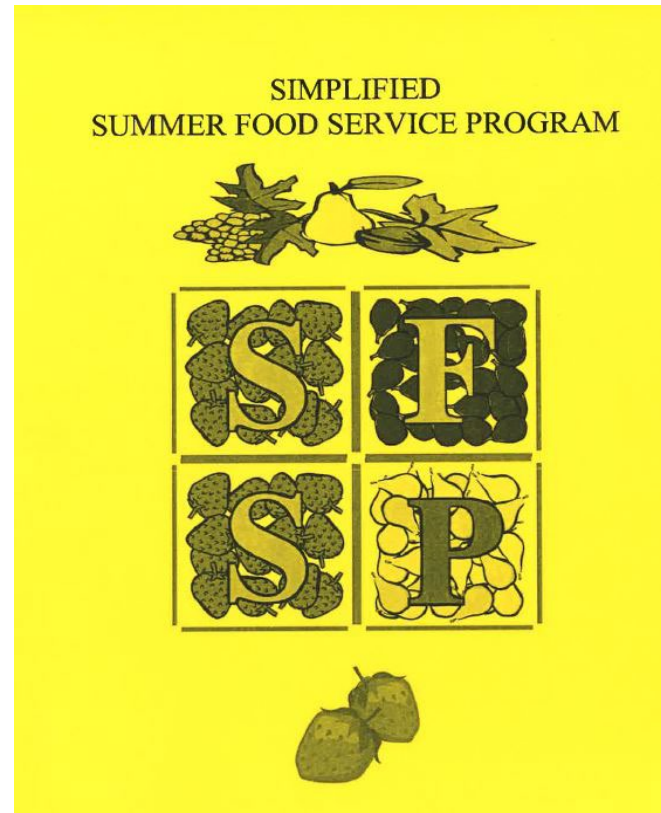
The online interactive Food Buying Guide Calculator for Child Nutrition Programs has individual calculators for each of the 6 food groups outlined in the FBG and a self-tutorial instructional video. Check it out at:
<https://foodbuyingguide.fns.usda.gov/>



Production Planning

- Keeping good records is vital to having a successful Summer Food Service Program. You must keep records to make accurate reports and file a successful claim to get reimbursement.





Record Production Correctly!

In this example, the site is serving breakfast and lunch, but they have not clearly indicated which fruit/vegetable was served at breakfast!

FOOD PRODUCTION WORKSHEET (1)	Planned (2) Meals or Items	Food Items (3) Meat/Meat Alternate	BREAK	LUNC	SNACK	SUPPER	Portion Sizes (8)		
			-FAST	H			Child	Adults	
			(4)	(5)	(6)	(7)			
MENUS or - 20 berry Poptart astry sst. Fruit Juices w Fat Milk	120 120	Grilled Chicken		✓			2oz		
	Fruit/Vegetable								
			Veggie Juice		✓			4oz	
			Fruit Juice		✓			4oz	
			Frozen Apricots		✓			4oz	
			Frozen Mixed Berries		✓			4oz	
pr - 20 orn Dog sst. Vegetable Juice resh Fruit Bowl w Fat Milk mustard etchup	120 120 120								

Monitor the Production Books!

In this example, the site was only serving lunch. But they have not served enough fruit/vegetable!

FOOD PRODUCTION WORKSHEET (1) MENUS	Planned (2) Meals or Items	Food Items (3) Meat/Meat Alternate	BREAK -FAST (4)	LUNC H (5)	SNACK (6)	SUPPER (7)	Portion Sizes (8)	
							Child	Adults
		Ham	Ham		✓			2oz
	Cheese	Cheese		✓			1oz	
Fruit/Vegetable								
		Peas		✓			3oz	

Production Planning-Recipes

- Having standardized recipes makes it easy to plan the menus and production. Two online recipe sites with kid tested and kid approved recipes are listed on the handout.
- The *What's Cooking? USDA Mixing Bowl* site provides recipes and resources to support building healthy and budget friendly meals.

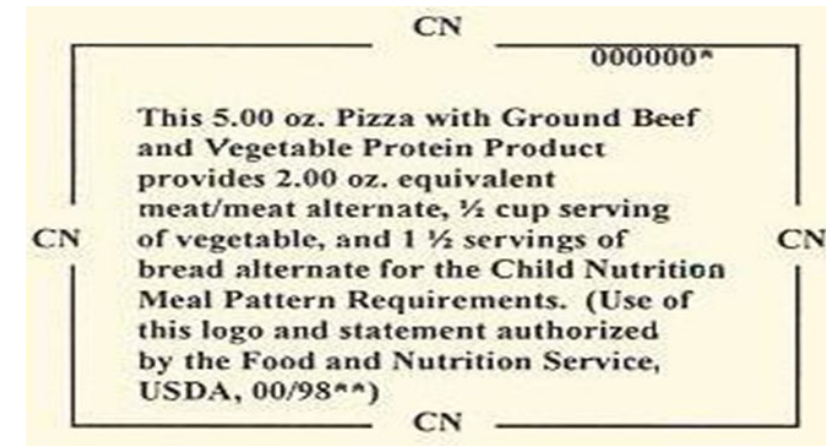


Child Nutrition Labels

- Child Nutrition (CN) Labels are available on certain food products that clearly identifies how the product contributes toward the meal pattern requirements.
- Examples are beef patties, cheese or meat pizzas, meat or bean burritos, breaded fish, and chicken portions.

A CN Label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/ FNS authorization statement
- The month and year of approval



Product Formulation Statements



A Product Formulation Statement may be requested from a manufacturer which will provide specific information about the product.



Ultimately, it is the sponsor's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

Production Planning Handbooks and Other Tools

1. Nutrition Guidance for Sponsors
2. Grains and Bread Chart
3. The Food Buying Guide
4. The Food Buying Guide Mobile App for Android and iPhone
5. The Food Buying Guide Calculator



Questions?



Accurate Meal Counting

In The Summer Food Service Program

2025 SFSP Training

Accurate Meal Counting

Accurate Meal Counting

IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors are paid based on the number of meals served to children, so keeping an accurate meal count is an essential component of making sure the claims are also accurate.

Reimbursable Meals Are:

Served to children 18 years and under

Meals served to disabled adults, ages 19 - 21, who participate in a public or private educational program may also be claimed for reimbursement. Adults can be served a meal, but the meals are not reimbursable.

Counted at the Point of Service (POS)

POS means at the point in which the child has received a complete and reimbursable meal. Typically the count is taken at the end of the service line.

Meet meal pattern requirements

Children must select a meal based on the meal pattern and offer vs serve (if a waiver has been approved) for the appropriate meal type. Children must receive the appropriate portions of all meal components.

Served during the approved meal service time

Sponsors report meal service times within the SFSP application. Sites are to serve during the approved and advertised time periods. If it is determined that time is not working out, the SFSP application can be updated by the Sponsor and approved by OCN.

Eaten Onsite

Children must eat the meal at the approved site unless the meal is served during a field trip. Based on the Sponsor's policy, only one item - a fruit, vegetable, or grain component, may be taken offsite.



What are the SFSP Meal Types?

1st Meals	Complete meal served to a child 18 and under or a disabled adult participating in an educational program.
2nd Meals	Complete 2nd meal served to a child 18 and under or a disabled adult participating in an educational program. Seconds must be served after all other children receive a 1st meal.
Program Adult Meals	Meal served to adults working directly with the operational side of the SFSP. Program Adult meals are an allowable SFSP expense, but cannot be reimbursed.
Non-program Adult Meals	Meals served to all other adults. These are not an allowable cost to the SFSP so the adult or another fund must pay for them.
Disallowed Meals	Meals served to children that are not eligible for reimbursement (incomplete, taken offsite).



Choosing the best way to count meals

There are different ways a POS count can be taken. Different methods can be chosen based on how the site operates.

Check-off or Tally Sheets

Person stands at the end of the meal service line and checks off meals by type (1st, 2nd, Program Adult, Non-program Adult, and Disallowed Meal) as they are served. Sample meal count forms can be found in USDA Administrative Guidance Manual.

Meal Type	1st	2nd	Program Adult	Non-program Adult	Disallowed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Token or Popsicle Stick Method

Children pick up a token or popsicle stick at the beginning of the line and put it in a container at the end of the line after receiving a complete meal. Last server in line verifies the meal meets requirements and that the token/popsicle stick is placed in the container. Use the different color tokens or popsicle sticks method to count 2nd meals and/or adult meals.

Clicker Counter Method

Person stands at the end of the meal service line and clicks for each complete meal that is served to a child. A different clicker or method is needed to count 2nd meals and/or adult meals.



What if...

A child wants to leave with a meal?

Plan ahead because it will happen! Post signs around the site, serving area, and put notices on menus that it is expected that children stay on site to eat. Make sure all staff at the site are aware of the rules so they can help. If you are unable to prevent a child from leaving with a meal, that meal is then disallowed. Establish a procedure to follow to ensure the meal is removed from the 1st meal count.

A Site is not returning meal count forms?

Whichever method is chosen, develop policies and procedures to help ensure meal count integrity and train staff. Plan to check meal count records weekly for errors, missing information, fluctuations in numbers, and problems with delivery (if applicable). Establish procedures before the summer starts addressing expectations on returning meal count forms, calling in counts, and maintaining meal records. Without adequate documentation, meals cannot be claimed for reimbursement.

Organization is Key

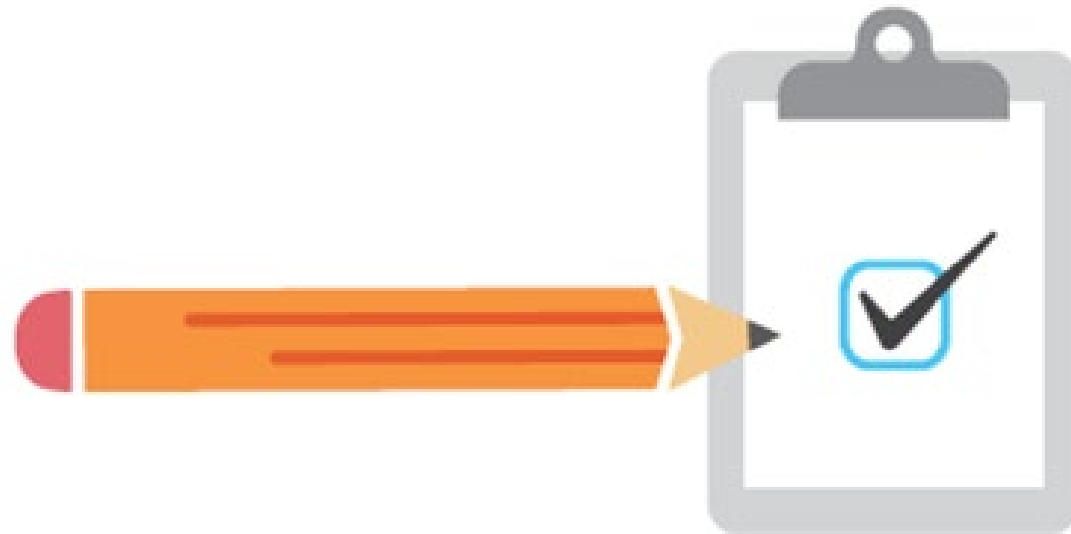
Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services. Do not populate meals served! Copy meal count forms for the various meal services on different colored paper and use light colors if forms are faxed. For example, breakfast on yellow, lunch on pink, supper on blue and snack on green. Request completed forms to be returned by a specific day/time.

This institution is an equal opportunity provider.
Updated January 2020



Accurate Meal Counting

Sponsors receive reimbursements based on ***the number of meals served*** to children. Therefore, keeping an accurate meal count is an essential component of making sure the claims are accurate.



Reimbursable Meals Are:

163

- Served to children *18 years and under*
- **Counted** at the Point of Service (POS)
- Meet *meal pattern* requirements
- Served during the approved meal service *time*
- Eaten *on-site*





What are the SFSP Meal Types?

- 1st Meals
- 2nd Meals
- Program Adult Meals
- Non-program Adult Meals
- Disallowed Meals

Second Meals



- A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period.
- If the State Agency determines that the sponsor has failed to plan ahead and incorrectly prepared or ordered meals, second meals may be disallowed.



Meals Served to Adults

- Program Adults work directly with the meal service at the site as either volunteers or paid employees.
- Meals may be served free to adults who meet this definition.
- These meals **may not** be claimed for reimbursement but may be counted as operating costs.

Meals Served to Adults

- If the Sponsor chooses to serve the meal at no charge, then the sponsor **must use non-Program funds** to cover the cost of these meals.
- The Sponsor may include those funds as Program income and pay for these meal costs from its nonprofit food service account.

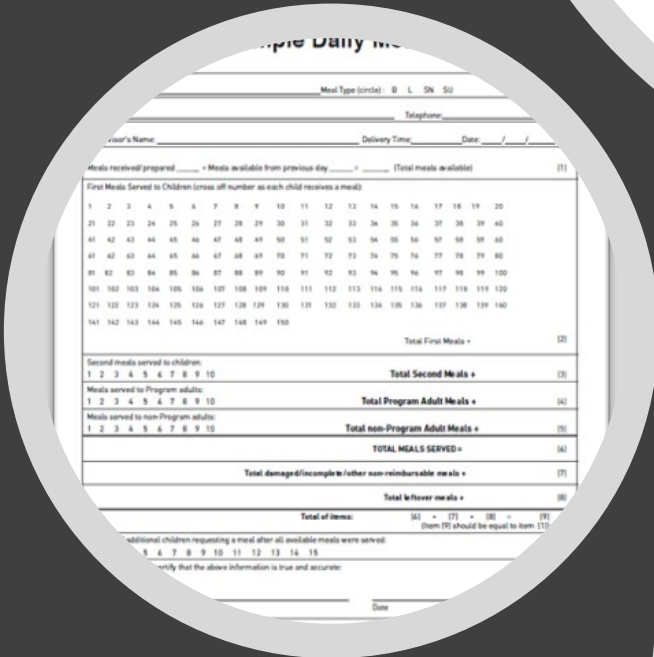


Recording Meals

Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form.

Acceptable Counting Methods

- P.O.S. by the Cashier
- Clicker Counter Method
- Check-off Tally Sheets
- Token or Popsicle Stick Method





- Meal counts based on the number trays or plates available.
- Meal counts based on the number of children in attendance.
- Meal counts based on previous meal counts.

Organization is Key!

- Consider providing sites with pre-printed meal count forms containing the site name, dates, and types of meal services.
- Do not populate meals served!
- Copy meal count forms for the various meal services on different colored paper.
- Request completed forms to be returned by a specific day/time.



Questions?



Procurement

In The Summer Food Service Program

2025 SFSP Training

Procurement

Procurement

IN THE SUMMER FOOD SERVICE PROGRAM



All purchasing of food, supplies, goods, and services with Program funds by Sponsors must comply with procurement standards prescribed in 2 CFR Part 200 and 7 CFR 225, as well as any more restrictive State and local standards that may be in place.

Procurement Methods

Micro-Purchase (up to \$10,000)

This is a purchase method that may be used when the price of the aggregate purchase does not exceed \$10,000. The purchase may be made without obtaining quotes from various vendors/suppliers providing that the price of the items being purchased is reasonable. Micro purchases must also be distributed equally among qualified vendors to the extent possible. This means the next time the same items are purchased, it should be done through a different qualified vendor.

How do you know a price is reasonable?

Compare previous purchases, have personal knowledge of the item being purchased, or compare to similar items being purchased.

Small Purchase (between \$10,000 - \$250,000)

This is a simple and informal method of purchasing that allows for the sponsor to comparison shop for the best price on goods and services. Prices are to be obtained from an adequate number (3 suggested) of vendors prior to purchasing from one of them. Documentation of the price quotes is required and should include the date, the vendor contacted, and the quotes received (verbal or written). Store advertisements may be considered as documentation. It is important when obtaining quotes that all vendors are provided with the same information (specifications for the products/services you wish to buy). The purchase is made from the most responsive and responsible vendor with the lowest price.

Large Purchase (over \$250,000)

This large, formal procurement method must be used when the dollar amount of the procurement has an estimated value equal to or greater than \$250,000. Sponsors may choose to utilize formal procurement even when the purchase is below \$250,000 if the formal procurement method will result in the organization receiving a more competitive price. The formal purchase methods include an Invitation for Bid (IFB) and Request for Proposal (RFP). Sponsors will need to determine which procedure, the IFB or RFP, is right for the situation. The formal procurement method should result in a purchase that is cost-effective, cost-justifiable, and defensible from a competitive procurement perspective. As with any procurement, it is important to allow for sufficient time and resources; this is particularly important when using a formal procurement method.

Procurement Ethics

Sponsors are required to write a code of conduct to govern the performance of employees engaged in procurement. These written standards must prohibit employees from soliciting gifts and other incentives from prospective contracts, and also prohibit employees from

participating in the selection, award, or administration of any contract to which they have a personal or financial connection. The code of conduct must also provide for disciplinary action to be applied in the event the standards are violated



Options for Buying Meals

When a sponsor does not have the adequate facilities and/or staff to prepare their own meals for the Program, they can purchase meals from a vendor (school, hospital, nursing home, caterer, etc.) or hire a Food Service Management Company (FSMC) to do the job. In doing so, the prescribed procurement process must be followed with the exception of purchasing from a school.

From a School

When purchasing meals from a school, the sponsor is not required to use the competitive bid procedures but should verify that the school has a comparable price and meal quality to commercial vendors that could potentially provide the meals. A written agreement with the school is required. A sample is provided in the SFSP Resources Pocket.

From a FSMC or Vendor

In the SFSP, this means purchasing meals from any commercial enterprise or nonprofit organization. If the expected contracted price is below \$250,000 the sponsor may use the prototype agreement for vended meals. If another agreement is used, submit to the SFSP Program Specialists for review prior to use. If the expected contract price is \$250,000 or more, contact the SFSP Program Specialists for more information.

Details! Details! Details!

There are many required elements of a FSMC contract and the formal procurement process. To dig into the details, take a look at the SFSP Administrative Guidance Manual for Sponsors.

Purchasing 'Local'

Summer brings new opportunities to source local foods. Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunities for nutrition education to Program participants and to contribute to the local economy. Because Program requirements require fair and open competition, a sponsor may not require that a product come from a local source, however it can be communicated as a preference making sourcing local products possible.

Use of Small, Minority, and Women's Businesses

All sponsors are encouraged to take affirmative steps to ensure that small, minority firms and women's business enterprises and labor surplus area firms are used when possible. Affirmative steps may include placing such businesses on solicitation lists and ensuring that they are contacted whenever they are deemed as a potential source. When economically feasible, sponsors may wish to divide their total requirements into smaller tasks or quantities and adjust delivery schedules to permit maximum participation.

This institution is an equal opportunity provider. Updated January 2020



What is Procurement?

- Procurement is the process of obtaining goods and services from vendors.
- It means getting the best value for the lowest price.
- An organization should use the SFSP funds wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.
- It is important that SFSP organizations carefully procure goods and services to make the best use of their SFSP funds.



Procurement



- Before making a purchase, an organization should check their budget to make sure that an item or service has been **approved** and is an allowable cost.
- If there are **ANY** questions concerning purchasing specific goods or services, **CONTACT THE STATE AGENCY!**

Methods of procurement for purchasing goods and services:

- Micro-Purchase
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Sole Source

PROCUREMENT CATEGORY	Previous Dollar Threshold	Revised Dollar Threshold	General Description
MICRO-PURCHASE	>\$3,500	> \$10,000	<ul style="list-style-type: none">• No competitive quotations• Entity must consider if the price is reasonable
SMALL PURCHASE	> \$150,000	> \$250,000	<ul style="list-style-type: none">• Price or rate quotations must be obtained from adequate number of qualified sources• Adequate number is not defined in guidance• More informal and simple method of analysis
SEALED BIDS	< \$150,000	< \$250,000	<ul style="list-style-type: none">• Generally for construction contracts• Publicly solicited• Pricing is main factor in award
COMPETITIVE PROPOSALS	< \$150,000	< \$250,000	<ul style="list-style-type: none">• Formal Solicitation• Fixed-price or cost-reimbursement contracts• Utilized when sealed bids not appropriate• Proposal evaluation method generally utilized
SOLE SOURCE	N/A	N/A	<ul style="list-style-type: none">• Unique• No competition for the goods/services• Public emergency making competitive proposal not suitable• Requires approval from federal funding

Procurement by micro-purchase is:

- Informal acquisition of products or services up to \$10,000 per transaction. Sponsors have the option to establish a higher local threshold up to \$50,000, or more.
- Purchases must, to the extent practical, be equitably distributed among qualified suppliers.



- Small purchase procedures are relatively simple and informal for securing supplies, services, or other property whose one-time transaction or pre-determined total cost in similar food category, does not exceed the Simplified Acquisition Threshold of **\$250,000**.
- Price or rate quotations must be obtained from an adequate number of qualified sources.



Invitation for Bid (IFB)

An Invitation for Bid (IFB) is:

- a competitive procurement method used when the best value is expected to result from a selection of the lowest evaluated prices and/or lowest offer based on representative sample of solicited items.



Request for Proposal

Request for Proposal or RFP

Request for Proposals (RFP) is:

- a procurement method used when the best value is expected to result from the selection of technically acceptable proposals, where the lowest evaluated price or lowest price is based on a representative sample of requested goods is not the most important factor of evaluation and when technical aspects are not clearly defined.

Sole Source

Sole source procurement involves:

- A lack of competition for goods or services
- Public emergency making competitive proposal not suitable
- Required approval from the State Agency

Procurement Ethics

- Sponsors are required to maintain a written **Code of Conduct** to govern the performance of persons engaged in procurement.
- The Code of Conduct must also provide for disciplinary action to be applied in the event the standards are violated.



Sponsors may decide to target local products to include in their Program in order to improve the quality of the meals, provide opportunities for nutrition education to Program participants and to contribute to the local economy.



Sponsors are encouraged to take affirmative steps to ensure that small, minority firms and women's business enterprises and labor surplus area firms are used when possible.

When economically feasible, Sponsors may wish to divide their total requirements into smaller tasks or quantities and adjust delivery schedules to permit maximum participation.

Options for Buying Meals

- From a School
- From a FSMC or Vendor





Options for Buying Meals

From a School

When purchasing meals from a school, the sponsor is not required to use the competitive bid procedures but should verify that the school has a comparable price and meal quality to commercial vendors that could potentially provide the meals.

A written agreement with the school is required.



Options for Buying Meals

From a FSMC or Vendor

When purchasing meals from any qualified FSMC or vendor, a written agreement with the FSMC or vendor is required.



Training

In The Summer Food Service Program

2025 SFSP Training

Training

Training

IN THE SUMMER FOOD SERVICE PROGRAM



Training is one of the major administrative responsibilities of a sponsor. An efficiently operated Program requires sponsors to provide training throughout the duration of the Program.

Training Requirements for Sponsors

Sponsors have a dual responsibility to both **attend and provide** annual training regarding the SFSP. Sponsors are not only required to attend annual training conducted by the State Agency (SA), but Sponsors are also required to provide training to all administrative and site level staff before any SFSP operations begin.

Provide Comprehensive Training --- Because different staff groups (administrative, site monitors, site level staff) have different program responsibilities, many sponsors prefer to offer different training sessions to focus on each group's specific function. Sponsors must maintain documentation from each training session (this includes dates, lists of attendees, and training topics covered). USDA has developed several checklists, templates, and documentation forms to assist sponsors with their training responsibilities. These resources are available in the Administrative Guidance Manual.

Check for Understanding --- Training does not have to be limited to one or two sessions at the beginning of the summer. Many sponsors implement weekly or bi-weekly meetings to provide additional training and to ensure that all meals are accurately counted, recorded, and eligible for reimbursement. A comprehensive and continuous training program can lead to improved site quality and maximize the benefit received by participating children.

Communicate ---The foundation of a good training program is communication, both internally and externally. Sponsors should be diligent to create open lines of communication with the SA, school vendors or FSMCs, administrative staff members, monitors that visit each site, and site level staff. Any point of contact (i.e. meetings or calls) with key personnel or external stakeholders can provide an opportunity to ask questions, discuss operations, identify problem areas, and provide training. Communication also enables every staff member, regardless of their position in the organizational chart, to understand their essential function in the SFSP.

Assess your Needs ---- The size and type of a sponsor's SFSP will dictate many of the sponsor's staffing and training needs. The sponsor must provide adequate personnel for overall program management and monitoring at each site. The larger the staff, the more rigorous the training program should be. Examples of specific duties and responsibilities for each staff position can be found in the Administrative Guidance Manual.

Sponsor Training of Administrative Staff

The training session offered for administrative staff will explain the responsibilities and duties of all personnel helping to administer the SFSP. These personnel may include the director, assistant director, office staff, school principals, area supervisors, and monitors.

The specific training needs of sponsor administrative staff will vary. Specific areas of the training may require greater depth with different employees. However, all training for administrative staff should cover the following:

Provide a general explanation of the program, emphasizing the following topics:

- Purpose of the Program
- Site Eligibility
- Recordkeeping requirements
- Organized site activity
- Meal requirements
- Nondiscrimination compliance

Describe how the program will operate within the framework of the organization, including:

- How meals will be provided
- The delivery schedule (if applicable)
- What records are kept and what forms are used.
- Staff Responsibilities

Sponsor Training of Monitors

Monitors should be present at both the site and administrative training to ensure a comprehensive understanding of program operations at both levels.

The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide meaningful feedback to the sponsor. Since the monitoring function is so important to proper program operations and full reimbursement, sponsors should conduct separate training sessions for monitors that highlight their specific functions. This training should outline the specific duties of monitors including:

- Sites for which they will be responsible
- Conducting site visits/reviews
- Monitoring schedules
- Reporting/recordkeeping procedures
- Follow-up procedures
- Office procedures
- Local sanitation and health laws
- Civil rights
- Reporting of race and ethnicity data
- Considerations for personal safety

Materials to use include the site visit and review forms, monitor mileage log, Monitor's Guidance Manual and ethnic/racial data form.

Sponsor Training of Site Staff

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement.

Sponsors must document the attendance at site training sessions and schedule additional sessions for those staff that are absent. Regulations also require that at least one person who has been trained by the sponsor be present at each of the sponsor's sites during the time of the meal service. This means that if a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site. At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel:

Provide a general explanation of the Program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Organized site activity
- Meal Pattern requirements
- Civil Rights requirements

Describe how the site will operate:

- Approved meal services, meal times, and delivery schedules
- Meal adjustments
- Sponsor's contact information
- Sponsor policy regarding adult meals, inclement weather, trash removal, etc.
- Health and Sanitation standards

Explain Recordkeeping Requirements:

- Daily Recordkeeping requirements
- Delivery Receipts
- Meal Count Sheets
- Daily Labor Records

This institution is an equal opportunity provider. Updated January 2020.

Sites may operate until site personnel have attended a SFSP site operations training session.





Why is Training Important?

Training is one of the major administrative responsibilities of a sponsor.

An efficiently operated Program requires Sponsors to provide training throughout the duration of the Program.

Dual Responsibilities

- Sponsors have a dual responsibility to both **attend** and **provide** annual training regarding the SFSP.
- Sponsors are also required to **provide** training to all administrative and site level staff before any SFSP operations begin.

All site trainings should cover:

- ❖ Site type (open, closed etc.)
- ❖ Type of meal service
- ❖ The food safety rules and sanitation guidelines
- ❖ Types of meals served
- ❖ Serving a complete meal
- ❖ Trash removal service
- ❖ Method for meal count
- ❖ Meal pattern requirements
- ❖ Reporting issues
- ❖ Nondiscrimination Policy
- ❖ Congregate feeding policy & taking food off site
- ❖ Requirements for field trips

General Information

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Necessity for accurate records
- Meal requirements
- Nondiscrimination compliance
- Completing the Menu book

Monitor's Training Responsibilities

- Conducting site visits/reviews
- Sites for which they are responsible
- Monitoring schedule
- Reporting procedure
- Follow- up procedure
- Office procedures



Civil Rights

All operational and administrative staff must be trained on Civil Rights.

- It is the sponsor's job to ensure all staff are trained on Civil Rights



Provide a general explanation of the program, emphasizing the following topics:

- Purpose of the Program
- Site eligibility
- Recordkeeping requirements
- Necessity for accurate records
- Meal requirements
- Nondiscrimination compliance

Describe how the Program will operate within the framework outlined in this guide.

Use the meal schedule, sample delivery receipts, and sample daily reporting forms for sites, including:

- How meals will be provided
- Mealtimes
- What records are kept and what forms are used
- Completing the Menu book

Training Site Supervisors:

- One person trained by the sponsor must be present at each of the sponsor's sites during time of meal service
- The sponsor is responsible for ensuring new site supervisors receive necessary training before taking charge of the site



Provided in USDA's
Administration Guide

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Monitors

- Sites for which they will be responsible
- Conducting site visits and reviews
- Monitoring schedules
- Reporting and recordkeeping procedures
- Follow-up procedures
- Office procedures
- Local sanitation and health laws
- Civil Rights requirements
- Reporting racial/ethnic data
- Personal safety precautions, if necessary

USDA United States Department of Agriculture 174 ATTACHMENT 15, CONTINUED

Provided in USDA's Administration Guide

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Site Staff

- 1. **General explanation of the Program**
 - ___ Purpose of the Program
 - ___ Site eligibility
 - ___ Importance of accurate records especially meal counts
 - ___ Importance of organized activities at sites
- 2. **How sites operate**
 - A. For vended sites:
 - ___ Types of meals to be served and the meal pattern requirements (provide planned menus)
 - ___ Delivery schedules (give exact times)
 - ___ Adjustments in the number of meals delivered
 - ___ Facilities for storing meals
 - ___ Who to contact about problems (name and phone number)
 - ___ Approved level of meal service
 - B. For self-preparation sites:
 - ___ Meal pattern requirements
 - ___ Inventory (use inventory forms)
 - ___ Meal adjustments (use production records)
 - ___ Meal preparation adjustments
- 3. **Recordkeeping requirements**
 - ___ Daily recordkeeping requirements
 - ___ Delivery receipts (provide sample forms)
 - ___ Seconds, leftovers and spoiled meals
 - ___ Daily labor – actual time spent on food service and time and attendance records
 - ___ Collection of daily record forms
 - ___ Maintain copies of meal service forms
- 4. **Monitors' responsibilities (use site visit and review forms)**
 - ___ Duties and authority
 - ___ Introduce monitors and discuss areas of assignment

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Site Staff, Continued

- 5. **Civil Rights requirements (use Site Supervisor's Guide)**
- 6. **Other policies/issues**
 - ___ What to do in inclement weather and alternate service areas
 - ___ How to handle unauthorized adults trying to eat meals
 - ___ How to handle discipline
 - ___ Review equipment, facilities, and materials available for recreational activities
 - ___ Review trash removal requirements
 - ___ Discuss corrective action
 - ___ Nutrition education

Provided in USDA's Administration Guide

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Administrative Staff

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

- 1. General explanation of the Program:**
 - Purpose of the Program
 - Site eligibility
 - Recordkeeping requirements
 - Organized site activity
 - Meal requirements
 - Nondiscrimination compliance
- 2. How the Program operates:**
 - How meals will be provided
 - The delivery schedule, if applicable
 - What records are kept and what forms are used
- 3. Special duties of Monitors (include if separate training is not held for monitors):**
 - How to conduct site visits and reviews
 - Sites for which each monitor is responsible
 - Monitoring schedule
 - Reporting procedures
 - Office procedures

USDA United States Department of Agriculture 175 ATTACHMENT 15



Lunch



Monitoring

In The Summer Food Service Program

2025 SFSP Training

Monitoring

Monitoring Sites

IN THE SUMMER FOOD SERVICE PROGRAM

Monitoring is essential to making a Program successful. Having knowledgeable trained monitors will enable Program operations to comply with Program requirements and run more smoothly.



Monitor Responsibilities

Having an efficient and capable monitoring staff is one of the first steps towards successful operations. A monitor serves as a direct link between the Sponsor's administrative office and the actual food service sites. They are the "eyes and ears," providing valuable feedback about how the sites are operating by visiting sites on a regular basis and observing meal services. Establishing a proper monitoring system will help prevent problems from occurring and will make it easier to correct any problems that arise during the summer. The size of the monitoring staff will depend on the size of the sponsor's Program.

To meet Program monitoring requirements, USDA recommends no less than one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered.

The sponsor must ensure that the monitor's responsibilities and authority are clear to the monitoring staff, site supervisors and office personnel.

Sponsor Monitoring Requirements

Sponsors must ensure that the following minimum monitoring requirements are met:

Pre-operational Visits

Prior to operation, sponsors must certify that all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served.

Site Visits

Sponsors must visit each site at least once during the first week of operation to ensure the site is operating smoothly. However, the first week site visit requirement is waived for returning sites that successfully operated during the previous summer (or other most recent period of operation) and had no serious deficiency findings. Sponsors of these sites are still required to review the site within the first four weeks of operation.

Visits and Reviews

Monitors are required to perform site visits and site reviews at various times throughout program operations. These reviews are an important part of the sponsor's responsibility to ensure the integrity of the Program. Site visits and reviews are defined as:

- **Site Visits:** Requires monitor to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved.
- **Site Reviews:** Requires monitor to determine if the site is meeting all the various Program requirements. Monitors must observe a complete meal service from beginning to end, including delivery or preparation of meals, the meal service, and clean up after meals.

Site Reviews

Sponsors must conduct a review of the food service at least once in the first four weeks of Program operations. If a site operates less than four weeks, the sponsor must still conduct a review. A monitor must observe delivery or preparation of meals, service of meals, children eating the meals, clean up after meals, and completion of site meal count paperwork. During each review the monitor should discuss any concerns or problems with the site supervisor and other site staff. The monitor must also document everything on the site visit/review form, including technical assistance and training provided.

Follow-up Visits

Sponsors must conduct follow-up visits for any serious deficiencies that were identified during a site visit or review to ensure that permanent corrective action has been implemented.

Refer to the Sponsor Monitor's Guide for detailed information on sponsor monitoring requirements.

Conducting the Review

What to know before you go:

- Site location and type of site
- Name of Site supervisor, were they trained?
- Dates of operation and approved meal service time
- Planned Menus
- Meal Delivery Schedule (if applicable)
- Meal Count history
- Planned field trips



Before Meal Service Begins:

- Arrive prior to meal delivery or during preparation
- Confirm type of site with the site supervisor
- Observe food delivery or meal prep. Are the meals held at proper temperature, delivered on time, enough prepared for anticipated number of children, meet meal pattern requirements?
- For delivered meals, is there a delivery receipt or production information, are meals being counted upon receipt?
- Check for open site posting, if applicable, as well as other required postings - "And Justice for All" poster, menu and other postings required by the sponsor.

During Meal Service:

- Observe the entire meal service... beginning to end
- Determine if meals are served within the approved meal service time and are being served in a safe and sanitary manner.
- Are children served complete meals, offer versus serve being handled appropriately, if applicable, one meal per child, eaten on site?
- If non-Program adults are being served, do the adults pay for the meals or are non-program funds used to pay for the meals? Is there a system in place for collecting and storing payment?
- Are meals counted correctly by category and at the point of service?
- Determine if meals are served to all attending children, regardless of the child's race, color, national origin, sex, age, or disability. Assure all children have equal access to services and facilities at the site.

After Meal Service:

- Check your meal count to see if it matches the site supervisor's count.
- Review daily records kept by the site. Are they complete and accurate?
- Complete the Monitor review form. Discuss any issues with the site supervisor and the action to be taken to correct them.
- Provide technical assistance and training as needed to the site supervisor.

Monitoring Reports

All visits and reviews must be documented. Records of visits and reviews will help sponsors assess the operation of sites. Records are only useful when they are carefully reviewed by sponsor personnel and when follow-up monitoring is scheduled to ensure that any corrective actions have been taken to improve site operations.

Each sponsor should design a tracking system for handling monitor reports. Sponsors should have a system that will ensure that monitors return reports frequently - if possible every day. The reports should be immediately reviewed by a specific member of the sponsor's staff who

is responsible for following up on any problems. The staff member should:

- Review any problems found by the monitor
- Call the site supervisor, if necessary
- Document corrective action taken at the site
- Schedule a follow-up review, if necessary
- Sign and date the report
- Determine if site changes are required, report to OCN

The Sponsor review official should base the timing of follow-up reviews on the severity of the problem.

This institution is an equal opportunity provider, January 2020



Why is Monitoring Important?

Monitoring is essential to making your Summer Food Service Program (SFSP) successful.

Having efficient, capable, trained monitors will ensure that Program operations comply with federal and state laws.

Monitoring Sites

Monitor's Responsibilities are:

To participate in annual training and understand Program requirements, including Civil requirements

To ensure that sites operate according to Program guidelines

To carry a supply of all necessary forms during site visits and reviews

To provide training for all site personnel

To spend enough time at each site to ensure proper Program operations



Visits and Reviews

- Monitors are required to perform site visits and site reviews at various times throughout program operations. These reviews are an important part of the sponsor's responsibility to ensure the integrity of the Program.
- Refer to the SFSP Resource Packet for detailed information and sample forms.





Site Visits

- Ensure food service operation is operating smoothly
- Resolve problems immediately

Site Reviews

- Determine if the site is meeting Program requirements
- Observe a complete meal service from beginning to end
- Observe delivery or preparation of meals

Sponsor's Monitoring Requirements

Sponsors must ensure that the following monitoring requirements are met:

- Pre-operational Visits
- Site Visits
- Site Reviews
- Follow up visits

Sample Pre-Operational Visit Form

211



Sample Pre-Operational Visit Form

Site name: _____ Site number: _____

Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

- | | | | |
|--|---|---|--------------------------------|
| <input type="checkbox"/> Recreation center | <input type="checkbox"/> Residential camp | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Other |
| <input type="checkbox"/> School | <input type="checkbox"/> Play street | <input type="checkbox"/> Libraries | |
| <input type="checkbox"/> Church | <input type="checkbox"/> Playground | <input type="checkbox"/> Rural Development (RD)/Housing and Urban Development (HUD) | |
| <input type="checkbox"/> Park | <input type="checkbox"/> Settlement house | | |

Estimated number of children the site could serve: _____ Estimated number of needy children in area: _____

Estimated number of personnel needed to adequately control the food service: _____

Are the present facilities adequate for an organized meal service? Yes No

If answer is no, comments:

For the estimated number of children, does the site have:	Yes	No
Shelter for inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate cooking facilities (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate storage for prepared or delivered food?	<input type="checkbox"/>	<input type="checkbox"/>
Storage space for records at site?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate refrigeration?	<input type="checkbox"/>	<input type="checkbox"/>
Access to a telephone?	<input type="checkbox"/>	<input type="checkbox"/>

Is this site for-profit? Yes No

What types of organized activities are possible or planned at this site?

Improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor's Signature

Date



Site Visits

- Sponsors must visit each site at least once during the initial **TWO WEEKS** of operation.
- These visits are required to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capacity.

1

Sponsors must conduct a review of the food service at least once in the first **FOUR WEEKS** of Program operations.

2

If the site operates less than four weeks, the sponsor must still conduct a review.

3

After this initial period, Sponsors must conduct a “reasonable” level of monitoring.



Conducting the Site Review

- ✓ Before the Meal Service Begins
- ✓ Observe Meal Preparation
- ✓ Observe the Meal Service
- ✓ Civil Rights
- ✓ Meal Counts
- ✓ Before Leaving the Site

SUMMER FOOD SERVICE PROGRAM INITIAL SITE VISIT AND/OR SITE REVIEW FORM					
Sponsor: _____			Site: _____		
Site contact: _____					
Name (print)			Title		
Site address: _____					
Telephone (optional): _____			Date of review: _____		
Monitor's arrival time: _____			Departure time: _____		
Site supervisor (print): _____					
Regular site: _____		Camp site: _____		Average daily participation (if applicable): _____	
Type(s) of meals reviewed:					
	Breakfast	Snack	Lunch	Snack	Supper
Approved level(s) of meal service	_____	_____	_____	_____	_____

Please indicate which visit/review is being conducted:

Initial Site Visit (Formerly First Week Site Visit) – Complete Part A Only

NOTE: To be completed during the **first two weeks of operation**. This is required for new sites and sites with operational problems per 7 CFR 225.15(d) (2). If completing Initial site visit only, complete Part A only then sign and date the form.

Combined Site Review and Initial Site Visit – Complete Part A and B

NOTE: Site Review and Initial Site Visit may be completed at the same time if done during the **first two weeks of operation** as per 7 CFR 225.15 (c) (3). If completing Initial Site Visit at the same time as Site Review, complete both Part A and Part B, then sign and date the form. *This should be completed for all sites operating two weeks or less or any other site as determined by the sponsor.*

Site Review – Complete Part A and B

NOTE: To be completed during **first four weeks of operations** for all sites as per 7 CFR 225.15 (c) (3). If completing Site Review only, complete both Part A and B, then sign and date the form. *This should only be completed for sites operating four weeks or more.*



Monitoring Reports

- All visits and reviews must be documented. Sponsors should carefully review this documentation to assess the operation of its sites.
- Sponsors must develop a tracking system for monitoring reports. This system should ensure that monitors submit reports frequently.
- Reports should be reviewed by a designated member of the Sponsor's staff who is responsible for following up on any identified problems.

Monitoring Reports

The staff member should:

- Review any problems found by the monitor
- Call the Site Supervisor, if necessary
- Document corrective action taken at the site
- Schedule a follow-up review, if necessary
- Sign and date the report

Reviewing Monitoring Reports

Sponsors should pay close attention to the quality of the monitor's reports. There are **indicators** that may suggest additional training is needed for a monitor.



Reviewing Monitoring Reports

Additional training is appropriate if the monitor:

Did not answer all questions on the report, or if the responses are incomplete

Rarely notes problems and does not include comments in the remarks section of the report

Observes that the number of meals delivered/served and the number of children who are in attendance are always the same but does not follow-up on this suspicious pattern



Reviewing Monitoring Reports

- Recommends a corrective action and fails to note the action taken or fails to initiate correction of the problems
- Fails to recommend adjustments in orders when the number of meals exceeds attendance
- Arrives at site late or does not stay for the entire meal service



Follow-Up Visits

Sponsors must conduct *follow-up visits* of sites if serious deficiencies that were identified during a visit or review to ensure that permanent corrective action has been implemented.

Administrative Reviews of Sponsors



- The State Agency will complete an administrative review of each Sponsor's Program operations.
- The review will consist of an inspection of the Sponsor's records and on-site visits.



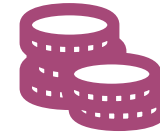
New Sponsors



Problematic
Sponsors



Biennial
Sponsors



Aggregate
Reimbursement



Ten Percent
(10%) or One

SFSP Administrative Reviews

The following Sponsor level records will be reviewed by the Program Monitor:

- Program application, agreement, and supporting documentation
- Administrative and site training documentation
- Site monitoring records
- Financial Records
- Invoices and receipts
- Daily meal count records for each site
- Menus and other food service records
- Meal Delivery receipts
- Health, safety, and sanitation inspections
- Documentation of corrective action from prior review, if applicable

SFSP Administrative Reviews

The following Site level records will be reviewed by the Program Monitor:

- Meal Count Sheets
- Menus and Menu Books
- Delivery Slips
- Time and Attendance Records
- Health, Safety and Sanitation Records

Violations



- Findings of non-compliance with Program requirements may result in withholding or recovery of reimbursements, corrective action or termination, and exclusion from future Program participation.
- If the violations are severe, the organization may be declared seriously deficient.

Including but not limited to:

Failure to maintain adequate Sponsor or site records

Claiming meals that were not served to eligible children

Submission of false information to the State Agency

Failure to have a trained site supervisor at each site during the meal service

Using Program funds for unallowable costs

Including but not limited to:

Meal count consolidation errors

Failure to meet training and monitoring requirements

Failure to conduct point of service meal counts

Serving meals that do not meet meal pattern requirements

Children eating complete meals off-site



Corrective Action Plans

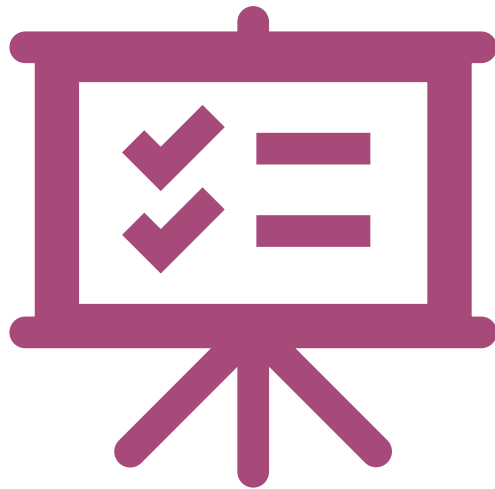
- Upon receipt of a Findings letter from the State Agency, each Sponsor must provide a written Corrective Action Plan (CAP).
- The CAP must address each finding and include the actions being implemented to ***permanently*** correct the identified deficiency.

Developing a CAP

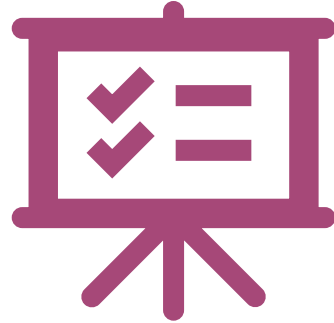
A corrective action plan must include:

- **Who** will be responsible for correcting the issue
- **What** will be done to correct the problem
- **How** the organization will ensure continued compliance
- **When** these actions will take place
- **Where** the supporting documentation will be maintained

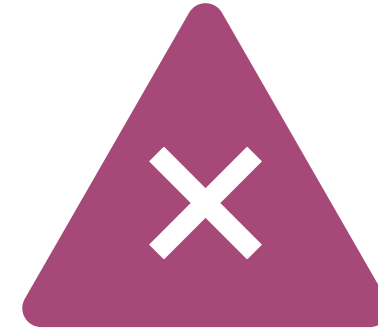
If the CAP is Accepted:



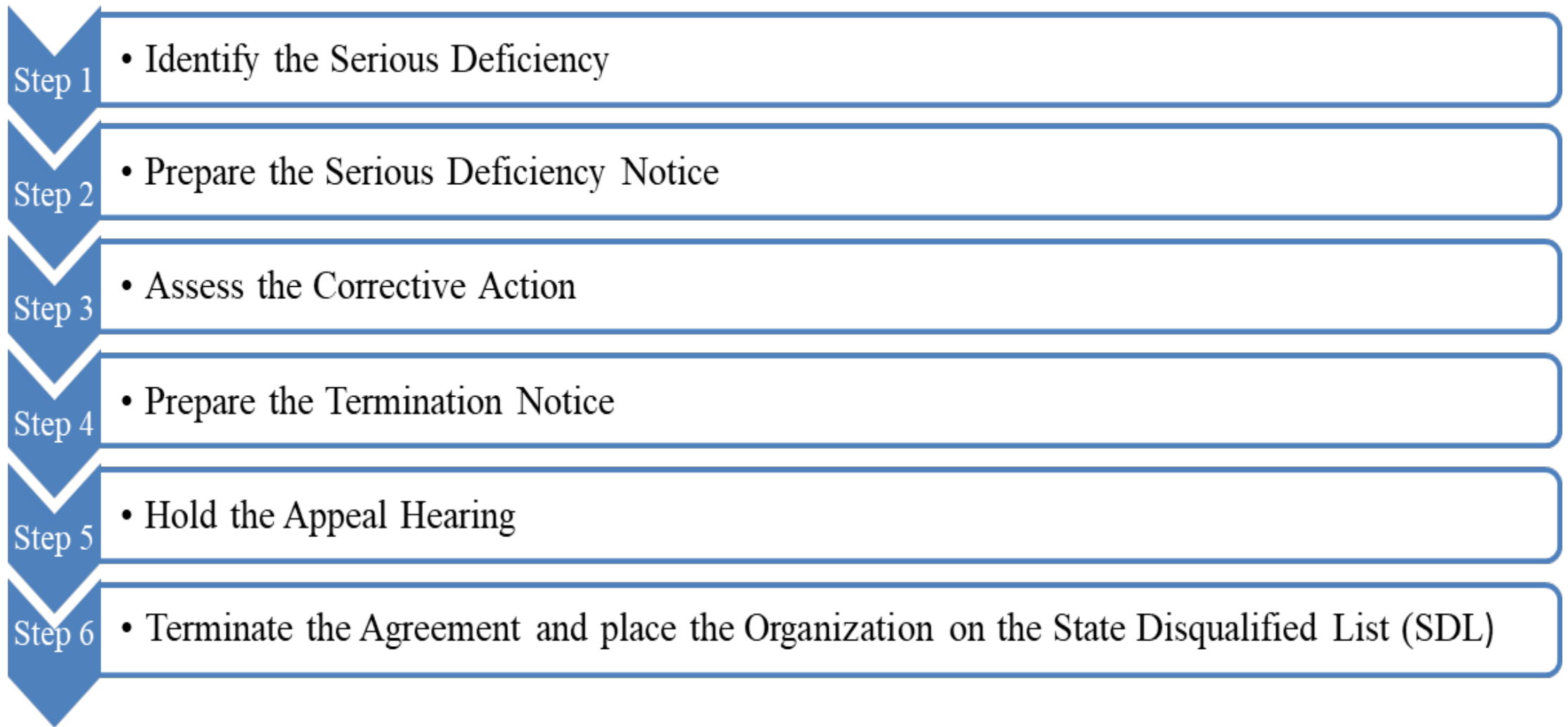
- When a corrective action plan is received from an organization, it is ***evaluated*** to ensure that it is complete and that each finding has been adequately addressed.
- If the CAP is satisfactory, the State Agency will issue a letter to the institution indicating that its response was acceptable, and the review is closed.



If the corrective action plan is ***incomplete***, the organization will be informed of all outstanding items and allowed additional time to submit the remaining documentation.



If the corrective action plan is not submitted and/or the additional documentation is inadequate, the State Agency must proceed to declare the organization ***seriously deficient***.





Financial Management

In The Summer Food Service Program

2025 SFSP Training

Financial Management

Financial Management

IN THE SUMMER FOOD SERVICE PROGRAM



Sponsors participating in the Summer Food Service Program are required to demonstrate financial viability, maintain a non-profit food service account, and manage funds according to federal and state requirements.

The Budget

The SFSP Application requires that sponsors submit an administrative plan that includes a budget. A budget assists the sponsor with planning the Program; helping to ensure enough funds are available to pay for food, supplies, transportation, food service staff, the administrative staff and the overhead it takes to operate a well-run Program.

Elements of the Budget

Revenue - income received to operate the program

Prior Year Carry-Over - Since sponsors are reimbursed for the number of meals served to children, it is possible that the actual cost of providing the meals is less than the total reimbursement received. If federal funds remain at the end of the Program year, these must either be retained for Program use the following year OR transferred into another Child Nutrition Program account (i.e. school lunch, school breakfast, CACFP At-Risk, etc.) administered by the same sponsor.

Estimated Reimbursement - Determined by the estimated number of meals served, by type (breakfast, lunch, supper, snack). Reimbursement rates are updated annually and will be provided by the State Agency.

Operational Expenditures - costs related directly to the day to day operation of the program

Food - must be creditable in order to be considered an allowable expense. Documentation sources: receipts, invoices, receiving reports, inventory reports.

Non-Food - includes paper goods, cleaning supplies, etc. Documentation sources: receipts, invoices, and receiving reports.

Labor - Food prep, service, delivery, clean-up. Documentation sources: timesheets, payroll records.

Rental - Costs for building and food service equipment

Cash Donations, Grants - Occasionally, sponsors may receive private donations or grants to assist in funding the SFSP. These are considered income to the Program.

Other - Should the expected revenue not cover all allowable SFSP expenses, the Sponsor must show revenue from another source to off-set the cost of operating the Program.

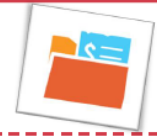


Documentation sources: rental agreements, invoices, cost allocation method.

Transportation - Food and/or children for meal service only. Documentation sources: mileage logs, receipts, cost allocation method.

Utilities - Kitchen, storage areas. Must be based on total cost of operating the building and square footage of kitchen/storage area used for SFSP. Documentation sources: utility bills and calculation of allocation.

Support documentation for all program expenses must be maintained on file for 3 years, plus the current year.



Administrative Expenses - costs related to managing the program

Labor - time spent planning and organizing the Program, contract completion, monitoring sites, claim consolidation & submission, bookkeeping. Documentation sources: Time sheets, payroll records.

Office Supplies - postage, printing, etc. Documentation sources: receipts, invoices.

Rent - office equipment, space. Documentation sources: rental agreements, invoices, cost allocation method.

Transportation - travel for site monitoring, training. Documentation sources: mileage logs, receipts, cost allocation method.

Utilities - Administration office use. Must be based on total cost of operating the building and square footage of office space used for SFSP. Documentation sources: utility bills and calculation of allocation.

Unallowable Costs 101

Spending SFSP funds appropriately requires consideration - is the cost necessary, reasonable and allocable? Some items considered to fall into the "no" or unallowable category include: Entertainment and fundraising costs (i.e. social activities, amusements), food that is purchased for use outside of the SFSP and/or is not creditable (i.e. coffee, ice cream, pudding), costs associated with meals served to any adult not directly working with the operation of the Program, fines or penalties resulting from the failure to follow federal, state, and/or local laws and regulations, repairs that materially increase the value or useful life of a building, etc. If unallowable costs are identified, the costs must be returned to the SFSP account. Be proactive and have a system in place to review invoices and allocate costs appropriately. A separate bank account is not required but is highly recommended.

Excess Funds

Occasionally, sponsors may have funds leftover at the end of the Program. As a general rule, if the funds are more than one third of the Sponsors total budget, the amount is considered an "excess". Sponsors with excess funds should develop a spending plan to reduce the excess. Improving meal quality and program access are key areas that should be the priority for expending these funds.

This institution is an equal opportunity provider. Updated January 2020.

Cost Allocations
Sometimes sponsors may operate more than one Child Nutrition Program at a time. When this happens, costs such as food, supplies, and food service labor, and possibly food transportation costs may need to be allocated between Programs. It is allowable to allocate shared costs based on the number of meals prepared for each of the Programs. However, if there are items specifically purchased for one program or another, and proper documentation is available, these items should be direct expensed (i.e. infant formula purchased for CACFP).

No supporting documentation? Then, do not use SFSP funds to pay for it.

Receiving Donated Meal Components?

Documentation of the donation must be recorded using the State Agency's Donation Form template, along with a copy of proof of purchase. In either case the documentation should specify the date of the donation, item description, quantity, and the source.



Sponsors participating in the Summer Food Service Program are required to demonstrate **financial viability**, maintain a **non-profit food service** account, and **manage funds** according to federal and state requirements.





The Budget

SFSP participation requires Sponsors to submit an application, including a budget.

Elements of the Budget

- **Revenue** is income received to operate the program.
- **Operational Expenditures** are costs related directly to the day-to-day operation of the program.
- **Administrative Expenses** are costs related to managing the program.

OPERATIONAL & ADMINISTRATIVE INCOME PROJECTIONS

1. Add last year's ADP or the anticipated ADP for each meal type.

Breakfast 50 Lunch 50 Supper _____ Snack _____

2. Total Days of Operation 20

3. To obtain total meals, multiply number in #1 times the number in #2.

Breakfast 1000 Lunch 1000 Supper _____ Snack _____

To obtain the total projected income, write the total meals in the charts below, then multiply them by the reimbursement rates.

ADP (Average Daily Participation)



Budgets in the MARS SFSP Application

How is the budget derived in MARS?

- Question “8” on the **Site Application**
- The budget should be the **LAST** thing you done when completing the MARS application, because it is pulling numbers from other places. If Sponsors, do it first, the budget won't make sense!

Example of a Site Application in MARS

Breakfast

B1. Meal Serving Dates (non-camp only): Start: 10/01/2020 End: 05/25/2021

B2. Enter the number of days the meal will be served each month:

OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021
21	16	14	19	19	18	20	17	0	0	0	0

B3. Days served: Mon-Fri Sun Mon Tue Wed Thu Fri Sat

B4. Meal Times: Start: 7:00 AM End: 8:00 AM

B5. Meal Service Method: Self-Prep - Prepares on site

B6. Menu Planning Option: SFSP Menu Pattern

B7. Will this meal utilize offer vs. serve? Yes No

B8. Average Daily Participation (non-camp only): 162

B9. Maximum number of meals that may be served (state use only): 175

B10. Indicate your plan for the receipt and storage of meals before serving to children:

- Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.
- Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

Your ADP is going to pull into your budget in the form of a projected reimbursement.

Example of a Budget in MARS

2020 - 2021 SFSP Budget Detail

Status: Active
██████████ SCHOOL DISTRICT
DBA: ██████████
Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	4	121,248	\$261,895.68
Lunch	4	121,248	\$455,892.48
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$717,788.16

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	4	121,248	\$26,068.32
Lunch	4	121,248	\$47,589.84
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$73,658.16

Cost Reimbursement Summary

Total SFSP Costs		\$1,097,480.00
Total SFSP Reimbursement		\$791,446.32
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	19.61
Amount from other funding resources (e.g. grant, donations)	\$	311,510.22
Other funding resources	Extra Federal Funding District Maintenance Fund	
	Balance	\$5,496.15

Review of Financial Statements

Bank Statements and General Ledger for the period below:

- August 2024
- September 2024
- October 2024
- November 2024
- December 2024*
- January 2025*
- February 2025*

Independent Audit

- Must be from the last two fiscal years

Form 990 (non-profit entities)

- Most recently filed with the IRS

- Necessary
- Reasonable
- Properly Allocated
- Approved in the Budget
- Documented



Allowable Operating Costs

- Food Costs
- Non-food supplies used in the Food Service
- Space for the Food Service





Allowable Administrative Costs

- Planning
- Organizing
- Administering

Unallowable Costs

- Spending SFSP funds appropriately requires consideration - is the cost ***necessary***, ***reasonable*** and ***allocable***.
- If unallowable costs are identified, the costs must be ***returned*** to the SFSP account.
- Be ***proactive*** and have a system in place to review invoices and allocate costs appropriately.



Types of Unallowable Costs

- Cost for excess meals
- Meals not meeting program requirements
- Cost to purchase food used outside of SFSP
- Repayment of over-claims or other Federal debts
- Costs of meals served to adults not in the operation of the food service
- Entertainment and fundraising costs



Documenting Costs in SFSP

- Supporting documentation for all program expenses must be ***maintained*** on file for three years, plus the current year.
- No supporting documentation? Then, ***do not use*** SFSP funds to pay for it.

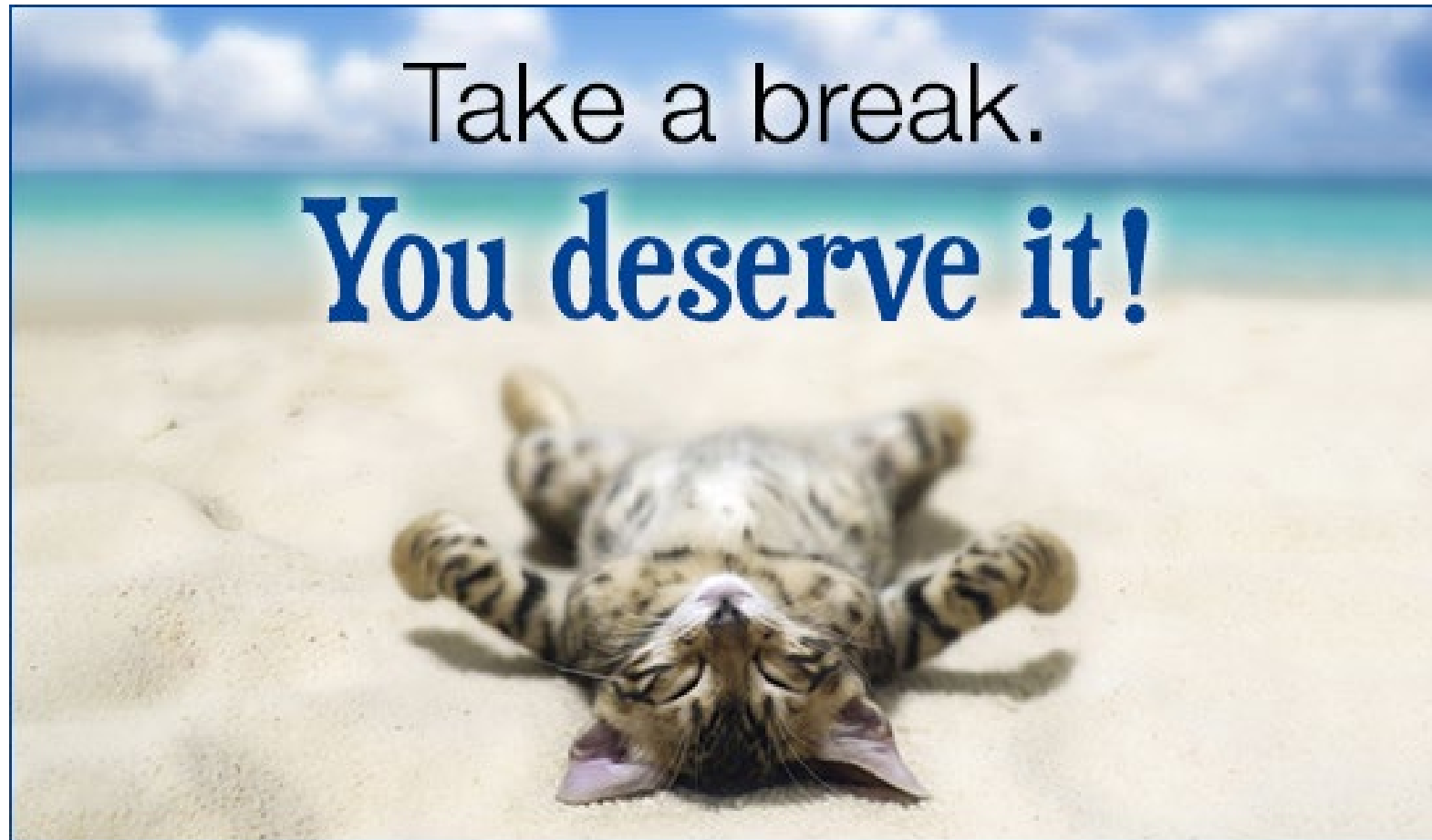
Donated Meal Components

- Documentation of donated meal components must be recorded using the State Agency's *Donation Form template*, along with a copy of *proof of purchase*.
- In either case the documentation should specify the *date* of the donation, *item description*, *quantity*, and the *source*.





Afternoon Break



Civil Rights

In The Summer Food Service Program

2025 SFSP Training



Civil Rights

Civil Rights Requirements



IN THE SUMMER FOOD SERVICE PROGRAM

All participating sponsors must inform potential participants of the availability of the SFSP. In addition, all sponsors and their sites are required to:

Display the "And Justice for All" poster developed by USDA in a prominent place at the site and in the sponsor's office. Contact the State Agency for posters.

Make Program information available to the public upon request.

Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program.

Ensure that translations are accurate concerning the availability and nutritional benefits of the Program.

Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program.

Include the nondiscrimination statement and instructions for filing a complaint, in the public release and in any Program information directed to parents of participants and potential participants. Shortened version may be used only if the print material is a page or less and there isn't enough room for the full version. "This institution is an equal opportunity provider."

Ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability.

Ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability.

RACE AND ETHNICITY DATA

Each year, every sponsor must determine the number of potentially eligible participants by racial/ethnic category for the area served and submit it within the contract application. This information may be obtained from census data or public school enrollment data.

The sponsor also must collect race and ethnicity data each year by ethnic/racial category for each of the sponsor's sites. Sponsors of residential camps must collect and maintain this information separately for each session of camp. For all other sites, the sponsor must count the participating children at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic categories.

To provide flexibility and ensure data accuracy, separate categories must be used when collecting and reporting race and ethnicity. Ethnicity must be collected first. Participants may be counted in one or more racial designations. A sample Race and Ethnicity Data Form can be found in the *Administration Guide*.

NEWS MEDIA RELEASE

As part of the public notification requirement, each sponsor must submit a media release to its local newspaper prior to operation each year. It is recommended that sponsors use the prototype media releases found online in the *Administration Guide*. The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy and complaint filing procedures.

All staff who work with the USDA Child Nutrition Programs must receive training on all aspects of civil rights compliance annually. Topics to be included in the Civil Rights training:

- What is Discrimination?
- Collecting/recording racial/ethnic data
- Where to display posters
- What is a Civil Rights complaint?
- How to handle a Civil Rights complaint



NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.



This institution is an equal opportunity provider. Updated January 2020.



Civil Rights Requirements

All participating Sponsors must inform potential participants of the availability of the SFSP. In addition, all Sponsors and their sites are required to:

- Display the “And Justice for All” Poster
- Make information available to the public upon request
- Ensure meaningful access to services for limited English proficient persons
- Accurate translations concerning availability and nutritional benefits of the Program
- Reasonable modifications for person with disabilities
- Non-Discrimination Statement (short or long versions)
- Equal access to meals to all attending children
- Equal access to services and facilities



Race and Ethnicity Data

- Determine the number of potentially eligible participants by racial and ethnicity category.
- For each site, record racial and ethnic data at least once during the site's operation.
- Use the Race and Ethnicity Data Form.



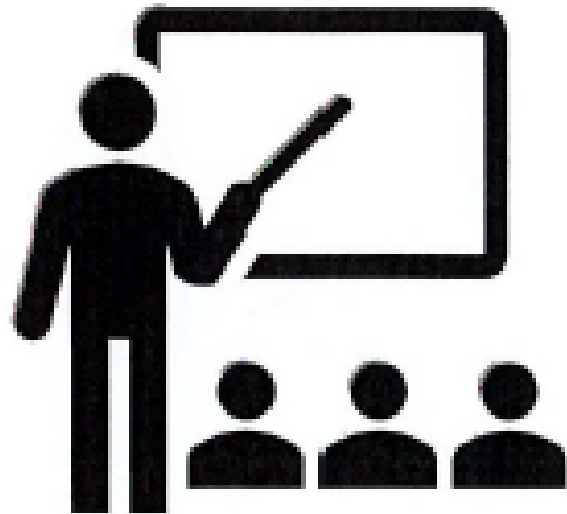
News Media Release

Annual Media Release

Use prototype media releases

Announces availability of free meals, the nondiscrimination policy, and complaint filing procedures

Civil Rights Training



All staff who work Child Nutrition Programs must receive training on all aspects of Civil Rights compliance annually. Topics to be included are:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Requirements for language assistance
- Conflict resolution
- Customer Service
- Requirements for reasonable modifications for persons with disabilities

Questions?



Program Reimbursements

In The Summer Food Service Program

2025 SFSP Training

Program Reimbursement

Program Reimbursements

IN THE SUMMER FOOD SERVICE PROGRAM

Payments made to sponsors are based on the number of meals served to children. USDA determines the rates of reimbursement on an annual basis. All money received through the SFSP are federal funds, passed through the State Agency to the sponsor.

Non-camp programs

Base eligibility on area using free/reduced or census data.

Can receive reimbursement for up to 2 meals per day in any combination other than lunch and supper on the same day.

Receive reimbursement for ALL eligible 1st meals served.

Can receive reimbursement for 2nd meals that do not exceed 2% of the total 1st meals served.

Records needed to file a claim

- Daily meal count documentation for all meals served at approved sites.
- Number of sites that operated during the claim period.
- Maximum number of days of operation during claim period.
- Production documentation verifying reimbursable meals were served.

Camp programs

Base eligibility on the income level of the specific children that are served.

Can receive reimbursement for up to 3 meal services per day, in any combination.

Receives reimbursement for eligible 1st meals by type (breakfast, lunch, supper, snack) served to children determined to be low income or 'needy'.

Records needed to file a claim

- Daily meal count documentation for all meals served at approved sites, by session.
- Number of children enrolled, by session. Number of children determined Needy by session (see **Participant Eligibility** for more information).
- Production documentation verifying reimbursable meals were served.

Determining the Claim Period and Deadline for Filing Claims

The number of days of operation by month will determine how many claims should be filed and ultimately, when they are due. Once it is known how many days the Program will operate, determine what claims will need to be filed and put the due dates on a calendar to ensure claims are filed on time

Guidelines for determining claim period

- If there are 10 days or less during the initial month of operation, the claim data for the initial month can be combined with the following month.
- If there are 10 days or less during the final month, the claim data from the final month can be combined with the prior month.
- If there are 10 days or less in both the initial and final month, all counts can be combined onto one claim.
- If there are LESS than 10 days in the final month, counts from the final month MUST be combined with the prior month. The only instance this will not work is when there isn't an immediate prior month (i.e. the sponsor only operated in June and August). In that case, the final month must be filed as a separate claim.
- Claims are due 60 days from the end of the claim period. When the final claim is combined with the prior month, it is due 60 days from the last day of operation.

The Reimbursement Process

1. Log into the Mississippi Application & Reimbursement System (MARS) using the assigned username and password: <https://cnms.mdek12.org/prod/Splash.aspx>.
2. Enter the claim following the step-by-step instructions provided in the MDE-Overview of SFSP Claim handout.
3. After submitting a claim, a message will appear on the screen that it has been successfully submitted.
4. Processed claims will appear within MARS. To view a claim, log back into MARS, go to the SFSP claim area as instructed in the MDE-Overview of SFSP Claim handout.

Payments are direct deposited once Paymode is processed through Bank of America. Please note that only one account is allowed per organization, so if an agency operates multiple Child Nutrition Programs, the organization will need to decide on one account for all deposits. For more information regarding the direct deposits, go to <http://portal.paymode.com/ms>.



How are sponsors reimbursed?
A sponsor submits monthly claims in order to receive reimbursement. The SFSP reimburses sponsors by the number of eligible meals served multiplied by the current reimbursement rate, regardless of the sponsor's administrative and/or operating expenses.



Figuring the ADP

The ADA is calculated at the site level. Identify the primary meal service for each site, calculate the ADA (total meals divided by days of service for the site), always round up, and sum the ADAs for each site to get the total ADA to enter on the claim.

	Number of Operating Days during Claim Period	Number of Breakfast Served	Number of Lunches Served	Number of Snacks Served	ADA
Site 1	15	1,125	1,861*	0	125
Site 2	10	0	2,009*	1,257	201
Site 3	7	343	0	798*	114
Sponsor Total ADA					440

Tips for an accurate claim

Collect and review meal count forms for sites on a weekly basis. Look for errors in reporting - serving more meals than what was delivered, including 2nd meals or adult meals in the 1st meal count, etc.

*Primary meal service

- ✓ Contact sites to clarify questionable meal counts; document contact info and any changes on your copy of the forms.
- ✓ Establish a procedure where another person reviews the claim for accuracy prior to submission.
- ✓ If using a spreadsheet to consolidate and summarize meal count data, make sure formulas are accurate!

Sponsors may request Advance Payments when applying for the Program. Any funds advanced to a sponsor are deducted from the amount earned when the reimbursement claim is filed.

This institution is an equal opportunity provider. Updated January 2020



Advanced Payments

- Sponsor's must be *financially sound*.
- Advanced payments are based on a percentage of *projected* meals served during the requested month.

Advance Payments 7 CFR 225.9 (c)

- Sponsors may request ***advanced payments*** for program costs.
- Organizations may request advanced payments thirty (30) days before federally prescribed payment dates.



Advance Approval

- Advanced payment requests will be considered upon the **approval** of the SFSP application in **MARS**.
- Recovery of **all or part** of an advance will be received by MDE/OCN through submitted **claims for reimbursement**.
- If advance funds are still owed after the final claim, the State Agency will initiate collection efforts to **recover the remaining** balance.



Advanced Payment Scenarios



The following scenarios are actual examples of Sponsors **receiving** and **returning** advance payments to the State Agency.

Organization: ABC School District



Advance request: \$1,200 for the month of June 2024

Claim for June 2024: \$1,250

Amount Paid to Sponsor:

\$50

Organization: Eat! Eat! Eat!

Advance request: \$12,000 for the month of July 2024

Claim for July 2024: \$14,000



Amount Paid to Sponsor:

\$2,000

Organization: Yummy Tummy, LLC



Advance request: \$33,000 for the month of July 2024

Claim for July 2024: \$25,000

Amount Sponsor must *Return* to the State Agency:

\$8,000

How May Sponsors Use Advanced Payments?

Advanced payments may be used by Sponsors for:

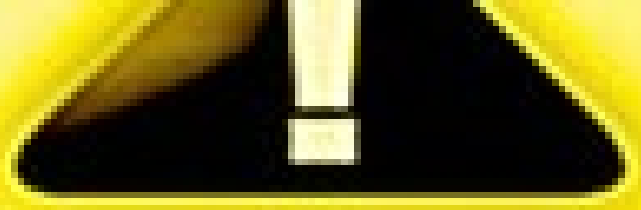
- Operating Costs (food, non-food supplies, labor, etc.)
- Administrative Costs (labor, office supplies, etc.)

These costs must be approved in the Budget and allowable SFSP expenses!



Key Reminders

- To be eligible for an advance, the Sponsor must operate at least ***ten (10) days*** in the month.
- Advanced payments will be ***recovered*** from the claim for reimbursement for the applicable month.
- If advanced funds are still owed after the final claim, the State Agency will initiate collection efforts to ***recover the remaining*** balance.



CAUTION

Warning!

- Be ***conservative*** when projecting the number of meals your organization plans to serve.
- ***Daily Participation*** and the ***Number of Operating Days*** may be lower than anticipated for sites.

Please keep this in mind when requesting an Advance Payment!



Claim for Reimbursement

- Sponsors assume responsibility for **all** the information submitted on the claims.
- The claim must reflect **only** meals that meet SFSP requirements and are **served** to eligible children.
- Based on number of meals multiplied by administrative and operating rates.

Records

Records REQUIRED to File a Claim

- Daily Meal Count Forms
- Weekly Consolidated Forms
- Consolidated Forms of First and Second Meals Served
- Production documentation verifying the service reimbursable meals
- Number of operating days for each site
- Number of sites operating

Non-Reimbursable Meals

Sponsors may claim reimbursement only for those meals that meet SFSP requirement.

Reimbursement **may not** be claimed for :

- Meal patterns and types not approved by the State Agency
- Meals served outside approved timeframes or approved dates of operation
- Meals not served as a complete unit, except offer versus serve
- Meals consumed off-site, except approved field trips



Questions?



Civil Rights for Child Nutrition Program

Office of Child Nutrition

A collage of legal and educational symbols. In the top left, a wooden gavel rests on a dark wooden surface. To its right is a blue metal filing cabinet. Below the gavel is a dark brown book cover with the words "CIVIL RIGHTS" embossed in large, gold, serif capital letters. In the bottom left corner, the tip of a gold fountain pen is visible. The background is a warm, reddish-brown wood grain.

Child nutrition program sponsors who receive federal assistance are required to comply with civil rights laws

- **National Level:** United States Department of Agriculture, Food Nutrition Service (USDA -FNS)
- **Regional Level:** Southeast Regional Office (SERO)
- **State Level:** Mississippi Department of Education-Office of Child Nutrition (MDE-OCN)





The child nutrition programs improve nutritional quality of meals and snacks:



Food requirements



Meal reimbursements



Training & monitoring



Fair & equal treatment

Goal of Civil Rights in Child Nutrition Programs

- To provide faire and equitable treatment to all program applicants and participants according to the specific laws and regulations that provide for the protected bases for each nutritional assistance program



Goals



The goals of Civil Rights include:

- Eliminating barriers
- Providing equitable treatment
- Ensuring applicants and participants understand their rights and responsibilities
- Respect and dignity

Food & Nutrition Service	FNS INSTRUCTION	NUMBER 113-1
	U.S. DEPARTMENT OF AGRICULTURE 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22304-1500	

INFORMATION FOR: All FNS Employees and State Agencies

Civil Rights, Compliance and Enforcement – Nutrition Programs and Activities

TABLE OF CONTENTS

	PAGE
I PURPOSE.....	1
II AUTHORITY.....	1
III POLICY.....	2
IV APPLICABILITY.....	3
V DEFINITIONS.....	3
VI RESPONSIBILITIES.....	8
VII LIMITED ENGLISH PROFICIENCY.....	9
VIII EQUAL OPPORTUNITY FOR RELIGIOUS ORGANIZATIONS.....	12
IX PUBLIC NOTIFICATION.....	13
X ASSURANCES.....	16
XI CIVIL RIGHTS TRAINING.....	16
XII DATA COLLECTION AND REPORTING.....	17
XIII COMPLIANCE REVIEWS.....	19
XIV RESOLUTION OF NONCOMPLIANCE.....	24
XV COMPLAINTS OF DISCRIMINATION.....	29
XVI GUIDELINES FOR PROCESSING CIVIL RIGHTS COMPLAINTS.....	30

FNS Instruction 113-1

The purpose of FNS Instruction 113-1 is to:

- Establish and convey policy;
- Provide guidance and direction; and
- Ensure compliance with and enforcement of the prohibition against discrimination.

DISTRIBUTION: END, EPI, EN	MANUAL MAINTENANCE INSTRUCTIONS: This Instruction Replaces FNS Instructions 113-1, Rev 1, 113-2, 113-3, 113-4, 113-6, 113-7 and 113-8. Remove all FNS Instructions listed here and replace with this instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CRD	Page 1 11/8/05
-------------------------------	--	---	-------------------

FORM FNS-620 (1-05) Previous editions obsolete
Electronic Form Version Designed in JetForm 5.1 Version

Civil Rights Training

Training is required so that people involved at all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives.

State agencies are responsible for training local child nutrition administrators on an **annual basis**.

Local agencies are responsible for training their managers and staff who interact with applicants or participants on an **annual basis**.



Required Topics


The annual training *must* include, but not be limited to, the following training topics in the FNS Instruction 113-1:

- Collection and Use of Data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable modifications for persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Documenting Training

- Attendance
- Agenda





A difference in treatment that makes a distinction of one person or group of persons from others, either intentionally or through neglect or by actions or a lack of actions based on a protected class

Discrimination



4 D's of Discrimination

- **Denied** benefits
- **Delayed** benefits
- Treated **Differently**
- Given **Disparate** treatment



What is a Protected Base?

- Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.
- What are the protected bases?

Protected Bases

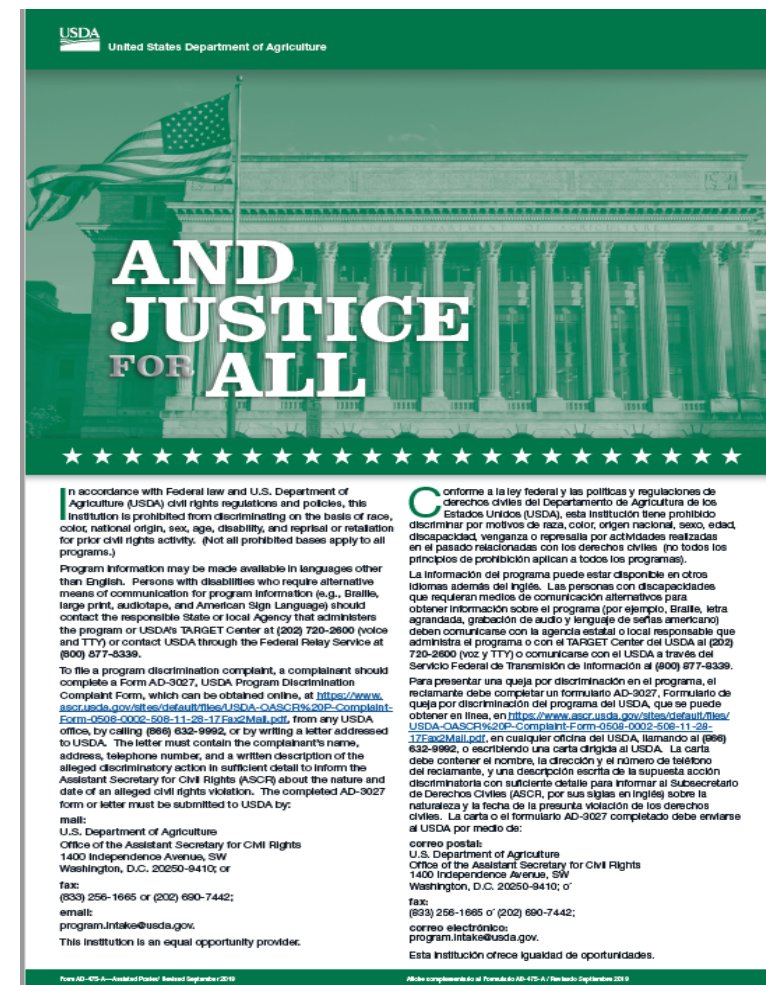


Child Nutrition protected bases are:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex

“And Justice for All” Poster

- **MUST** be displayed where benefits are issued/received.
- Reproductions must be at equal size (11x17)
- If copied as black & white, use Form AD-475-A
- Revised May 2022*



Must use correct version for CN Programs



Two Purposes:

1. States that the USDA prohibits discrimination in all of its programs and activities
2. It provides information on how to file a Civil Rights complaint

The nondiscrimination statement should be included in full on all print and non-print materials that are considered vital to program access and participation

Income eligibility forms

Notices of free and reduced price eligibility or ineligibility

Notices which impact benefits and accessibility

Posters

Informative materials or literature provided to the public

Websites





This institution is an equal opportunity provider.

Correct Version

This institution is an equal opportunity provider.

Incorrect Examples

This institution is an equal opportunity ~~employer~~.

~~Yoknapatawpha Child Care~~ is an equal opportunity provider.

~~USDA~~ is an equal opportunity provider.



USDA Non-discrimination Statement

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Non-discrimination Statement:

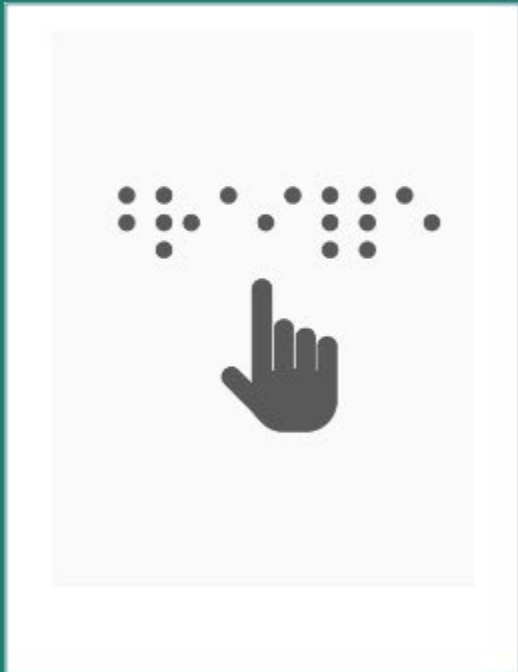
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or marital or relational for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (i.e., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2900 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 677-0399.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>. View any USDA office, by calling (800) 633-2692, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1482 Independence Avenue, SW
Washington, D.C. 20250-8410, or
fax: (800) 255-9669 or (202) 690-1414; or
email: ProgramIntake@usda.gov

This institution is an equal opportunity provider.
13/09/2022



Collection and Use of Data

State and Local agencies are required to obtain data by race and ethnicity.

Self identification or self-reporting is the preferred method of obtaining characteristic data.

Applicants/participants may not be required to furnish information on their race or ethnicity.

Visual observation is NO LONGER an allowable method for Program operators to use during the collection of race or ethnicity data. (CACFP 11-2021, SFSP 07-2021)



Effective Public Notification System

The purpose of the public notification system is to inform applicants, participants, and potentially eligible persons of:

- Program Availability
- Complaint Information
- Non-discrimination statement
- Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for Limited English Proficiency (LEP) persons

Complaint Procedures



RIGHT TO FILE

anyone alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. *(The Sec. of Agriculture or designee may waive the 180-day filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.)*



ACCEPTANCE

complaints, written or verbal, must be forwarded to the appropriate FNS Regional CR Director within 5 working days. Anonymous complaints will be handled as any other to the extent feasible based on available information.



FORMS

any OCR may develop complaint forms, but the use of such forms must not be a prerequisite for acceptance of a complaint.

Verbal Complaints – the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

Complainant Name, address & phone (email or other contacting means)

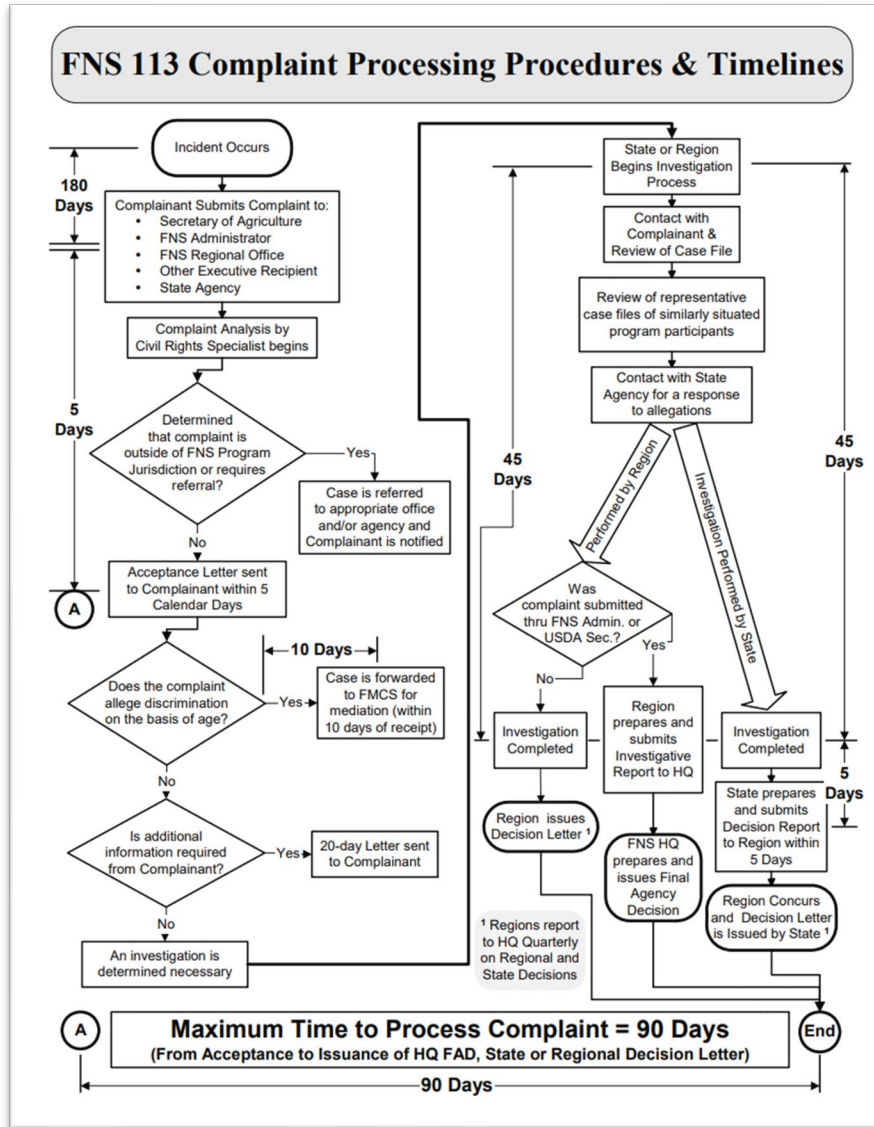
Specific location and name of Agency delivering the service or benefit

Nature of the incident or action that led the complainant to feel discriminated

The protected base (prohibited basis or protected class) the complainant feels discriminated against

Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action

The date which the alleged discriminatory actions occurred or the duration of such actions



- Flow Chart
- Available on last Page of FNS 113-1

Compliance Reviews

Must advise the reviewed entity in writing of findings and recommendations

Federal or State reviewer must secure information as necessary to make the determination of compliance

Routine reviews conducted as required by program regulations

Indicators of possible Civil Rights concerns may include:

- -unusual fluctuations of racial / ethnic groups in service area
- -number of discrimination complaints filed against the Agency
- -unresolved findings from previous reviews
- -information from grassroots orgs, advocacy, State officials, etc.

How are reviews conducted?



USDA civil rights program



State Agencies



Sponsors and facilities



Facilities

Pre-Award Review

- Civil Rights compliance will be reviewed during an institution's application to participate in Child Nutrition programs.

Post-Approval Review

- Administrative Reviews
- Compliance Reviews
- USDA Management Evaluations

What to expect during a review?

- Do printed materials contain the current nondiscrimination statement?
- Is the “And Justice For All” poster displayed appropriately?
- Are program informational materials available to all?
- Is data on race and ethnicity collected appropriately?
- How are applicants and participants advised of their right to file a civil rights complaint of discrimination?
- Are reasonable modifications appropriately made for people with disabilities?



Resolution of Noncompliance

Noncompliance - Factual finding that a Civil Rights requirement is not being adhered to by a program operator

Achieving Voluntary Compliance – if found noncompliant, immediate steps to become compliant must be taken

Termination / Suspension of Assistance – any action must be limited to the Agency found noncompliant and limited to the particular program which noncompliance was found

Requirements for Reasonable Modifications for Persons with Disabilities

The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment, State and local government services (Title II), public accommodations, commercial facilities, and transportation (Title III).

Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.



- A person may be considered to have a disability using the following criteria:
 - A physical or mental impairment that substantially limits one or more major life activities of an individual.
 - A record of such an impairment.
 - Being regarded as having such an impairment.

Definition of Disability

- A person may have a disability if one or more major life activities are impacted. The following are examples of major life activities but are not a comprehensive list:



Caring for Oneself	Lifting
Performing Manual Tasks	Bending
Seeing	Speaking
Hearing	Breathing
Eating	Learning
Sleeping	Reading
Walking	Concentrating
Standing	Thinking
Communicating	Working

Definition of Disability

- A person may have a disability if one or more major life activities are impacted. The following major bodily functions are also considered major life activities:



Functions of the Immune System	Respiratory
Normal Cell Growth	Circulatory
Digestive	Endocrine
Bowel	Reproductive
Bladder	Neurological
Brain	



Participants with disabilities must be able to participate in and receive benefits from programs that are available to participants without disabilities

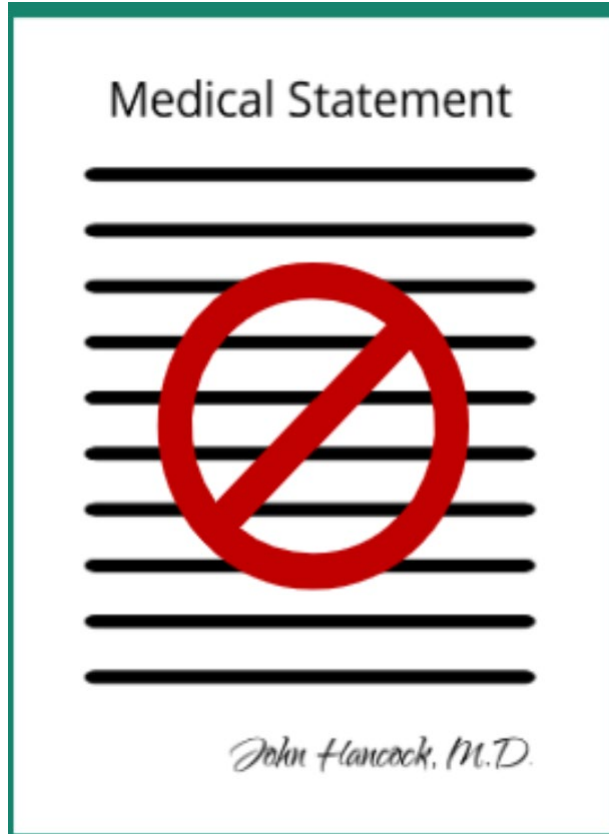


Sponsors are **required to make substitutions** to meals for participants with disabilities that restrict their diet.



Medical statements should include:

- Information about the physical or mental impairment
- What must be done to accommodate the disability
- The foods to be omitted
- The foods to be substituted



If requested menu modifications related to disabilities can be accommodated within the Program meal pattern...



Failure to provide LEP individuals access to federally assisted programs and activities may be a **form of discrimination** on the basis of national origin

Requirements for Language Assistance

Title VI of the Civil Rights Act of 1964 and its regulations require recipients of federal financial assistance, i.e., SAs, local agencies, or other sub-recipients, to take reasonable steps to ensure “**meaningful access**” to information and services they provide for individuals with limited English proficiency (LEP).





Reasonable Steps: Factors

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee
- The frequency with which LEP individuals encounter the program
- The nature and importance of the program, activity, or service provided by the program to people's lives
- The resources available to the grantee/recipient and costs

Meaningful Access

Meaningful access is accomplished by providing *reasonable, competent, qualified, accurate* and *effective* language services to individuals with LEP when accessing recipient programs and activities.

Providing Meaningful Access

Meaningful access can be provided in a number of ways:

- Sharing materials and services between sponsors
- Training bilingual staff to act as interpreters and translators
- Telephonic and video conferencing interpretation services
- Using qualified translators and interpreters to translate documents
- Centralizing interpreter and translator services or the use of qualified community volunteers



Limited English Proficiency (LEP)

Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).

USDA LEP Policy Guidance can be found at:

<https://www.fns.usda.gov/cr/limited-English-proficiency-lep>





Conflict Resolution

Conflict - when one or both parties are not able to secure what they need or want and are actively seeking their own goals.



Causes of Conflict

- Misunderstanding
- Personality clashes
- Competition for resources
- Authority Issues
- Lack of cooperation
- Differences over methods of style
- Low performance
- Value or goal differences

DESTRUCTIVE CONFLICT

- Diverts energy
- Deepens differences in values
- Polarizes groups
- Destroys the morale of people
- Reinforces poor self-concepts

CONSTRUCTIVE CONFLICT

- Reveals issues of importance, resulting in issue clarification
- Builds cohesiveness
- Causes reassessment by allowing for examination of procedures or actions
- Increases individual involvement



Strategies to Resolve Conflict



Remain calm.



Enter the process with an open mind.



Don't prejudge others.



Don't over-react.



Attack the problem, not the person; and listen to their concerns.



Alternate Dispute Resolution (ADR)

Alternate Dispute Resolution (ADR)

Use of a neutral 3rd party to resolve informally a complaint of discrimination using various techniques (e.g., fact finding, mediation, facilitation, etc.).

Customer Service



- Be professional.
- Be courteous.
- Listen intently and take notes if needed.
- Repeat back what you have been told to ensure correctness.
- Follow up with corrective action if required.
- Remember . . . You **are** providing a service!

Questions?



Guidance Handout and Resource Packet

2025 SFSP Training

Regulation, Guidance, and Handbooks



Office of Child Nutrition
Scott Clements
Director

Summer Food Service Program (SFSP) Regulation, Guidance, and Handbooks

The Summer Food Service Program for Children (SFSP) was created to serve nutritious meals to children when school is not in session. To ensure all children receive proper nutrition throughout the year, SFSP reimburses organizations that prepare and serve meals to eligible children during the summer.

Regulation

- 7 CFR 225: Summer Food Service Program
 - <https://www.ecfr.gov/cgi-bin/text-idx?SID=9a204059a02f38af6ec6f40aa14d0741&mc=true&node=pt7.4.225&rgn=div5#sp7.4.225.a>

Guidance

- FNS Instruction 796-4, Rev. 4: Financial Management-SFSP
 - https://squaremeals.org/Portals/8/files/SFSP/FNS%20Instruction%20796-4_%20Financial%20Management%20-%20SFSP%20for%20Children.pdf
- FNS Instruction 113-1: Civil Rights Compliance and Enforcement
 - <https://fns-prod.azureedge.net/sites/default/files/113-1.pdf>

Handbooks

- Administration Guide Summer Food Service Program
 - <https://fns-prod.azureedge.net/sites/default/files/sfsp/AdminGuideSponsors.pdf>
- The Summer Food Service Program Monitor's Guide
 - <https://fns-prod.azureedge.net/sites/default/files/MonitorsGuide.pdf>
- SFSP Nutrition Guide
 - https://fns-prod.azureedge.net/sites/default/files/resource-files/USDA_SFSP_NutritionGuide.pdf

Fact Sheets and Tip Sheets

- FNS-101: Summer Food Service Program
 - <https://fns-prod.azureedge.net/sites/default/files/resource-files/FNS-101-SFSP.pdf>
- Assessing Costs in the Summer Food Service Program (SFSP)
 - <https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP11-2015a.pdf>



500 Graymont Avenue, Suite F
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 576-5000
Fax (601) 354-7595
www.mde.k12.ms.us

- Requirements and Deadlines One-Pager
- Application for Participation Memorandum
- Permanent Agreement (New)
- Signature Amendment (Returning)
- Site and Central Kitchen Inspection Request Form
- Agreement to Furnish Food for the SFSP
- Organization Staffing Pattern
- Procedures for Appeals
- Assessing Cost in the SFSP
- Food Allergy & Anaphylaxis Emergency Care Plan

SUMMER FOOD SERVICE PROGRAM



RESOURCE PACKET (N)

- HACCP-Based SOPS
- Washing Hands
- Hot and Cold Holding Time/Temperature Control
- Serving Safe Food to Children with Allergies
- Transporting Food to Satellite Sites
- Using Suitable Utensils

What's Next?

Stage 1:

- Review the previously approved SFSP Management Plan.
- Review the SFSP Application Memorandum.
- Gather all required documents.
- Submit the documents to the State Agency.

Stage 2:

- Conduct Pre-Operational Visits to assess the capacity of potential sites.

Stage 3:

- Completion of the Electronic Application in MARS beginning **March 1, 2025**





Susie Q. Evans-Gater

Director, CACFP/SFSP

susie.evans@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



This institution is an equal opportunity provider.

SFSP Evaluation-Returning Sponsors

