

# Welcome to the 2025 SFSP Conference

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School Support Division

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

February 7, 2025



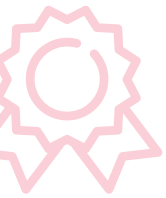
## VISION

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



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

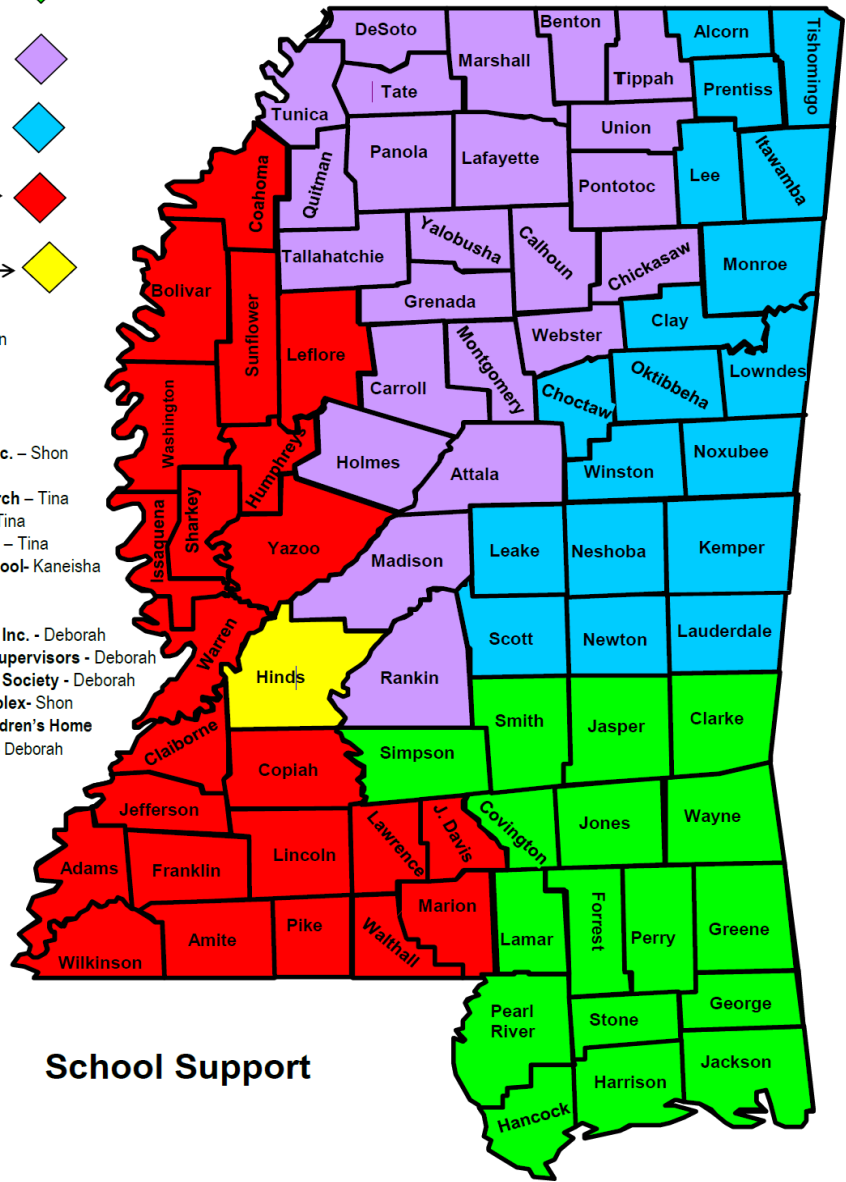
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# Meet the Staff

- Quatrice & Shakiva → 
- Natalie → 
- Chris & Kaneisha → 
- Shaniya & Dawn → 
- Hinds County → 

- HINDS CO**
- Ambition Prep – Shon
  - Clinton – Shaniya
  - E.E. Rogers – Shon
  - Hinds Co SD – Dawn
  - JPS – Kaneisha
  - Midtown Partners, Inc. – Shon
  - MSB/MSD – Tina
  - New Jerusalem Church – Tina
  - Republic Schools – Tina
  - Sister Thea Bowman – Tina
  - The Redeemer's School- Kaneisha
- RCCIs**
- Christians in Action, Inc. - Deborah
  - Hinds Co Board of Supervisors - Deborah
  - MS Children's Home Society - Deborah
  - MS Youth Corr Complex- Shon
  - United Methodist Children's Home - Deborah



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# Introduction to Summer Feeding

## Seamless Summer Option (SSO)

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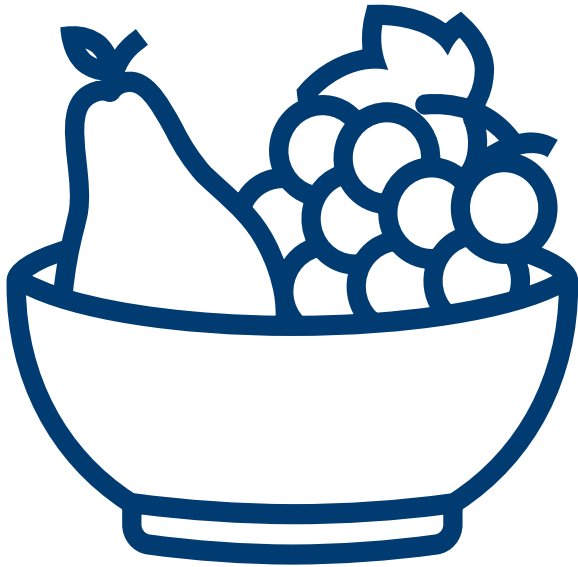
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### What is SSO?



- Allows SFA to provide summer meals
- Summer vacation periods (longer than 10 days)
- Encourages more SFA's to provide meals during summer
- Only SFA's administering NSLP or SBP



- Demonstrate administrative capability and financial viability
- Area eligible (50%) or census data
- SFA's may sponsor
  - Schools
    - Academic summer school
  - Non-school sites
  - Mobile feeding sites
- 18 years or younger

## Meal requirements

- Maximum of two meals per day
- Must follow NSLP and SBP meal pattern
  - Age/group requirements
  - Offer minimum food requirements
  - Weekly caloric range
  - Stay below sodium limit

- Breakfast (morning hours)
- Lunch (10:00am and 2:00pm)
- OVS is allowed
- Congregate feeding
  - (Fruit, veggie, or grain)
- Non-congregate in rural areas



- Standard NSLP & SBP reimbursement rates apply

**Claim Rates for SNP**  
Rate Year: July 1, 2024 to June 30, 2025

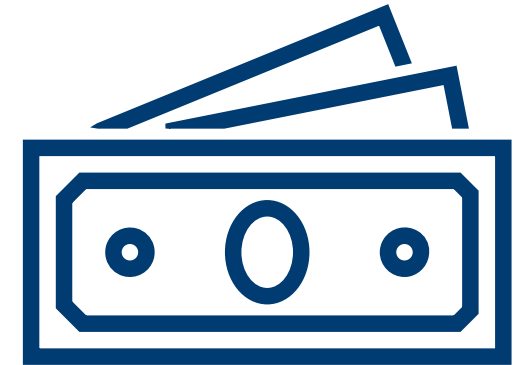
**Federal Reimbursement Rates**

National School Lunch Program		
	60% or More	Less Than 60%
Free	4.4500	4.4300
Reduced	4.0500	4.0300
Paid	0.4400	0.4200

School Breakfast Program		
	Severe Need	Non-Severe Need
Free	2.8400	2.3700
Reduced	2.5400	2.0700
Paid	0.3900	0.3900

After School Meal Supplements		
	Area Eligible	Regular
Free	1.2100	1.2100
Reduced	N/A	0.6000
Paid	N/A	0.1100

Special Milk Program	
Paid	0.2700



**Federal Performance-Based Reimbursement Rates**

July	0.0900	November	0.0900	March	0.0900
August	0.0900	December	0.0900	April	0.0900
September	0.0900	January	0.0900	May	0.0900
October	0.0900	February	0.0900	June	0.0900

# Seamless Summer Option (SSO) vs Summer Food Service Program (SFSP) 10

## Seamless Summer Option

- SFA's administering NSLP/SBP
- NSLP/SBP meal pattern
- Students enrolled in academic school or school program for mentally and physical disable
- NSLP/SBP reimbursement
- Breakfast, lunch, and afterschool snacks
- Less administrative burden

## Summer Food Service Program

- SFA's, private non-profit organization, colleges, community & faith-based organizations
- Less restricted meal pattern
- 18 years and younger or 19+ with mental or physical disability
- Higher reimbursement
- Breakfast, lunch, snack (am or pm), and supper



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# Sponsors, Monitors & Site Supervisors' Responsibilities



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- ✓ **Pre-Approval Visits** – Make sure sites are set up and follow USDA rules.
- ✓ **Site Types** – Know the different meal site options and who they serve.
- ✓ **Meal Rules & Timing** – Understand what meals can be served and when.
- ✓ **Sponsor Responsibilities** – Run the program and stay in compliance.
- ✓ **Monitor Responsibilities** – Check that everything is working correctly.
- ✓ **Site Supervisor Duties** – Oversee daily meal service and follow the rules.



# Pre-Approval Visits

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**Sites Subject to Visits by Sponsor or State Agency (SA)**

✓ **New Sites** – First-time sites under the sponsor.

✓ **Sites with Prior Issues** – Locations with past operational challenges.

## **Why Pre-Approval Visits Matter:**

- Ensure sites **have the right setup** to serve meals.
- Confirm sites **are ready** to follow USDA meal service rules.



✓ **New Sponsors** – Did not operate last year.

✓ **Sponsors with Prior Issues** – Had past operational problems.

✓ **Other Sponsors** – Identified by the **State Agency (SA)** as needing a visit.

📌 **Note:** This is **separate** from the sponsor's own pre-op site visits.



# Site Types

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Open Site, Closed Enrolled Site, Open Restricted Sites, Camps (residential/non-residential), Migrant/Homeless, NYSP, Upward Bound

- ✓ **Open Site** – Free meals for all children in the community.
- ✓ **Closed Enrolled Site** – Serves only enrolled children, not open to the public.
- ✓ **Open Restricted Site** – Open to the community but with **capacity limits** for safety or space.
- ✓ **Camps (Residential/Non-Residential)** – Serve **enrolled children**; eligibility based on income.
- ✓ **Migrant/Homeless Sites** – Serve **migrant workers' children or homeless youth** (no income requirement).
- ✓ **NYSP (National Youth Sports Program)** – USDA-approved summer meal program for youth.
- ✓ **Upward Bound** – Provides meals to **students in a college prep program**.

✓ **Less Admin Work** – Now determined **every 5 years** instead of **every 3 years**.

✓ **New Rule** – Follows **SFSP 03-2017** guidance, using **school or census data**.





❌ Summer schools cannot be closed enrolled SFSP sites.

✓ Closed programs should operate under NSLP/SBP.

📌 If running SFSP at a summer school site, it must be open to:

✓ Summer school students

✓ All children in the community



- ✓ **Extra Oversight** – Sponsors must have a **monitoring & training plan**.
- ✓ **CACFP Preferred** – Licensed facilities **should operate CACFP** in summer if possible.

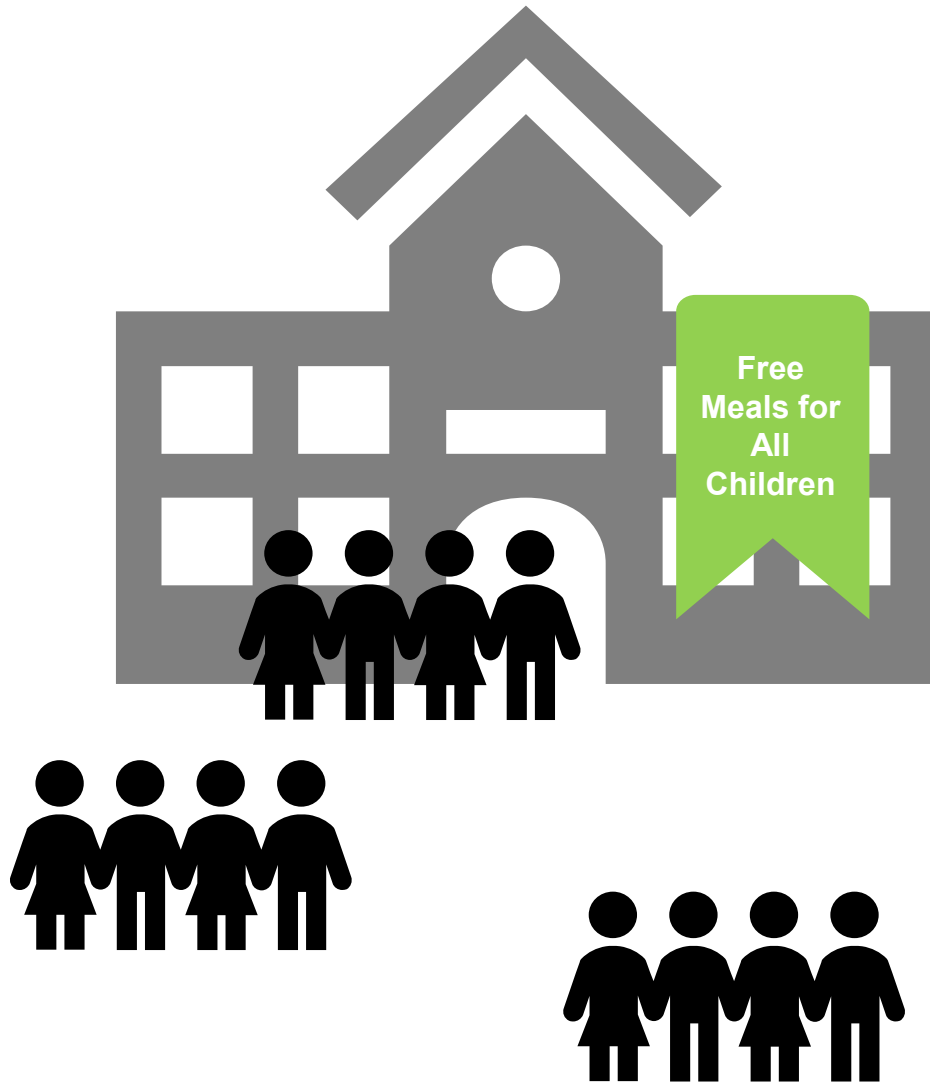
## 🚫 **SFSP Restrictions:**

- **Child care facilities in CACFP cannot operate SFSP.**
- **Meals must follow MSDH regulations.**
- **Schools providing meals must have MSDH-approved menus.**

## 🏠 **Meal & Transport Rules:**

- **SFSP sites cannot deliver meals to child care facilities.**
- **Meals must be served on-site (congregate setting).**
- **If a child care facility wants SFSP meals, they must transport children to the site.**
- **Transporting children requires MSDH approval.**





- ✓ **Free Meals for All Kids** – Any child in the community can eat at no cost.
- ✓ **Located in Eligible Areas** – Must be in areas where **50%+ of kids** qualify for free/reduced meals.
- ✓ **No Enrollment Needed** – Open to all children, regardless of income.

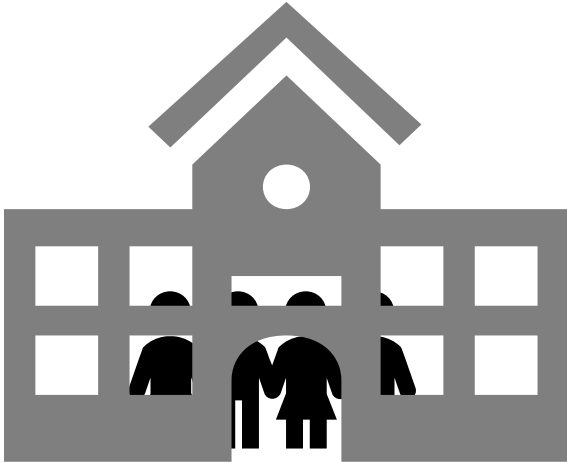
✓ **For Enrolled Children Only** – Not open to the public.

✓ **Eligibility:**

- **At least 50% of enrolled kids** must qualify for free/reduced meals, OR
- The site must be in a **low-income area** (per 7 CFR 225.2).

✓ **Not for Summer Schools** – Academic summer schools **must operate as open sites** under SFSP.

📌 **Example:** A summer camp with 60% low-income students **can qualify as a closed enrolled site**, but a school running summer classes **must operate as an open site**.

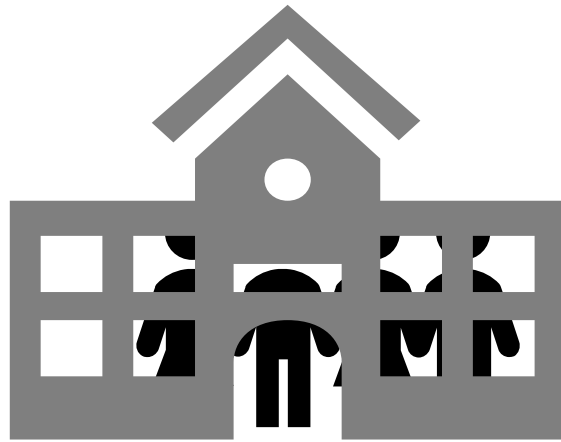


✓ **Like an Open Site** – Free meals for all kids in eligible areas.

✓ **Limited Spots** – Capacity limits due to safety, space, or security.

✓ **First-Come, First-Serve** – Must advertise meals to the community.

✓ **Same Rules as Open Sites** – Located in areas where **50%+ of kids** qualify for free/reduced meals.



LIMITED  
CAPACIT  
Y  
First  
come first  
serve



## Residential & Non-Residential Camp Requirements



- ✓ **Meals with Programming** – Served as part of an organized camp program.
- ✓ **Non-Residential Camps** – Must offer activities between meals.
- ✓ **Eligibility Required** – Must collect income data for participants.
- ✓ **Reimbursement** – Only for kids who qualify for free/reduced meals.
- ⊘ **No Area Eligibility** – Camps must verify individual eligibility.



- ✓ **Primarily Serves Migrant Children** – Must mainly serve kids of migrant workers.
- ✓ **Open or Restricted Open Site** – Area eligibility allows reimbursement for all children.
- ✓ **Annual Verification** – Must update migrant status each year.
- ✓ **Migrant Certification** – A migrant organization must confirm the site serves migrant children.
- ✓ **Non-Migrant Children** – If included, migrant children must still be the majority.

# National Youth Sports Program (NYSP)

Administered by: National Collegiate Athletic Association (NCAA)


✓ **Area-Based** – At least **50%** of kids live in low-income areas.

✓ **Income-Based** – At least **50%** qualify for free/reduced meals.

✓ **HHS Certification** – Can certify eligibility under **HHS** income guidelines.



## U.S. Department of Education College Preparatory Program

 Run by the U.S. Department of Education (College Prep Program)

✓ **Closed Enrolled Sites** – Mixed sites must keep income records to meet the 50% rule.

✓ **Automatic Eligibility** – Sites serving only Upward Bound students qualify automatically since **two-thirds must be low-income and first-gen college-bound.**





If the Sponsor administers homeless feeding sites, it must

✓ **Confirm Site Type** – Must not be a **Residential Child Care Institution (RCCI)**.



✓ **Provide Shelter & Meals** – Site must **serve homeless families**.

✓ **Track Meals Accurately** – Only **claim meals for eligible children**.

# Meal Types & Time Restrictions

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✓ Sites can serve 1 or 2 meals per day.

⊘ Lunch and supper cannot be served on the same day.

📌 Camps can serve up to 3 meals daily with State Agency approval.





## Allowable Meal Combinations

- ✓ Breakfast Only
- ✓ Lunch Only
- ✓ Lunch & Snack
- ✓ Breakfast & Lunch
- ✓ Breakfast & Supper

## Unallowable Meal Combinations

- ⊘ Lunch & Supper on the Same Day
- ⊘ Lunch or Supper Served Before Breakfast



- ✓ **Breakfast** – Must be served at the start of the child’s day.
- ✓ **Meal Components** – Meals with only 3 components **after lunch or supper** don’t count as breakfast.
- ✓ **Timing** – Each meal/snack must be at least **1 hour apart** from the last.
- ✓ **No Time Limits** – Meal service length is no longer restricted.
- 📌 **Sponsor Responsibilities:**
  - Set meal times in the application.
  - Get **State Agency approval** for all meal times.
  - Any changes **must be approved** by the SA.
- 🚨 **Exception:** Residential camps **may have different timing rules.**

# Sponsor Responsibilities

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- ✓ **Attend Training** – Must complete **State Agency (SA) SFSP training** each year.
- ✓ **Hire & Train Staff** – Oversee all **staff and volunteers** running the program.
- ✓ **Manage Operations** – Supervise **all aspects** of SFSP.
- ✓ **Select Sites** – Choose and approve **meal service locations**.
- ✓ **Health & Safety:**
  - **Non-School Sites** – Need **health department approval**.
  - **School Sites** – Must have a **valid health permit**.
- ✓ **Apply for Approval** – Submit **application & agreement** to the SA by **May 1**.
- ✓ **Monitor Sites** – Conduct **required site visits** each summer per USDA rules.



- ✓ **Show You Can Manage SFSP** – Must prove financial and administrative ability.
- ✓ **Meet VCA Standards** – Maintain **Viability, Capability, and Accountability (VCA)**.
- ✓ 📌 **New Rule: Submit a VCA Management Plan to the State Agency.**
- ✓ **Serve Low-Income Kids** – Focus on **underserved areas**.
- ✓ **Run as a Nonprofit** – SFSP must operate **without profit**.
- 🚨 **Follow the Rules!**
- 📌 Sponsors **not following regulations** may be marked **"Seriously Deficient."**

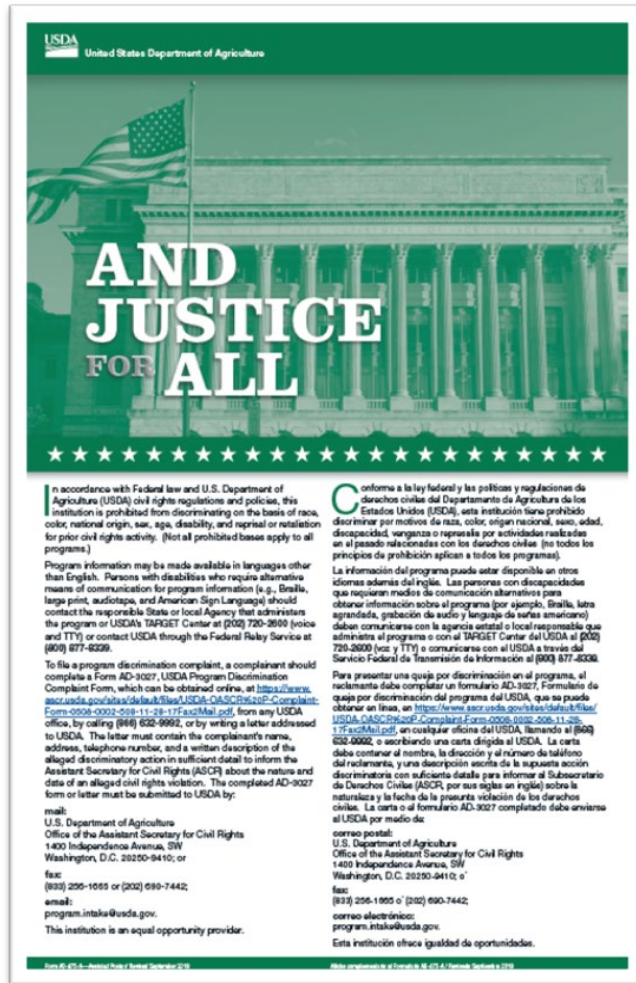


- ✓ **Submit Accurate Claims** – Ensure meal counts and reimbursement requests are correct.
- ✓ **Keep SFSP Running** – Plan for long-term success.
- ✓ **Save Records** – MDE requires records to be kept for 5 years plus the current year, exceeding the USDA's 3-year rule.

- ✓ **Spread the Word** – Promote SFSP so families know about free meals.
- ✓ **Set Up Meal Service** – Arrange for meal prep or delivery.
- ✓ **Follow Monitoring Rules** – Complete all **required self-checks** to stay compliant.
- ✓ **Keep SA Updated** – Report any changes like:
  - **Site closures**
  - **Meal time adjustments**
  - **Field trips**

- ✓ **Order the Right Amount** – Prevent food waste and shortages.
- ✓ **Plan for One Meal Per Child** – Make sure enough meals are available.
- ✓ **Update ADP in MARS** – Adjust as needed to match participation (incorrect numbers can lead to review findings).
- ✓ **Submit Claims on Time** – Due by the **10th of each month**.
- ✓ **Follow Civil Rights Rules** – Comply with USDA guidelines.
- ✓ **Manage Vendor Contracts** – If using a meal vendor, handle agreements properly.

- ✓ **Keep Site Info Updated** – Make sure all details in **MARS** are current.
- ✓ **Follow USDA Meal Guidelines** – Plan menus that meet SFSP rules.
- ✓ **Train Site Supervisors** – Make sure they know what qualifies as a reimbursable meal.



✓ **Must Be Displayed** – Post at **all sites** and the **sponsor's office**.

✓ **Print & Post** – Until USDA provides new posters, print and display the current version at all meal service areas.



## Important:

- **USDA hasn't printed new posters since 2022.**
- **Sponsors will get updated posters as soon as they're available.**



- ✓ **Required by USDA** – Sponsors must track racial/ethnic data for participants.
- ✓ **Self-Reporting Only** – Parents **choose** to fill out the form.
- ✓ **Forms Must Be Available** – Sponsors provide them, but **no one is required to complete them.**
- ⊘ **No Guessing** – Staff **cannot** assume race/ethnicity based on appearance (per USDA rules).

# Monitor Responsibilities

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- ✓ **Visit Sites Regularly** – Check that meals are served **correctly and follow the rules**.
- ✓ **Give Helpful Feedback** – Make sure everything runs smoothly.
- ✓ **Help Keep SFSP Successful** – Their role is **key** to making sure kids get meals.

## **How Many Monitors?**

- **Urban Areas:** 1 monitor for **15-20 sites**.
- **Rural Areas:** More may be needed due to **travel distances**.





- ✓ **Keep Records in Check** – Make sure site staff accurately track meals and paperwork.
- ✓ **Follow the Rules** – Ensure sites comply with SFSP guidelines.
- ✓ **Visit Sites Early** – Check assigned sites within the first two weeks of meal service



- ✓ **Check Meal Service** – Do a full review within the first 4 weeks.
- ✓ **Keep Records** – Write reports on site visits and any issues found.
- ✓ **Report Problems** – Let the program director know about **serious or ongoing issues**.
- ✓ **Follow Up** – Revisit sites if needed to make sure problems are **fixed and rules are followed**.

- ✓ **Spot & Fix Problems** – Recommend solutions when issues come up.
- ✓ **Make Sure Rules Are Followed** – Check that **corrective actions** are in place.
- ✓ **Train Site Staff** – Provide **on-the-spot training** to keep everything running smoothly.

# Site Supervisor Responsibilities

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- ✓ **Complete Training** – Stay up to date on SFSP rules.
- ✓ **Follow Civil Rights Rules** – Make sure all kids are treated **fairly and equally**.
- ✓ **Monitor Meal Service** – Stay on-site **for the entire meal service**.
- ✓ **Report Field Trips** – Let the Sponsor/Director know about any **planned trips**.
- ✓ **Share Any Changes** – Update the Sponsor/Director on **meal service adjustments**.



- ✓ **Serve Meals** – Distribute meals according to **SFSP guidelines**.
- ✓ **Clean Up** – Maintain a **clean and organized site** after meal service.
- ✓ **Ensure Safety & Sanitation** – Keep the site **safe and sanitized** at all times.
- ✓ **Follow Health & Safety Standards** – Comply with **local health regulations** to ensure **food safety**.



- ✓ **Receive & Account for Meals** – Track **meal deliveries** and maintain records (for vended sites).
- ✓ **Plan Daily Activities** – Organize **nutrition education** and engagement activities for children.
- ✓ **Prepare for Inclement Weather** – Arrange **alternative meal service locations** when needed.



- ✓ **Count Meals Correctly** – Record meals **only** when they're served.
- ✓ **Set Up POS Correctly** – Meal counts must be taken at the **end of the serving line**.
- ✓ **Check Meals** – Make sure every meal **meets USDA requirements** (including Offer vs. Serve if used).
- ✓ **Know OVS Rules** – Understand how **Offer vs. Serve** works and if your site is using it.





**MANAGING THE MEAL SERVICE**

**SUMMER FOOD SERVICE PROGRAM** Sample Daily Meal Count Form

Site Name: _____ Meal Type (circle): B L SN SU	
Address: _____ Telephone: _____	
Supervisor's Name: _____ Delivery Time: _____ Date: ____/____/____	
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) (1)	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150	
Total First Meals = (2)	
Second meals served to children: 1 2 3 4 5 6 7 8 9 10 <span style="float: right;">Total Second Meals = (3)</span>	
Meals served to Program adults: 1 2 3 4 5 6 7 8 9 10 <span style="float: right;">Total Program Adult Meals = (4)</span>	
Meals served to non-Program adults: 1 2 3 4 5 6 7 8 9 10 <span style="float: right;">Total non-Program Adult Meals = (5)</span>	
TOTAL MEALS SERVED = (6)	
Total damaged/incomplete/other non-reimbursable meals = (7)	
Total leftover meals = (8)	
Total of items: (6) + (7) + (8) = (9) <small>(Item [9] should be equal to item [1])</small>	
Number of additional children requesting a meal after all available meals were served: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
Signature _____	Date _____

USDA United States Department of Agriculture 182 ATTACHMENT 18

✓ **Fill Out Meal Count Sheets Correctly –**  
If using paper forms, record meals accurately.

✓ **Know the Meal Types:**

- **First Meals** – The first meal given to each child (reimbursable).
- **Second Meals** – Only reimbursable in **limited cases** (must be tracked carefully).
- **Program Adult Meals** – For **staff only**, not reimbursable but allowed.

# Off-Site Consumption of Food Items

Children can take **one** fruit, veggie, or grain home **as long as** food safety and sanitation rules are followed.

- ✓ **Old Rule:** Kids had to eat all meals **on-site**—no taking food home.
- ✓ **New Rule:** Kids can now take **one** fruit, vegetable, or grain item home, as long as **food safety rules** are followed.
- ✓ **Non-Congregate Exception:** In **approved rural areas** where no congregate sites exist, sponsors **can** provide full meals for off-site consumption.
- ✓ **State Agency Oversight:** The State Agency **can revoke this option** if sponsors don't properly manage off-site meal distribution.
- 📌 **Important:** Non-congregate meals are **only allowed** in rural areas **without** a congregate site and **must** be approved by the State Agency.



# Questions



# Recordkeeping

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**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:

Approved level(s) of meal service	Breakfast	Snack	Lunch	Snack	Supper
_____	_____	_____	_____	_____	_____

**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.*

SFSP Initial Site Visit and/or Site Review Form 1/2023

**Part A:**

**EXPLAIN ANY "NO" ANSWERS BELOW**

- Has the site supervisor attended training session?
- Does the site have sufficient food service supervision?
- Are meals counted/checked before signing delivery receipt? (Vended or satellite sites)
- Are accurate meal counts taken of meals served?
- Are meals served as second meals excessive?
- Are records of adult meals being kept?
- Do meals meet meal pattern requirements?
- Are meals checked for quality?
- Is there proper sanitation/storage?
- Is the site supervisor following procedures established to make meal order adjustments?
- Are meals served within appropriate time frames?
- Are all meals served and consumed onsite? (Note if State Agency and sponsor allow one fruit, grain, or vegetable item to be taken off-site.)
- Does site have a plan in place in case of inclement weather?
- Is each meal served as a unit?
- Were meals delivered on time (no more than an hour prior to the beginning of the meal service)?
- Are there provisions for storing or returning excess meals?
- Is there documentation of children's income eligibility, if applicable?
- Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
- Are meals served to all attending children regardless of the child's race, color, national origin, sex (including gender identity and sexual orientation), age, or disability?
- Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex (including gender identity and sexual orientation, age, or disability)?
- Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations, if applicable?

\_\_\_\_\_  
Signature Date Monitor's signature Date

SFSP Initial Site Visit and/or Site Review Form 1/2023

**Part B:**

Day of Visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
Meals delivered					
Meals/milk from previous day					
Second meals delivered					
Second meals served					
Second meals served to children					
Second meals served to children					
Meals served to Program					
Meals served to Program adults					
Meals leftover					

Child's attendance: \_\_\_\_\_ Approved meal service time: \_\_\_\_\_

MAJOR VIOLATIONS	ACTUAL COUNT	TYPE OF MEAL
Adult meals included in count of meals served to children.	_____	_____
Off-site consumption. (Do not include grain, fruits, and vegetables if allowed by State Agency and sponsor).	_____	_____
More than one meal served at one time to children.	_____	_____
Meal pattern not met (specify).	_____	_____
Meals not served as a unit.	_____	_____
Meal serving times not met.	_____	_____

SFSP Initial Site Visit and/or Site Review Form 1/2023

**Each site should track the number of:**

- **Meals prepared or delivered, categorized by type**
- **First meals served to children, categorized by type**
- **Second meals served to children, categorized by type**
- **Leftover or excess meals**
- **Meals that do not qualify for reimbursement**
- **Meals served to program staff**
- **Meals served to non-program adults**

**Keeping accurate records helps with reporting and reduces food waste.**

Use these forms from the **Administrative Guide** to keep track of meals:

- **Attachment** – Daily Meal Count Form (tracks meals served each day)
- **Attachment** – Weekly Meal Count Summary (combines daily counts for the week)
- **Attachment** – Meal Count Consolidation Form (totals first and second meals served)

These forms help organize meal records and make reporting easier.

# Meal Count Sheets: Daily- Weekly - Consolidated

**MANAGING THE MEAL SERVICE**

**SUMMER FOOD SERVICE PROGRAM** **Sample Daily Meal Count Form**

Site Name: \_\_\_\_\_ Meal Type (circle): B L SN SU  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Meals received/prepared \_\_\_\_\_ + Meals available from previous day \_\_\_\_\_ = \_\_\_\_\_ (Total meals available) (1)

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + \_\_\_\_\_ (2)

Second meals served to children:  
 1 2 3 4 5 6 7 8 9 10 **Total Second Meals +** \_\_\_\_\_ (3)

Meals served to Program adults:  
 1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** \_\_\_\_\_ (4)

Meals served to non-Program adults:  
 1 2 3 4 5 6 7 8 9 10 **Total non-Program Adult Meals +** \_\_\_\_\_ (5)

**TOTAL MEALS SERVED =** \_\_\_\_\_ (6)

**Total damaged/incomplete/other non-reimbursable meals +** \_\_\_\_\_ (7)

**Total leftover meals +** \_\_\_\_\_ (8)

**Total of items:** (6) + (7) + (8) = (9)  
 (Item (9) should be equal to item (1))

Number of additional children requesting a meal after all available meals were served:  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

Signature \_\_\_\_\_ Date \_\_\_\_\_

USDA **ATTACHMENT 18**

**MANAGING THE MEAL SERVICE**

**SUMMER FOOD SERVICE PROGRAM** **Sample Meal Count (Weekly Consolidated)**

Site Name: \_\_\_\_\_  
 Address And Phone Number: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_ Week of: \_\_\_/\_\_\_/\_\_\_

Meal Type (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals received/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								

Remarks: \_\_\_\_\_ Signature of Site Supervisor: \_\_\_\_\_

USDA **ATTACHMENT 19**

**MANAGING THE MEAL SERVICE**

**SUMMER FOOD SERVICE PROGRAM** **Sample Meal Count - Consolidation Form of First (1st) and Second (2nd) Meals Served**

Claim Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Site	Breakfast		Lunch		Snack		Supper	
	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal	1 <sup>st</sup> Snack	2 <sup>nd</sup> Snack	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
Total								

Meal Type	(A) Total 1 <sup>st</sup> Meals/Snacks Served	(B) Total 2 <sup>nd</sup> Meals/Snacks Served	(C) 2 <sup>nd</sup> Meal/Snack Limitation (B2 x A)	(D) Allowable 2 <sup>nd</sup> Meals/Snacks - Lesser of (B) or (C)	(E) Allowable Total Meals/Snacks (A) + (D)
Breakfast					
Lunch					
Snack					
Supper					

USDA **ATTACHMENT 20**



For sites receiving meals from another location (satellite sites), **both** of the following must be recorded daily:

- **Meal Count Sheets** – Track the number of meals served.
- **Delivery Receipts** – Confirm meals delivered to the site.

Keeping accurate records ensures proper meal tracking and compliance.

# Example of a Delivery Receipt

**Summer Food Service Program  
Delivery Receipt –Satellite Sites Only**

Central Kitchen Name: \_\_\_\_\_ Date of Delivery \_\_\_\_\_  
Site name: \_\_\_\_\_ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

Make sure to document the following for each training session:

- **Date(s) of Training** – When the training happened.
- **List of Attendees with Signatures** – Who attended.
- **Topics Covered** – What was discussed.
- **Training Agenda** – Outline of the session, including a section on **Civil Rights**.

Keeping these records ensures everyone is properly trained and meets program requirements.

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

USDA United States Department of Agriculture 177 ATTACHMENT 15, CONTINUED

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

USDA United States Department of Agriculture 178 ATTACHMENT 15, CONTINUED

For training guidance, refer to:

- Attachment – Training Checklist for Site Staff

This checklist helps ensure all required training topics are covered and documented properly.

## Collecting Racial and Ethnic Data

- **Sponsors are required to collect racial and ethnic data** for program participants.
- **Participants must self-identify** their race and ethnicity. Sponsors **CANNOT** assume or use visual identification.

### Approved USDA Methods for Collecting Data:

- **Voluntary self-reporting** on enrollment forms, meal benefit forms, or a **Racial/Ethnic Data Collection Form**.
- **Confidential surveys** where participants select their racial and ethnic category.
- **Data from other approved sources** (e.g., school enrollment records, census data).

Collecting this information ensures compliance with USDA Civil Rights requirements and helps promote equitable program access.

## Keep records of the following to track food costs:

- **Receiving Reports** – Document the amount of food received from suppliers.
- **Purchase Invoices** – Includes receipts for all food purchases (especially milk receipts).
- **Proof of Payment** – Cancelled checks or other payment records.
- **Delivery Slips** – Required for vended meals.

**Accurate recordkeeping ensures proper reimbursement and compliance with USDA guidelines.**

## Keep records of all labor costs related to meal service, including:

- **Meal Preparation & Service** – Wages for staff who prepare and serve meals.
- **Supervision During Meals** – Pay for staff overseeing children during meal service.
- **Clean-Up After Meals** – Compensation for staff responsible for cleaning up.
- **Time & Attendance Records** – Must track hours worked and tasks performed.

**Maintaining accurate labor records ensures compliance with USDA requirements and proper reimbursement.**

## Keep records of additional operating costs, including:

- **Non-Food Supplies** – Items like plates, utensils, napkins, and cleaning materials.
- **Rental Costs** – Expenses for buildings, food service equipment, and utilities.
- **Mileage Allowance** – Reimbursement for approved travel related to meal service.

**Proper documentation of these costs ensures compliance with USDA guidelines and supports reimbursement claims.**



Administrative costs cover expenses related to **planning, organizing, and managing the program**. These may include:

- **Labor Costs** – Wages for staff handling administrative duties.
- **Payroll Records** – Documentation of salaries and payments.
- **Time & Attendance Records** – Daily logs for administrative staff.

Keeping accurate records ensures compliance with USDA regulations and proper reimbursement.

## Keep records of administrative expenses, including:

- **Rental Costs** – Rental agreements for office space or equipment.
- **Office Supplies** – Items like paper, pens, printers, and other materials.
- **Purchase Invoices** – Proof of office-related expenses.
- **Travel Expenses** – Mileage records and other approved travel costs.

**Maintaining proper documentation ensures compliance with USDA guidelines and supports reimbursement claims.**

**To track administrative staff time and mileage, refer to the following:**

- **Admin Staff Time Sheet Example** – See **Attachment: Time Report for Administrative Staff** for proper time tracking.
- **Staff Mileage Form** – Use **Attachment: Mileage Record for Site and Food Service Staff** to document travel expenses.

**Accurate recordkeeping ensures compliance with USDA requirements and proper reimbursement.**

Sponsors must keep **complete and accurate** records, including:

- **Daily Meal Counts** – Track all meals served.
- **Operating Costs** – Document food and other program expenses.
- **Administrative Costs** – Keep records of labor, supplies, and other admin expenses.
- **Program Funds** – Track any funds received for the program.
- **Training Records** – Document staff training sessions.
- **Site Visits & Reviews** – Maintain records of monitoring visits.
- **Racial & Ethnic Data Collection** – Participants must **self-identify** their race/ethnicity.
- **Civil Rights Training** – Record all required civil rights training sessions.
- **Record Retention Requirements:**
  - **USDA:** Keep records for **3 years plus the current year** after the fiscal year ends.
  - **MDE:** Keep records for **5 years plus the current year** after the fiscal year ends.

**Maintaining proper records ensures compliance with federal and state regulations.**

RECORDKEEPING AND COST ACCOUNTING

**SUMMER FOOD SERVICE PROGRAM** Checklist of Records

Note: This is intended as a template and is not an all-inclusive list. Please check with your State agency to see if your State has other record requirements.

- 1. Records that document eligibility for the Summer Food Service Program:
  - Approved agreement
  - Application
  - Site Information Sheet for each site
  - Evidence to show eligibility for each site based on serving needy children (or in the case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced-price school meals)
  - Public release
  - Letter from IRS showing tax-exempt status (for private non-profit sponsors)
  - Pre-operational site visit forms
  - Sponsor/site agreements
  - Documentation of training
  - Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter (if applicable)
  - Letter to health department
- 2. Records that support the number of meals served to children:
  - Daily count of milks delivered
  - Daily count of milks leftover
  - Daily count of meals prepared or received at sites
  - Daily count of complete first meals served to children
  - Daily count of complete second meals served to children
  - Daily count of meals served to Program and non-Program adults
  - Daily count of disallowed meals
  - Daily count of excess meals
- 3. Records that support food service costs:
  - Food inventories
  - Delivery receipts for vended meals
  - Payroll and time-and-attendance records for site personnel
  - Purchase invoices
- 4. Records that support administrative costs:
  - Payroll and daily time-and-attendance records for administrative personnel
  - Rental agreements for office equipment or space
  - Mileage records

RECORDKEEPING AND COST ACCOUNTING

**SUMMER FOOD SERVICE PROGRAM** Checklist of Records, Continued

- 5. Records to support funds accruing to the Program:
  - Site records of cash collected
  - Copies of receipts given for cash donations
  - Records of any other funds received for the Summer Food Service Program
- 6. Other records:
  - Agreement with schools to furnish meals
  - Contract with a food service management company
  - Bid procedures used
  - Records and inventories of USDA-donated foods
  - Monitor's reports of site visits and reviews
  - Records of training conducted
  - Menu records
  - Receipts, invoices, and bills for all rented or purchased items and services
  - Bank statements and deposit slips
  - Accounting ledgers
  - Sanitation and health reports
  - Certification of Independent Price Determination (FSMC contracts)
  - Beneficiary Data Form
  - Food Donations
  - Procurement Procedures
  - Written Standards of Conduct
  - All sponsor procedures which reflect the SFSP operations

# Questions





# Taquasia Hicks

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# Advances & Budget

## Summer Food Service Program

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**Shawn Shaw**

Director of Technical Assistance

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February 7, 2025





# SFSP Advance Payments

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✓ Advance funds may be used for:

📌 **Operating Costs** – Direct costs related to meal service

- Trays
- Paper bags
- Food
- Kitchen supplies

✓ Advance funds may be used for:

📌 **Administrative Costs** – Indirect costs for program management

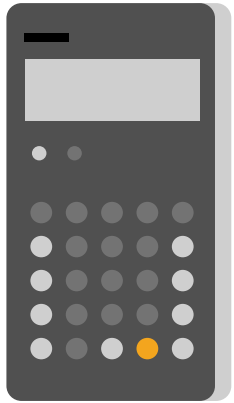
- Payroll for accounting staff wages and benefits
- Office supplies
- Building rent

✓ Advance payments cover both **Operating & Administrative costs** to support SFSP operations.

## For Returning Sponsors:

- ✓ **Number of Sites** – Compare how many sites you plan to operate **this year vs. last year.**
- ✓ **Number of Meals** – Estimate how many meals you expect to serve **this year vs. last year.**
- ✓ **Leftover Funds** – Check if you have **extra reimbursement funds** from last year that can be used.

- ✓ **If You Use a Vendor** – You get **50%** of what the **State Agency estimates** you'll need for meals that month.
  
- ✓ **If You Prepare Meals Yourself** – You get **65%** of what the **State Agency estimates** you'll need for meals that month.



✓ **Unpaid Debt** – If you owe money to the **State Agency**, it may impact your advance payment.

✓ **Payment Plan** – You might need to **set up a payment plan** to receive funds.

✓ **Denial & Appeal** – If your request is **denied**, you'll have a **chance to appeal** the decision.



- ✓ **Monthly Cap** – Sponsors can receive up to **\$40,000 per month** in advance payments for **operating and administrative costs**.
- ✓ **Exceptions** – The **State Agency** may approve more if:
  - The sponsor **needs extra funds** to run the program effectively.
  - The sponsor **proves they can manage** a larger payment responsibly.



✓ **Request in Advance** – Submit your request at least **30 days** before these payment dates:

- June 1
- July 15
- August 15

✓ **Second Advance Requirement** – You must **confirm that staff and site personnel** have been **trained on SFSP rules** to receive a second advance.

✓ **Minimum Operating Days** – Your program must **run for at least 10 days** in the month you're requesting the advance.

📌 *Per 7 CFR 225.9(c)(1)*

- ✓ Access MARS – Go to the **Application Dashboard**.
- ✓ Find the Link – Click on the **“Advance Request”** link to begin your request.

**Summer Food Service Program**

MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Program Year: 2020 - 2021

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Potential Sponsor	Potential Sponsor
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Advance Requests Manager	Manage requested Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading



After you click on "**Advance Request**," you'll be taken to a new screen where you can choose the month and click "**Add**" to request an advance.

The screenshot shows a web application interface for the Summer Food Service Program. At the top, there is a navigation bar with links for Applications, Claims, Compliance, Reports, My Account, Search, Programs, Year, Help, and Log Out. Below the navigation bar, the page title is "Summer Food Service Program Advance Requests for 2020 - 2021". The main content area contains a table with the following columns: Action, Advance Month, Advance Type, Advance Amount, Outstanding Balance, Status, and Date Processed. The table lists "Add" actions for each month from October 2020 to September 2021, with a "Totals" row at the bottom showing \$ 0.00 for both Advance Amount and Outstanding Balance. A "< Back" button is located at the bottom of the table.

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
Add	Oct 2020				n/a	
Add	Nov 2020				n/a	
Add	Dec 2020				n/a	
Add	Jan 2021				n/a	
Add	Feb 2021				n/a	
Add	Mar 2021				n/a	
Add	Apr 2021				n/a	
Add	May 2021				n/a	
Add	Jun 2021				n/a	
Add	Jul 2021				n/a	
Add	Aug 2021				n/a	
Add	Sep 2021				n/a	
<b>Totals</b>			\$ 0.00	\$ 0.00		

✓ **Choose Advance Type** – Select **Operating, Administrative, or both**, and enter the amount you need.

✓ **Check the Box** – Make sure the **certification statement** is selected.

✓ **Submit** – Click **“Save”** to send your request.

**Summer Food Service Program**

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Advance Summary > Program Year: 2020 - 2021

VIEW | MODIFY | DELETE

**Advance Request Detail for 2020 - 2021**

**Advance Date: Jun 2021**

**First Advance Request**

Operating

Administrative

I understand that any advance payment received will be deducted from future reimbursement payments. Further I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.

Created By: Ccrawford on: 12/8/2020 8:47:36 AM

**Save** Cancel



- ✓ **Approval Requirement** – Advance payment requests are **only considered** after the **annual SFSP application is approved**.
- ✓ **Repayment Process** – Advances will be **recovered through deductions** from SFSP reimbursement claims.
- ✓ **Outstanding Balances** – If any advance funds are **still owed after the final claim**, the **State Agency will begin collection efforts** to recover the remaining balance.

# Completing the Budget

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Summer Feeding Program Regulations

**Necessary**

**Reasonable**

**Properly Allocated**


**Approved and Documented**

✓ **Finish the Site Application First** – You must complete the Site Application **before** starting the budget.

✓ **Enter Revenue First** – Don't rush! Make sure revenue is recorded first before entering the budget.



### Summer Food Service Program

 MISSISSIPPI DEPARTMENT OF EDUCATION

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Applications | Claims | Compliance | Reports | My Account | SearchPrograms | Year | Help | Log Out

Applications > Application Packet > Program Year: 2020 - 2021

**2020 - 2021 Application Packet**

**Annual Audit form has not been submitted for this Organization's prior fiscal year.**

Packet Assigned To: Marianna Chauvin

Action	Form Name	Latest Version	Status
View   Modify   Admin	Organization Application	Original	Error
Add	Budget Detail		
Details	Management Plan		
Details	Food Production Facility List		
Details	Checklist Summary		
Details	Site Field Trip List		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back Submit for Approval Recommend Approval Return Deny Withdraw Packet

✓ **Revenue is Based on Site Details** – The system uses the number of days and average daily participation (ADP) to calculate revenue.

✓ **Enter Site Info First** – Since revenue is auto-filled from this data, you have to complete site info before starting the budget.

**Breakfast**

B1. Meal Serving Dates (non-camp only): Start: 10/01/2020 End: 05/21/2021

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	16	14	20	18	21	15	0	0	0	0

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

B4. Meal Times: Start: 7:20 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): 214

⊘ You CANNOT enter your own numbers – The system automatically pulls data from B2, L2, L8, and B8 on your Site Applications.

✓ Complete Site Applications First – Revenue is calculated based on site details, so all site information must be accurate before moving forward.

### Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	7	126,259	\$272,719.44
Lunch	7	235,158	\$884,194.08
Snack	0	0	\$0.00
Supper	0	0	\$0.00
		<b>Sub Total</b>	<b>\$1,156,913.52</b>



✓ **You Enter Expenses** – Unlike revenue, **you (the sponsor) enter the expenditures** based on your approved budget.

✓ **Follow Your Budget** – Make sure expenses align with the **budget approved by you and your board.**

✓ **Plan for Extra Costs** – Unexpected costs can happen—**going over budget without approval could lead to unallowable expenses.**

✓ **Stay Within Limits** – **Do not exceed your budget** unless you get **proper approval** first.

<b>Projected Operating Costs</b>			
Total Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	844,113.84
Total Food Expenses		\$	728,200.00
Facilities and Space (Educational Facilities only)		\$	0.00
Supplies		\$	33,675.00
Rental Equipment		\$	0.00
Purchased Services		\$	3,250.00
Media Costs		\$	135.00
Contracting Organization Cost		\$	0.00
Other	travel,Dues,Utilities,Repairs, postage and equipme	\$	74,626.16
Indirect Cost	0.00 %	\$	25,000.00
<b>Total Operating Costs</b>			<b>\$1,709,000.00</b>
<b>Projected Administrative Costs</b>			
Total Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	0.00
Facilities and Space		\$	0.00
Supplies		\$	0.00
Rental Equipment		\$	0.00
Purchased Services		\$	0.00
Financial Costs		\$	0.00
Media Costs		\$	0.00
Contracting Organization Cost		\$	0.00
Other		\$	0.00
Indirect Cost	0.00 %	\$	0.00
<b>Total Administrative Costs</b>			<b>\$0.00</b>

✓ **Tracks Profit or Loss** – The cost summary shows if you're making or losing money based on the data entered.

✓ **If Losing Money** – You must explain where the extra funds will come from to cover the loss.

✓ **If Making Money** – You need to identify how any extra funds will be used within program guidelines.

<b>Cost Reimbursement Summary</b>	
Total SFSP Costs	\$1,709,000.00
Total SFSP Reimbursement	\$1,276,358.73
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$ 335,005.39
Amount from other funding resources (e.g. grant, donations)	\$ 97,635.88
Other funding resources	NSLP/District Maintenance
<b>Balance</b>	<b>\$0.00</b>

**Misc.**

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?  Yes  No

**Certification**

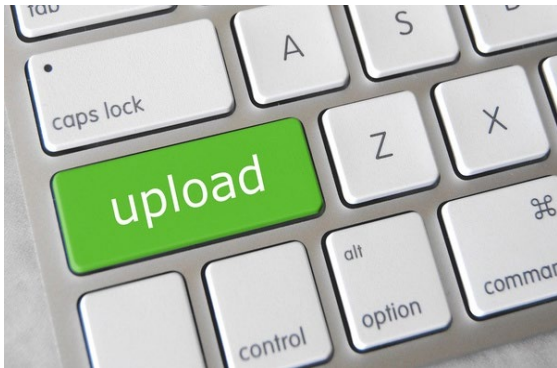
I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.



✓ **Check Each Line** – Review the budget line by line for accuracy.

✓ **Verify Costs** – Make sure **allowable and shared costs** are reported correctly.

✓ **Upload Documents** – Provide **supporting documents** as needed.



- ✓ **Use Code 2135** – This is the required code for **SFSP** in **2025**.
- ✓ **Keep Funds Separate** – Don't mix **SFSP** money with **NSLP/SBP** funds.
- ✓ **Track Each Program Clearly** – Make sure you can **account for SFSP** funds separately.

## Operating Reimbursement Rates

**Breakfast:** \$2.81

**Lunch or Supper:** \$4.89

**Snack:** \$1.14

## Administrative Reimbursement Rates

### Rural or Self-Prep Sites

Breakfast: \$0.2775

Lunch or Supper: \$0.5125

Snack: \$0.1400

### All Other Sites

Breakfast: \$0.2200

Lunch or Supper: \$0.4250

Snack: \$0.1100

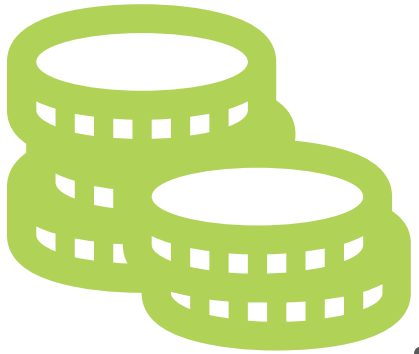
# Pricing Adult Meals

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The price of an adult meal must exceed the production cost.

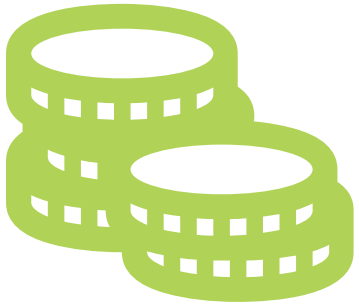
# Setting the Price for Adult Meals (Non-Program)

- Schools don't have to use the same pricing rules as student meals (NSLP/SBP).
- Adult meals **must cover the full cost**, including:
  - **Food ingredients**
  - **Supplies** (napkins, trays, etc.)
  - **Labor costs**
  - **USDA food value** (if received)
- Schools should **keep records** showing how they set meal prices.
- If adults get **free meals**, the school must pay for them using **non-program funds** (not student meal funds).



## Important Reminders

- **Children must be served first** before adults receive meals.
- **Revenue from adult meals** must be recorded as program income.
- **Adult meals should be tracked separately** on the daily meal count.







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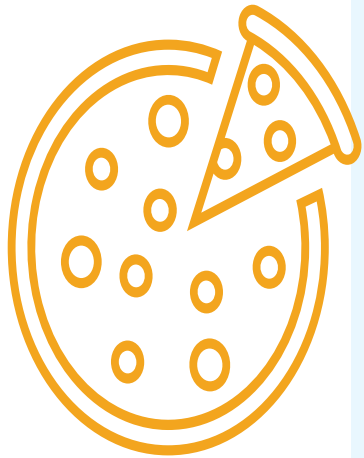
# Vending Options

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# Vending Options for SFSP Sponsors

Sponsors have the following options for providing meals:

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• **Self-Prep:** Prepare meals at your own approved facility.

• **Purchase from Schools:** Buy meals from a **School Food Authority (SFA)** that meets USDA requirements.

• **Purchase from a FSMC:** Contract with a **Food Service Management Company (FSMC)** to provide meals.

- **More Funding:** Self-prep sites get **higher administrative reimbursement rates** than vended sites.
- **Lower Costs:** Making your own meals **saves money** by cutting out vendor expenses.
- **More Flexibility:** You can **deliver meals to multiple approved sites** if you follow food safety rules.
- **Keep Good Records:** Track **meal production and delivery** to stay compliant with USDA rules.



Per 7 CFR 225.15(b) and 225.16(f), SFSP sponsors in **Mississippi** can purchase meals from public or nonprofit private schools through a non-competitive agreement.

- **Who to Contact:** Reach out to the local superintendent or principal.
- **Why Schools?** Schools in NSLP/SBP already meet federal meal standards, making compliance easier.
- **Meal Requirements:** Meals must follow SFSP meal patterns unless the school has a **waiver** to use NSLP/SBP patterns.
- **Recordkeeping:** Sponsors must keep production records and invoices to document compliance.
- **State Approval:** Some agreements may need MDE-OCN approval, so check first.

Per 7 CFR 225.15(b) and 225.16(f):

- **Sponsors using school facilities** must have a **written agreement** with the school but **do not need to go through competitive bidding**.
- **If a school uses an FSMC, sponsors can only buy meals if the FSMC's original contract already included SFSP meals.**

Per 7 CFR 225.15(m), sponsors can contract with an **FSMC** (a commercial or nonprofit organization) to:



- **Prepare unitized meals** (with or without milk) for SFSP sites.
- **Manage food service operations** while following USDA regulations.

## Key Requirements:

- **Follow USDA procurement rules** (7 CFR 225.17), including competitive bidding if required.
- **Sponsors remain responsible** for meal compliance, recordkeeping, and program oversight.

# Buying Meals from a Food Service Management Company (FSMC) for SFSP108

Per 7 CFR 225.15(m) and 225.16(f), sponsors may contract with an **FSMC**, which can be:

- **Public agencies or entities**
- **Private nonprofit organizations**
- **Private for-profit companies**

## Meal Requirements:

- **Meals must be unitized**—all components (except milk or juice) must be packaged, delivered, and served as a unit.
- **FSMC contracts must follow USDA procurement rules (7 CFR 225.17)**, including competitive bidding if required.
- **Sponsors are responsible for ensuring FSMC meals meet USDA meal pattern requirements.**






Per 7 CFR 225.15(a)(3) and 225.15(m), SFSP sponsors remain **legally responsible** for their program, even when using an FSMC. Sponsors **CANNOT** contract out:



- Meal service monitoring
- Staff training
- Corrective actions
- Program applications and reimbursement claims

FSMCs can **prepare and deliver meals**, but sponsors must **oversee operations** to ensure USDA compliance.



Office of Child Nutrition  
Scott Clements  
Director

**Waiver for Unitized Meals**  
"For Outside School Hours Care Centers Only"

Food Service Management Company (FSMC) or school sponsor that contracts to prepare CACFP meals must provide unitized meals for the CACFP site(s) unless the Mississippi Department of Education (MDE) has approved a waiver of the unitized meal requirement. The unitized meal requirement specifies that the meal components (except the milk) must be portioned, packaged, delivered and served as a unit. Milk, which may be packaged and provided separately, must be served with the meal unit and only such complete meals are reimbursable (7CFR 226.20)

\_\_\_\_\_(Name of Institution) requests a waiver to the unitized meals requirement.

**Reason waiver is necessary (how does the unitized meal requirement impair food service operations)?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_(Name of Institution) has entered into a Food Service Agreement with \_\_\_\_\_(Name of FSMC/School).

Address of FSMC/School: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Area Code/Phone: \_\_\_\_\_

This FSMC/School will provide food for the following site(s). If more than one site, attach a separate sheet if more space is needed.

500 Greymont Avenue, Suite F Phone (601) 376-3000  
P.O. Box 771 Fax (601) 354-7395  
Jackson, MS 39209-0771 www.mde.k12.ms.us

Per 7 CFR 225.16(f), FSMCs and school sponsors must provide unitized meals unless MDE grants a waiver.

- **Waivers are approved case-by-case and require State Agency approval.**
- **Only CACFP Outside School Hours Care Centers can request a non-unitized meal waiver.**
- **A valid reason is required, and sponsors must use the MDE-approved waiver template.**

**Agreement to Furnish Food for the Summer Food Service Program (SFSP)**

This agreement is made and entered into between \_\_\_\_\_  
Name of FSMC Providing Meals

and \_\_\_\_\_ WHEREAS the \_\_\_\_\_  
Name of SFSP Organization Name of FSMC Providing Meals

agrees to provide daily **unitized** meals/snacks (inclusive/exclusive) of milk/juice to  
circle one option

\_\_\_\_\_ for the rates herein listed:  
Name of SFSP Organization

Price per Meal	Meal Type	X	# Meals Needed Per Day	X	# of Operating Days for Contract Period*	=	Estimated Total Cost of Food Service Contract
\$	Breakfast	X		X		=	\$
\$	AM Snack	X		X		=	\$
\$	Lunch	X		X		=	\$
\$	PM Snack	X		X		=	\$
\$	Supper	X		X		=	\$
					Total Estimated Cost of Food Service for Contract Period	=	\$

\*The contract period should not extend beyond one year. Therefore, the number of operation days should equal the total number of days the site(s) will be open for food service during the summer.

It is further agreed that \_\_\_\_\_, pursuant to the \_\_\_\_\_  
FSMC

provisions of the SFSP Federal regulation, 7 CFR Part 225 and Food Crediting Guide, attached copies of which are part of this agreement, will ensure the meals/snacks meet the minimum meal pattern requirements, including creditable components and accurate portion sizes, and will maintain complete and accurate records that, at a minimum, include details regarding the preparation and delivery of meal/snacks ordered. Said records will be provided to \_\_\_\_\_ promptly by the last calendar \_\_\_\_\_  
Sponsoring Organization

day of each month to meet its responsibility. It is further understood that the **Sponsor** is ultimately responsible for meeting accurate record keeping requirements and submission of all monthly claims for reimbursement in accordance with 7 CFR 225.

\_\_\_\_\_ acknowledges its responsibility to pay for all \_\_\_\_\_  
Sponsoring Organization

meals/snacks delivered in accordance with this Agreement and federal regulations. \_\_\_\_\_ understands that neither USDA, nor Mississippi Department of Education, Office of Child Nutrition assumes any liability for payment of meals/snacks delivered, or the differences between the number of meals/snacks delivered and the number of meals/snacks served or claimed for reimbursement; nor does Mississippi Department of Education or USDA assume liability for the Sponsor's non-payment for meals.

1

- Per 7 CFR 225.6(h)(2), State Agencies provide a standard contract for sponsors to use when working with Food Service Management Companies (FSMCs).
- Sponsors must use the "Agreement to Furnish Foods for SFSP" form to ensure compliance.

# PROCUREMENT

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- Procurement is the process of **purchasing goods or services** while ensuring **cost, quality, quantity, and timing** meet program needs.
- All purchases must follow **USDA and state procurement rules** to ensure fair and competitive pricing.

Per **7 CFR 225.17**, all SFSP purchases must follow **federal procurement rules (2 CFR Part 200, Subpart D)** when using program funds for **food, supplies, equipment, and services**.

- **State Agencies must provide sponsors** with guidance on **2 CFR Part 200, 400, and 415** as needed.
- **Sponsors may use their own procurement procedures** if they follow **state and local laws** and meet **USDA procurement standards**.



**CFR  
200.317**  
Procurement  
by states

**CFR  
200.318**  
General  
procurement  
standards



**CFR  
200.319**  
Competition

**CFR  
200.320**  
Methods of  
procurement  
to be  
followed



**CFR  
200.321**  
Contracting  
with small  
and minority  
business,  
women's  
business  
enterprises,  
and labor  
surplus area  
firms



**CFR  
200.323**  
Contract cost  
and price

**CFR  
200.324**  
Federal  
awarding  
agency or  
pass-through  
entity review



**CFR  
200.325**  
Bonding  
requirement

**CFR  
200.326**  
Contract  
provision

## Illustrates difference between Federal, State & Local regulations

Descriptor	Federal	State	Local
Micro-purchases	Up to \$10,000.00	Up to \$5,000.00	Whatever your board approves
Small purchases	From 10,000.01 – 250,000.00	From \$5,000.01 – to \$75,000.00	Whatever your board approves
Formal purchases	\$250,000+	\$75,000+	Whatever your board approves

### INFORMAL

- Micro-purchasing (no bids)
- Small purchase (bids)

### FORMAL

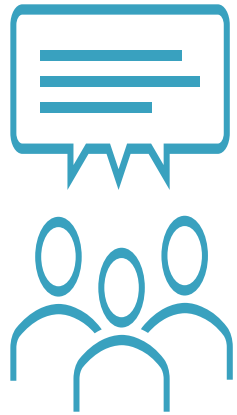
- Invitation for Bid (IFB)
- Request for Proposal (RFP)



For purchases **over \$250,000** (or the most restrictive threshold), **formal procurement is required.**

- **Contact the State Agency** if your purchase exceeds the small purchase limit.
- **Follow proper bidding procedures** (*see page 87 of the Administrative Guidance Manual*).
- **Conduct a cost or price analysis** per **2 CFR 200.323** to ensure fair pricing.

An **Invitation for Bid (IFB)** is a **fixed-price contract** where the award goes to the **lowest-priced, responsive, and responsible bidder**.



- **Price is the ONLY factor** in awarding the contract.
- **Bids must be publicly opened and awarded.**
- **There must be more than one qualified vendor** willing to compete.

## Types of Formal Bid Procedures

An **RFP** is used for **fixed-price or cost-reimbursement contracts**, where proposals are **evaluated** based on set criteria.



- **Proposals are scored using a Score Card.**
- **The best overall proposal wins, not just the lowest price.**
- **Cost must be the highest-weighted factor in the decision.**
- **Proposals are reviewed, scored, and awarded based on what benefits the program most.**

Per **2 CFR 200.318(k)** (formerly 3016.36(b)(12)), all federal programs **must have a bid protest policy.**



- Outlines how **vendors can challenge the bidding process.**
- Sample policy language is available on the **DFA website.**
- Sponsors should **work with their board attorney and business manager** to ensure a policy is in place and on file.



- **Only foods that meet SFSP meal patterns** can be covered with program funds.
- **Extra foods that don't meet SFSP standards** must be paid for with **non-program funds**.
- **Condiments served with reimbursable meals** are allowed.
- If extra funds are available, **use them to enhance meals** with fresher, healthier options like **fresh fruits, vegetables, lean meats, and unprocessed cheeses**.

Debarment means **being legally barred from contracts, funding, or program participation** due to fraud, mismanagement, or other violations.

- **Suspension (CFR 180.700)** – Temporary exclusion while an investigation is ongoing.
- **Debarment (CFR 180.800)** – Long-term exclusion after a final decision.



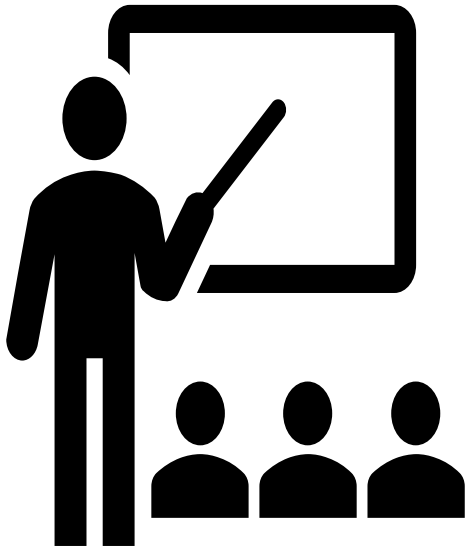
Per **7 CFR 417**, sponsors must **ensure vendors and contractors are not debarred** before awarding contracts. Check the **SAM.gov** database for verification.



Before signing a contract, **organizations must confirm** that the contractor is **not debarred or suspended**.

You can verify this by:

- **Requesting a signed certification** from the contractor stating they are not debarred.
- Checking **uscontractorregistration.com**.
- Searching the **SAM database** at **sam.gov/SAM/pages/public/index.jsf**.



All organizations must have a **written Code of Conduct** for employees involved in **procurement**.

- **No gifts or incentives** from potential contractors.
- **No involvement** in contract decisions if there's a **personal or financial conflict**.
- **Clear disciplinary actions** for violations.







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# Non-Congregate Feeding: Summer 2025

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Gerardo Padilla

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

February 7, 2025



## Regulatory Authority:

- SFSP 01-2023, SP 05-2024
- SFSP 07-2023, SP 14-2024

✓ Congress has permanently authorized non-congregate meal service for rural areas where congregate meals are not available.

✓ Non-congregate meals are allowed under SFSP and SSO.



USDA supports **congregate meal service** and encourages its use **whenever possible** due to its benefits for children and communities.

To qualify for **non-congregate SFSP/SSO meal service**, sponsors must:

- ✓ **Be an SFA in good standing** (public or private school in NSLP/SBP).
- ✓ **Be in a USDA-designated rural area.**
- ✓ **Have no other congregate meal service available** (including schools and community SFSP sponsors).
- ✓ **Meet the USDA definition of an area with poor economic conditions.**

⊘ **Not eligible:** Camps, government agencies, and private nonprofits that are **not SFAs**.



## Non-Congregate Waiver Form

✓ Must be completed and approved by the State Agency (SA) before starting non-congregate meal service.

**MDE Office of Child Nutrition 2023 Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Non-Congregate Feeding Site Waiver Application**

SFA Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program Type:  SFSP  SSO

List of Sites Participating in Non-Congregate Waiver:


Site Name	Area Eligible	Rural	Meal Service Type(s)	SELECT ALL THAT APPLY				
				Grab & Go**	Curbside Pickup	Parent Pick Up*	Home/Bus Delivery*	Bulk Delivery
				<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"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


\*Complete Page 4

\*\*Includes Grab&Go for community participants and take-home meals for summer school students


**Attachments**


Food Safety Plan: attach a copy of food safety instructions that will be distributed with every meal (if applicable) Home/Bus Delivery programs must attach copy of parent consent form (if applicable) Bulk delivery meal programs must attach plan approval from MSDH – not to exceed 5 days' worth of meals.

 OFFICE OF CHILD NUTRITION MS DEPARTMENT OF EDUCATION Page 1 of 4 Rev. 4/2023

 OFFICE OF CHILD NUTRITION MS DEPARTMENT OF EDUCATION Page 2 of 4 Rev. 4/2023

Proposed one or more service areas that do not meet the requirements for non-congregate meal service.

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## What Does "Non-Congregate" Mean?

The State Agency (SA) may approve these meal service models:

- ✓ **Grab & Go**
- ✓ **Curbside Pickup**
- ✓ **Parent/Guardian Pickup**
- ✓ **Bus Delivery**
- ✓ **Bulk Packaging** (for pickup or delivery)





- ✓ Children pick up a meal at the site and take it home.
- ✓ Summer school students can grab a meal when leaving or boarding a bus.
- ✓ The child must be present unless parent/guardian pickup is approved.



- ✓ **Same as Grab & Go**, but meals are picked up from an **outdoor location** (e.g., carpool lane).
- ✓ **Families drive through** to receive meals from Child Nutrition staff.
- ✓ **Meal counts must be accurately recorded.**
- ✓ **Children must be present unless parent pickup is approved by the State Agency.**



- ✓ **Parents must opt-in** for home meal delivery.
- ✓ **The SFA must verify** the number of eligible children in the household.
- ✓ **Meals can be left with an adult or on the doorstep** and still qualify for reimbursement **if both conditions are met.**



The **State Agency (SA)** may approve:

- ✓ **Family pick-up or family-delivered bulk meals.**
- ✓ **Bulk items instead of pre-portioned unitized meals** (e.g., gallon of milk, sandwich ingredients).
- ✓ **Up to five days' worth of meals distributed at once.**

 **Requirements:**

- **MSDH approval is required** for bulk or multi-day distribution.
- **Distribution frequency must match meal package size.**
- **Student must be present** unless **alternate pickup is approved.**
- **Sponsors must verify meal distribution** to ensure compliance.



- ✓ **Bulk items** = Large portions of food instead of single servings (e.g., a loaf of bread and deli meat instead of pre-made sandwiches).
- ✓ **Unitized meals** = Pre-portioned, single-serving meals (e.g., packaged sandwich, fruit, and milk).
- ✓ **Multi-day meal issuance** = Providing multiple days' worth of meals at once, either **unitized or bulk**.



- 📌 **Example:** A sponsor distributes **five days of meals on Mondays**, either as **individual meals or bulk portions**, ensuring they meet meal pattern requirements.

- ✓ Applies to Grab & Go and curbside services.
- ✓ Parents can pick up meals without the child present if approved.
- ✓ SFAs must maintain a roster of eligible children.
- ✓ Only verified adults on the roster can collect meals—no pickups by unauthorized individuals.
- ✓ Child Nutrition staff must be trained on proper procedures.



- ✓ **With an Approved Waiver** – Children can **pick up meals and eat off-site** without supervision.
- ✓ **Without a Waiver** – Children **must stay near the food truck** and eat under staff supervision.



- ✓ **Identify existing sponsors/sites** in your area.
- ✓ **Ensure the proposed site is not already served** by a congregate meal program.
- ✓ **Prevent overlap** so children don't receive more meals than allowed.
- ✓ **Follow USDA's priority system** for meal service.

 **The State Agency (SA) will consider:**

- **Physical barriers** that limit access to congregate sites.
- **Limited site capacity** that prevents serving all children in the area.
- **Sites serving different children on different days, weeks, or meal times.**
- **Sites that cater to specific age groups or dietary needs.**





- ✓ **In some cases, yes!** Non-congregate sites may operate near camps or closed enrolled sites.
- ✓ **The State Agency must ensure** that both sites do not serve the same children for the same meal on the same day.



✓ Yes, but only with State Agency approval.




✓ **Only SFAs in good standing are eligible for non-congregate feeding.**


⊘ **Non-school sponsors (community organizations) are not eligible for non-congregate feeding this summer.**



- ✓ **Yes, but only if you collect meal applications!**
- ✓ Eligibility can be determined **through school data or meal applications** (*7 CFR 225.15(f)*).
- ✓ **Only meals served to children eligible for free or reduced-price meals** can be claimed for reimbursement.



 **No! Camps must provide meals in a congregate setting** if meal service is available.

 **Per 7 CFR 225.2, camps must offer scheduled meal service as part of an organized program, which is intended to be congregate.**



✓ Yes, non-congregate meals may be provided when congregate service is unavailable.

📌 Examples:

- A site serving **congregate breakfast** could be approved for **non-congregate lunch**.
- A site operating **3 days a week** could offer **non-congregate meals on off-days, including weekends**.
- A site providing **congregate meals in July** might be approved for **non-congregate service for up to 10 days after** if within the approved operating period.

📢 **State Agency approval is required!**



## How to Complete the Form for Mixed Congregate & Non-Congregate Feeding

- ✓ **Clearly specify** which meals are **congregate** and which are **non-congregate**.
- ✓ Provide the following details:
  - **Site name**
  - **Area eligibility (Yes/No)**
  - **Rural designation (Yes/No)**
  - **Type of non-congregate meal service offered**

### List of Sites Participating in Non-Congregate Waiver:

Site Name	Area Eligible	Rural	Meal Service Type(s)	SELECT ALL THAT APPLY				
				Grab & Go**	Curbside Pickup	Parent Pick Up*	Home / Bus Delivery*	Bulk Delivery
Central High (serving B&L, but only L is non-congregate)	Yes ▾	Yes ▾	Lunch Only ▾	<input checked="" 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"/>

✓ **Yes!** Non-congregate meals must meet the **same SFSP/SSO meal pattern requirements** as congregate meals.



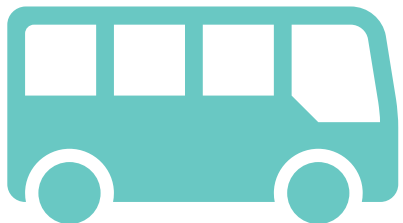


- ✓ **Critical for non-congregate meal service!**
- ✓ Choose **safe food options and packaging** to maintain quality.
- ✓ Provide **clear storage and preparation instructions** for at-home meals.
- ✓ Ensure all meals **comply with State and local health regulations.**



✓ **Yes!** Sponsors must:

- Develop a **food safety plan** for safe meal service.
- Train **all food service staff** on program operations, health, food safety, and sanitation guidelines.
- Use resources like **ICN's Food Safety for Summer Meals webpage** for guidance.



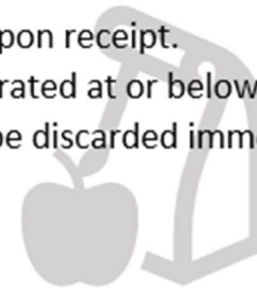
## Food Safety Instructions Requirement

✓ **Submit a copy of food safety instructions** with your **Non-Congregate Waiver**.

✓ **Instructions must be included** with every non-congregate meal served.

### FOOD SAFETY INSTRUCTIONS:

- Consume or refrigerate all items immediately upon receipt.
- Cold items (such as milk) should be kept refrigerated at or below 40°F. If a cold item, at any point, exceeds 70°F it should be discarded immediately.
- Hot food must be re-heated to at least 135°F.
- Discard any leftover food after 2 days.



Thank you for choosing our school district's meal program. Please follow these instructions to ensure the safety and quality of your meals.

SFAs providing home delivery must:

- ✓ **Identify and invite eligible households** to participate.
- ✓ **Obtain written consent** from a parent/guardian (via hard copy, email, or electronic form).
- ✓ **Verify household contact info** and the number of eligible children to ensure accurate delivery.
- ✓ **Maintain confidentiality** of participants and their households.



## Parental Consent Form for Home Meal Delivery

A **written consent form** must include:

- ✓ Parent/guardian's name and contact information
- ✓ Household address for meal delivery
- ✓ Number of eligible children in the household
- ✓ Statement confirming the household agrees to receive delivered meals
- ✓ Parent/guardian signature and date

Consent can be submitted **via hard copy, email, or electronic form.**

### PARENT CONSENT FORM FOR HOME / BUS DELIVERY OF MEALS THROUGH THE SFSP / SSO PROGRAM

Dear Parent/Guardian,

As part of our summer meal program, we are pleased to offer home/bus delivery of meals to eligible children in our school district who are 18 years of age and under. To ensure that we provide the correct number of meals to the correct location, we require written consent from the eligible child's parent or guardian.

By signing this consent form, you acknowledge that you want to receive delivered meals for your eligible child/children who are 18 years of age and under. You also confirm your current contact information and the number of eligible children in your household.

**If you have children who are not yet school age and would like to receive a meal for them as well, please submit a copy of their birth certificate.** School age children can be verified through district enrollment records, and no further action is necessary.

Please fill out the information below and return this form to the address provided.]

The school district will protect the confidentiality of participants and their households. Thank you for your participation in our summer meal program.

This institution is an equal opportunity provider.

Sincerely,

[School District Representative]  
[School District Name]  
[Contact Information]

#### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of eligible children in your household: \_\_\_\_\_


I give consent for the home/bus delivery of meals to the eligible child/children in my household who are 18 years of age and under.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



- ❌ **No!** The child **does not need to be present** if:
  - ✓ The sponsor has **written consent** from the household.
  - ✓ The **address has been verified**.
  - ✓ Meals are **shelf-stable** (no one needs to be home for delivery).
- 📌 **Sponsors must follow state/local food safety guidelines** when planning meal delivery.



 **No additional federal reimbursement** is provided for home or mobile meal delivery.

✓ **Meal delivery costs** (e.g., postage, delivery fees) are **allowable expenses** under SFSP/SSO.

✓ **Non-program funds** (state/local funds or private donations) can be used to **cover delivery costs**.

✓ **Standard reimbursement rates still apply:**

 SFSP: [www.fns.usda.gov/sfsp/fr-010623](http://www.fns.usda.gov/sfsp/fr-010623)

 SSO: [www.fns.usda.gov/cn/fr-072622](http://www.fns.usda.gov/cn/fr-072622)



- ❌ **No!** Individual homes, school bus stops, and mobile meal stops **are not considered SFSP sites** and do not require **State Agency site approval**.
- ✓ The **State Agency and sponsor should treat the entire non-congregate meal service operation as a single "site."**





✓ Yes!

- **Home Delivery Model (2024):**

- Individual homes are not considered sites and do not require SFSP site approval.
- Meals are delivered directly to **eligible households in rural areas.**

- **Mobile Meal Model:**

- Follows **7 CFR 225.2 site requirements.**
- A **congregate meal service** where meals are delivered to **approved community sites.**
- Meals must be **supervised and eaten at the site, on the bus, or near the drop-off location.**



✓ Yes!

- **Schools can send meals home with students after summer school, but they must operate as open sites under SFSP/SSO rules.**
- **This means community children must also have access to Grab & Go or Curbside meals at the site.**



### ✓ This is **Grab & Go**, **NOT** bus delivery!

- If a child **picks up a meal at school and takes it home on the bus**, it's considered **Grab & Go**.
- **This model is common for summer school sites.**
- **Even non-congregate academic summer sites must operate as open sites.**



⊘ **No!** Sponsors can **only claim one meal per child, per meal service** for non-congregate meals.



## ✓ Some rules still apply:

- Sponsors must list meal service times in their application for State Agency (SA) approval.
- Changes to meal service times require SA approval.

## ⊘ Some rules do not apply:

- Breakfast does not have to be served in the morning.
- A one-hour gap between meal services is not required.



- ✓ **Yes! An annual public announcement is required.**
- ✓ Sponsors must **notify local media** about the availability of **free congregate and non-congregate meals.**
- ✓ For **non-congregate meal service in rural areas**, the announcement should **include delivery or pick-up days.**



✓ **Yes! The AJFA poster must be clearly displayed:**

- On **vehicles used for home meal deliveries** (e.g., in a window).
- At **all pick-up locations and facilities.**

✓ **Sponsors must ensure outreach and meal service are non-discriminatory.**



- ✓ Same as congregate sites—all standard monitoring applies.
- ✓ Sponsors and State Agencies must conduct:
  - Pre-approval visits
  - Sponsor and site reviews
  - Follow-up reviews
  - Meal preparation facility reviews
  - Site visits and reviews by sponsors



 **Non-congregate sites must meet all SFSP monitoring requirements.**



- ✓ **Yes!** For **SFSP**, sites switching from congregate to non-congregate are considered **new sites**.
- ✓ This includes **hybrid sites** (e.g., **congregate breakfast, non-congregate lunch**).
- ✓ **Sponsors must visit all new sites within the first two weeks** of operation.
- ✓ **Existing sites transitioning to non-congregate must also be monitored.**
- ✓ **USDA encourages maintaining congregate meal service when possible.**



✓ **Yes!** Sponsors must submit an **additional report to the State Agency (SA).**

✓ **Report is due by the 10th of the month** along with the claim.

 **Required Data:**

- Total sponsors/SFAs operating **only** rural non-congregate sites.
- Total sponsors/SFAs operating **both** rural non-congregate and congregate sites.
- Total sites serving **only** non-congregate meals.
- Total sites serving **both** non-congregate and congregate meals.
- Total **non-congregate meals served**, by meal type (breakfast, lunch/supper, snack).



## Additional Monthly Reporting for Non-Congregate Meals

✓ USDA requires sponsors to submit detailed meal counts for non-congregate service.

✓ Reports must include:

- Total non-congregate meals served, categorized by type:
  - Grab & Go
  - Parent Pick-Up
  - Home Delivery
  - Bulk Meal Distribution

Monthly Reporting Requirements for SFSP/SSO

Hi, Marissa. When you submit this form, the owner will see your name and email address.

\* Required

1. District Name \*

2. Month \*

3. Program \*  sso  sfsp

4. Total number of sites serving only congregate meals \*

5. Total number of sites serving only non-congregate meals \*

6. Total number of sites serving congregate and non-congregate meals (for example - a site offers congregate breakfast, but non-congregate lunch) \*

7. Total Breakfasts served Non-Congregate \*

8. Total Lunch/Supper meals served Non-Congregate \*

9. Total Snacks served Non-Congregate \*

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- ❌ **Not just for being non-congregate.** However, the **State Agency (SA)** can deny sponsors if:
  - ✓ They **lack the financial or administrative capacity** to operate non-congregate meal service.
  - ✓ The proposed **service area is already adequately served** by a congregate meal site.
  - ✓ The **site does not meet non-congregate meal service requirements.**





# Gerardo Padilla

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# Questions



# Meal Distribution Off Campus

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**Taquasia Hicks**

Director of Monitoring

[mdek12.org](https://mdek12.org)



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February 7, 2025



- **Serve children in remote areas** with limited transportation access.
- **Increase participation** by bringing meals directly to communities.
- **Reach high-need areas** where traditional meal sites may not be accessible.



# How Does Mobile Feeding Work?



- A truck or bus delivers meals along a set route to locations where children gather.
  - **Congregate feeding is required** in urban areas, meaning children must **eat on-site** with a **site supervisor present** for the full meal service.
  - **In USDA-designated rural areas with an approved waiver, non-congregate feeding is allowed**, meaning children may **take meals to go** instead of eating on-site.
  - **Sponsors must check their site's USDA urban/rural designation** and confirm **waiver eligibility** with the **State Agency** before implementing non-congregate mobile feeding.
  - **Route details** (including **days, times, and stop locations**) must be submitted to the **State Agency** for review and approval before operation.
- 👉 **Need help?** Contact your **Program Specialist** for guidance on setting up a compliant mobile feeding route.

## On-Site Meal Consumption

- Meals **must be consumed on-site**; children **cannot** take a full meal off-site.
- Per the **final rule**, children may take **one fruit, one vegetable, or one grain** off-site, provided **health, safety, and sanitation standards** are met.



## Non-Congregate Meal Service (For Approved Rural Areas)

- **Non-congregate meal service is only allowed** in USDA-designated rural areas with an **approved waiver**.
- Children in **approved non-congregate settings** may take the **entire meal to go**.
- **Sponsors must follow all health, safety, and sanitation requirements** to ensure compliance with USDA regulations.

- **Each mobile site** must be added **separately** to your contract in **MARS** (*Mississippi Application & Reimbursement System*).
- **Each stop** is considered a **separate satellite site** and requires **prior approval** from the **Health Department**.
- **The State Agency** requires the **exact route**, including **all stops with addresses and times**, for review and approval.

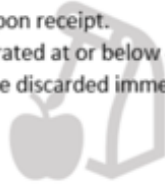


To operate a **Non-School Site** and have it listed in **MARS** (*Mississippi Application & Reimbursement System*), the site must meet **one** of the following criteria:

- **Previously operated** under the **Summer Food Service Program (SFSP)**, or
- Hold a **current health permit** from the **Mississippi State Department of Health (MSDH)**.

## FOOD SAFETY INSTRUCTIONS:

- Consume or refrigerate all items immediately upon receipt.
- Cold items (such as milk) should be kept refrigerated at or below 40°F. If a cold item, at any point, exceeds 70°F it should be discarded immediately.
- Hot food must be re-heated to at least 135°F.
- Discard any leftover food after 2 days.



Thank you for choosing our school district's meal program. Please follow these instructions to ensure the safety and quality of your meals.



- **Keep food safe** by focusing on key safety steps, like proper handling and storage.
- **Watch the time and temperature** closely when transporting food to different sites.
- **Site Supervisors should know how to check and record food temperatures** to make sure meals stay safe.
- **Quick Tip:** Use your **delivery receipts** to easily track and document temperature checks.



**MANAGING THE MEAL SERVICE**

**SUMMER FOOD SERVICE PROGRAM** **Sample Daily Meal Count Form**

Site Name: \_\_\_\_\_ Meal Type (circle): B L SN SU

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Meals received/prepared \_\_\_\_\_ + Meals available from previous day \_\_\_\_\_ = \_\_\_\_\_ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + [2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10										
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--

Total Second Meals + [3]

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10										
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--

Total Program Adult Meals + [4]

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10										
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--

Total non-Program Adult Meals + [5]

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Total leftover meals + [8]

Total of items: [6] + [7] + [8] = [9]  
(Item [9] should be equal to item [1])

Number of additional children requesting a meal after all available meals were served:  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

Signature \_\_\_\_\_ Date \_\_\_\_\_

USDA United States Department of Agriculture 182 ATTACHMENT 18

- A designated Point of Service (POS) is required for mobile feeding sites, regardless of whether the site is congregate or non-congregate.
- The same documentation is needed to support meal counts and ensure compliance with program requirements.





- **ADP must be reported to the State Agency (SA) through MARS for all SFSP sites, including mobile feeding sites.**
- **Update ADP as needed** to reflect changes in participation for accurate compliance and reimbursement.
- For **mobile sites**, ADP should cover **all stops on the route** and be adjusted if participation changes.

**Summer Food Service Program  
Delivery Receipt –Satellite Sites Only**

Central Kitchen Name: \_\_\_\_\_ Date of Delivery \_\_\_\_\_  
 Site name: \_\_\_\_\_ Meal Type (please circle one): B L S Snack

*To be completed by the Central Kitchen Representative:*

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

*To be completed by the Site representative:*

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

- **All satellite sites must keep delivery receipts along with their meal count forms.**
- **A delivery receipt is required even if meals are picked up instead of delivered.**
- **You can use the State Agency’s template or create your own, as long as it meets USDA requirements.**



**SUMMER FOOD SERVICE PROGRAM** **Sample Daily Meal Count Form**

Site Name: \_\_\_\_\_ Meal Type (circle): B L SN SU

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Meals received/prepared \_\_\_\_\_ + Meals available from previous day \_\_\_\_\_ = \_\_\_\_\_ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + [2]

Second meals served to children: \_\_\_\_\_ Total Second Meals + [3]

Meals served to Program adults: \_\_\_\_\_ Total Program Adult Meals + [4]

Meals served to non-Program adults: \_\_\_\_\_ Total non-Program Adult Meals + [5]

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Total leftover meals + [8]

Total of items: [6] + [7] + [8] = [9]  
(Item [9] should be equal to item [1])

Number of additional children requesting a meal after all available meals were served:  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Summer Food Service Program  
Delivery Receipt –Satellite Sites Only

Central Kitchen Name: \_\_\_\_\_ Date of Delivery \_\_\_\_\_  
Site name: \_\_\_\_\_ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

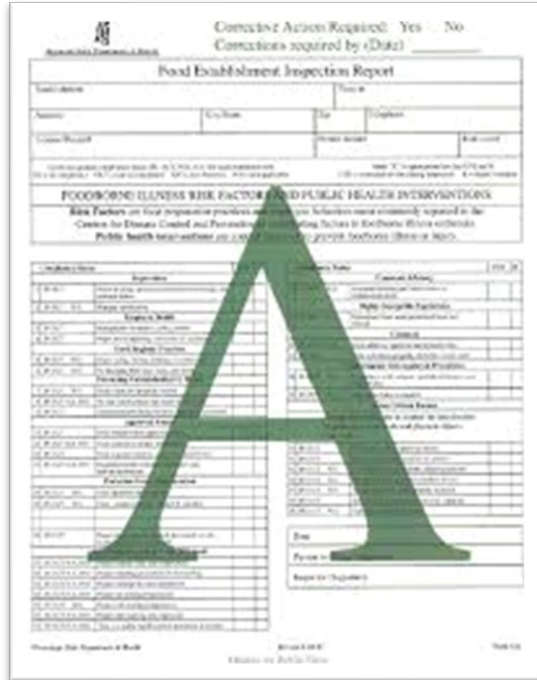
Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

## Both Delivery Receipts and Meal Counts Are Required for Off-Site Meal Delivery

When **delivering meals off-site**, you are **required to have BOTH:**

- **Delivery Receipts** to document the transfer of meals, and
- **Meal Count Forms** to track the number of meals served.

This ensures compliance with **USDA SFSP** recordkeeping requirements.



- All mobile, satellite, and late add-on sites must receive Health Department approval before the site can be approved for operation.
- Contact MDE to request an inspection, providing at least **2 weeks' notice** for scheduling.
- Sites **CANNOT operate** or be approved until Health Department approval is received.
- If meals are served **before site approval**, they cannot be claimed for **USDA reimbursement** and must be paid for with **non-federal, non-child nutrition funds**.
- Only meals served on or after the date of Health Department approval can be claimed for reimbursement.
- Complete the required survey and email it to the State Agency to finalize the process.

Following USDA guidelines ensures your program stays compliant and eligible for reimbursement. Planning ahead helps avoid delays and keeps meal service running smoothly.

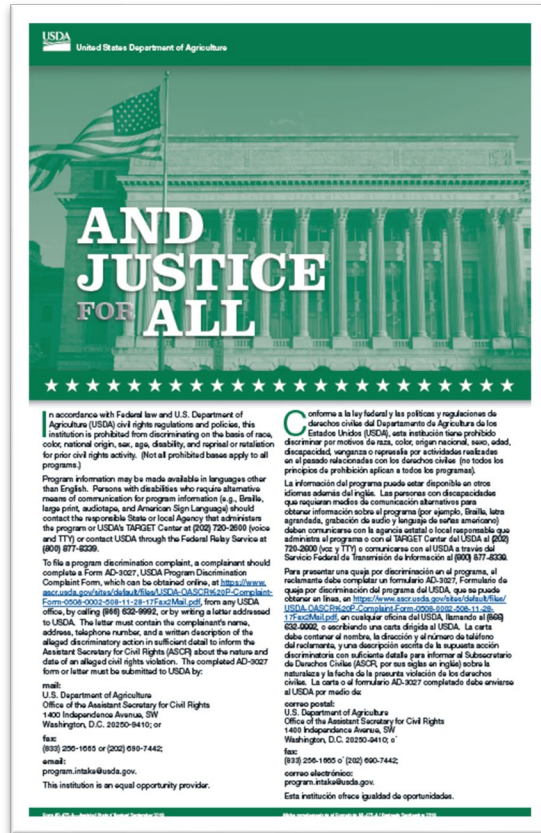
When your **SFSP site** is inspected, health officials will check to make sure you're following **USDA rules** and **local health codes**. Here's what they'll look for:

- **Who's in Charge:** They'll confirm that the **site supervisor is present**, knows food safety practices.
- **Water and Cleanliness:** You'll need to have **running water** for handwashing, cooking, and cleaning, plus **soap and paper towels** at handwashing stations.
- **Food and Chemical Safety:** Inspectors will check that **cleaning supplies are labeled and stored safely**, away from food, and that food areas are **clean and organized**.
- **Keeping Food Safe:** You'll need to show how you **keep hot foods hot (above 135°F)** and **cold foods cold (below 41°F)**, and that you're using **thermometers** to check temperatures.



## Heads Up:

This isn't everything they might check. Inspectors could look at other things depending on **local health rules** and guidelines



- The **AJFA** poster must be visible at all SFSP sites, including mobile, satellite, congregate, and non-congregate locations.
- Place the poster where it's easy to see at the point of service.
- As **USDA** has not provided new posters since **COVID-19** and **MDE-OCN's** supply is currently unavailable, we kindly ask that **sponsors** print their own.
- **Laminating** the poster is helpful but **not required**.



## Handwashing Requirements for SFSP 186



- Do you have a plan for proper handwashing and sanitation at your site?
- The Health Department requires a handwashing station at all SFSP sites.
- If you're doing mobile feeding, whether **congregate or non-congregate**, you must have a **handwashing setup** in place to meet health and safety standards.

This helps ensure **food safety and compliance** with USDA and local health regulations.



# Taquasia Hicks

Director of Monitoring

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# • Harrison County School District Dept. of Child Nutrition

Mobile Dining Unit #1 (MDU-1)



February 7, 2025

**Bradley C. Barlow, MS, RDN**

- District Director
-



PLEASE SHARE!



## FREE SUMMER MEALS

### LOCATIONS:

BEL-AIRE ELEMENTARY  
D'IBERVILLE ELEMENTARY  
D'IBERVILLE MIDDLE  
D'IBERVILLE HIGH

HARRISON CENTRAL ELEMENTARY  
HARRISON CENTRAL HIGH

HARRISON COUNTY ALTERNATIVE  
LIZANA ELEMENTARY  
NORTH GULFPORT K-8  
THREE RIVERS ELEMENTARY  
WEST WORTHAM K- 8  
WOOLMARKET ELEMENTARY  
WEST HARRISON HIGH

BREAKFAST : 8AM - 10AM

LUNCH : 11AM - 1PM

MONDAY - FRIDAY

AGES 18 AND UNDER



*This Institution Is An Equal Opportunity Provider*  
<http://www.usda.gov/non-discrimination-statement>

- Schools
- City/County Buildings
- Libraries
- Grocery Stores
- Convenience Stores
- Food Pantries
- Churches & Camps
- Social Media

# FREE SUMMER MEALS

Mobile Dining Trailer



TRACK OUR TRAILER

Lunch Only  
11AM - 1PM

For Ages 18  
and Under



## WEEKLY MOBILE MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cheeseburger Buttered Corn Condiments	Ham & Cheese on Bun Fresh Carrots w/Dressing Variety of Chips	HCS D Lunchable Fresh Carrots w/Dressing	Turkey & Cheese on Bun Celery Sticks w/Dressing Variety of Chips	Chicken Patty Sandwich Mashed Potatoes w/Country Gravy

Fresh Fruits and Variety of Milk Offered Daily

FREE  
Ages 18  
and Under

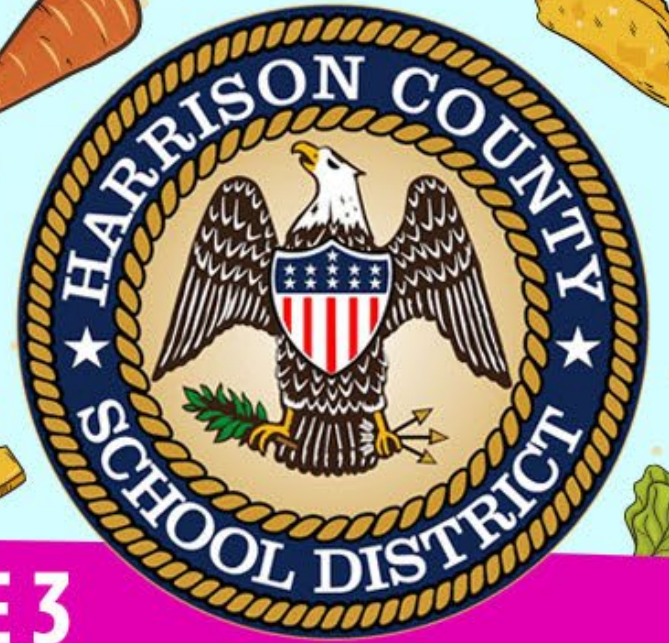




# FREE Summer Meals

CHILDREN 18 & UNDER

MON-FRI BREAKFAST 8-10 LUNCH 11-1 STARTS JUNE 3



Model: Urban Service



# Build Requirements – Trailer (Congregate Dining)

## Base:

- 28' x 8.5' Body
- Rounded Flat Front/Nose
- 60" Extended Triple Tube Tongue
- White Exterior
- Drop Ramp Style Tailgate w/Cable Assist
- No Beavertail
- (1)36" Side Door
- (2)5000 lb. axles
  - Electric Brakes on both axles w/break-away controller
- 15" Radial Tires
- Aluminum Roof, Top Rails, & Fenders
- Side Vent(s)
- 12-Volt LED Dome Light
- Diamond Plate Stone Guard
- DOT Approved LED Lighting

## Accessories:

- (1)30" x 30" Window
- Lined & Insulated Walls & Ceilings
- 110-Volt Package w/50-Amp Breaker Panel
  - LED Interior Lighting on Wall Switch
  - GFCI Outlet
- Brace & Wire for Roof HVAC
- 15k BTU Roof Mounted Air Conditioner
- Air Curtain at Side Door
- Wall Mounted E-Tracks on 3-Walls at 24" and 48" Height
- 15KW Generator providing 50-Amps continuous electricity
- Portable Handwashing Stations
- ADA Compliant Steps, Railing, Ramp & Signage
- Signage Wrap



# Humble Beginnings: 2023



**CAMBRO**



**GENERAC**  
**INDUSTRIAL  
POWER**





# Build Requirements – Tow Vehicle

- **Minimum Specifications:**

- ¾ Ton Pickup Truck
- 12k lb. Towing Capacity
- Trailer Brake Controller
- Gooseneck Pkg. for Future Trailer(s)
- Signage Wrap
- Waterproof Bed Cover/Topper (Ventilation Needed for Generator)



- Longer Trailer (increased occupancy)
- Gooseneck Style Trailer (easier to navigate)
- Diesel Generator (much quieter)
- More Windows (more welcoming/transparent)
  - --Vending Window for Rural Locations
- Interior TV's & Audio (entertainment & digital marketing)
- Side Awning (heat/sun during lines)
- TV's (entertainment)
- Additional Air Conditioner (SUMMER IS HOT!)



# • Questions & Resources Available



- Formal Feasibility Study
- Specifications
- Budget Quotes
- Site Visits Welcomed
- [bbarlow@Harrison.k12.ms.us](mailto:bbarlow@Harrison.k12.ms.us)

<https://www.harrison.k12.ms.us/>





# • Non Discrimination Statement

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This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>

# SFSP Meal Patterns

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**Betsy Pennington**

Lead Nutritionist

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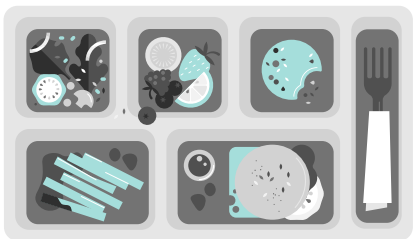
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February 7, 2025



The **Summer Food Service Program (SFSP)** has a simpler meal pattern than the **National School Lunch Program (NSLP)** or **School Breakfast Program (SBP)** but follows specific guidelines:

- **Meals are usually unitized**, meaning all required food items must be served together as a complete meal.
- **Unitized meals make recordkeeping, serving, distribution, and staff training easier** during the summer.
- **SFSP does not require nutrient analysis**, unlike NSLP and SBP.
- **Without OVS, every child must receive a full meal with all required components.**
- **OVS is only allowed if the sponsor requests and receives approval from the state agency through a waiver.**



A close-up photograph of several blueberries. The berries are dark blue with a fine, bumpy texture. One berry in the center-right is in sharp focus, showing its stem scar. The background is blurred, showing more berries. Overlaid on the left side of the image is the text "SFSP Breakfast" in a large, white, sans-serif font. A white horizontal line is positioned below the word "Breakfast".

# SFSP Breakfast

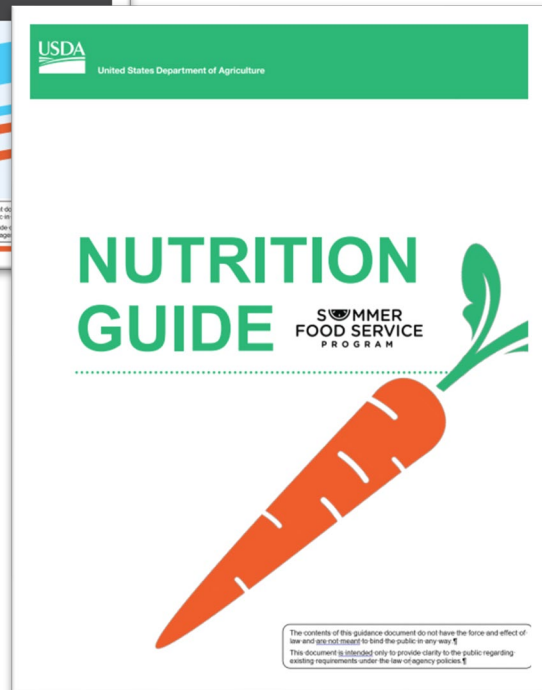
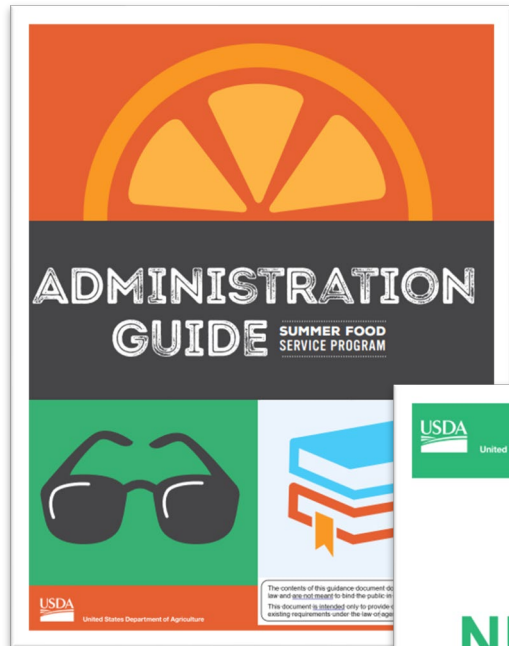
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# Requirements & Resources 201



- Administrative Guide: Pages 58-60
- Nutrition Guide: Pages 7-11

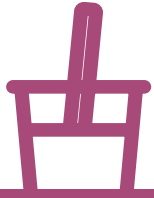
## SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
<b>Milk</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	
Fluid milk (whole, low-fat, or fat-free)	1 cup <sup>1</sup> (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>3</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>
<b>Vegetables and Fruits –</b> Equivalent quantity of any combination of...	<b>REQUIRED</b>	<b>REQUIRED</b>	
Vegetable or fruit or	½ cup	½ cup total <sup>4</sup>	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (6 fluid ounces) <sup>5</sup>
<b>Grains/Breads<sup>6</sup> –</b> Equivalent quantity of any combination of...	<b>REQUIRED</b>	<b>REQUIRED</b>	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving <sup>7</sup>	1 serving <sup>7</sup>	1 serving <sup>7</sup>
Cold dry cereal or	½ cup or 1 ounce <sup>8</sup>		½ cup or 1 ounce <sup>8</sup>
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
<b>Meat/Meat Alternates</b> Equivalent quantity of any combination of...	<b>OPTIONAL</b>	<b>REQUIRED</b>	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products <sup>9</sup> or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	¼	1	¼
Cooked dry beans or peas or	½ cup	½ cup <sup>1</sup>	½ cup <sup>1</sup>
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds <sup>10</sup> or		1 ounce=50% <sup>11</sup>	1 ounce
Yogurt <sup>12</sup>	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

For meal pattern guidelines, refer to:

- Administrative Guide – Attachment 3
- Nutrition Guide – Page 11

Key sections of the meal pattern will be **highlighted and enlarged** on the next slides for easier viewing.



**One serving of milk** – Must be **whole, low-fat, or fat-free; flavored or unflavored**



**One serving of fruit, vegetable, or 100% juice.**



**One serving of grain** (e.g., bread, cereal, or other grain product).



**Meat or Meat Alternate (Optional-Not Required)**

<b>Food Components and Food Items</b>	<b>Breakfast</b> Serve all three
<b>Milk</b>	<b>Required</b>
Fluid milk (whole, low-fat, or fat-free) Flavored or Unflavored is acceptable	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>
<b>Vegetables and Fruits</b> <b>Equivalent quantity of any combination of:</b>	<b>Required</b>
Vegetable or fruit or	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)



<b>Grains/Breads<sup>6</sup></b> <b>Equivalent quantity of any combination of:</b>	<b>Required</b>
Bread or	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving
Cold dry cereal or	$\frac{3}{4}$ cup or 1 ounce <sup>7</sup>
Cooked cereal or cereal grains or	$\frac{1}{2}$ cup
Cooked pasta or noodle products	$\frac{1}{2}$ cup

<b>Meat and Meat Alternates Equivalent quantity of any combination of:</b>	<b>Optional</b>
Lean meat or poultry or fish or	1 ounce
Alternate protein products <sup>8</sup> or	1 ounce
Cheese or	1 ounce
Egg (large) or	½
Cooked dry beans or peas or	¼ cup
Peanut or other nut or seed butters or	2 tablespoons
Nuts or seeds <sup>9</sup> or	
Yogurt <sup>11</sup>	4 ounces or ½ cup



# Sample Cycle Menus

Available pg. 34-35 of the SFSP Nutrition Guide

### SAMPLE CYCLE LUNCH MENUS

Sample Cycle Lunch Menu 1

The following is a sample 4-week lunch cycle menu from the Institute of Child Nutrition. You may change the meals shown, rearrange the order, or make substitutions within a meal. Be sure each new menu offers required food components in the SFSP meal pattern. Note the variety of foods, hot and cold food items, and culturally diverse menu suggestions. These sample menus are primarily for on-site preparation. Variations suggestions can be used for off-site service at playgrounds or campsites.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK 1</b>	Bean & cheese burrito on whole grain tortilla Mexicali corn Fresh strawberries Mandarin oranges Low-fat or fat-free milk	Sweet and sour chicken Brown rice Fresh snap sugar peas Mandarin oranges Low-fat or fat-free milk	Whole grain tortilla rollup with hummus and veggies Romaine salad Orange slices Low-fat or fat-free milk	Spaghetti casserole Mixed spinach and green salad Fresh cantaloupe Low-fat or fat-free milk	Oven baked chicken Whole grain Sweet potato Low-fat or fat-free milk
<b>WEEK 2</b>	Black bean taco Fresh sliced cucumber and tomatoes Fresh peaches Low-fat or fat-free milk	Tuna sandwich on whole grain bread Fresh broccoli and cauliflower Fresh blueberries Low-fat or fat-free milk	Pork stir fry Brown rice Sliced oranges Steamed broccoli Low-fat or fat-free milk	Chicken and vegetable soup Whole grain crackers Fresh plums Sweet potato strips Low-fat or fat-free milk	Mexican whole grain Sliced peaches Canned peaches Low-fat or fat-free milk
<b>WEEK 3</b>	Sloppy joes on whole grain bun Broccoli salad Fresh fruit salad Low-fat or fat-free milk	Turkey burrito on whole grain tortilla Refried beans Fresh honeydew Low-fat or fat-free milk	Minestrone soup Whole grain roll Fresh apples Low-fat or fat-free milk	Ham and cheese sandwich on whole grain bread Three bean salad Fresh watermelon Low-fat or fat-free milk	Taco salad Baby carrots Canned peaches Low-fat or fat-free milk
<b>WEEK 4</b>	Meatloaf Whole grain roll Yellow squash Frozen raspberries Low-fat or fat-free milk	Turkey and cheese on whole grain bread Vegetable soup Fresh bananas Low-fat or fat-free milk	Vegetable chili Corn muffins Fresh kiwi Low-fat or fat-free milk	Oven baked chicken Brown rice Stir-fry vegetables Frozen peaches Low-fat or fat-free milk	BBQ pork on whole grain Steamed zucchini Mixed fruit Low-fat or fat-free milk

### Sample Cycle Lunch Menu 2

This cycle menu was developed by the Milton Town School District's Food Service Director. The Director taps into summer's bounty in northern Vermont, and serves locally sourced items whenever possible. These meals can be served at a variety of sites, including libraries and Park and Recreation Departments. Take some inspiration from the menu to add local foods to your menus!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK 1</b>	Turkey and cheese sandwich Carrot sticks and dip Local apples Low-fat or fat-free milk	Ham and cheese on whole-wheat bun Veggie sticks and dip Fruit selection Low-fat or fat-free milk	Garden fresh chef salad with turkey and Swiss Fruit selection Whole wheat roll Low-fat or fat-free milk	Santa Fe chicken wrap Bean and veggie salad Fresh fruit salad Low-fat or fat-free milk	SFSP Carnival (pike event) with barbecue, games, and more
<b>WEEK 2</b>	Turkey and cheese sandwich Carrot sticks and dip Local apples Low-fat or fat-free milk	Local grilled chicken Chef's salad on local greens and veggies Fruit selection Whole wheat roll Low-fat or fat-free milk	Ham and cheese on whole-wheat bun Local veggie sticks Fruit selection Low-fat or fat-free milk	Chicken tenders Rice pilaf Glazed carrots Fruit selection Low-fat or fat-free milk	Cheese and pepperoni pizza Local garden salad Watermelon Low-fat or fat-free milk
<b>WEEK 3</b>	Turkey and cheese sandwich Carrot sticks and dip Local apples Low-fat or fat-free milk	Soft serve taco with local beef and cheese Beans and rice Fruit selection Low-fat or fat-free milk	Ham and cheese on whole-wheat bun Local veggie sticks Fruit selection Low-fat or fat-free milk	Local chicken salad on local harvest greens Bread sticks Fresh strawberries Low-fat or fat-free milk	Holiday (site closed)
<b>WEEK 4</b>	Turkey and cheese sandwich Carrot sticks and dip Local apples Low-fat or fat-free milk	Cheeseburger on bun Potato puffs Italian beans Fruit selection Low-fat or fat-free milk	Garden fresh chef salad with turkey and Swiss Fruit selection Whole wheat roll Low-fat or fat-free milk	Local chicken and local Caesar salad wrap Fresh fruit cup Chocolate chip cookie Low-fat or fat-free milk	Cheese and pepperoni pizza Local garden salad Watermelon Low-fat or fat-free milk
<b>WEEK 5</b>	Turkey and cheese sandwich Carrot sticks and dip Local apples Low-fat or fat-free milk	Popcorn chicken Seasoned sweet potato cubes Fresh steamed broccoli Fruit selection Low-fat or fat-free milk	Ham and cheese on whole-wheat bun Local veggie sticks Fruit selection Low-fat or fat-free milk	Beef nachos with salsa Spanish rice Fruit selection Low-fat or fat-free milk	Cheese and pepperoni pizza Local garden salad Watermelon Low-fat or fat-free milk

USDA United States Department of Agriculture

# NUTRITION GUIDE

SUMMER FOOD SERVICE PROGRAM

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law of agency policies.



# SFSP Lunch

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For detailed meal pattern requirements, refer to:

- **Administrative Guidance (2016) – Pages 58-60**
- **Nutrition Guidance (2018) – Pages 8-15**
- **Meal Pattern Chart – Page 11 (Nutrition Guidance)**
- **Attachment 3 – (Administrative Guidance)**

 **Key sections of the meal pattern will be enlarged on the following slides for easier viewing.**

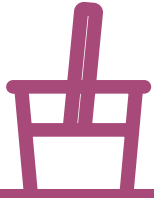
## SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
<b>Milk</b>	<b>REQUIRED</b>	<b>REQUIRED</b>	
Fluid milk (whole, low-fat, or fat-free)	1 cup <sup>1</sup> (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>	1 cup (½ pint, 8 fluid ounces) <sup>2</sup>
<b>Vegetables and Fruits –</b> Equivalent quantity of any combination of...	<b>REQUIRED</b>	<b>REQUIRED</b>	
Vegetable or fruit or	½ cup	½ cup total <sup>4</sup>	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (6 fluid ounces) <sup>5</sup>
<b>Grains/Breads<sup>6</sup> –</b> Equivalent quantity of any combination of...	<b>REQUIRED</b>	<b>REQUIRED</b>	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving <sup>7</sup>	1 serving <sup>7</sup>	1 serving <sup>7</sup>
Cold dry cereal or	½ cup or 1 ounce <sup>8</sup>		½ cup or 1 ounce <sup>8</sup>
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
<b>Meat/Meat Alternates</b> Equivalent quantity of any combination of...	<b>OPTIONAL</b>	<b>REQUIRED</b>	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products <sup>9</sup> 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 <sup>10</sup>	½ cup <sup>10</sup>
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds <sup>10</sup> or		1 ounce:50% <sup>11</sup>	1 ounce
Yogurt <sup>12</sup>	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

1 For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.  
 2 Served as a beverage or on cereal or used in part for each purpose.  
 3 Served as a beverage.  
 4 Serve 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. Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched, or fortified.

7 Serving sizes and equivalents will be in guidance materials to be distributed by PMS to State agencies.  
 8 Either volume (cup) or weight (ounces), whichever is less.  
 9 Must meet the requirements of 7 CFR 225 Appendix A.  
 10 Tree nuts and seeds that may be used as meat alternate are listed in program guidance.  
 11 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 requirements. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.  
 12 Plain or flavored, unsweetened or sweetened.

# SFSP Lunch Meal Pattern Requirements: Each SFSP lunch must include 210



## ✓ One Serving of Milk

- Whole, low-fat, or fat-free



## ✓ Two Different Servings of Fruits and/or Vegetables

- Combined total must be at least  $\frac{3}{4}$  cup



## ✓ One Serving of Grain

- Must be **whole grain or enriched**



## ✓ One Serving of Meat or Meat Alternate

- **2 oz equivalent** (e.g., poultry, fish, cheese, yogurt, beans, or eggs)

**Milk****REQUIRED****Fluid milk (whole, low-fat, or fat-free)****1 cup (½ pint,  
8 fluid ounces)<sup>3</sup>**

Flavored or Unflavored is acceptable

**Vegetables and Fruits –**

Equivalent quantity of any combination of...

**REQUIRED****Vegetable or fruit or****% cup total<sup>4</sup>****Full-strength vegetable or fruit juice**



One of the **trickiest** parts of the SFSP lunch meal pattern is the **fruit and vegetable requirement**. If a site makes an error, it's usually here.

## ✓ What's Required?

- Must serve **two different** fruits or vegetables.
- The **total amount** of fruits and vegetables combined must be at least **¾ cup**.

### ⚠ Reminder:

- **Two of the same item do NOT count** (e.g., two servings of apples).
- **Juice can only be one of the two servings** and must be **100% juice**.
- **Juice can only count for up to half of the total weekly fruit/vegetable requirement.**

Following these rules ensures meals meet USDA requirements and are **fully reimbursable!**



✓ You must offer two different fruits or vegetables at lunch.

✓ Correct Examples:

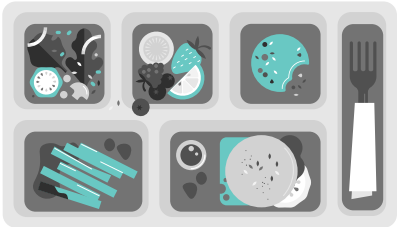
- Green beans + apple = ✓
- Apple + banana = ✓
- Green beans + French fries = ✓ (Two different vegetables)

✗ Incorrect Example:

- Fresh apple + apple juice = ✗ (Juice cannot count as the second fruit or vegetable)

👉 Total amount of fruits and vegetables offered must be at least  $\frac{3}{4}$  cup combined.

Following these guidelines ensures compliance and full meal reimbursement!



**Grains/Breads<sup>6</sup> –****Equivalent quantity of any combination of...****REQUIRED****Bread or****1 slice****Cornbread, biscuits, rolls, muffins, etc. or****1 serving<sup>7</sup>****Cold dry cereal or****Cooked cereal or cereal grains or****½ cup****Cooked pasta or noodle products****½ cup**

# Grain Requirement

## ✓ Grains must be:

- **Whole grain** or **enriched** for breads, pasta, rice, and other grain products.
- **Cereals must be whole grain, enriched, or fortified.**

## ⚠ Key Reminder:

- If the product is not labeled "**whole grain,**" "**enriched,**" or "**fortified**", it **does NOT count** toward the meal pattern.
- Always check ingredient labels to ensure compliance.



Following these guidelines ensures meals meet USDA requirements and qualify for reimbursement!

Meat/Meat Alternates Equivalent quantity of any combination of...	REQUIRED
Lean meat or poultry or fish or	2 ounces
Alternate protein products <sup>9</sup> or	2 ounces
Cheese or	2 ounces
Egg (large) or	1
Cooked dry beans or peas or	½ cup <sup>1</sup>
Peanut or other nut or seed butters or	4 tablespoons
Nuts or seeds <sup>10</sup> or	1 ounce=50% <sup>11</sup>
Yogurt <sup>12</sup>	8 ounces or 1 cup



# SFSP Snack

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A reimbursable snack must include **two of the four** meal components:

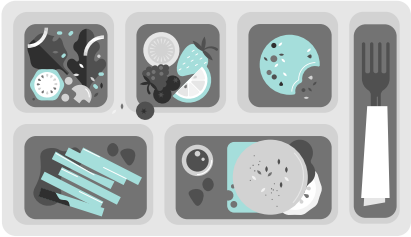
Component (Select 2)	Minimum Amount
Meat/Meat Alternate	1 ounce
Vegetables and Fruits	$\frac{3}{4}$ cup (6 oz)
Grain/bread	1 serving
Milk	8 ounces (1 cup)

## Quick Reminder!

- **✗ DO NOT serve two beverages for a snack! ✗**
- **✓ A reimbursable snack must include two different components, but both cannot be drinks (e.g., milk + juice = ✗).**







- Allows sponsors that serve primarily American Indian or Alaska Native children to substitute vegetables for breads (7 CFR 225.16 (f) (3)).
- Allows nuts and seeds to credit for the full meats/meat alternates components in all CNP meals and snacks (7 CFR 210.10 (c) (2) (iv) (B)).
- Expands the geographic preference option by allowing "locally grown," "locally raised," or "locally caught" as procurement specifications for unprocessed or minimally processed food items in the CNPs (7 CFR 210.21 (g) (1)).
- Updates terminology to "beans, peas, and lentils" (7 CFR 210, 220, 225, 226).
- Changes all "food component" references to "meal components" (7 CFR 210.10, 220.8, 225.16, 226.20).



# Questions?



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# Offer Versus Serve (OVS) in the Summer Food Service Program (SFSP)



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February 7, 2025





- **OVS is not required** in the **Summer Food Service Program (SFSP)**. Most sponsors use **unitized meals** because they simplify **preparation, distribution, and counting**, making operations smoother and ensuring reliable meal access for children.
- Some sponsors choose OVS for flexibility, but it adds complexity. **To use OVS in SFSP, you must have an approved waiver from the State Agency (SA)** to stay in compliance.



**Previous Rule:** OVS was only allowed for SFAs following NSLP/SBP meal patterns.

**New Rule:** SFAs can now implement OVS with state agency approval while following the SFSP meal pattern.

**OVS is NOT meant to bypass meal pattern requirements or remove required food components.**



# Important Note About Milk and OVS:

You **cannot** pre-package all meal components and simply let children refuse the milk, then claim it qualifies as OVS. OVS must allow participants to decline a variety of components, not just milk.



# Offer Versus Serve (OVS) for Breakfast in SFSP

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## When using **Offer Versus Serve (OVS)** for breakfast in the **Summer Food Service Program (SFSP)**:

### What to Offer (4 Items):

- Fruit or vegetable
- Bread or bread alternate
- Milk
- **One extra item:** another fruit/vegetable, bread/bread alternate, or meat/meat alternate



### What Kids Need to Take:

- At least **3 out of the 4 items** to count as a complete meal
- Kids **can take all 4** if they want

### Key Points:

- **All items must be different**
- Kids can choose which item to skip, **not just milk.**
- Staff should know how to count meals correctly for reimbursement.

## In the Summer Food Service Program (SFSP):

- There is **NO** requirement for children to take at least  $\frac{1}{2}$  cup of fruit or vegetable when using **Offer Versus Serve (OVS)**.
- This differs from the **School Breakfast Program (SBP)**, where taking at least  $\frac{1}{2}$  cup of fruit or vegetable is **required** for a reimbursable meal.

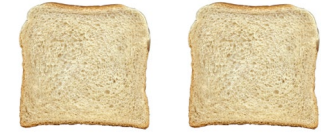
### Key Point:

As long as children select **3 out of the 4 food items offered**, the meal meets SFSP requirements—even if no fruit or vegetable is selected.



## ✔ Key Points:

- **Duplicate Food Items Are Not Allowed:**



- You cannot count two servings of the same food item (like 2 pieces of toast) as separate items for a reimbursable meal.

- **Larger Portions Count as One Item:**



- A larger item (like a 2 oz muffin) counts as **one food item**, even though it may equal two servings in weight.

- **Similar Food Types Still Count as One Item:**



- **Two different cereals** are still considered the **same food item** because they are different flavors of the same food item.





Is this a reimbursable meal ?
SFSP BREAKFAST MEAL PATTERN
<b>YES</b>

	Items Served
Milk	1
Grain	1 (biscuit)
Fruit/Veg	1 (apple)
Optional: Meat	1 (chicken)



Is this a reimbursable meal ?
SFSP BREAKFAST MEAL PATTERN
<b>NO</b>

	Items Served
Milk	
Grain	1
Fruit/Veg	1 (hashbrown - duplicate)





Is this a reimbursable meal ?	
SFSP BREAKFAST MEAL PATTERN	
<b>NO</b>	

	Items Served
Milk	
Grain	
Fruit/Veg	2 (juice and orange)

In SFSP under OVS, you can't count two similar items toward the meal. For example, if you offer **apple juice, a fresh apple, and an orange**, only **one apple item** (either the juice or the apple) can count.

# Lunch – SFSP Meal Pattern (Offer Versus Serve - OVS)





When using **Offer Versus Serve (OVS)** for lunch in the **Summer Food Service Program (SFSP)**:

- **You Must Offer 4 Food Components:**
  - **Meat/Meat Alternate** (1 serving)
  - **Fruits and/or Vegetables** (2 different items, each counting as a separate serving)
  - **Grain/Bread** (1 serving)
  - **Fluid Milk** (1 serving)
- **At Least 5 Different Food Items Must Be Offered:**
  - Example: Chicken (meat), carrots (vegetable), apple (fruit), bread (grain), and milk.
- **Items Must Be Different:**
  - You can't offer two of the same or very similar items to count separately (refer to the previous breakfast slides to determine what is considered different)
- **What the Child Must Take:**
  - A child must select **at least 3 different food components** for the meal to be reimbursable.
  - Children can choose to take **all 5 items** if they'd like.



## Important Reminders

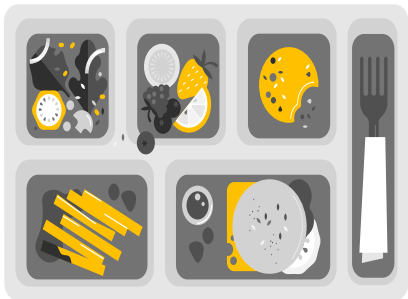


- **Must Offer Two Different Fruits or Vegetables:**
- **Green beans + apple** = Meets the requirement
- **Apple + banana** = Meets the requirement
- **Green beans + French fries** = Meets the requirement
- **Fresh apple + apple juice** = Does NOT meet the requirement (too similar—considered the same item)
- **Quantity Requirement:**
- The **combined total** of the fruits and/or vegetables offered must be **at least  $\frac{3}{4}$  cup**.

- In the **Summer Food Service Program (SFSP)**, children are **NOT** required to take a specific amount of fruits or vegetables when using **Offer Versus Serve (OVS)**.
- This is **different from the National School Lunch Program (NSLP)**, where children **must take at least ½ cup** of fruits or vegetables for a reimbursable meal.

✓ **What Sponsors Must Do:**

- **You are required to offer at least ¾ cup total of fruits and/or vegetables for lunch.**
  - This can be ¾ cup of fruit, ¾ cup of vegetables, or a combination of both that adds up to ¾ cup.
- **Children can decline fruits or vegetables** as long as they select at least **3 of the 4 required components** (meat/meat alternate, grains, fruit, vegetable, and milk).
- The key is ensuring that the **meal you offer meets the required portion sizes**, even if children choose not to take certain items.





Is this a reimbursable meal ?
SFSP LUNCH MEAL PATTERN
YES

	Components Served
Milk	YES
Meat	YES
Grain	YES
Fruit/Veg #1	YES (tomatoes)
Fruit/Veg #2	



Is this a reimbursable meal ? SFSP LUNCH MEAL PATTERN
<b>YES</b>

	Components Served
Milk	YES
Meat	YES
Grain	YES
Fruit/Veg #1	<b>*no requirement in SFSP OVS to serve fruit/veg</b>
Fruit/Veg #2	<b>*no requirement in SFSP OVS to serve fruit/veg</b>





Is this a reimbursable meal ? SFSP LUNCH MEAL PATTERN
<b>NO</b>

	Components Served
Milk	
Meat	YES
Grain	YES
Fruit/Veg #1	
Fruit/Veg #2	



Is this a reimbursable meal ? SFSP LUNCH MEAL PATTERN
<b>NO</b>

	Components Served
Milk	YES
Meat	
Grain	
Fruit/Veg #1	YES (banana)
Fruit/Veg #2	

**SFSP Funds Cannot Be Used to Purchase Foods That Do Not Meet Meal Pattern Requirements**

**Not all chips are the same. Make sure the item that you are serving have a product formulation statement.**



**Formulation Statement for Documenting Grains in School Meals**

Required Beginning SY 2013-2014

(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFA's) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFA's have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: Baked Cheetos® WGR – Flamin' Hot Code No: 62984  
 Manufacturer: Frito-Lay Inc. Plano, TX 75024-4099 Serving Size: .875 oz.

- I. Does the product meet the Whole Grain-Rich Criteria? Yes  No   
 (Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program)
- II. Does the product contain non-creditable grains: Yes  No  How many grams  
 (Products with more than 0.24 oz. equivalent of 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals)
- III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H, or Group I. (Different methodologies are applied to calculate serving so grain components based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz. eq; Group H use the standard of 28 g creditable grain per oz. eq; and Group I is reported by volume or weight.)  
 Indicate to which Exhibit A Group (A-I) the Product Belongs: n/a

Description of Creditable Grain Ingredient **	Grams of Creditable Grain Ingredient per Portion <sup>1</sup>	Gram Standard of Creditable Grain per oz. equivalent (16 g or 28 g) <sup>2</sup>	Creditable Amount
	A	B	
Whole grain cornmeal	11.27 g	16	.70
Enriched cornmeal	10.20 g	16	.63
			1.33
<b>Total Creditable Amount<sup>3</sup></b>			<b>1.25</b>

\*\*Creditable grains are whole-grain meal/flour and enriched meal/flour  
<sup>1</sup>(Serving size) X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.  
<sup>2</sup>Standard grams of creditable grains from the corresponding Group in Exhibit A.  
<sup>3</sup>Total Creditable Amount must be rounded down to the nearest quarter (.25) oz. eq. Do not round up.

Total weight (per portion of product as purchased): .875 oz.  
 Total contribution of product (per portion): 1.25 oz. eq.

I certify that the above information is true and correct and that a .875oz. portion of this product (ready for serving) provides 1.25 oz. eq. Grains. I further certify that non-creditable grains are not above .24 oz. eq. per portion. Products with more than .24 oz. equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

1/2/20

*Jan Ruetz*  
 Jan Ruetz  
 PepsiCo Food Service Nutrition  
 972-334-2165

*Elizabeth Rourke*  
 Elizabeth Rourke  
 PepsiCo | Frito-Lay  
 Principal Scientist, Life Sciences  
 972-334-4716



# Questions



# Field Trips

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**Betsy Pennington, MS, RD, LD**

Nutritionist Team Lead

[mdek12.org](https://mdek12.org)



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February 2025







# Field Trips



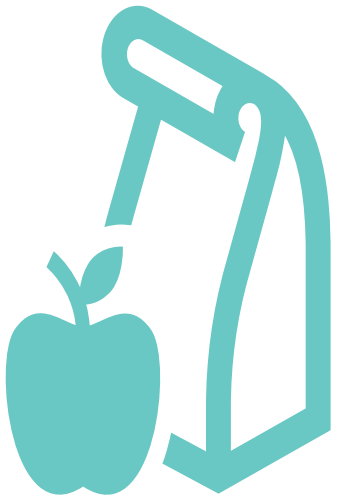
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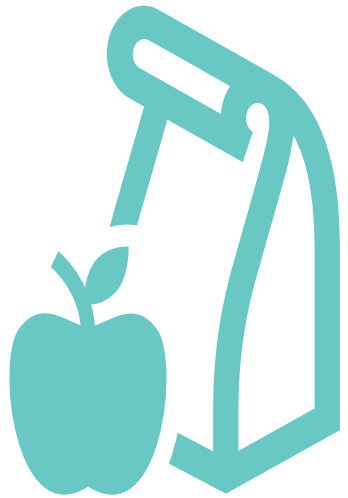


## Once your **SFSP** application is approved:

- **Enter your field trip details into MARS** (*Mississippi Application & Reimbursement System*).
- **Notify your Program Specialist** after the information has been entered.

This ensures accurate record-keeping and that meals served on field trips are eligible for reimbursement.





- **OVS is NOT allowed on field trips** because meals are not being served at a **regular, approved school site.**
- **Every child must receive a full unitized meal** with all required components, even if they choose not to eat everything.



- **Notify the State Agency (SA) before** any field trip meal service takes place.
- **Field trips must be approved in MARS** (*Mississippi Application & Reimbursement System*) **prior to the trip.**
- **Notifications should be submitted at least 24 hours in advance** of the field trip.
- **Failure to notify and obtain approval** may result in the **disallowance of meals** served during the field trip.

Timely notification ensures compliance with SFSP regulations and proper meal reimbursement.

## Entering Field Trips in MARS

- **You CANNOT enter a field trip into MARS** (*Mississippi Application & Reimbursement System*) **until your SFSP application is approved.**
- Once your application is approved, you'll be able to submit field trip details for review.

### **Next Steps:**

The following slides will **guide you through the process** of adding field trips to MARS.

## What Is NOT a Field Trip:

- **Do NOT enter a new site as a “field trip” in MARS.**
- **If it lasts multiple days, it’s likely an additional site, not a field trip.**

**Contact your Program Specialist if you’re unsure.**



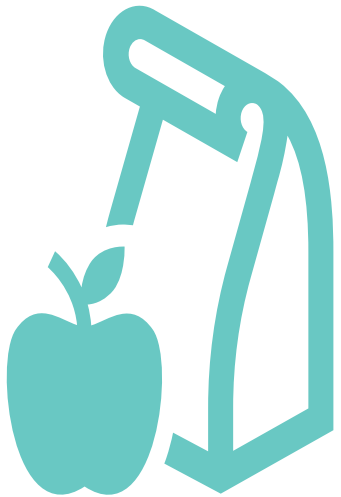
# Reimbursement for Off-Site Meals in SFSP

253

To get reimbursed for meals served off-site, you must:

- **Notify the State Agency (SA)** in advance.
- Ensure the SA confirms **all program, health, and safety requirements** are met.
- Serve meals during **approved times**, unless the SA approves a change.
- For **open sites**, keep operating at the usual location.
  - If that's not possible, **notify the community** and share info about **alternate open sites**.

These steps help ensure meals are reimbursable and meet USDA guidelines.



### 2020 - 2021 Application Packet

00C Status: Active

**OOL DIST**

DBA:

Street

Type of Agency: Educational Institution

Type of SFSP Organization: School Food Authority

Packet Submitted Date: 12/03/2020

Packet Approved Date: 12/04/2020

Packet Original Approval Date: 11/02/2020

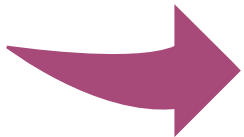
Packet Status: Approved

**Annual Audit form has not been submitted for this Organization's prior fiscal year.**



Packet Assigned To: Deborah Newton

Action	Form Name	Latest Version	Status
View   Revise	✓ Organization Application	Original	Approved
View   Revise	✓ Budget Detail	Original	Approved
Details	✓ Management Plan	Original	Approved
Details	Food Production Facility List		
Details	Checklist Summary		
Details	Site Field Trip List		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List (3)		



**Trip Details**

1. Trip Date:
  - Specific Date 06/14/2017
  - Multiple Dates
2. Status of Site: Site will remain open
3. Affected Meal Type(s):
  - Breakfast
  - AM Snack
  - Lunch
  - PM Snack
  - Supper
4. Number of Children Attending Field Trip: 100
5. Name of Field Trip Destination: Children Museum in Jackson, MS
6. Will meals be properly stored or delivered no earlier than one hour prior to the beginning of meal service?
  - Yes
  - No
7. Cancel Request:

# Questions





# Betsy Pennington, MS, RD, LD

Nutritionist Team Lead

[bpennington@mdek12.org](mailto:bpennington@mdek12.org)

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# Meal Counting and Claim Preparation

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**Shawn Shaw**

Director of Technical Assistance

[mdek12.org](https://mdek12.org)



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February 7, 2025



- ✓ **Meal Counts at POS** – Meal counts must be recorded during each meal service at every site.
  
- ✓ **Meal Counting System Must Track Separately:**
  - **1st reimbursable meals** served to eligible children
  - **2nd meals** served to eligible children (*if applicable*)
  - **All adult meals** (*program and non-program adults*)
  
- ✓ **Designated Meal Count Staff** – Each site must have a **designated meal count person** and at least **one trained back-up staff member**.

**SUMMER FOOD SERVICE PROGRAM** Sample Daily Meal Count Form

Site Name: \_\_\_\_\_ Meal Type (limited): B L SN SU  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Meals received/prepared \_\_\_\_\_ Meals available from previous day \_\_\_\_\_ (Total meals available) (1)

First Meals Served to Children (cross off number as each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + (2)

Second meals served to children:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total Second Meals + (3)

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total Program Adult Meals + (4)

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total non-Program Adult Meals + (5)

**TOTAL MEALS SERVED + (6)**

Total damaged/incomplete/other non-reimbursable meals + (7)

Total In-house meals + (8)

Total of items: 000 -> 000 -> 000 -> 000 (9)

Number of additional children requesting a meal after all available meals were served:  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ATTACHMENT 18

✓ **Manual Tally Sheets** – Using paper and pencil to record meal counts.



✓ **Point of Service (POS) by Cashier** – Meal counts recorded at the end of the serving line.



✓ **Clicker Counter Method** – Using a mechanical or digital clicker to track meals served.



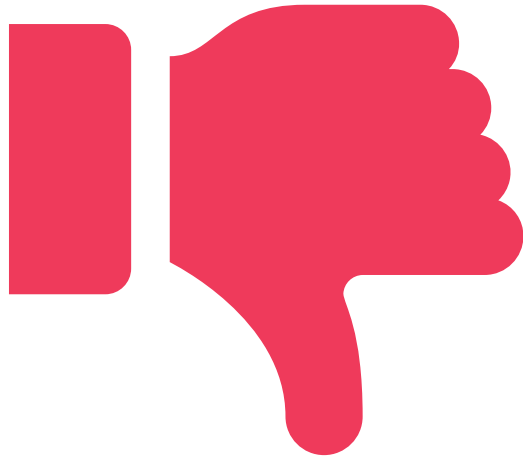


## Clicker Counter Use & Recordkeeping

✓ **Final Count Documentation** – If a **clicker is used**, the total count **must be transferred** to an official meal count record.

✓ **Meal Type Breakdown** – The record must separately account for:

- **All 1st reimbursable meals served to children**
- **Any 2nd meals served (if applicable)**
- **All adult meals**, categorized separately by type (program vs. non-program).



- **Estimations or Assumptions – Meal counts cannot be based on:**
  - The number of **trays or plates prepared**.
  - The number of **children in attendance** (must count actual meals served).
  - **Previous meal counts** (each meal service must be recorded separately).
  
- **Ineffective POS Oversight –**
  - The **cashier or meal count staff** must be **focused solely on meal counting**.
  - **Divided attention or leaving during service** results in inaccurate meal counts.

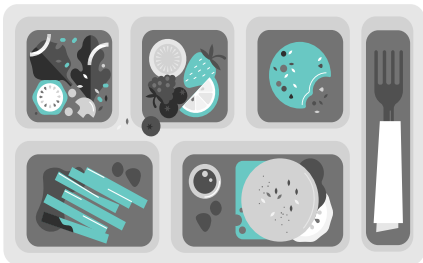
- ✓ **Reimbursable Meals** – Only **complete first meals** served to **eligible children** may be claimed for reimbursement. A **limited number of complete second meals** may be claimed **as allowed by USDA regulations**.
- ✓ **Offer vs. Serve (OVS)** – OVS is **allowed**, but if implemented, **cashiers must be fully trained on SFSP OVS rules** to ensure only **reimbursable meals** are counted.
- ✓ **Meal Prep vs. Meal Counts** – The **number of meals prepared does not equal the number of meals claimed**—only **meals properly served and recorded at POS** can be claimed.



**During a Monitoring Visit, the POS /meal counting process is closely reviewed**

✓ **POS Staff Responsibilities** – Staff must **accurately count meals** and be **trained to identify reimbursable meals**.

✓ **Meal Component Requirements:**



- **Standard Meal Service:** Each child must receive **all required components**.
- **Offer vs. Serve (OVS):** If OVS is implemented, each child **must take a reimbursable meal per SFSP OVS rules**.

 **Proper training ensures only reimbursable meals are counted for reimbursement!**



- ✓ **Production Records** – Required to track meals prepared, served, and leftover.
- ✓ **Daily Meal Count Records** – Must document **accurate counts of all reimbursable meals served.**
- ✓ **Satellite Delivery Receipts** (*if applicable*) – Required when meals are **delivered from a central kitchen or another site** to SFSP meal service locations.



## ✓ Maintain Delivery Receipts –

If meals are delivered to any sites, sponsors must keep detailed delivery receipts for recordkeeping and compliance.



## ✓ Daily Adjusted Delivery Receipts

Update daily to reflect adjusted meal orders, ensuring accurate meal tracking and compliance.



## ✓ Meal Delivery Requirements

Ensure meals are properly packaged and loaded for safe and accurate delivery.



## ✓ Food Safety Compliance

Sites must adhere to all food safety requirements to ensure safe meal service.

## Summer Food Service Program Delivery Receipt –Satellite Sites Only

Central Kitchen Name: \_\_\_\_\_ Date of Delivery \_\_\_\_\_  
Site name: \_\_\_\_\_ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing you are verifying that all information in the chart above is true.*

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing you are verifying that all information in the chart above is true.*

✓ **Required for Off-Campus Distribution**  
– All external meal distribution methods must use and retain **delivery receipts** along with **meal count forms**.

✓ **Receipts Required for Pickups** – Even if food is picked up instead of delivered, a **delivery receipt is still required**.

✓ **Form Options** – Sponsors may use the **State Agency (SA) template** or create their own **compliant receipt format**.



## Summer Food Service Program Delivery Receipt –Satellite Sites Only

Central Kitchen Name: \_\_\_\_\_ Date of Delivery \_\_\_\_\_  
 Site name: \_\_\_\_\_ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

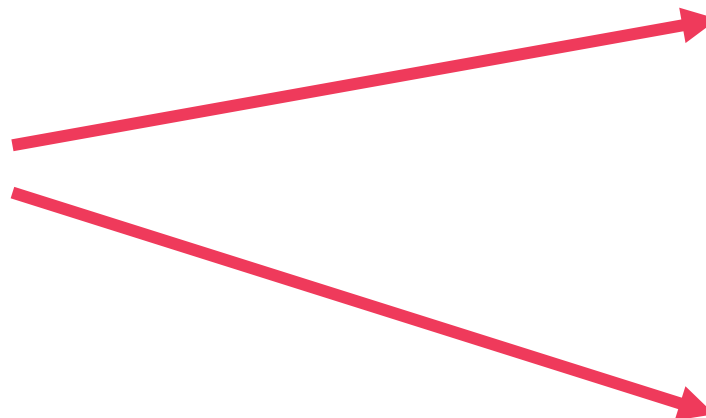
Signature of Central Kitchen Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*By signing you are verifying that all information in the chart above is true.*

Note Temperature columns





- ✓ **Timing Restriction** – Meals must be delivered no more than one hour before meal service begins.
- ✓ **Proper Storage Required** – Sites must have facilities to store food at safe temperatures to prevent spoilage and ensure food safety.

MANAGING THE MEAL SERVICE

**SUMMER FOOD SERVICE PROGRAM**

## Sample Daily Meal Count Form

Site Name: _____															Meal Type (circle) : B L SN SU				
Address: _____										Telephone: _____									
Supervisor's Name: _____										Delivery Time: _____					Date: ____/____/____				
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]																			
First Meals Served to Children (cross off number as each child receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										
Total First Meals +															[2]				
Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10						Total Second Meals +	[3]			
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10						Total Program Adult Meals +	[4]			
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10						Total non-Program Adult Meals +	[5]			
TOTAL MEALS SERVED =															[6]				
Total damaged/incomplete/other non-reimbursable meals +															[7]				
Total leftover meals +															[8]				
Total of items: [6] + [7] + [8] = [9]															[9]				
(Item [9] should be equal to item [1])																			
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate:																			
Signature _____										Date _____									

 **Location: Found in Appendix 2: Prototype Forms for the Summer Food Service Program in the most recent USDA Administrative Guidance for Sponsors manual.**

MANAGING THE MEAL SERVICE

**SUMMER FOOD SERVICE PROGRAM**

## Sample Daily Meal Count Form

Site Name: _____										Meal Type (circle): B L SN SU									
Address: _____										Telephone: _____									
Supervisor's Name: _____										Delivery Time: _____ Date: ____/____/____									
Meals received/prepared _____										+ Meals available from previous day _____ = _____ (Total meals available) [1]									
First Meals Served to Children (cross off number as each child receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										
										Total First Meals + [2]									
Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10										
										Total Second Meals + [3]									
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10										
										Total Program Adult Meals + [4]									
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10										
										Total non-Program Adult Meals + [5]									
TOTAL MEALS SERVED = [6]																			
Total damaged/incomplete/other non-reimbursable meals + [7]																			
Total leftover meals + [8]																			
Total of items:										[6] + [7] + [8] = [9] (Item [9] should be equal to item [1])									
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate:																			
Signature _____										Date _____									

1. Site Level Details
2. 1<sup>st</sup> meals reimbursement meal counts
3. 2<sup>nd</sup> meal counts
4. Program Meals (Adult)
5. Non-Program Meals (Adult)
6. Total Meals
7. Non-reimbursement meals (spoiled/dropped)
8. Total Left-over meals
9. Sign and Date

SUMMER FOOD SERVICE PROGRAM Sample Daily Meal Count Form, Continued

Site Name: _____										Date: ___/___/___																										
First Meals Served to Children (cross off number as each child receives a meal):																																				
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170																	
171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190																	
191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210																	
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230																	
231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250																	
<b>Total First Meals +</b>																				[2]																
Second meals served to children:																																				
1	2	3	4	5	6	7	8	9	10	<b>Total Second Meals +</b>										[3]																
Meals served to Program adults:																																				
1	2	3	4	5	6	7	8	9	10	<b>Total Program Adult Meals +</b>										[4]																
Meals served to non-Program adults:																																				
1	2	3	4	5	6	7	8	9	10	<b>Total non-Program Adult Meals +</b>										[5]																
<b>TOTAL MEALS SERVED =</b>																				[6]																
<b>Total damaged/incomplete/other non-reimbursable meals +</b>																				[7]																
<b>Total leftover meals +</b>																				[8]																
<b>Total of Items:</b>																		[6]	+	[7]	+	[8]	=	[9]												
																		(Item [9] should be equal to item [1])																		
Number of additional children requesting a meal after all available meals were served:																																				
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																						

Page 2

✓ Supplemental Form Usage – If a site serves more than 150 children per meal service, use Page 2 as a supplement to Page 1.

✓ Recordkeeping Requirement – Staple or attach all pages together to maintain complete and accurate records.

📌 Reference: The form is available in the USDA SFSP Administrative Guide for Sponsors under Reference Materials.

## What is a "Non-Program Adult" in SFSP?

✓ **Definition:** A Non-Program Adult is any adult NOT directly involved in SFSP food service operations.

### ✓ **Examples Include:**

- **Sponsor administrative staff**, including **Child Nutrition Directors** (unless actively involved in daily food service operations).
- **State Agency Reviewers**
- **Federal Agency Reviewers**

 **Reference:** See **USDA SFSP Administrator's Guide** for more details.

MANAGING THE MEAL SERVICE								
<b>SUMMER FOOD SERVICE PROGRAM</b>			<b>Sample Meal Count (Weekly Consolidated)</b>					
Site Name: _____								
Address And Phone Number: _____								
Site Supervisor: _____						Week of: ____ / ____ / ____		
Meal Type: (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals received/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								
<b>Remarks:</b>					<b>Signature of Site Supervisor:</b>			





✓ **Claim Accountability** – Sponsors are responsible for the **accuracy of all information** submitted on reimbursement claims.

✓ **Meal Claim Requirements** – Claims must **only include meals** that:

- **Meet SFSP meal pattern requirements**
- **Were actually served to eligible children**

✓ **Second-Party Check Encouraged** – It is **strongly recommended** that another staff member **reviews daily and weekly meal counts** to verify accuracy before submission.





- ✓ **Verification Required** – Claims must be reviewed for accuracy before submission.
  
- ✓ **Submission in MARS** – All claims must be entered into the MARS system.
  
- 📌 **Meals are only reimbursable if they:**
  - **Meet SFSP meal pattern requirements**
  - **Are actually served to eligible children**
  - **Are served within the approved claiming period**

- ✓ **Eligibility for Combining Claims** – Claims may be **combined** if one month has **fewer than 10 serving days**.
- ⊘ **June & July Claims Cannot Be Combined** – Due to the **Fiscal Year change on July 1**, June and July claims must be submitted **separately**.

# SFSP Claim Submission Using MARS

---



✓ **Program Selection Check** – Ensure "Summer Feeding Program" (SFSP) is selected under the "Programs" icon.

✓ **Visual Confirmation** – A red band should appear at the **top of your screen**, indicating you are in the correct program.

## Summer Food Service Program




Applications | **Claims** | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out



**Welcome to the Summer Food Service Program!**

**Click on claims!**

## Summer Food Service Program

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Applications | Claims | Compliance | Reports | My Account | Search  Programs | Year | Help | Log Out

Claims > Program Year: 2020 - 2021


Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Organization

Click on “Claim – SFSP” option to enter your claims.

Reminder: Claim rates are also listed on this page.



## Summer Food Service Program



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Applications | Claims | Compliance | Reports | My Account | SearchPrograms | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP >Program Year: 2020 - 2021

### 2020 - 2021 SFSP Claim Year Summary

00075    Status: Active  
[Redacted]  
[Redacted]  
[Redacted]  
Type of Agency: Educational Institution  
Type of SFSP Organization: School Food Authority

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020	1	Processed	12/02/2020	12/02/2020	\$299,036.58
Nov 2020	0	Processed	12/09/2020	12/09/2020	\$226,190.48
Dec 2020	0	Processed	01/08/2021	01/13/2021	\$122,573.04
Jan 2021					\$0.00
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021					\$0.00
Sep 2021					\$0.00
<b>Year to Date Totals</b>					<b>\$647,800.10</b>

< Back

**We will click on January for an example!**

Claimed	Number	Received	Accepted	Processed	Code
Nov 2020	0	12/07/2020	12/07/2020		Original

CFDA Number 10.559

## General Information

	Total Number of Days Food Served
1. Breakfast	16
2. AM Snack	0
3. Lunch	16
4. PM Snack	0
5. Supper	0

## Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

	First Meals Served	Second Meals Served	Camp First Meals Served	Camp Second Meals Served
6. Breakfast	4,503	0	0	0
7. AM Snack	0	0	0	0
8. Lunch	4,403	0	0	0
9. PM Snack	0	0	0	0
10. Supper	0	0	0	0

## Vended-Urban Meals Served to Children



Supper	0	3.7600	0.00
<b>Total</b>			<b>5.92</b>

**Administrative Reimbursement - Self-Prep and/or Vended Rural**

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	1	0.2150	0.22
AM Snack	0	0.1075	0.00
Lunch	1	0.3925	0.39
PM Snack	0	0.1075	0.00
Supper	0	0.3925	0.00
<b>Total</b>			<b>0.61</b>

**Administrative Reimbursement - Vended-Urban**

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	0	0.1700	0.00
AM Snack	0	0.0850	0.00
Lunch	0	0.3275	0.00
PM Snack	0	0.0850	0.00
Supper	0	0.3275	0.00
<b>Total</b>			<b>0.00</b>

**Claim Reimbursement Total** **6.53**

**Certification**

I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

< Back Submit For Payment

**Validate and submit your claim!**

**Sometimes SFAs forget to finish this crucial last step, and the claim sits in an “incomplete” status.**



- ✓ **Claim Submission Required** – Payments are only processed for **complete and submitted claims.**
- ✓ **Processing Schedule** – Claims are processed **every Wednesday.**
- ✓ **Submission Deadline** – Claims must be submitted by the **10th of each month** for timely reimbursement.

August 2021						September 2021							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7							
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 1	2	3	4	5	6	7
8	9 <b>Claim submitted!</b>	10	11 <b>Batch Day!</b>	12	13	14
15	16	17	18	19	20 <b>Money Deposited!</b>	21
22	23	24	25	26	27	28
29	30	31	Sep 1	2	3	4

✓ **Submission Deadline** – Claims entered by **Wednesday at 2 p.m.** will be deposited into your account the following Friday.

✦ **Example Payment Timeline:**

- **Claim submitted by Wednesday (2 p.m.)** → Funds available the next Friday

✓ **Who Processes Payments?**

- Payments are **processed and transacted** by **MDE Office of Grants Management**.
- This office **oversees and processes state and federal grant awards**, including:
  - **Reimbursement approvals**
  - **Grant budget monitoring**
  - **Fund distribution** for MDE-awarded projects.

# Questions





# Shawn Shaw

Director of Technical Assistance  
sshaw@mdek12.org

[mdek12.org](https://mdek12.org)



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# Civil Rights for Child Nutrition Program

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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 fair 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	<b>FNS INSTRUCTION</b>	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

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# 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 8.1 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:

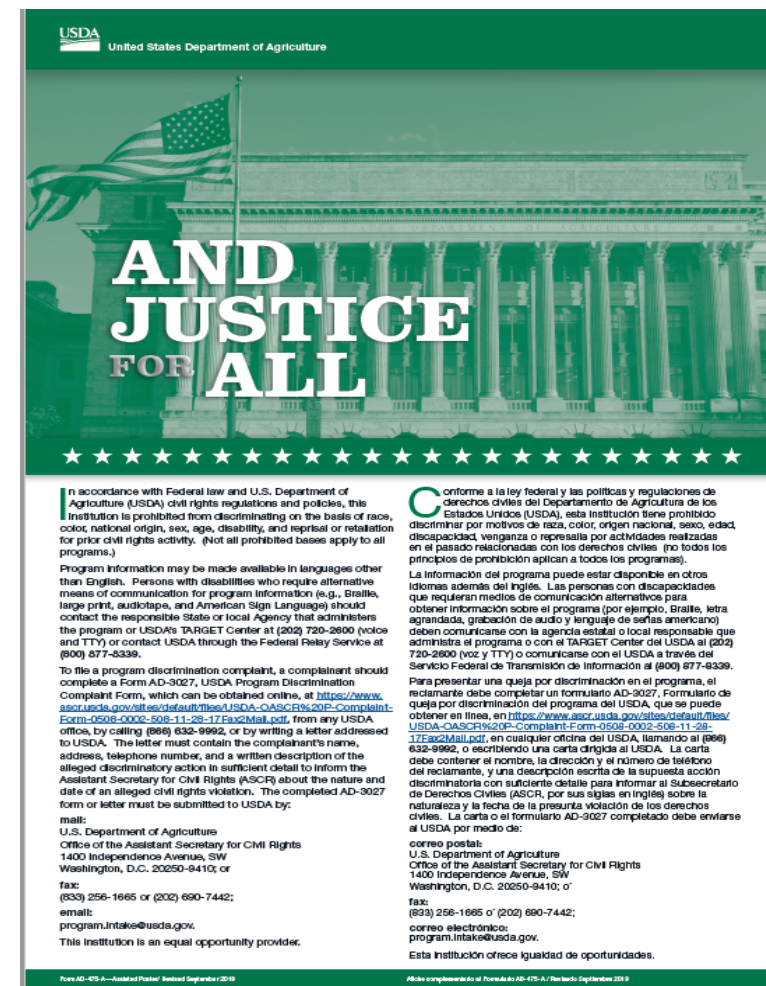
1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex



# “And Justice for All” Poster

306

- **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 Nondiscrimination Statement**

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination 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) 677-0839.

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/ad3027.pdf>. View any USDA office, by calling (800) 633-6962, 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](mailto:ProgramIntake@usda.gov)

This institution is an equal opportunity provider.  
131629222



# 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



## 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

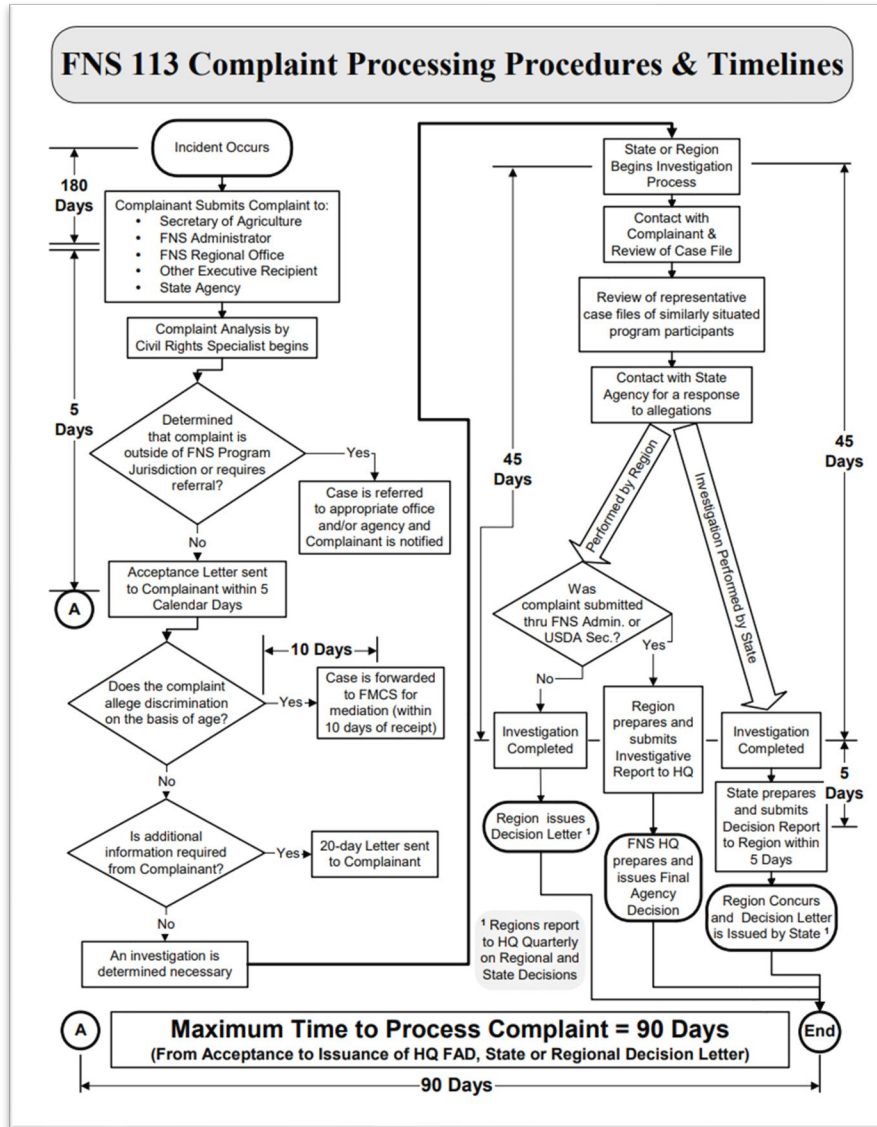
---

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

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.





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

- 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:



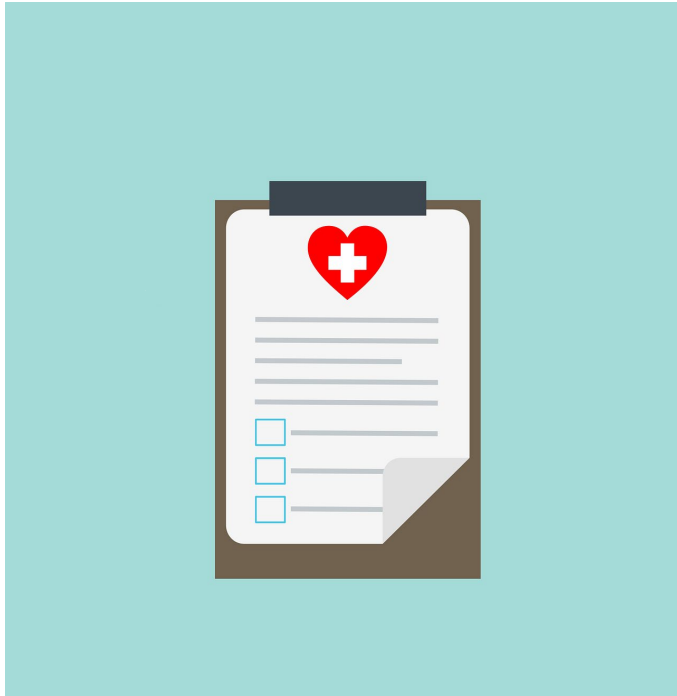
Functions of the Immune System	Respiratory
Normal Cell Growth	Circulatory
Digestive	Endocrine
Bowel	Reproductive
Bladder	Neurological
Brain	



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





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 3<sup>rd</sup> 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!

This institution is an equal opportunity provider.

# SFSP Application & Agreement Process

---

**Gerardo Padilla**

Director of School Support

[mdek12.org](https://mdek12.org)



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EDUCATION

February 7, 2025



# Introduction to the Mississippi Application & Reimbursement System (MARS) for the Summer Food Service Program (SFSP)

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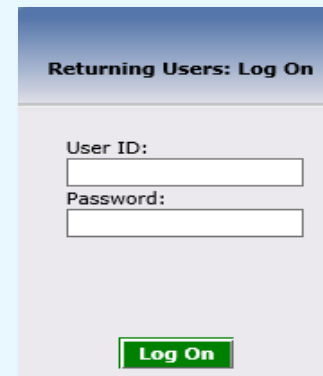
- Let's go over the **SFSP** Application Module in the Mississippi Application & Reimbursement System (**MARS**)



Open your web browser and enter the URL.

<https://cnms.mdek12.org/prod/splash.aspx>

Log in with your user ID and password.



Returning Users: Log On

User ID:

Password:

Select the SFSP Module.







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**Returning Users: Log On**

User ID:

Password:

**Log On**



**Welcome to the  
Mississippi  
Production Site!**  
**Hosted by CTS**

Copyright © 2016 Colyar Technology Solutions

# Summer Food Service Program



Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

## Programs

School Nutrition Programs	Accounting	Child and Adult Care Food Program
	Maintenance and Configuration	
Summer Food Service Program		



# Make Sure you are in the Correct Program Year

**Summer Food Service Program**

MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Select Year >

**Year Select**

Select Year **You are going to want Program Year 2024-2025 for Summer 2025**

- 2020 - 2021 < Selected
- 2019 - 2020
- 2018 - 2019
- 2017 - 2018
- 2016 - 2017
- 2015 - 2016
- 2014 - 2015
- 2013 - 2014
- 2012 - 2013

# Select Applications

351



The red banner at the top of the web page indicates SFSP.

# Select Application Packet

352

## Summer Food Service Program



Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
<a href="#">Application Packet</a>	SFSP Applications Forms (Organization and Site)
<a href="#">Advance Requests</a>	Request Organization's SFSP Advance(s) for the current year
<a href="#">Download Forms</a>	Forms Available for Downloading



**Summer Food Service Program**  MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | My Account | Search  | Year | Help | Log Out

Applications > Application Packet > Program Year: 2019 - 2020

**2019 - 2020 Application Packet**

<b>Summertown School District</b>	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: <b>Not Enrolled</b>
-----------------------------------	---

**The Organization has not started in the current year (2020).**  
Click '**Enroll**' to enroll for this year based on your prior year's information.



### 2015 - 2016 Application Packet

30018 Status: Active  
**EAST TENNESSEE HUMAN RESOURCE AGENCY**  
 DBA: SUITE D-100 9111 CROSS PARK DRIVE GARY W. HOLLOWAY  
 No address on file for this year  
 Type of Agency: Government Agency  
 Type of SFSP Organization: Unit of Government

Packet Submitted Date:  
 Packet Approved Date:  
 Packet Original Approval Date:  
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
<a href="#">View   Modify</a>	➔ Sponsor Application	Original	Error
<a href="#">Add</a>	➔ Budget Detail		
<a href="#">Details</a>	➔ Management Plan	Original	Pending Validation
<a href="#">Details</a>	➔ Food Production Facility List (1)		
<a href="#">Details</a>	➔ Checklist Summary (5)		
<a href="#">Details</a>	Site Field Trip List		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	158	0	0	0	0	158

[Show Packet History](#)

**2015 - 2016 Application Packet**

30018 Status: Active Packet Submitted Date:  
EAST TENNESSEE HUMAN RESOURCE AGENCY Packet Approved Date:  
DBA: SUITE D-100 9111 CROSS PARK DRIVE GARY W. HOLLOWAY Packet Original Approval Date:  
No address on file for this year Packet Status: Not Submitted  
Type of Agency: Government Agency  
Type of SFSP Organization: Unit of Government

Action	Form Name	Latest Version	Status
<a href="#">View   Modify</a>	➔ Sponsor Application	Original	Error
<a href="#">Add</a>	➔ Budget Detail		
<a href="#">Details</a>	➔ Management Plan	Original	Pending Validation
<a href="#">Details</a>	➔ Food Production Facility List (1)		
<a href="#">Details</a>	➔ Checklist Summary (5)		
<a href="#">Details</a>	Site Field Trip List		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	158	0	0	0	0	158

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

[Show Packet History](#)



- This dashboard includes a series of forms required for SFSP enrollment.
- The **red** arrows next to the "Forms" links indicate sections where information must be entered.
- The **“Submit for Approval”** button becomes active only after all required forms are completed correctly.



**2015 - 2016 Application Packet**

30018 Status: Active  
**EAST TENNESSEE HUMAN RESOURCE AGENCY**  
DBA: SUITE D-100 9111 CROSS PARK DRIVE GARY W. HOLLOWAY  
No address on file for this year  
Type of Agency: Government Agency  
Type of SFSP Organization: Unit of Government

Packet Submitted Date:  
Packet Approved Date:  
Packet Original Approval Date:  
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
<a href="#">View   Modify</a>	➔ Sponsor Application	Original	Error
<a href="#">Add</a>	➔ Budget Detail		
<a href="#">Details</a>	➔ Management Plan	Original	Pending Validation
<a href="#">Details</a>	➔ Food Production Facility List (1)		
<a href="#">Details</a>	➔ Checklist Summary (5)		
<a href="#">View</a>	➔ Site Field Trip List		
<a href="#">Details</a>	➔ Application Packet Notes for Sponsor		
<a href="#">Details</a>	➔ Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	158	0	0	0	0	158

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[Show Packet History](#)

- The Site Field Trip section **cannot** be completed until your application has been approved by the State Agency (SA).
- The system will not allow you to enter field trips or related information until the application has been approved.
- Once approved, you will need to edit the application again to input the field trip details.

# Workflow Completion Steps

---

**Not Sure Where to Start? Choosing the First Step Can Make All the Difference!**

# Why Is Order So Important?

- **MARS automatically carries over information** from previous applications to save time.
- **Food Production Facilities (Central Kitchen or Vendor) info** is pre-filled in the **Site Application**. Be sure to update this section if any facilities have been removed or added.
- **The Budget is built using information from Site Applications**, such as **operating days and ADP (Average Daily Participation)**. MARS will **calculate anticipated reimbursement** to help with budget planning.
- **Checklist items are auto-generated** based on your responses and must be submitted with the application.
- **Important Notes:**
  - ✓ **Enter Food Production Facilities first** before completing Site Applications.
  - ✓ **Finalize the Budget and Checklist Summary after Site Applications** are completed.
  - ✓ **Update facilities in MARS first** to ensure they are available for satellite sites if needed.

# Correct Order to Complete Forms

359

1

**Organization  
Application**

2

**Management  
Plan**

3

**Food  
Production  
Facility (*if  
applicable*)**

this only  
applies to  
sponsors  
with FSMC  
or Satellite  
Sites.

4

**Site  
Applications**

5

**Budget and  
Checklist  
Summary**



Action	Form Name
<a href="#">View</a>   <a href="#">Modify</a>	<b>1</b> → Sponsor Application
<a href="#">Add</a>	<b>5</b> → Budget Detail
<a href="#">Details</a>	<b>2</b> → Management Plan
<a href="#">Details</a>	<b>3</b> → Food Production Facility List (1)
<a href="#">Details</a>	<b>5</b> → Checklist Summary (5)
<a href="#">Details</a>	Site Field Trip List
<a href="#">View</a>	Application Packet Notes for Sponsor
<a href="#">Details</a>	Attachment List

Site Applications	Approved	Pending	Return for Correction	De
<a href="#">Summer Food Service Program</a>	0	158	0	

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## Important Reminder!

### Don't Get Confused by MARS!

It might seem like you should complete your budget right after the sponsor/organization application...

### WRONG!

Your budget should be one of the last steps in the process!

MARS lists items in the order set by the developer, but this does not reflect the correct order of operations. That's frustrating, but don't worry—I have the correct order of operations on the next slide!

**2015 - 2016 Application Packet**

30018 Status: Active  
**EAST TENNESSEE HUMAN RESOURCE AGENCY**  
 DBA: SUITE D-100 9111 CROSS PARK DRIVE GARY W. HOLLOWAY  
 No address on file for this year  
 Type of Agency: Government Agency  
 Type of SFSP Organization: Unit of Government

Packet Submitted Date:  
 Packet Approved Date:  
 Packet Original Approval Date:  
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View   Modify	➔ Sponsor Application	Original	Error
	➔ Budget Detail		
Details	➔ Management Plan	Original	Pending Validation
Details	➔ Food Production Facility List (1)		
Details	➔ Checklist Summary (5)		
Details	Site Field Trip List		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	158	0	0	0	0	158

[Show Packet History](#)

Action	Form Name
View   Modify	1 → Sponsor Application
Add	5 → Budget Detail
Details	2 → Management Plan
Details	3 → Food Production Facility List (1)
Details	5 → Checklist Summary (5)
Details	Site Field Trip List
View	Application Packet Notes for Sponsor
Details	Attachment List

Site Applications	Approved	Pending	Return for Correction	De
Summer Food Service Program	0	158	0	



[Show Packet History](#)

# Organization Application

---

Step 1



Action	Form Name	Latest Version	Status
View   Modify	✓ Organization Application	Rev. 1	Submitted
New   Revise	✓ Budget Detail	Original	Approved
Details	✓ Management Plan	Rev. 1	Approved
Details	✓ Food Production Facility List (2)		
Details	✓ Checklist Summary (3)		
Details	➔ Site Field Trip List (7)		
View	Application Packet Notes for Organization (2)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8

# Organization Application 365

**Organization Type**

1. Type of Agency: Private Non Profit Organization

2. Type of SFSP Organization: Private Nonprofit

**Physical Address**

3. Address Line 1:

Address Line 2:

4. City:

5. State: MS Zip:  [USPS Zip Code Lookup](#)

6. County:

**Mailing Address**

Same as the Physical Address

7. Address Line 1:


Address Line 2:

8. City:

9. State: MS Zip:  [USPS Zip Code Lookup](#)

10. County:

**Summer Food Service Contact (i.e., School Food Service Administrator, Program Director)**

	Salutation	First Name	M.I.	Last Name
11. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Date of Birth:		<input type="text"/> (mm/dd/yyyy)		
13. Email Address: 		<input type="text"/>		
14. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>	<input type="text"/>

- Certain information may have pre-populated from the previous year's application.
- Review and update this data as necessary.
- Ensure all remaining fields are accurately completed.

# Read and Check the Certification

## Certification

50.  I hereby certify that neither the Organization nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in any transaction by any Federal/State department or agency.



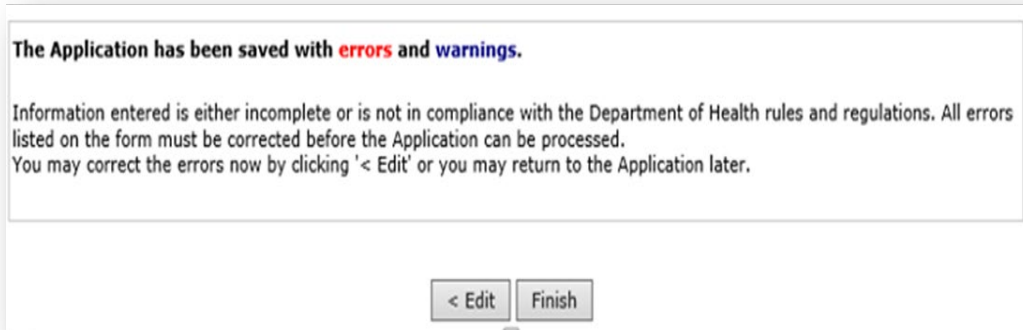
I understand and agree under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that the information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Organization, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Organization does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: YBacon1 on: 3/7/2016 11:34:53 AM Modified By: YBacon1 on: 3/7/2016 11:34:53 AM

**Save** Cancel





If **errors** are detected, the system will display an **error message**.

You may correct the errors immediately by selecting **Edit** or address them later by selecting **Finish**.

**Note:** The system does not allow MDE OCN to review, approve, or process an application until all errors are resolved and the application is successfully submitted. If errors remain, we will not have access to it. Fix them now to avoid delays

## Error Message? Warning Message? Or Both? 368

Code	Error Description
201110	Physical Address - Address must be completed. Address line 2 may be blank.
201111	Mailing Address - Address must be completed. Address line 2 may be blank.
201120	Summer Food Service Program Contact - Contact must be completed. Ext and Fax may be blank.
201136	Authorized Representative contact information must be completed.
201150	Claims Contact - Contact must be completed.
201173	Food Service Contact - Contact must be completed.
201170	Monitoring Contact - Contact must be completed.

**Errors in red must be fixed to submit.** The system won't allow submission until all errors are resolved. If not fixed, your application is **not submitted** and **MDE OCN cannot access it.**

Code	Warning Description
201225	General Questions - Please add supporting documentation to the Free and Reduced Price Policy Statement checklist item. Attach to the checklist item a listing of the publicly funded programs in which the Sponsor, and its principals, have participated in the past seven years and currently participate in.

**Warnings in blue are informational—you can submit the application even if warnings are present.**


# Management Plan

---

Step 2

# Click on “Details” for Management Plan

370



Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✓ Organization Application	Rev. 1	Submitted
<a href="#">View</a>   <a href="#">Revise</a>	✓ Budget Detail	Original	Approved
<a href="#">Details</a>	➔ Management Plan	Rev. 2	Pending Validation
<a href="#">Details</a>	✓ Food Production Facility List (2)		
<a href="#">Details</a>	✓ Checklist Summary (3)		
<a href="#">Details</a>	➔ Site Field Trip List (7)		
<a href="#">View</a>	Application Packet Notes for Organization (2)		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8

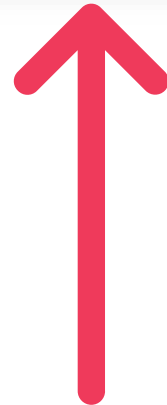
[< Back](#)   [Submit for Approval](#)

[Show Packet History](#)

# Click “Add Management Plan”

371

Version	Status	Approved Date
<b>No management plan for this year.</b>		
<a href="#">&lt; Back</a> <a href="#">Add Management Plan</a>		





# Management Plan

372

Management Plan Version: Original

---

**Administrative Staff**

Name: Turner Sanderson      Position title: School Foodservice Administrator

Has this person attended the mandatory SFSP training provided by MDE this program year?     Yes     No

If this is a returning Organization, is this person performing the same function in SFSP as last year?     Yes     No     N/A

---

Name:      Position title:

Has this person attended the mandatory SFSP training provided by MDE this program year?     Yes     No

If this is a returning Organization, is this person performing the same function in SFSP as last year?     Yes     No     N/A

---

**Administrative Personnel**

Duties performed	Number of personnel in this position	Training Date
Overall Management	1	02/06/2024
Claims Preparation	1	02/06/2024
Accounting	2	02/06/2024
Training	1	02/06/2024
Monitoring	1	02/06/2024
Recordkeeping	1	02/06/2024

---

**Operational Personnel**

Duties performed	Number of personnel in this position	Training Date (Organization provided training)
Site Supervisor	1	02/06/2024
Volunteer(s)		

- On this form, enter the number of staff by type and their training dates on required topics.
- When finished, click **Save**. Fix any errors if they appear.

# Food Production Facilities

---

**Step 3** – This section is required if you have a non-self-prep site. If applicable, complete this section.

Many organizations incorrectly complete this form when it is **not required** for their operations.



- **FSMCs (Food Service Management Companies)**
- Organizations with **Satellite Sites** where food is prepared in a **central kitchen** (Food Production Facility)

**If all your sites are self-prep and you do not use an FSMC, you are not required to complete the Food Production Facility section.**

# How to Add a Food Production Facility: Click “Details”

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✓ Organization Application	Rev. 1	Submitted
<a href="#">View</a>   <a href="#">Revise</a>	✓ Budget Detail	Original	Approved
<a href="#">Details</a>	✓ Management Plan	Rev. 1	Approved
<a href="#">Details</a>	✓ Food Production Facility List (2)		
<a href="#">Details</a>	✓ Checklist Summary (3)		
<a href="#">Details</a>	➔ Site Field Trip List (7)		
<a href="#">View</a>	Application Packet Notes for Organization (2)		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
<a href="#">Summer Food Service Program</a>	1	7	0	0	0	0	8



# How to Add a Food Production Facility: Click “Add Facility” 378



Summer Food Service Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List >

### Food Production Facilities

3100032547 Status: Active  
**ON TRACK COMMUNITY DEV. CORP.**  
DBA:  
612 Sunflower Ave Ext Bldg 4  
612 Sunflower Ave Ext Bldg 4  
Indianola, MS 38751-1234  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Facility Name	Status	Approved Date
On Track Comm dev Corp	Approved	03/04/2016
Mary's Kitchen	Approved	03/04/2016

< Back Add Facility

- To complete the Food Production Facility form, select “**Add Facility.**”
- List **all** food preparation facilities used by your **satellite sites.**
- Add **each facility** until all are accounted for.

**Food Production Facility Information**

1. Food Preparation Type:  ▼
2. Facility Name:

**Facility Address**

3. Address Line 1:
- Address Line 2:
4. City:
5. State:  Zip:  [USPS Zip Code Lookup](#)

**Facility Contact**

6. Name: 

Salutation	First Name	Last Name
<input type="text" value="Honorable"/> <span>▼</span>	<input type="text" value="Mary Ella"/>	<input type="text" value="Williams"/>
7. Email Address:
8. Phone:  Ext:  Fax:
9. Title:

**Vended Facility Information**

10. If vended by a School Food Authority (SFA) or another SFSP Organization, enter SFA/Organization name. If vended by an entity other than an SFA or another SFSP Organization, enter the entity's name.
11. If meals will be vended, indicate whether the Organization is using MDE-provided contract (Two-page agreement), approved alternate form or is exempt from competitive bidding and will use a simple written agreement.
- I will be using the State's Contract Template (2-page agreement)
- I am exempt from competitive bidding and will use a simple written agreement
- I have received state approval to use an alternate form
12. Is the Organization extending the Food Service Management Company (FSMC) contract for which it went out for bid?



## Select Your Facility Type (Listed as "Food Preparation Type" in MARS) 380

### Food Production Facility Information

1. Food Preparation Type:

Central Kitchen ▾

2. Facility Name:

Mary's Kitchen

### For Question #1:

- If meals are prepared on-site, select "**Central Kitchen.**"
  - If meals are received from a vendor, select "**Vended.**"
  - Once completed, click "**Save.**"
- If **errors** appear, correct them before proceeding.

- **Multiple food production facilities** can be added as needed.
- Once entered, facilities will **populate as selection options** in the Site Application Forms.
- **Food Production Facilities must be entered before completing Site Applications** to ensure accurate data entry.

# Site Applications

---

**Step 4:** Submit a **Site Application** for each site that will participate in program operations.

# Click Link to See Your Site List

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

### 2015 - 2016 Application Packet

3100032547 Status: Active Packet Submitted Date: 03/07/2016  
**ON TRACK COMMUNITY DEV. CORP.** Packet Approved Date: 03/07/2016  
 DBA: Packet Original Approval Date: 03/04/2016  
 612 Sunflower Ave Ext Bldg 4 Packet Status: Approved  
 612 Sunflower Ave Ext Bldg 4  
 Indianola, MS 38751-1234  
 Type of Agency: Private Non Profit Organization  
 Type of SFSP Organization: Private Nonprofit

**Annual Audit form has not been submitted for this Organization's prior fiscal year.**

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✔ Organization Application	Rev. 1	Submitted
<a href="#">View</a>   <a href="#">Revise</a>	✔ Budget Detail	Original	Approved
<a href="#">Details</a>	➔ Management Plan	Rev. 2	Pending Validation
<a href="#">Details</a>	✔ Food Production Facility List (2)		
<a href="#">Details</a>	✔ Checklist Summary (3)		
<a href="#">Details</a>	➔ Site Field Trip List (7)		
<a href="#">View</a>	Application Packet Notes for Organization (2)		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8





## Important: Avoid Duplicate Site Entries

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- Review your site list to ensure all locations are correctly listed.
- If a site is missing, **do not create a duplicate entry.**
- Contact your **Program Specialist (PS)** for assistance in resolving missing site issues.



2020 - 2021 Application Packet - SFSP Site List

00007 Status: Active

Theoretical  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Approved Site List

Action	Site ID / Site Name	Site Type	BRK	AM	LUN	PM	SUP	Version / Status
View   Modify Admin	0010	Open				X	X	Original / Not Submitted
View   Modify Admin	0012	Open				X	X	Original / Not Submitted
View   Modify Admin	0055	Open				X	X	Original / Not Submitted
View   Modify Admin	0120 Public Library	Open					X	Original / Not Submitted
View   Modify Admin	0036 Rec Center	Open				X	X	Original / Not Submitted
View   Modify Admin	0056 Salvation Army	Open				X	X	Original / Not Submitted
View   Modify Admin	0127 County Library	Open				X	X	Original / Not Submitted
View   Modify Admin	0111 YMCA	Open				X	X	Original / Not Submitted

Add Site Application

**Total Sites Enrolled: 8**

- The system populates **previously approved sites** from the prior year.
- It also retains **historical site data**.
- If a site you intend to use is not listed, click **“Add Site Application”** at the bottom to check if it is stored in the system.

# Searching for Lost Sites<sup>386</sup>

2020 - 2021 SFSP Available Site(s)

00067 Status: Active  
SCHOOL DIST  
DBA: Street  
Type of Agency: Educational Institution  
Type of SFSP Organization: School Food Authority

Site	Site Status
0003 - School P	Inactive
0004 - School Authority	Inactive
Add New Site	

< Back

## Searching for Missing Sites

- If you click “**Add Site Application,**” you will be directed to a page displaying **additional previously used, data-banked sites.**
- If you find the missing site, **select it** to add it to your application.

### If the Site is Not Listed:

- **Do not** click “Add New Site.” **Do not create a new site.**
- Contact your **Program Specialist (PS)**—**MDE OCN** will add missing sites.
- **Never manually enter site information.** If prompted to do so, stop and contact your PS for assistance.

**DO NOT CLICK THIS BUTTON!!!!!!**

2020 - 2021 Application Packet - SFSP Site

0007 Status: Active

TheoL  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Action	Site ID / Site Name	Site Type	BRK
Modify	0010	Open	
View   Modify Admin	0012	Open	
View   Modify Admin	0055	Open	
View   Modify Admin	0120 Public Library	Open	
View   Modify Admin	0036 Rec Center	Open	
View   Modify Admin	0056 Salvation Army	Open	
View   Modify Admin	0127 County Library	Open	
View   Modify Admin	0111 YMCA	Open	

Add Site Application

**Total Sites Enrolled: 8**

- Once all sites are listed, review and update information for the **current program year (PY)**.
- **MARS pre-fills historical data**, but details such as **dates, hours, service times, and meal locations** must be verified and updated as needed.
- Click **“Modify”** next to each site to update and ensure all information aligns with your intended **current program operations and requirements**.



# Site Application

- **Address information** is pre-filled from the previous year's application.
- **Review, verify, and update** as needed to ensure accuracy and compliance.
- **All required fields must be completed** before submission.
- If required fields are not completed, the system will generate an **error message**, and the application **cannot be submitted** until all errors are resolved.

[Show Changes](#)

**SFSP Site Application**  
For School Year: 2015 - 2016

30018 Status: Active <b>EAST TENNESSEE HUMAN RESOURCE AGENCY</b> DBA: SUITE D-100 9111 CROSS PARK DRIVE GARY W. HOLLOWAY No address on file for this year Type of Agency: Government Agency Type of SFSP Organization: Unit of Government	0001 Status: Active <b>ALCOA ELEMENTARY</b> No address on file for this year
--	--

Version: Original

---

**Site Physical Address**

1. Address Line 1:
- Address Line 2:
2. City:
3. State:  Zip:  [USPS Zip Code Lookup](#)
4. County:
5. Nearest cross street:

---

**Sponsor Contact for this Site**

## OVS (Offer Versus Serve) – Questions B7/L7 389

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): 600

B9. Maximum number of meals that may be served (state use only): 650

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

- Questions B7 and L7 require sponsors to indicate whether **OVS will be implemented** at the site.
- If OVS will be used, it **must be selected in the application** to ensure compliance with **SFSP meal service requirements**.
- Ensure your response accurately reflects **meal service operations and site eligibility** for OVS.

## Line B2 – Site Operating Days

- The number of operating days entered affects the anticipated budget, projected reimbursement amounts, and claim submission schedule.
- Accurate reporting is essential to ensure compliance with SFSP funding requirements and avoid delays in reimbursement processing.

**Breakfast**

B1. Meal Serving Dates (non-camp only):  Same as the Site Start: 06/17/2016 End: 07/19/2016

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

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
0	0	0	0	0	0	0	0	10	14	0	0

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

B4. Meal Times: Start: 7 AM :00 End: 7 AM :20

B5. Meal Service Method: Satellite Site - Receives meals (Central Kitchen)

B6. Menu Planning Option: SFSP Menu Pattern

B7. Average Daily Participation (non-camp only): 20

B8. Maximum number of meals that may be served (state use only):

B9. Will this meal utilize offer vs. serve?  Yes  No

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.

**Breakfast**

B1. Meal Serving Dates (non-camp only):  Same as the Site Start: 06/17/2016 End: 07/19/2016

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

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
0	0	0	0	0	0	0	0	10	14	0	0

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

B4. Meal Times: Start: 7 AM :00 End: 7 AM :20

B5. Meal Service Method: Satellite Site - Receives meals (Central Kitchen)

B6. Menu Planning Option: SFSP Menu Pattern

B7. Average Daily Participation (non-camp only): 20

B8. Maximum number of meals that may be served (state use only):

B9. Will this meal utilize offer vs. serve?  Yes  No

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.

**Line B7 – Average Daily Participation (ADP)**

- **ADP estimates impact the anticipated budget, projected reimbursement amounts, and claim validation.**
- **Ensure the ADP is accurately calculated to align with meal service capacity and participation trends to prevent claim discrepancies.**

**Breakfast**

B1. Meal Serving Dates (non-camp only):  Same as the Site Start: 06/17/2016 End: 07/19/2016

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

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
0	0	0	0	0	0	0	0	10	14	0	0

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

B4. Meal Times: Start: 7 AM :00 End: 7 AM :20

B5. Meal Service Method: Satellite Site - Receives meals (Central Kitchen)

B6. Menu Planning Option: SFSP Menu Pattern

B7. Average Daily Participation (non-camp only): 20

B8. Maximum number of meals that may be served (state use only):

B9. Will this meal utilize offer vs. serve?  Yes  No

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.

- **Maximum State-Approved Meals**
- **The maximum number of meals approved by the State is used as a claim edit check to ensure compliance with program regulations.**
- **Claims exceeding the approved meal limit may be subject to adjustments, denial, or further review.**
- **Meal counts must align with State-approved limits to support accurate reimbursement and program integrity.**

# Budget Submission – Step 5.1



# Initiate Budget Entry – Click “Add”



Action	Form Name	Latest Version	Status
<a href="#">View   Modify</a>	➔ Sponsor Application	Original	Error
<a href="#">Add</a>	➔ Budget Detail		
<a href="#">Details</a>	➔ Management Plan	Original	Pending Validation
<a href="#">Details</a>	➔ Food Production Facility List (1)		
<a href="#">Details</a>	➔ Checklist Summary (5)		
<a href="#">Details</a>	Site Field Trip List		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	158	0	0	0	0	158

[< Back](#)   [Submit for Approval](#)   [Withdraw Packet](#)

[Show Packet History](#)

## **Budget Completion Requirement:**

Budgets must be completed **only after** all Site Application Forms have been submitted.




## **Budget Calculation in MARS:**

- **MARS automatically calculates anticipated reimbursement based on Site Application data.**
- **Sponsors are only required to enter anticipated expenses.**

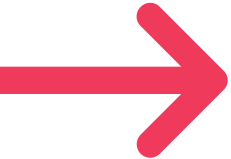
# Pre-Populated Data – No Entry Required

397



## Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	2	149,100	\$322,056.00
Lunch	2	149,100	\$560,616.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
<b>Sub Total</b>			<b>\$882,672.00</b>



## Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	2	149,100	\$32,056.50
Lunch	2	149,100	\$58,521.75
Snack	0	0	\$0.00
Supper	0	0	\$0.00
<b>Sub Total</b>			<b>\$90,578.25</b>

# Enter Projected Budgeted Costs

## Projected Operating Costs

Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	<input type="text" value="14,000.00"/>
Total Food Expenses	\$	<input type="text" value="15,000.00"/>
Facilities and Space (Educational Facilities only)	\$	<input type="text" value="0.00"/>
Supplies	\$	<input type="text" value="500.00"/>
Rental Equipment	\$	<input type="text" value="0.00"/>
Purchased Services	\$	<input type="text" value="0.00"/>
Media Costs	\$	<input type="text" value="35.00"/>
Contracting Organization Cost	\$	<input type="text" value="0.00"/>
Other <input type="text"/>	\$	<input type="text" value="0.00"/>
Indirect Cost <input type="text" value="10.00"/> %	\$	<input type="text" value="0.00"/>
<b>Total Operating Costs</b>		<b>\$29,535.00</b>

## Projected Administrative Costs

Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	<input type="text" value="3,000.00"/>
Facilities and Space	\$	<input type="text" value="0.00"/>
Supplies	\$	<input type="text" value="0.00"/>
Rental Equipment	\$	<input type="text" value="0.00"/>
Purchased Services	\$	<input type="text" value="0.00"/>
Financial Costs	\$	<input type="text" value="0.00"/>
Media Costs	\$	<input type="text" value="0.00"/>
Contracting Organization Cost	\$	<input type="text" value="0.00"/>
Other <input type="text"/>	\$	<input type="text" value="0.00"/>
Indirect Cost <input type="text" value="0.00"/> %	\$	<input type="text" value="0.00"/>
<b>Total Administrative Costs</b>		<b>\$3,000.00</b>

# Other Funding Sources 399

**Cost Reimbursement Summary**

Total SFSP Costs		\$32,535.00
Total SFSP Reimbursement		\$33,015.75
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	<input type="text" value="0.00"/>
Amount from other funding resources (e.g. grant, donations)	\$	<input type="text" value="0.00"/>
Other funding resources	<input type="text"/>	
<b>Balance</b>		\$480.75

**Misc.**

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?  Yes  No

**Certification**

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Created By: sponsoruser on: 3/16/2016 11:11:17 AM

- Enter any amounts received from **other funding sources**.
- Answer all required questions regarding **miscellaneous funding**.
- **Check** the certification box to confirm accuracy.
- Click **“Save”** to finalize entries.
- **Errors must be corrected** before saving, as unresolved errors will prevent submission.

# Checklist Summary

---

Step 5.2

# Required Document Upload Checklist 401

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

### 2015 - 2016 Application Packet

3100032547 Status: Active  
**ON TRACK COMMUNITY DEV. CORP.**  
 DBA:  
 612 Sunflower Ave Ext Bldg 4  
 612 Sunflower Ave Ext Bldg 4  
 Indianola, MS 38751-1234  
 Type of Agency: Private Non Profit Organization  
 Type of SFSP Organization: Private Nonprofit

Packet Submitted Date: 03/07/2016  
 Packet Approved Date: 03/07/2016  
 Packet Original Approval Date: 03/04/2016  
 Packet Status: Approved

**Annual Audit form has not been submitted for this Organization's prior fiscal year.**

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✓ Organization Application	Rev. 1	Submitted
<a href="#">View</a>   <a href="#">Revise</a>	✓ Budget Detail	Original	Approved
<a href="#">Details</a>	➔ Management Plan	Rev. 2	Pending Validation
<a href="#">Details</a>	✓ Food Production Facility List (2)		
<a href="#">Details</a>	✓ Checklist Summary (3)		
<a href="#">Details</a>	➔ Site Field Trip List (7)		
<a href="#">View</a>	Application Packet Notes for Organization (2)		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8

- Based on responses provided in the application, the system will determine if additional documentation is required for submission.
- Select the "**Details**" link next to "**Checklist Summary**" to review the required documents that must be uploaded as part of the application packet.



# MARS will identify the required documents that must be attached to the application.

402



<u>Summer Food Service Program Sites</u>	<u>Total Items</u>	<u>Submitted Items</u>	<u>Approved Items</u>
<a href="#">CENTRAL ELEMENTARY</a>	1	1	1

Click "**Details**" next to "**Checklist Summary.**"

You will see a list of all your sites.

- Schools will either appear as a **blue hyperlink** or in **black text** without a hyperlink.
- If a site's name appears as a **blue hyperlink**, MARS requires you to upload an attachment for that site.

# MARS will identify the required documents that must be attached to the application.

Required Forms/Documents to send to MDE	Document Submitted to MDE	Date Submitted to MDE	Document on File w/MDE	Status	Status Date	Last Updated By
Board Minutes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	03/04/2016	YBacon1
Copy of FSMC Contract(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	03/04/2016	YBacon1


  

Action	Checklist Item	Comment	Attachment Date/Time
<a href="#">View</a>   <a href="#">Modify</a>	Copy of FSMC Contract(s)		3/4/2016 6:48:13 AM

This screen will display the attachments that MARS requires from you.

- **Prepare** the required document.
- **Click** on the paperclip icon—MARS will prompt an upload box.
- **Check** the first set of boxes to confirm the upload.
- **Click Save** to complete the process.

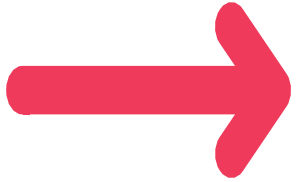


- Failure to complete the **Checklist Summary** is a common barrier to submitting the application.
- **◆ Reminder:** The system **will not** allow submission if all required documents are not uploaded.
-  If you encounter submission issues, review the **Checklist Summary** first. If the issue persists, contact your **Program Specialist (PS)** for assistance.

# Submission: Final Step

---

# Conduct a Visual Check! 406



 **Red Arrow** – Indicates forms that require completion or contain errors.

 **Green Checkmark** – Indicates forms that are complete and error-free.

**Note:** MARS **will not** allow submission if any forms display a **red arrow**.

 **Troubleshooting:**

- Check the **main page (Checklist Summary)** for missing items.
- Review your **sites** by clicking the **blue link** under **Site Applications** labeled "**Summer Food Service Program.**"

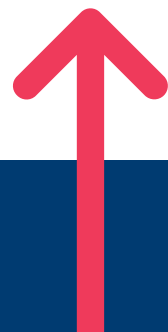


The "Submit for Approval" button is **only enabled** by MARS when **all forms and required attachments are complete.**

View   Modify	✓ Budget Detail	Rev. 1	Pending Approval
Details	✓ Management Plan	Rev. 1	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (5)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	28	0	0	0	0	28



# Once you select "**Submit for Approval**," the Packet Status will update to "**Submitted for Approval**."

## 2015 - 2016 Application Packet

3100032547    Status: Active  
**ON TRACK COMMUNITY DEV. CORP.**  
DBA:  
612 Sunflower Ave Ext Bldg 4  
612 Sunflower Ave Ext Bldg 4  
Indianola, MS 38751-1234  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Packet Submitted Date: 03/16/2016  
Packet Approved Date:  
Packet Original Approval Date: 03/04/2016  
Packet Status: Submitted for Approval



Annual Audit form has not been submitted for this Organization's prior fiscal year.

Action	Form Name	Latest Version	Status
<a href="#">View</a>	✔ Organization Application	Rev. 1	Submitted
<a href="#">View</a>	✔ Budget Detail	Rev. 1	Pending Approval
<a href="#">Details</a>	✔ Management Plan	Rev. 2	Pending Approval
<a href="#">Details</a>	✔ Food Production Facility List (2)		
<a href="#">Details</a>	✔ Checklist Summary (3)		

# Forms Now in View-Only Mode, Pending SA Review

409

**Summer Food Service Program**

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2021 - 2022

**2021 - 2022 Application Packet**

Status: Active  
Packet Submitted Date: 08/16/2022  
Packet Approved Date:  
Packet Original Approval Date: 07/09/2022  
Packet Status: Submitted for Approval

Type of Agency: Educational Institution  
Type of SFSP Organization: School Food Authority


**The Application Packet is currently under review by the State and is unavailable for changes.**

Annual Audit form has not been submitted for this Organization's prior fiscal year.

Packet Assigned To: Jimmy May

Action	Form Name	Latest Version	Status
View   Modify   Admin	Organization Application	Rev. 1	Submitted
View   Revise	Budget Detail	Original	Approved
Details	Management Plan	Rev. 1	Pending Approval
Details	Food Production Facility List		
Details	Checklist Summary		

This means your application has been successfully submitted and is now with the **State Agency (SA)** for processing.

 **Important:** If your application does **not** display this status, MARS has **not** granted us access to review it.

If you do **not** see this status, your application is **not** with **MDE OCN** and cannot be reviewed. Please verify submission in MARS.

# SA Review

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- The **State Agency (SA)** will review the **Sponsor's submission**. During this review period, the **Application Packet** will be **view-only** for the organization.

- ◆ The **SA** will either:

- **Approve** the entire packet, OR
- **Return** some or all components for revisions.

## **System Notifications:**

- The system will send an email to the **SFSP Program Contact** when the application is **Returned, Approved, or Denied**.

## **SA Comments:**

- If revisions are needed, the **SA** will provide comments at the top of the application packet screen, specifying required corrections or additional information.

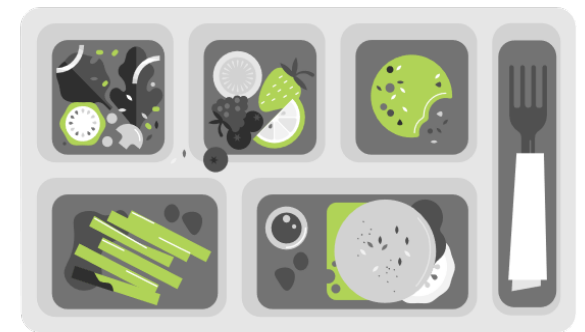


# Field Trips

---

Serving meals off-site requires prior State Agency (SA) approval.

- **Previous Rule:** Defined a **site** as the **physical location** where the **sponsor provides food service** to children.
- **Updated Rule:** Allows sponsors to **claim meals served away** from an approved site **ONLY** if specific conditions are met—chief among them is prior **SA approval**.



## Field Trip Entry in MARS

Field trips can only be entered into MARS **after the Application Packet has been approved by the State Agency (SA).**

On your landing page, click the blue "Details" hyperlink located next to "Site Field Trip List."

Details	✓	Management Plan	Original	Approved
Details	✓	Food Production Facility List (1)		
View   Revise	✓	Budget Detail	Original	Approved
Details		Site Field Trip List		
Details	✓	Checklist Summary (6)		
Details		Application Packet Notes (3)		
View		Application Packet Notes for Sponsor (3)		


Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	0	0	0	0	0	1

# Field Trip Form

416


**Trip Details**

1. Trip Date:

Specific Date  

Date Range Start Date:  End Date:

Multiple Dates

2. Status of Site:  

3. Affected Meal Type(s):

Breakfast

AM Snack

Lunch

PM Snack

Supper

4. Number of Children Attending Field Trip:

5. Name of Field Trip Destination:

- Enter all required information accurately.
- Upon completion, select the **“Save”** button to store your entry.
- Review for any errors and correct them as needed to ensure successful submission in compliance with USDA requirements.

# Submitting Required Attachments



Ensuring Approval Through Proper Document Upload

# Uploading Required Documents

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

### 2015 - 2016 Application Packet

3100032547 Status: Active  
**ON TRACK COMMUNITY DEV. CORP.**  
DBA:  
612 Sunflower Ave Ext Bldg 4  
612 Sunflower Ave Ext Bldg 4  
Indianola, MS 38751-1234  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit


Packet Submitted Date: 03/07/2016  
Packet Approved Date: 03/07/2016  
Packet Original Approval Date: 03/04/2016  
Packet Status: Approved

Annual Audit form has not been submitted for this Organization's prior fiscal year.

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✔ Organization Application	Rev. 1	Submitted
<a href="#">View</a>   <a href="#">Revise</a>	✔ Budget Detail	Original	Approved
<a href="#">Details</a>	➔ Management Plan	Rev. 2	Pending Validation
<a href="#">Details</a>	✔ Food Production Facility List (2)		
<a href="#">Details</a>	✔ Checklist Summary (3)		
<a href="#">Details</a>	➔ Site Field Trip List (7)		
<a href="#">View</a>	Application Packet Notes for Organization (2)		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	7	0	0	0	0	8



- To submit required documents, follow these steps:
- Click "**Details**" next to "**Attachment List**" to access the **Attachments** portal.
- Click the red "**Add Attachments**" button.
- Select "**Choose File**" and upload the required document.
- Ensure the file is **correctly named** for easy identification.
- Click "**Save**", then "**Finish**" to complete the upload.
-  *Optional: You may enter a description if the file name is not descriptive. However, naming the file appropriately is recommended for clarity.*

# NEW Requirements

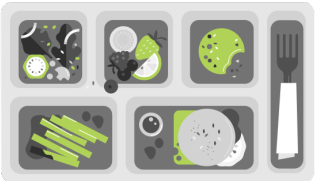
---

Additional Information Required during  
Application



- **Proof of Non-Profit Status** – Letter of Determination or Form 990
- **VCA Form** – Completed, reviewed, and uploaded in MARS
- **Media Release** – Uploaded
- **Health Inspections** – All sites must have a **report/approval uploaded**.
  - Some may be a **letter grade**, while others may be an **approval to operate** form from the **Mississippi Department of Health**.
  - Sites **must** have either a **passing inspection** or an **official site approval** from the **Mississippi Department of Health**.
  - **Operation is not permitted without health department approval.**
- **Non-Congregate Feeding Waiver** – Approved and uploaded (if applicable)
- **FSMC Agreement** – 2-page agreement (if applicable)


- As part of this year's application process, sponsors must meet **Viability, Capability, and Accountability (VCA)** performance standards.
- **Management Plan Requirement:** Sponsors must submit a management plan demonstrating compliance with VCA standards.
- **New Sponsors & Sponsors with Operational Deficiencies:** A **complete management plan** is required to ensure compliance with program requirements.
- **Experienced Sponsors:** Must submit either a **full or simplified management plan**, as determined by the **State Agency (SA)**. A full plan is required at least once every **three years**.
- **School Food Authorities (SFAs):** SFAs in **good standing** may be **exempt** from submitting a management plan, at the discretion of the **State Agency (SA)**.



The form must be completed and uploaded in MARS for submission.

MISSISSIPPI DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
SUMMER FOOD SERVICE PROGRAM (SFSP)  
Financial Viability, Administrative Capability, and Program Accountability (VCA) Profile for Public School District Sponsors

Federal regulation 7 CFR Part 225.6 requires State Agencies to assess an applicant sponsor's financial viability, administrative capability, and program accountability prior to approving an application for participation in the Summer Food Service Program. To demonstrate this, sponsors must establish in its application, it is viable, capable, and accountable of operating in conformance with the following program requirements. The State Agency may only approve applications that meet these program requirements and must deny the applications of sponsors that do not meet these program requirements or who submit fraudulent information or documentation when applying for program participation.

**NOTE:** The paperclip icon  indicates that required documentation must be submitted with the VCA Profile.

**Legal Name of Organization:** \_\_\_\_\_

**Physical Address of Sponsoring Organization (Street, City, State, Zip Code):** \_\_\_\_\_

**Mailing Address (If Different from Physical Address) (Street, City, State, Zip Code):** \_\_\_\_\_

**To identify the type of institution, please complete the following general information:**

How would you describe your organization - check one:	Identification Numbers: (Attach required documentation)
Government Entity	
Public or Private School Food Authority (SFA)	FEIN: (Federal Employer Identification Number): _____
Public or Private Non-profit residential summer camp	UEI Number: Unique Entity Identifier (UEI): _____
Public or Private College/University	
Any other type of private nonprofit organization	

**Number of SFSP Facilities (Current) Administered by type. Indicate all that apply:**

Open Sites	_____
Restricted Open Sites	_____
Closed Enrolled Sites	_____
Camps	_____
Migrant Sites	_____
Vacation Bible Schools	_____
Libraries	_____
Outdoor Sites	_____
Apartment Complexes	_____

**Please complete the following for the SFSP contact person for your organization:**

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_


Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Statement that it is capable of operating in conformance with the performance standards by must only approve the applications of sponsors that meet these performance standards of those sponsors that do not meet the standards of Financial Viability, Accountability (VCA).

**Financial Viability and Financial Management 7 CFR 225.6(d)(1)**

adequate sources of funds available to operate the Program, pay employees temporary interruptions in Program payments, and pay debts if fiscal claims are \_\_\_\_\_

for your organization: (a) a copy of the most recently submitted Form 990, \_\_\_\_\_ ducted within the last two fiscal years. 

for summer meals and the sponsor's recruitment strategy. Describe how the \_\_\_\_\_ with State Agency requirements.

adequate sources of funds available to operate the \_\_\_\_\_ Yes No \_\_\_\_\_ if fiscal claims are assessed by the State Agency?

operation will help ensure the delivery of Program benefits to otherwise \_\_\_\_\_

MISSISSIPPI DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
SUMMER FOOD SERVICE PROGRAM (SFSP)  
Administrative Capability, and Program Accountability (VCA) Profile for Public School District Sponsors

**Performance Standard 2 - Administrative Capability 7 CFR 225.6(d)(2)**


Administratively capable. Appropriate and effective management practices must be in effect and type of qualified staff to ensure the operation of SFSP.

administered Child Nutrition Programs in the last seven years? Yes No \_\_\_\_\_

above question: \_\_\_\_\_

nsor been declared seriously deficient in the last seven years? Yes No \_\_\_\_\_

been disqualified from any federal program in the last seven years? Yes No \_\_\_\_\_

ization's Procurement Plan and Chart of Procedures. 

of the person and position responsible for the administration of the SFSP including \_\_\_\_\_ g food program procedures, and financial reporting Describe their responsibilities and \_\_\_\_\_


**and job title for the principals of this organization.**

TITLE	RESPONSIBILITIES

MISSISSIPPI DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
SUMMER FOOD SERVICE PROGRAM (SFSP)  
Administrative Capability, and Program Accountability (VCA) Profile for Public School District Sponsors

**Standard 3 - Program Accountability 7 CFR 225.6(d)(3)**

and other management systems in effect to ensure fiscal accountability and prudence with the requirements. Federal Regulations require an \_\_\_\_\_ sets on a regular basis and has the authority to hire and fire the institution's \_\_\_\_\_ tors must be independent of the Executive Director's control.

includes the name, mailing address, length of term, and board position. 

em is used by the sponsor? Manual Records Computer Program \_\_\_\_\_

cial preparation? \_\_\_\_\_

separate account (Fund Code 2133)? Yes No \_\_\_\_\_

funds will only be used for allowable SFSP expenses? Please note the \_\_\_\_\_ lewing and comparing actual expenses against the approved budget and \_\_\_\_\_

internal controls documented in a procedural Yes No \_\_\_\_\_

de fiscal integrity and accountability for all \_\_\_\_\_ Yes No \_\_\_\_\_

is in place to prevent and detect improper Yes No \_\_\_\_\_

Department of Agriculture (USDA) civil rights regulations \_\_\_\_\_ minating on the basis of race, color, national origin, sex \_\_\_\_\_ disability, age, or reprisal or retaliation for prior civil rights \_\_\_\_\_

guages other than English. Persons with disabilities who \_\_\_\_\_ ain program information (e.g., Braille, large print, \_\_\_\_\_ act the responsible state or local agency that administers \_\_\_\_\_ 20-2600 (voice and TTY) or contact USDA through the \_\_\_\_\_

ainant should complete a Form AD-3027, USDA Program \_\_\_\_\_ ned online \_\_\_\_\_ nts/ad-3027.pdf, from any USDA office, by calling (866) \_\_\_\_\_ A. The letter must contain the complainant's name, \_\_\_\_\_ ion of the alleged discriminatory action in sufficient detail to \_\_\_\_\_ PR) about the nature and date of an alleged civil rights \_\_\_\_\_ just be submitted to USDA by: \_\_\_\_\_

ights \_\_\_\_\_

## VCA Plan Required

All SFSP sponsors **must submit a VCA Plan** to avoid application denial.

- ◆ **Complete and upload in MARS.**
- ◆ **Public/Charter Schools** – Use the streamlined version.
- ◆ **Private/Parochial Schools** – A longer form is required (contact your Program Specialist).

Sponsors must provide documentation verifying public or non-profit status.



- SFSP sponsors must **verify public or non-profit status annually** as part of the application process.
- **◆ Previous Requirement:** Sponsors had to be public or private non-profit to participate.
- **◆ Current Requirement:** **Annual confirmation of tax-exempt status** is required at the time of application.



- State agencies (SAs) **must establish site meal caps** for each meal service during the site approval process, following the successful submission of the sponsor's application in **MARS**.
- **◆ Site Meal Caps:** The SA determines the **maximum number of meals** a site may serve for each meal type.
- **◆ Updated Guidance:** Vended sites may **request cap adjustments at any time before submitting a claim** for reimbursement.



- **Previous Requirement:** Area eligibility determinations were required **every three years**.
- **Updated Regulation:** In alignment with **SFSP 03-2017**, the new rule **codifies** the use of **school or census data** for area eligibility determinations, extending the requirement to **every five years**.





**That's It!**  
**Any**  
**Questions?**







# Gerardo Padilla

Director of School Support

[GPadilla@mdek12.org](mailto:GPadilla@mdek12.org)

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION



# The Compliance Review

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**Taquasia Hicks**

Director of Monitoring

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

February 7, 2025



We're here to **support your success**, not set you up for failure!



### Reviews are based on set criteria, including:

- **New sponsors**
- **Sponsors with compliance issues**
- **Biennial reviews (every two years)**
- **Sponsors receiving large reimbursements**

If a **sponsoring organization is reviewed**, the **State Agency will visit at least 10% of its sites or a minimum of one site.**



Reviews cover:

- **Program operations at both site and sponsor levels**
- **Proper use of program funds**
- **Compliance with SFSP regulations**



**1 Unannounced Site Visits** (*June/July*)

- Conducted **on-site** by **State Agency (SA) staff**.

**2 Announced Sponsor Review** (*August/September*)

- **Virtual desk review**, unless the sponsor **processes meal applications**, which require an **in-person review** by SA staff.



A facility visit to the FSMC is required as part of the vended sponsor review.



- **Vended sponsors using an FSMC** must have an **FSMC facility visit** as part of their SFSP review.
- If you **use an FSMC**, the **State Agency must inspect** any **off-site meal prep facility**.
- **Reminder:** The term “**FSMC**” has a **different definition in SFSP** than in other USDA programs.

- ◆ **All site reviews are unannounced!**
- ◆ **If a sponsoring organization is reviewed, the State**

**Agency will visit at least 10% of its sites or a minimum of one site.**





## Site Review



Conducted In Person, Un-announced

The State Agency (SA) may visit your site at any time during operation.

## **Unannounced on-site visits** by an SFSP

Program Monitor will assess:

- **Daily operations**, including meal service observation.
- **Compliance with SFSP regulations.**





For selected sites, the SA will review:

- **Production records**
- **Delivery receipts** (if applicable)
- **Temperature logs**
- **Current health inspection**

Ensure these records are **up to date and available** for review.



	Action	Form	Reviewer	Status
		Administrative Review (4)		
		Site - Level (4)	<input type="text"/>	
	<a href="#">View</a>   <a href="#">Modify</a>	100 - Meal Ordering	<input type="text"/>	Completed
	<a href="#">View</a>   <a href="#">Modify</a>	200 - Delivery and Meal Service Observation	<input type="text"/>	Completed
	<a href="#">View</a>   <a href="#">Modify</a>	300 - Site Recordkeeping	<input type="text"/>	Completed
	<a href="#">View</a>   <a href="#">Modify</a>	400 - Civil Rights	<input type="text"/>	Completed

## Sponsor Review

Conducted **virtually** through a **desk review**, unless the sponsor **processes meal applications**, which require an **in-person review**.

	Action	Form	Reviewer	Status
[-]		Administrative Review (13)		
[-]		Sponsor - Level (10)	<input type="text"/>	
	View   Modify	100 - Training	<input type="text"/>	Completed
	View   Modify	200 - Monitoring	<input type="text"/>	Completed
	View   Modify	300 - Foodservice	<input type="text"/>	Completed
	View   Modify	400 - Meal Count Records	<input type="text"/>	Completed
	View   Modify	500 - Financial Management	<input type="text"/>	Completed
	View   Modify	600 - Claim Validation	<input type="text"/>	Completed
	View   Modify	700 - Eligibility	<input type="text"/>	Not Applicable
	View   Modify	800 - Procurement	<input type="text"/>	Completed
	View   Modify	900 - Civil Rights	<input type="text"/>	Completed
	View   Modify	1000 - Administrative Responsibilities	<input type="text"/>	Completed



The State Agency will review the following:

- **Program application, agreement, and supporting documents**
- **Administrative and site training records**
- **Site monitoring records** (pre-operational, second-week, fourth-week, and follow-ups as needed)
- **Accounting records, including General Ledger**



The State Agency will also review:

- **Invoices and receipts**
- **Daily meal count records for each site**
- **Menus and food service records**
- **Milk analysis**
- **Meal delivery receipts (if applicable)**
- **Health and safety inspections**
- **Corrective action documentation (if required from a prior review)**







- ◆ **Milk analysis is part of the review!**
- ◆ The SA will **match milk purchases to meal counts** to ensure each meal included milk.
- ◆ **For SFSP unitized meals**, milk receipts must align with **claimed meals**.



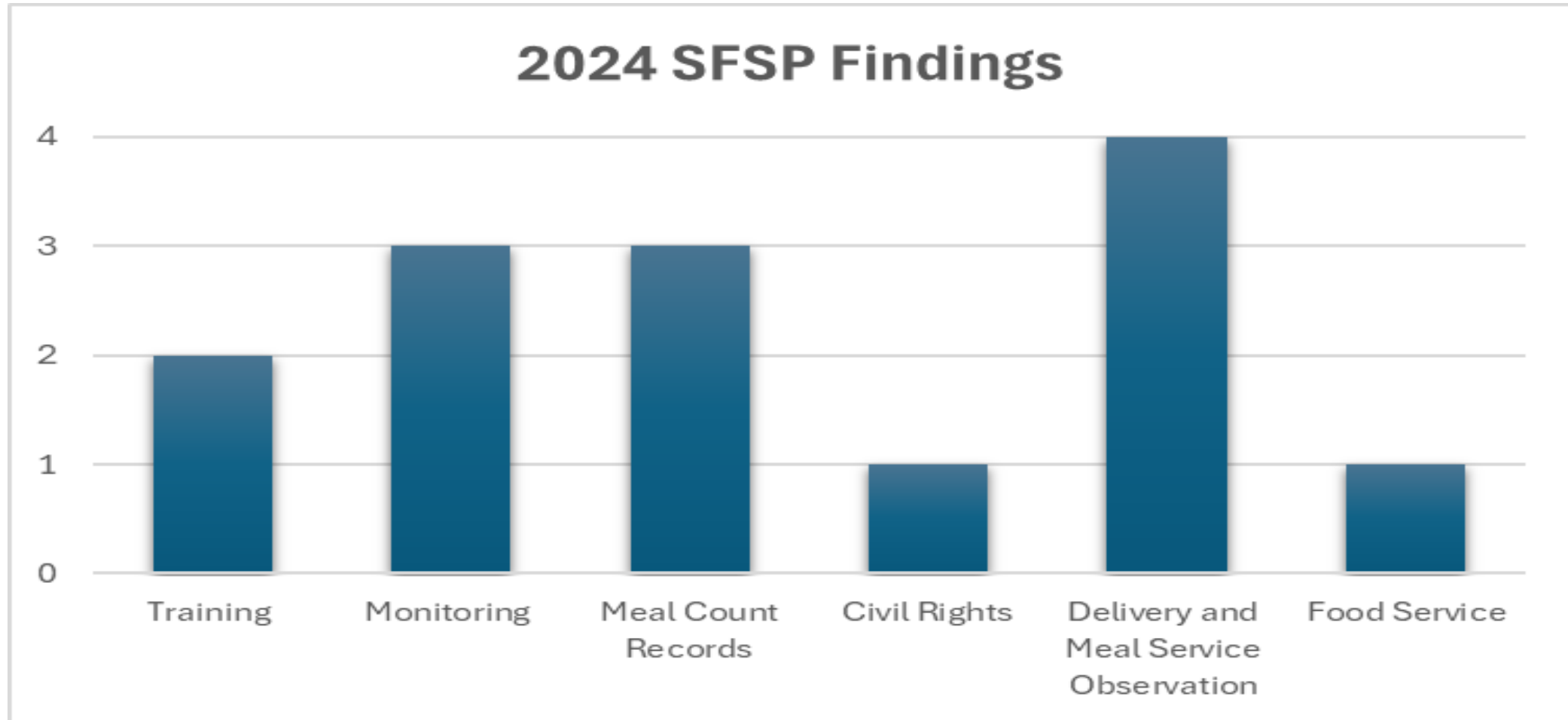
- **Milk must be served with every meal** (*unless using Offer Versus Serve*).
- If **OVS is used**, the SA will verify it was **properly implemented**.
- **Total meals claimed must match milk purchases**—you must buy at least as many milk units as meals claimed.
- **Missing meal components may result in fiscal action.**

## Common Violations

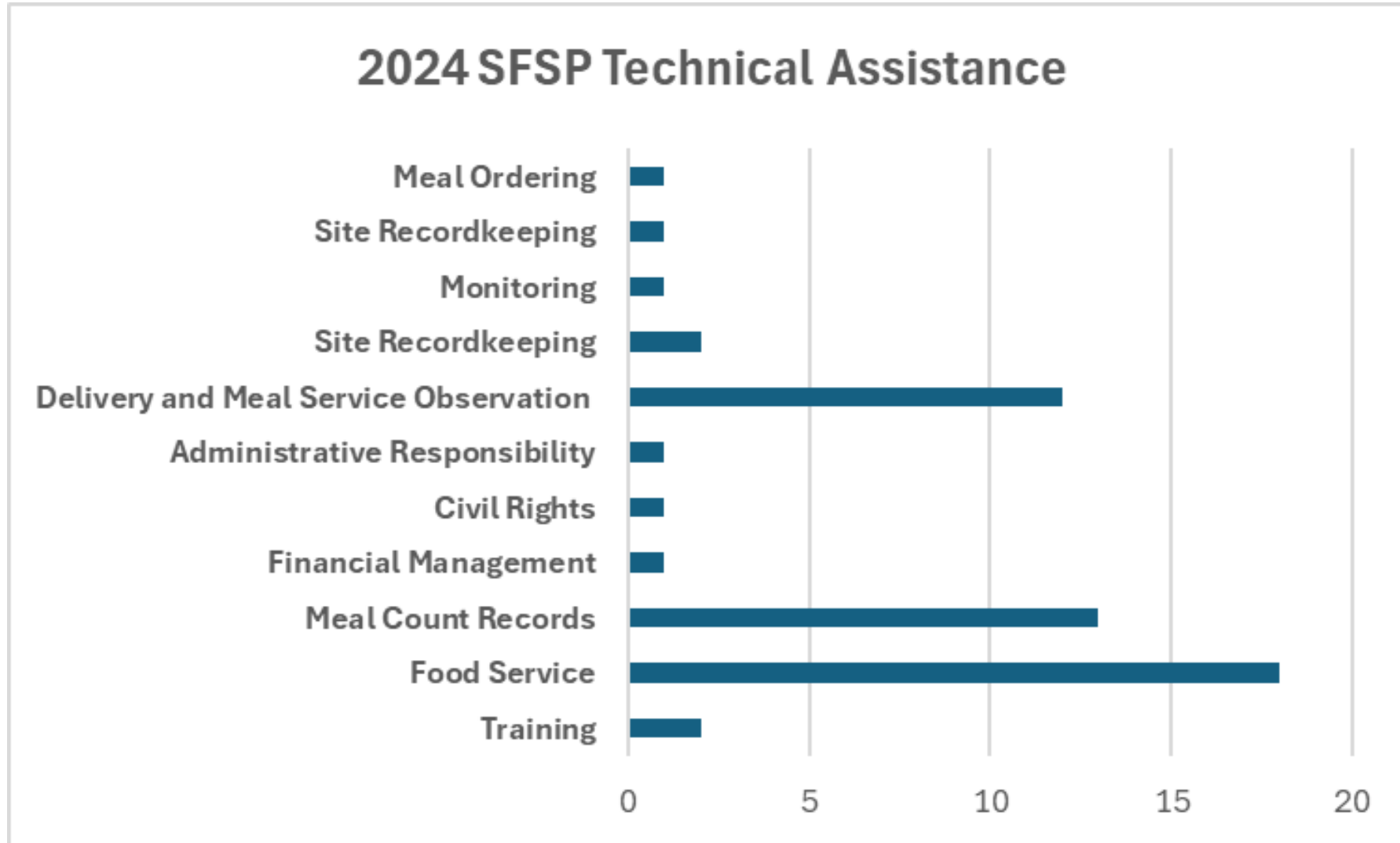


# 2024 Program Violations

447



# Common Program Violations



- **Did not advertise the program as required.**
- **No proof of advertisement** (e.g., missing newspaper articles).
- **Only some sites were advertised**, instead of all.
- **Non-discrimination statement was missing** from materials.



**SUMMER FOOD SERVICE PROGRAM**

**Sample News Release:  
Open Sites**

*[Name of sponsor]* is participating in the Summer Food Service Program. Meals will be provided to all children without charge and are the same for all children regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided, at a first come, first serve basis, at the sites and times as follows:

*[list all sites along with the starting and ending times of meal service for each site]*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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](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](mailto:program.intake@usda.gov)

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# USDA Sample News Release

Pg. 172 of Administrative Guidance

- **Your MARS contract says 100 meals per day, but meal counts show only 10.**
- **Sponsors must update ADP** to reflect actual participation.

Failure to adjust may result in **compliance issues**—keep records accurate!





- **Claiming meals at buildings not approved as separate sites** on the same campus.
- **Regularly serving meals at an unapproved location** and calling it a "field trip."
- **Combining two sites under one profile in MARS** for convenience.
- **Serving at an unapproved nearby location** just because it's within walking distance.



- **Incorrect OVS implementation** (Offer Versus Serve).
- **Milk purchases don't match meal claims** (e.g., 500 milks purchased but 1,000 meals claimed).
- **Serving less than the required  $\frac{3}{4}$  cup fruit/vegetable at lunch** (e.g., only an apple, no additional fruits/veggies).
- **Not offering two different fruits/vegetables when required.**



- **Meal counts always match meals prepared**—no tracking of leftovers or extras.
- **No record of how many meals were actually served**, only how many were delivered.
- **Site supervisor estimates meal counts at the end of the day** instead of counting meals as children are served.
- **Meal counts must be accurate and recorded in real-time!**



- **No records of staff training, site monitoring, or racial/ethnic data.**
- **Monitoring visits were not conducted as required.**
- **No health inspection requested for a new site or expired permit.**
- **Racial/ethnic participation data not collected.**
- **Civil rights training lacked documentation of required topics.**



## Meals Served Outside the Approved Meal Service Time

- **MARS contract says 11:00 AM**, but meals **don't arrive until Noon** during a site visit.
- **Advertised breakfast at 7:00 AM**, but actually serving at **8:30 AM**.
- **Listed meal service ends at 1:00 PM**, but site **closes early**, leaving kids without a meal.

**Stick to approved meal times—kids rely on them!**



**MISSISSIPPI DEPARTMENT OF EDUCATION**  
Ensuring a bright future for every child

**Summer Food Service Program**  
**Ethnicity/Race Data Collection for Parent/Guardian Completion**

This form is to be completed by a parent or guardian. Completion of this information is voluntary and will not impact a child's eligibility for meals. The data collected will be used to ensure compliance with USDA nondiscrimination requirements only. The data is kept confidential, accessible only to authorized personnel, and may be protected by the Privacy Act of 1974.

The names of children, parents, or guardians are NOT to be collected by the sponsor.

Please complete one form per child. Check one selection in Section 1. In Section 2, check any racial categories that apply (choose at least one, but more than one can be indicated). Thank you for providing this information!

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Free language assistance or other aids and services are available upon request.

<b>Section 1: ETHNICITY CATEGORIES</b>	<b>Check One:</b>
Hispanic or Latino	<input type="checkbox"/>
Non-Hispanic or Latino	<input type="checkbox"/>

<b>Section 2: RACE CATEGORIES</b>	<b>Check any that apply:</b>
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>

**INTERNAL USE ONLY**

Site Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Site Supervisor or Monitor Name: \_\_\_\_\_

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**MISSISSIPPI DEPARTMENT OF EDUCATION**  
Ensuring a bright future for every child

**SFSP Site Ethnicity/Race Data Collection Form**

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_ Site: \_\_\_\_\_

# children participating: \_\_\_\_\_  
# completed forms: \_\_\_\_\_  
# ETR unknown: \_\_\_\_\_

*This section is for open sites only. Residential camps or closed enrolled sites in a non-needy area do not complete this section.*

Complete the form below using either completed free/reduced forms from the site, school data, or census data for the area the site serves. Residential camps and closed-enrolled sites in non-needy areas will enter numbers for ethnicity/race categories based on the attendance on the day of review referencing the ethnicity/race information from participant applications.

Ethnicity Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
<b>Non-Hispanic or Latino.</b>	
<b>Total</b>	
<b>Race Categories</b>	
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "African" can be used in addition to "Black or African American."	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
<b>Total</b>	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Revised 1/2023

- **Data only needs to be recorded once per site—not daily.**
- **Participants must self-identify their racial/ethnic category.**
- **Staff cannot assign a category for participants.**

- **SFSP and NSLP funds are not kept separate.**
- **Incorrect funding code used (2133 for Summer 2025).**
- **No documentation of program expenses.**



# Closing the Review





- **Fiscal action occurs** when meal counts are incorrect or required meal components are missing.
- **Repayments cannot come from Child Nutrition Program funds**—they must be covered by **non-federal sources** (e.g., the school district's general fund).



- 1 **Preliminary Report** – Summary of areas reviewed.
- 2 **Findings Letter** – Lists violations, sent by USPS (certified mail if Fiscal Action applies).
- 3 **Corrective Action Plan (CAP)** – Sponsor submits corrections and payment if required.
- 4 **Immediate Compliance** – All noncompliance issues must be fixed per USDA regulations.
- 5 **CAP Approval & Closure** – Once approved, the review is complete.



A CAP must include:

- **Who** is responsible for fixing each issue.
- **What** steps will be taken to correct it.
- **How** compliance will be maintained moving forward.
- **When** corrections will be implemented.
- **Where** supporting documentation will be kept.



**Sponsors must submit a written CAP** after receiving a **Findings Letter** from the State Agency.

**The CAP must outline how each issue will be permanently fixed.**

**Submit CAPs through MARS** for review and approval.



- If the **CAP is incomplete**, the sponsor will be notified and given time to submit missing documents.
- If the **CAP is not submitted** or remains **inadequate**, the **State Agency must declare the sponsor seriously deficient**.



# If the CAP is Accepted

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- The **State Agency (SA) reviews** the CAP to ensure all findings are fully addressed.
- If satisfactory, the SA **issues an approval letter**, and the review is **closed**.



# The Serious Deficiency (SD) Process

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1

**Identify** the SD and **Prepare** the SD Notice

2

**Assess** the Corrective Action

3

**Prepare** the Termination Notice

4

**Hold** the Appeal Hearing

5

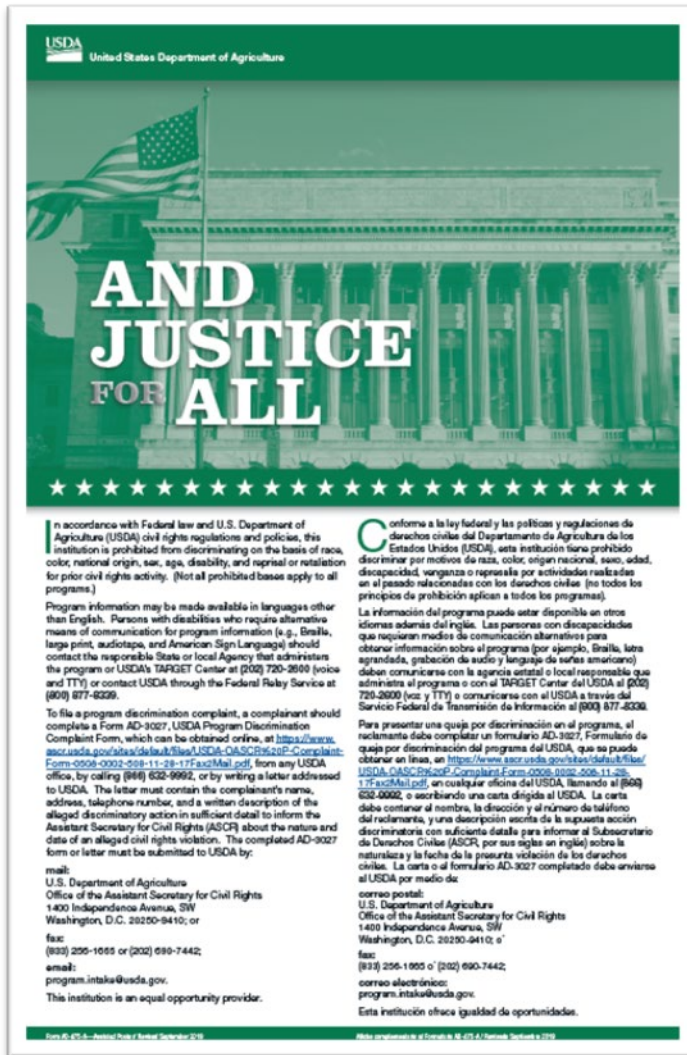
**Terminate** the Agreement and Place the Org on the SD List



# Questions







This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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