



# Summer Food Service Program

Sponsor Training  
Spring 2023



# Housekeeping

- Camera on or off – your choice
- Mute microphone to avoid feedback and background noise
- Type questions in chat box or unmute microphone at end to ask
- Handouts were emailed 3/27 and 4/3
- Please stay logged-in until the end! There will be an attendance form to complete.



# Your SFSP Squad

- **Aspen Shirley** – North Platte
- Jessica Furmanski – North Platte
- Laura Lutz – North Platte
- **Beth Haas** – Lincoln
- Taylor Schorsch – Omaha
- **Kayte Partch** - Lincoln



# SFSP Program Change

- Non-congregate option for **APPROVED** rural areas
- Approved by Congress December 2022
- Mark your calendar: Non-Congregate Office Hours + Q&A @ 1p.m. CT April 12<sup>th</sup> (will be recorded)



# Poll Time

How many years of SFSP  
experience do you have?



# Agenda

- Program requirements
- Application & claims
- Site monitoring & documentation
- Meal requirements
- Program flexibilities
- Program costs
- Procurement



# Agenda

- ✓ Program requirements
  - Application & claims
  - Site monitoring & documentation
  - Meal requirements
  - Program flexibilities
  - Program costs
  - Procurement



# Program Requirements

- Attend training
- Train your staff (program & civil rights)
- Find eligible meal service sites
- Free meals to children ages 1-18 years
- Monitor sites
- Keep all SFSP records for current year + 3 previous years
- **Not serve** meals to **only** summer school students





# Program Requirements

## **2 CFR 200.400, 200.302 & 200.303**

- Effective & efficient operation through sound practices
- Implement internal controls & procedures necessary for proper administration of federal funds
- Reasonable assurance of compliance
- Safeguard funds, use only for intended purpose



# Advertise Open Sites



City Park, 123 1<sup>st</sup> St.

*May 31 – July 31*

Breakfast 9:30 – 10:00

Lunch 11:30 – 12:15

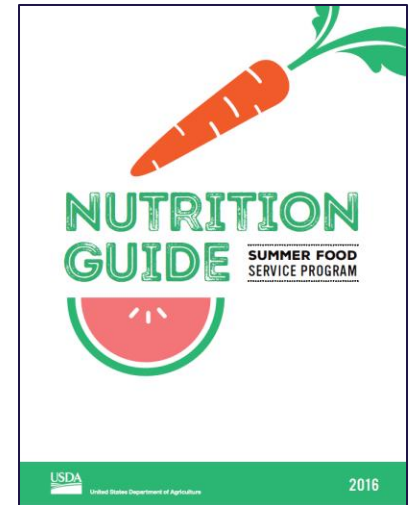
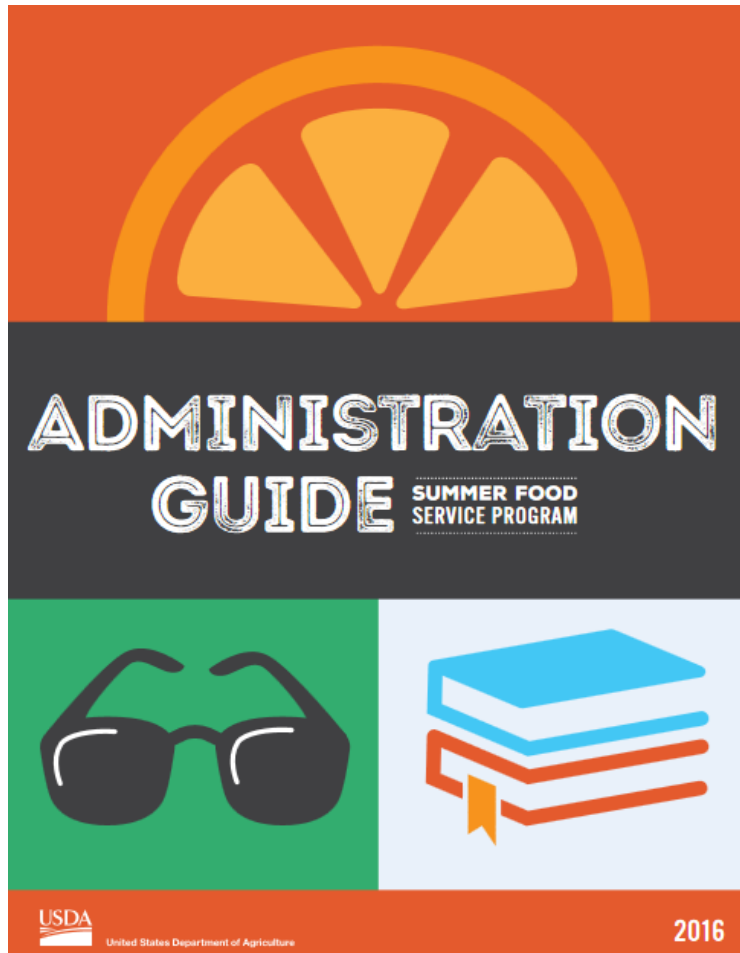
## Site Rules

1. Adults may not eat from child's plate
2. Adults pay \$3.00 for breakfast & \$5.00 lunch
3. No perishable meal items may be taken off site; no exceptions
4. Breakfast ends promptly at 10:00
5. Lunch ends promptly at 12:15
6. Place all trash in receptacles
7. No fighting, horseplay or profanity

This institution is an equal opportunity provider



# Staff Training





# Staff Training

- Be a summer meals champion: provide children with a nutritious meal & activities to exercise their bodies and brains
- Recordkeeping
- Meal pattern
- Site visits
- Reporting procedures



# SFSP Training on NDE Website



## SFSP Training

### SFSP Training

[2023 SFSP Training](#)

2023 Training Dates:

March 29th 1:30PM- 4:30PM CST (12:30PM-3:30PM MST)

April 5th 2:30PM-5:30PM CST (1:30PM- 4:30PM MST)

[2022 SFSP Training](#)

[SFSP Training Resources](#)

[Food Safety Training for Summer Food Service](#)

[Supplementary Trainings](#)

[Civil Rights Training](#)

[Special Assistance](#)

Training Home

School Meals Program >

Seamless Summer Option

Child and Adult Care Food Program >

Summer Food Service Program ▾

Forms & Resources

News

Program Information

**Training**

Team Nutrition >

Nebraska Farm To School >

Child Nutrition Program (CNP)

Quick Links >

Office of Coordinated Student Support Services



Questions, Comments, or Corrections? Let us know!



# Civil Rights

- All staff must be trained on Civil Rights requirements

- Refer to Civil Rights training:  
<https://www.education.ne.gov/wp-content/uploads/2020/06/Civil-Rights-PPT-rev-1.pdf>

- Must visibly post the “And Justice For All” poster at all meal service sites:

<https://www.education.ne.gov/ns/training/national-school-lunch-program/#1626663401778-a37a5163-db44>



# Document All Training

- Training log
  - Identify topics
  - Date
  - Team members who attended
- Training is a tool for your team!

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## Summer Food Service Program (SFSP) Training Certification

Sponsor Name \_\_\_\_\_

Date of Training: \_\_\_\_\_

Name(s) of Sponsor Personnel Who Conducted Training Session(s):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Training Topics:

1. **General program requirements:**

- \_\_\_ Meal pattern requirements ([NSLP](#) & [SFSP](#) meal pattern charts show what components are required for each meal type)
- \_\_\_ Civil Rights training: <https://www.education.ne.gov/ns/training/national-school-lunch-program/>

2. **Program operations:**

- \_\_\_ Point-of-service meal counts (must be maintained for all meal service days; must be completed fully & correctly)
- \_\_\_ Daily production records (must be maintained for all meal service days; must be completed fully & correctly)

3. **Special duties of Monitors:**

- \_\_\_ Must conduct one review of each feeding site within in the 1<sup>st</sup> 4 weeks of operation (link to site review form)

Attendee Names: \_\_\_\_\_

Representing SFSP Site: \_\_\_\_\_

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# Chat check-in





# Agenda

- ✓ Changes for summer 2022
- ✓ Program requirements
- ✓ Application & claims
  - Site monitoring & documentation
  - Meal requirements
  - Program flexibilities
  - Program costs
  - Procurement



# Online Application

- Due May 5, 2023
- All sites must have approved applications + all sponsor application packets must be approved before meals can be claimed for reimbursement





# Application

<https://nutrition.education.ne.gov>

Action	Form Name	Latest Version	Status
1 View   Admin	✓ Sponsor Application	Original	Approved
4 View	✓ Budget Detail	Original	Approved
2 Details	✓ Food Production Facility List (2)		
Details	Site Field Trip List		
5 Details	✓ Checklist Summary (2)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
3 Summer Food Service Program	1	10	0	0	0	0	11



< Back

Submit for Approval

Approve

Return

Deny



# Unique Entity ID

## Reporting Requirements

Unique Entity Number (twelve (12) digit UEI Number):

Click [here](#) if this number does not match your records. Please contact NDE to change the UEI number. Normally, the UEI number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).

Physical address zip code from the System for Awards Management (SAM) Registration: 68822-1718

Click [www.usps.com](http://www.usps.com) to verify the zip code + 4.

Date the Registration was completed or renewed:

12/02/2021

Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.

- ☐ By checking the confirmation box and providing the date of registration or renewal, the Sponsor is confirming successful online registration or renewal in SAM Registration.

For further instructions, see Download Forms, document SAM\_SFSP.

Your application cannot be approved if your current SAM.gov Registration renewal date has expired

Notice is sent from SAM.gov 3 months prior to the expiration date to the email address associated with the registration



# UEI is Free

- NEVER EVER pay for your UEI number or renewal
- Acquiring and renewing UEI is *FREE!*



# Site You Will Use

Action		Site ID / Site Name	Status
View Admin	✓	0002 Airpark Recreation West	Rev. 1 / Approved
View Admin	✓	0003 Belmont Recreation Center	Original / Approved
View Admin	✓	0004 Boys & Girls Club	Rev. 2 / Approved
View Admin	✓	0005 Calvert Recreation Center	Original / Approved
View Admin	✓	0019 Connection Point	Original / Approved
View Admin	✓	0006 Culler Middle School	Rev. 2 / Approved
View Admin	✓	0007 Dawes Middle School	Original / Approved



Approved site applications



# Sites You Will Not Use

- Sites you will not use cannot be deleted
- Do not modify them
- They will remain “Pending Validation”

Site ID / Site Name		Version/ Status
➔	0006 Harrison Park	Original / Pending Validation
➔	0007 Orscheln's Parking Lot	Original / Pending Validation
➔	0004 Preschool Learning Academy	Original / Pending Validation
➔	0010 Preschool Learning Academy	Original / Pending Validation



# Park Sites: Inclement Weather

## Site Operation

34. Check meal type(s) to be served at this site:

- ☐ Breakfast    ☐ AM Snack    ☐ Lunch    ☐ PM Snack    ☐ Supper

35. Indicate your system for serving meals to attending children:

- ☐ Cafeteria Style  
☐ Unitized meal  
☐ Family Style (Available to camp sites only)  
☐ Offer vs. Serve  
☐ Other (provide explanation)

36. Indicate if this is an outdoor or mobile site? ☐ Yes ☐ No

37. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

38. 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.

39. Indicate your plan for the storage or disposal of leftover meals or components:

40. Indicate your plan for serving meals during inclement weather (ex: excessive heat, rain):

Other (provide explanation below):





# Average Daily Participation

- Adjust average daily participation (ADP) in site application as necessary
- Maximum number of meals served at a site
- Reduce waste, improve integrity
- Utilize 2022 participation as your guide



# Average Daily Participation

- Tells NDE how many children an average day would serve
- ADP sets each site's cap (max daily average # meals)
- Revise ADP in site app & submit for approval
- Submit revision to increase ADP before submitting claim for reimbursement



# Field trips

Packet Assigned To: Kayte Partch			
Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Admin</a>	✓ Sponsor Application	<a href="#">Original</a>	Approved
<a href="#">View</a>	✓ Budget Detail	<a href="#">Original</a>	Approved
<a href="#">Details</a>	✓ Food Production Facility List (3)		
<a href="#">Details</a>	➔ Site Field Trip List (180)		
<a href="#">Details</a>	✓ Checklist Summary (7)		
<a href="#">Details</a>	Application Packet Notes (1)		
<a href="#">Details</a>	Attachment List		

- Submit field trip request in CNP at least **24 hours BEFORE** field trip
- Single-day field trip requests only
- Open sites must remain open
- Must serve meals at approved times
- CANNOT claim field trip meals if NDE isn't notified of off-site meals



# Dietary Accommodations

- Assign a contact person for special diet accommodations

## Special Meal Pattern and Dietary Needs

76. Will this site be serving children under age 1 year (infants 0 to 12 months)? ☐ Yes ☒ No
77. Does this site anticipate the need to plan and/or prepare special diets for children with disabilities? ☒ Yes ☐ No



# Dietary Accommodations

- Medical statement identifying foods that should be left out & appropriate substitutes signed by MD, DO, APRN or PA
- Sponsor is required to provide substitutes to ensure reimbursable meals.
- Sponsors with vendor agreement: special diet needs must be specified in contract. If vendor doesn't provide substitutes, sponsor must find a way to do so.



# Claims for Reimbursement

- Claims submitted for each site for each month meals are served
- Claims **must** be submitted & “accepted” no later than **60 days** after last day of month the meals were served
- Best practice: submit your claims by **noon on the 10th** of each month



# SFSP Claim Entry Hints

## SFSP Training

### SFSP Training

#### [SFSP Training Resources](#)

[SFSP Meal Pattern Chart](#)

[SFSP Production Record](#)

[SFSP Daily Meal Count](#) – Open SFSP sites use this form to count the number of meals served to children

[SFSP Sample Closed Enrolled Roster](#) – Use this meal counting form at Closed Enrolled sites

[SFSP Claim Entry Hints and Tips](#)

- Access here:  
<https://www.education.ne.gov/ns/training/sfsp-training/>



# Question

How many days after the last day of a claim month does a sponsor have to submit a claim for reimbursement?

60 days





# Question

What must be approved before meals served at a site are eligible for reimbursement?

Site application(s) and  
sponsor application



# Question

When is the deadline to submit an application to serve SFSP meals in 2023?

May 5, 2023



# Agenda

- ✓ Changes for summer 2022
- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
  - Meal requirements
  - Program flexibilities
  - Program costs
  - Procurement



# Site Monitors

- Complete site visits
- Ensure site maintains daily records
  - Point-of-service meal counts
  - Production records/delivery tickets
- Ensure “And Justice for All” poster is clearly posted during all mealtimes
- Communicate with sponsor
- Identify needed corrective actions



# Site Supervisors

- Ensure daily records are maintained & in compliance with 7 CFR 225.15
  - Missing records = denial of claim or denial of costs
- Ensure meals are served *only* during approved time
- Verify meals meet meal pattern & at proper temperature
- Ensure meals served have all required components



# Site Supervisors

- Ensure point-of-service meal count completed when meals are served
- Ensure children served before adults
- Implement corrective actions
- Must remain on-site throughout entire meal service





# Pre-operational Site Visits

## Administrative Staff/Site Supervisor

- Required for new sites that have not operated in the past
- Pre-operational site visit form MUST be completed prior to start date



# Site Visit: 1<sup>st</sup> 2 weeks

## Administrative Staff/Site Supervisor

- Required for some sites
  - New in 2023
  - Operational issues in previous year
  - State agency directed
- Conduct during meal service
- Identify potential problems:
  - inadequate documentation related to daily production records/delivery tickets
  - inadequate documentation related to daily meal counts
  - operating outside approved meal times
  - not counting meals at point of service
  - health inspection violations





# Annual Site Visit

## Administrative Staff/Site Supervisor

- Required for **all** sites in first 4 weeks
- Conduct during meal service
- Identify potential problems:
  - inadequate documentation related to daily production records/delivery tickets
  - inadequate documentation related to daily meal counts
  - operating outside approved meal times
  - not counting meals at point of service
  - health inspection violations



# Calendar Example

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>MAY 14</b>	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<b>JUNE 1</b>	2	3
4	5 <b>SFSP Start Day</b>	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	

Complete Pre-operational Site Visit

Complete 1st 2-Week Site Visit

Complete Annual Site Visit



Take a 5-minute break.

Questions in the chat




# Agenda

- ✓ Changes for summer 2022
- ✓ Program requirements
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# Meal Pattern



Training Home

School Meals Program >

Seamless Summer Option

Child and Adult Care Food Program >

Summer Food Service Program ▾

Forms & Resources

News

Program Information

Training



Team Nutrition >

Nebraska Farm To School >

Child Nutrition Program (CNP)

Quick Links >

Office of Coordinated Student Support Services



## SFSP Training

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[SFSP Claim Entry Hints and Tips](#)

[Food Safety Training for Summer Food Service](#)

[Supplementary Trainings](#)

[Civil Rights Training](#)

[Special Assistance](#)

## 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 or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce



# Breakfast

## Breakfast Meal Pattern

### Select All Three Components for a Reimbursable Meal

**Must serve  
three  
components**

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, 1 and/or vegetable
1 grains/bread <sup>2</sup>	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains



# Lunch and Supper

## Lunch or Supper Meal Pattern

### Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread <sup>2</sup>	1 slice 1 serving 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	2 oz. 2 oz. 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish <sup>3</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds <sup>4</sup> or yogurt <sup>5</sup>

**Must serve all four components**

**Five items:**

**1 Milk,  
2 Fruit/Veg  
1 Grain  
1 Meat**



# Snack

## Snack (Supplement) Meal Pattern

### Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
1 fruit/vegetable	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread <sup>2</sup>	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	1 oz. 1 oz. 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1 oz. 4 oz.	lean meat or poultry or fish <sup>3</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt <sup>4</sup>

Choose 2  
components

Not juice + milk





# Meal Combinations

- Allowed to serve one or two meals a day
- Allowed to choose which combination of meals you would like to serve
- **Cannot** serve **lunch and supper** on the same day



# Allowable Meal Combinations

<b>Breakfast only</b>	<b>Snack only</b>
<b>Lunch only</b>	<b>Supper only</b>
<b>Lunch and Snack</b>	<b>Breakfast and Snack</b>
<b>Breakfast and Lunch</b>	<b>Supper and Snack</b>
<b>Breakfast and Supper</b>	<b>Two snacks</b>



# Meal Service

- Self-prepared or from a vendor
- Serve within approved mealtimes
- Delivered meals cannot be taken to meal site more than one hour before meal service if adequate equipment is not available for holding at proper temperature



# Daily Production Records / Delivery Tickets

- Your documents showing all required components of meal were provided
- If not recorded, it wasn't served
- Must be done while the meal is being prepared
- Missing or incomplete production record = meals cannot be reimbursed



# Daily Production Records

- Top portion: identify meal type, date, site, menu items & serving sizes

<b>Circle Meal record is for:    Breakfast    Lunch    Snack    Supper</b>		
Sponsor Name: - _____		
Site Name: _____		Date: _____
<b>Planned # of Meals</b> Children _____ Program Adults _____ Non-Program Adults _____	<b>Planned # Portions</b> <b>List serving size for each food item</b>	<b>Offer Versus Serve</b> _____ Yes _____ No <u>Only</u> allowed for School Sponsors
<b>Menu:    List each food item</b>	<b>Number of Meals Planned</b> _____	



# Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Children + Program Adults + Non-Program Adults = Actual Count of Meals Served



# Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Handout

Children + Program Adults + Non-Program Adults = Actual Count of Meals Served

SFSP 2011



# Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Handout

\_\_\_\_\_ Children + \_\_\_\_\_ Program Adults + \_\_\_\_\_ Non-Program Adults = \_\_\_\_\_ Actual Count of Meals Served





# Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

\_\_\_\_\_ Children + \_\_\_\_\_ Program Adults + \_\_\_\_\_ Non-Program Adults = \_\_\_\_\_ Actual Count of Meals Served



# Vended Meals: Delivery Tickets

- Shows quantity & components provided
- Delivery date
- Meal type
- Delivery time and temperature

\*Vended meals cannot be delivered more than one hour before meal service without adequate holding equipment available at the delivery site



# Sample

Delivery date June 1, 2023

Delivery temp 165°F

Delivery time 11:15 a.m.

Meal Type

B L S

Meal

#delivered

Hot ham & cheese sandwich

25

Sliced peaches

25 x ½ c.

Baby carrots

25 x ¼ c.

1% plain milk

25 x 8 oz.

Delivery staff MK

Site staff KP



# Question

Which components are required at breakfast?

Fluid milk, grain,  
fruit/vegetable/combo



# Question

Is it allowable to hold the fruit component back from a lunch meal and use it as a dessert?

No, all meal components must be served at one time as a unitized meal.



# Question

A site's approved meal service time is 11:30 until 12:15. Three participants are waiting in the meal service line at 12:15. Should these participants be served a meal?

Yes, all participants in line at time meal service is supposed to end can be provided a meal. That meal must be consumed on site. May consider adjusting or extending meal service time in future.



# Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE



## Search Food Items

Keywords:

Meal Component:

Meats/Meat Alternates ▼

Category:

Beef and Beef Products ▼

Search

Reset Search

<https://foodbuyingguide.fns.usda.gov/>



# Food Buying Guide

## Menu:

- Sloppy Joe on WG slider bun
- Carrot sticks (1/4 c)
- Small apple (1/2 c.; whole)
- 1% plain milk





# What Serving Size?

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<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	¾ cup total <sup>4</sup>	¾ cup
Full-strength vegetable or fruit juice	¾ cup (4 fluid ounces)		¾ 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	¾ cup or 1 ounce <sup>8</sup>		¾ cup or 1 ounce <sup>8</sup>
Cooked cereal or cereal grains or	¾ cup	¾ cup	¾ cup
Cooked pasta or noodle products	¾ cup	¾ cup	¾ 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



# Use the Meal Pattern Chart

## 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>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 or	1 ounce	2 ounces	1 ounce



# Do a little math...

- Plan to serve 75 lunches
- 2 oz per meal x 75 meals = **150 oz**

Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Beef and Beef Products BEEF, GROUND, fresh or frozen	<b>Beef, Ground, fresh or frozen<sup>9,10</sup></b> <i>no more than 15% fat, (Like IMPS #136)</i> <i>Footnote</i>	Pound	12.00	1 oz cooked lean meat

- FBG shows you get **12-1** oz servings per purchase unit
- **150oz ÷ 12 = 12.5 pounds**



# Slider Buns



## Nutrition Facts

12.0 Exact servings per container

**Serving size** 1 bun (28g)

Amount per serving

**Calories** 70

% Daily value\*

**Total Fat** 1g 1%

Saturated Fat 0g 0%

Trans Fat 0g

**Cholesterol** 0mg 0%

**Sodium** 150mg 7%

**Total Carbohydrate** 14g 5%

Dietary Fiber 2g 6%

Sugar 1g

Added Sugar 1g 2%

**Protein** 3g



# Slider Buns

1. Use meal pattern chart
  - 1 serving (aka 1 oz equivalent)

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER	SNACK Serve two of the four
<b>Grains/Breads<sup>6</sup> –</b> Equivalent quantity of any combination of...	<b>REQUIRED</b>	<b>REQUIRED</b>	
<b>Bread or</b>	1 slice	<b>1 slice</b>	1 slice
<b>Cornbread, biscuits, rolls, muffins, etc. or</b>	1 serving <sup>7</sup>	1 serving <sup>7</sup>	1 serving <sup>7</sup>
<b>Cold dry cereal or</b>	$\frac{3}{4}$ cup or 1 ounce <sup>8</sup>		$\frac{3}{4}$ cup or 1 ounce <sup>8</sup>
<b>Cooked cereal or cereal grains or</b>	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
<b>Cooked pasta or noodle products</b>	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup



# Slider Buns

2. Use grains chart. How much does 1 serving weigh?

- 28 grams

Group B	Ounce Equivalent (oz eq) for Group B	Minimum Serving Size for Group B
Bagels	1 oz eq = 28 gm or 1.0 oz	1 serving = 25 gm or 0.9 oz
Batter type coating	3/4 oz eq = 21 gm or 0.75 oz	3/4 serving = 19 gm or 0.7 oz
Biscuits	1/2 oz eq = 14 gm or 0.5 oz	1/2 serving = 13 gm or 0.5 oz
Breads - all (for example sliced, French, Italian)	1/4 oz eq = 7 gm or 0.25	1/4 serving = 6 gm or 0.2 oz
Buns (hamburger and hot dog)		
Sweet Crackers <sup>5</sup> (graham crackers - all shapes, animal crackers)		
Egg roll skins		
English muffins		
Pita bread		
Pizza crust		
Pretzels (soft)		
Rolls		
Tortillas		
Tortilla chips		
Taco shells		



# Slider Buns

Grains chart says 1 serving = 28 grams

Meal pattern chart says each lunch needs 1 serving grain/bread



1 bun = 1 serving

Nutrition Facts	
12.0 Exact servings per container	
<b>Serving size</b>	<b>1 bun (28g)</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>70</b>
% Daily value*	
<b>Total Fat</b> 1g	<b>1%</b>
Saturated Fat 0g	0%
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 150mg	<b>7%</b>
<b>Total Carbohydrate</b> 14g	<b>5%</b>
Dietary Fiber 2g	6%
Sugar 1g	
Added Sugar 1g	2%
<b>Protein</b> 3g	



# Carrot Sticks

## Search Food Items

Keywords:

Meal Component:

Category:

Search

Reset Search

- Per pound of carrots purchased, you get 10.30  $\frac{1}{4}$  c. servings of carrot sticks

Food As Purchased, AP

Purchase Unit

Servings  
per  
Purchase  
Unit, EP

Serving Size per Meal Contribution

Carrots, fresh  
Without tops

Pound

10.30


1/4 cup raw vegetable strips (about 3 strips, 4 inch by 1/2 inch)





# How much to purchase?

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Carrots, fresh <i>Without tops</i>	Pound	10.30	1/4 cup raw vegetable strips (about 3 strips, 4 inch by 1/2 inch)

- Need **75** x  $\frac{1}{4}$  c servings
  - Per pound, I get **10.30**  $\frac{1}{4}$  c servings
  - [what I need]  $\div$  [servings per purchase unit] = [pounds to purchase]
- 
- $75 \text{ sv} \div 10.30 = 7.28 \text{ pounds (7.5 pounds)}$



# Snack

Menu: granola bar and raisins

Notice the two options for granola bars:

Group D	Ounce Equivalent (oz eq) for Group D
Doughnuts <sup>4</sup> (cake and yeast raised, unfrosted)	1 oz eq = 55 gm or 2.0 oz
Cereal bars, breakfast bars, granola bars <sup>4</sup> (plain)	3/4 oz eq = 42 gm or 1.5 oz
Muffins (all, except corn)	1/2 oz eq = 28 gm or 1.0 oz
Sweet roll <sup>4</sup> (unfrosted)	1/4 oz eq = 14 gm or 0.5 oz
Toaster pastry <sup>4</sup> (unfrosted)	

Group E	Ounce Equivalent (oz eq) for Group E
Cereal bars, breakfast bars, granola bars <sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)	1 oz eq = 69 gm or 2.4 oz
Cookies <sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)	3/4 oz eq = 52 gm or 1.8 oz
Doughnuts <sup>4</sup> (cake and yeast raised, frosted or glazed)	1/2 oz eq = 35 gm or 1.2 oz
French toast	1/4 oz eq = 18 gm or 0.6 oz
Sweet rolls <sup>4</sup> (frosted)	
Toaster pastry <sup>4</sup> (frosted)	



# Snack: Granola Bar

Group E	Ounce Equivalent (oz eq) for Group E
Cereal bars, breakfast bars, granola bars <sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)	1 oz eq = 69 gm or 2.4 oz
Cookies <sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)	3/4 oz eq = 52 gm or 1.8 oz
Doughnuts <sup>4</sup> (cake and yeast raised, frosted or glazed)	1/2 oz eq = 35 gm or 1.2 oz
French toast	1/4 oz eq = 18 gm or 0.6 oz
Sweet rolls <sup>4</sup> (frosted)	
Toaster pastry <sup>4</sup> (frosted)	



Prepare 75 snacks

Each bar = 24 grams

$69 \div 24 = 2.875 \rightarrow 3$  granola bars per person

8 bars per box = 29 boxes



# Craisins

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
<b>Cranberries, dried</b> <i>Sweetened, Whole, Includes USDA Foods</i>	Pound	13.80	1/4 cup dried fruit (credits as 1/2 cup fruit in NSLP/SBP and CACFP)

- Prepare 75 snacks
- Note: dried fruits require  $\frac{1}{4}$  c serving to credit as  $\frac{1}{2}$  c but need  $\frac{3}{4}$  c fruit for snack
- Prepare 150 x  $\frac{1}{4}$  c servings
- $150 \div 13.8 = 10.86$  pounds (11 pounds)



# Combination Foods

## CN Label for Processed or Combination Dishes

- Label states the **amount of creditable** Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread
- Commercially prepared combination food items without a CN label or product formulation statement **cannot** be used





# Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken pattie fritters provide 2.00 oz. equivalent

CN meat/meat alternate and 1.00 oz. CN equivalent grains for the Child Nutrition Meal Pattern Requirements.

CN

## Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs

Program operators 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.

Product Name: Grilled Chicken Nuggets Code No.: 123456  
Manufacturer: ABC Chicken Company Serving Size: 4 nuggets (2.6 ounces)

### I. Meats

Fill out the chart below to determine the creditable amount of Meats.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT A	MULTIPLY	FBG YIELD <sup>1</sup> B	CREDITABLE AMOUNT A x B
Boneless chicken	2.88 ounces	x	.7	2.016
		x		
		x		
C. Total Creditable Meats Amount <sup>1</sup>				2.016

<sup>1</sup> FBG yield = Additional Information column.

Total weight (per portion) of product as purchased 2.6 ounces

Total creditable amount of product (per portion). (Reminder: total creditable amount (per portion) cannot exceed the total weight (per portion).) 2 ounce equivalents

I certify that the above information is true and correct and that a 2.6 ounce serving of the above product (ready for serving) contains 2 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

KD President  
Signature Title  
John Smith 12/09/2022 (800) 123-4567  
Printed Name Date Phone Number



# CN Label & PFS

CN labels do NOT indicate that a product is healthy

Typically found on processed meat/meat alternate products

If using CN labeled foods, always read the Nutrition Facts panel to choose healthier options



# Daily Meal Counts

- Must have daily meal count for EVERY day meals are served
- Completed at the time of meal service
  - Not before or after meal service
- Tally marks to cross out when each child receives meal

Handout

DAILY MEAL COUNT FORM	
Site Name: <u>Clinton Elementary</u>	Meal Type (circle): B <u>U</u> SN SU
Address: <u>2250 West Platte Street, Somewhere, NE</u>	Telephone: <u>402-999-9999</u>
Supervisor's Name: <u>Joan Smith</u>	Delivery Time: <u>11:00</u> Date: <u>6/2/2016</u>
Meals received/prepared <u>20</u> + Meals available from previous day <u>0</u> = <u>35</u> (Total meals available) <b>0</b>	
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 + <u>19</u> <b>0</b>	
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	
Total Second Meals + <u>2</u> <b>0</b>	
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals + <u>4</u> <b>0</b>	
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total non-Program Adult Meals + <u>3</u> <b>0</b>	
TOTAL MEALS SERVED = <u>28</u> <b>0</b>	
Total damaged/incomplete/other non-reimbursable meals + <u>0</u> <b>0</b>	
Total leftover meals + <u>7</u> <b>0</b>	
Total of items: <u>35</u> <b>0</b> + <u>0</u> <b>0</b> + <u>0</u> <b>0</b> = <u>0</u> <b>0</b>	
(Item <b>0</b> should be equal to item <b>0</b> )	
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:	
<u>Joan Smith</u> Signature	<u>June 2, 2016</u> Date





# Meal Counts

Q: Which meals are entered into the claim for reimbursement?

A: Total First Meals (#2) and Total Second Meals (#3)

\*Adult meals (program and non-program) are NOT included

DAILY MEAL COUNT FORM									
Site Name: <u>Clinton Elementary</u>					Meal Type (circle): B <u>1</u> SN SU				
Address: <u>2250 West Platte Street, Somewhere, NE</u>					Telephone: <u>402-999-9999</u>				
Supervisor's Name: <u>Joan Smith</u>					Delivery Time: <u>11:00</u> Date: <u>6/2/2016</u>				
Meals received/prepared <u>20</u> + Meals available from previous day <u>0</u> = <u>35</u> (Total meals available)									
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 + <u>19</u>									
Second meals served to children:									
1 2 3 4 5 6 7 8 9 10					Total Second Meals + <u>2</u>				
Meals served to Program adults:									
1 2 3 4 5 6 7 8 9 10					Total Program Adult Meals + <u>4</u>				
Meals served to non-Program adults:									
1 2 3 4 5 6 7 8 9 10					Total non-Program Adult Meals + <u>3</u>				
TOTAL MEALS SERVED = <u>28</u>									
Total damaged/incomplete/other non-reimbursable meals + <u>0</u>									
Total leftover meals + <u>7</u>									
Total of items: <u>35</u> + <u>0</u> + <u>7</u> = <u>42</u>					(Item ⑤ 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:									
<u>Joan Smith</u> Signature					<u>June 2, 2016</u> Date				

# DAILY MEAL COUNT FORM

Site Name: **Clinton Elementary**

Meal Type (circle): **B** **L** SN SU

Address: **2250 West Platte Street, Somewhere, NE**

Telephone: **402-999-9999**

Supervisor's Name: **Joan Smith**

Delivery Time: **11:00** Date: **6/2/2016**

Meals received/prepared **20** + Meals available from previous day **0** = **35** (Total meals available) **1**

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

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	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 + **19** **2**

**NOT OK TO DRAW A LINE THROUGH NUMBERS**  
**DO NOT MARK THIS BEFORE CHILDREN RECEIVE MEALS**  
**MUST HAVE TALLY MARK FOR EACH MEAL CLAIMED**

## DAILY MEAL COUNT FORM

Site Name: **Clinton Elementary**

Meal Type (circle): **B** **L** SN SU

Address: **2250 West Platte Street, Somewhere, NE**

Telephone: **402-999-9999**

Supervisor's Name: **Joan Smith**

Delivery Time: **11:00** Date: **6/2/2016**

Meals received/prepared **20** + Meals available from previous day **0** = **35** (Total meals available) **1**

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

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	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 + **19** **2**

**Meals cannot be claimed if meal count form is incomplete or not completed accurately**



# Daily Meal Counts

- Ways you cannot count meals:
  - Tray counts
  - Clickers
- MUST count and record meals as they are served to each participant
- Serve more than 150 first meals on meal count form? Use additional forms



# Reimbursable Meals

- Must have daily meal count form
- All food components must be offered
- Indicate “field trip” on meal count form
- Regular site must remain open

\*Production record reflects both site meal and field trip quantities

DAILY MEAL COUNT FORM		FIELD TRIP																																																																																																																																																																	
Site Name: <u>Clinton Elementary</u>		Meal Type (circle): B <u>L</u> SN SU																																																																																																																																																																	
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# Food Safety

- All sites must have thermometers and temperature logs
- Hand washing
- Sanitize surfaces and equipment
- Health Department inspection at least once during operation





- Plan production/meal orders to prevent leftover meals
- Cannot keep leftovers without proper holding equipment
- Must complete cooling log when keeping leftovers

# Handout



# Leftover Meals

- Use leftover meals first
- Adjust order for the next day's meals accordingly
- Cold foods held at 41°F or below
  - If temp not maintained, must be discarded at end of meal service





# Agenda

- ✓ Changes for summer 2022
- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
- ✓ Meal requirements
- ✓ Program flexibilities
- ✓ Program costs
- Procurement



# Share Table

- Unopened, unused, whole food items available to other children who may want additional helpings
  - Examples: fruit with thick peel (e.g. banana, orange) or commercially packaged ready-to-eat item
  - \*Milk: a container of ice must be provided for unopened milk cartons/pouches



# Share Table

- When equipment is available, complete meals and nonperishable components on share table may be stored for later.
- Follow State and local health and safety codes.
- Document as leftovers & items returned to inventory



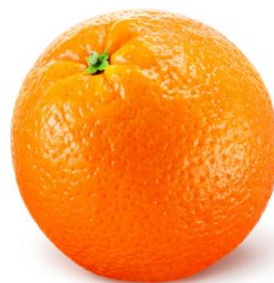
# Walking Grain/Apple

- Allow participant to take ONE fruit or vegetable or grain item offsite to eat later
- From own meal
  - Apple or other fruit or vegetable with edible skin
- From share table
  - Fruit with inedible skin or manufacturer's sealed unopened item
- Nothing opened or touched by another participant

\*Considerations: staffing and monitoring

7 CFR 225.6(i)(16)

# Walking Grain/Apple





# Agenda

- ✓ Changes for summer 2022
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# Allowable Program Costs

## Operating costs

- costs of food used in reimbursable meals
- non-food supplies for food service
- space for food service
- meals served to adult volunteers or paid staff who work directly with meal service



# Allowable Program Costs

Sponsors must use all program reimbursement to:

- Pay for meals, staffing
- Improve SFSP operation
- Use as start-up funds for next year's operation
- Year-end excess funds may transfer to another USDA Child Nutrition Program (CACFP, NSLP)

\*If not used, State Agency will collect excess funds





# Unallowable Costs

- Costs for excess meals ordered or prepared but not served
- Meals not meeting meal pattern (missing a component)
- Meals served off-site or outside approved meal service time
- Foods not used for meal service (e.g. coffee for staff; dessert for children)



# Unallowable Costs

- Meal served to adults not involved in food service
    - Must charge \$2.75 for breakfast, \$5.00 for lunch
  - Spoiled or damaged meals
- \*Adults not involved in meal service must pay Sponsor for meals or Sponsor covers that cost through non-federal funds(e.g. grant funding)



# Allowable or Not?

Foods purchased to prepare meals for children.

Allowable. All meals served to children should be paid for using SFSP reimbursement



# Allowable or Not?

Coffee purchased for food service staff to drink during breaks.

Unallowable. Foods not used to serve children a reimbursable meal are not allowed to be paid for using SFSP reimbursement funds.



# Allowable or Not?

Transportation costs related to delivering meals to meals sites.

Allowable. Transporting meals served to children at approved SFSP sites is allowable; use Federal mileage rate. (Currently \$0.655)



# Allowable or Not?

Meals served to adults accompanying a child to a meal service.

Unallowable. These meals are not used to serve children and therefore not eligible to be paid for using SFSP reimbursement.



# Net Cash Resources

- $\text{NCR} \leq 1$  month's avg expenditures if operate ONLY SFSP
- $\text{NCR} \leq 3$  month's avg expenditures if operate other Child Nutrition Programs (NSLP, CACFP)

## **Possible Technical Assistance:**

- The ratio of administrative to operating costs is high;
- Significant use of alternative funding;
- Significant portion of the food served is privately donated or purchased at a very low price.



# Reimbursement

Based on # meals served multiplied by the sum of administrative & operating rates

\*Reimbursement allowed only with approved application with NDE

Summer Food Service Program – 2023			
	Operating Costs	Administrative Costs	
		Rural or self-preparation sites	Other types of sites
Breakfast	\$2.57	\$.2550	\$.2025
Lunch or Supper	\$4.48	\$.4700	\$.3900
Snacks	\$1.04	\$.1275	\$.100





# Agenda

- ✓ Changes for summer 2022
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- ✓ Program Costs
- ✓ Procurement



# Procurement

Regulations found in 2 CFR Part 200 and 7 CFR Part 225

Three types:

- Micro-purchase
- Informal Purchase
- Formal Purchase

Sponsor must create and maintain *purchasing plan*



# Purchasing Plan

1. Plan purchases by forecasting meal counts with number new and returning sites
2. Plan meals to meet meal pattern through cycle menu
3. Plan orders based on menu items and number meals and order frequency
4. Solicit bids from vendors providing specific information
  - a. Delivery schedules
  - b. Local foods
  - c. Payment due dates

*\*Buy American: must purchase domestic products unless unavailable (7 CFR 210.21(d))*



# Procurement

Select products that meet site needs and appeal to children (better participation, less food waste)

Procuring locally: definition varies based on many factors

Ask vendor to include locally-sourced meal items (origin on labels)

Cannot use "local" designation in scores

Still must maintain *fair* and *open* competition



# Procurement

**Micro-purchase:** under \$10,000

- Price is reasonable
- Business distributed equitably among suppliers
- No formal bidding required

**Informal purchase:** less than \$250,000

- Must get three bids



# Procurement

**Formal purchase** (\$250,000 & greater) requires:

- Invitation for a bid (IFB) or Request for Proposal (RFP)
- Public announcement (such as newspaper)
- Distribute announcement to multiple vendors
- Formal bid opening
- Evaluation process, cost with most weight



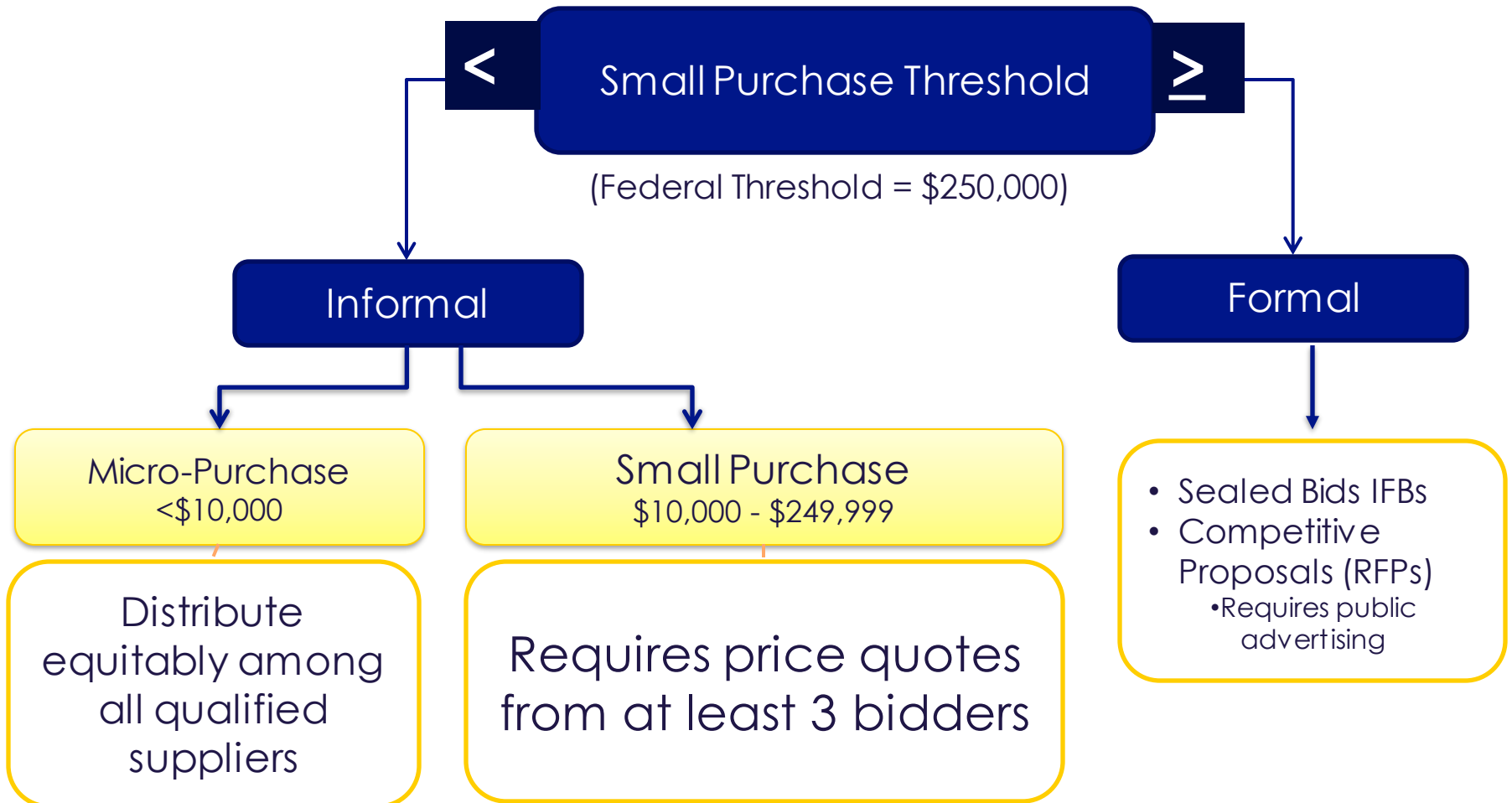
# Small, Minority & Women Owned Businesses

- Ensure minority, small and women owned businesses used when possible
- How?
  - Include small, minority and women owned businesses in bid solicitation when they could be responsive and responsible vendor
  - Ensure small, minority and women owned businesses in solicitation lists
  - Divide large contracts into smaller scope of activities to allow small, minority and women owned businesses to be a supplier

Regulations: 7 CFR Part 225.17(b) & 2 CFR Part 200



# Decision Tree







# Procurement Specifications

## Forms & Resource Center

### Program Forms & Templates

- [SFSP Production Records](#)
  - [Example Production Records](#)
- [Daily Meal Count Form](#)
- Claim Consolidation Form
  - [Claim Consolidation PDF](#)
  - [Claim Consolidation Excel](#)
- [SFSP Site Review Form](#)
- [Training Documentation Form](#)
- [Pre-operational Site Visit Form](#)
- [SFSP Sample Closed Enrolled Roster template](#)
- [SFSP Procurement Specifications](#)
- [SFSP Permanent Agreement](#)

### SFSP Minimum Procurement Specification and Model Meal Quality Standards


#### 7 CFR 225.7 (c)

Meal Component	Minimum Specs	Best Practices
Grains	Made with whole and/or enriched grains. Grains include pasta, tortillas, rice, and flour/grain-based bakery products, including: breads, sandwich rolls, buns, cornbread, biscuits, loaf breads, and grain-based desserts.	<ul style="list-style-type: none"><li>• Offer 100% whole grain or whole grain-rich items</li><li>• Eliminate grain-based desserts from menus</li></ul>
Meats/Meat Alternates	<p><b>Beef:</b> US "Choice" grade</p> <p><b>Poultry:</b> US grade A for unprocessed; grade B if further processed</p> <p><b>Pork:</b> U.S. No. 1 or U.S. No. 2.</p> <p><b>Seafood:</b> Top grade, frozen fish (nationally distributed brand required and must be packed under continuous inspection of the USDA)</p> <p><b>Fresh eggs:</b> USDA Grade A or equivalent; 100-percent candled</p> <p><b>Frozen eggs:</b> USDA-inspected</p> <p><b>Cheese:</b> Pasteurized natural or processed cheeses; no cheese food, imitation cheese, cheese product, or cheese spread</p>	<ul style="list-style-type: none"><li>• Serve lean cuts of meat with visible fat and skin removed</li><li>• Serve fish, nuts, or beans in place of meat when possible</li><li>• Limit fried or pre-fried foods (such as chicken nuggets or other breaded meat items) to twice or less weekly</li><li>• Limit or avoid offering processed meats (e.g., luncheon meats, bologna)</li><li>• Serve natural cheeses</li><li>• Serve low-fat or reduced-fat yogurts with less sugar</li></ul>



# Attendance Record

- In order to get credit for this required training, please click the link in the chat and fill out the form for EACH person in your listening group:



SFSP Attendance Record 3-29-23

\* Required

First AND Last Name \*

Your answer

Email Address \*

Your answer

Sponsor Name \*

Your answer

Comments

Your answer

Submit Clear form



# Questions?

Contact NDE SFSP Squad

<https://www.education.ne.gov/ns/>

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 reprisal or retaliation 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 (e.g., 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) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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: [ASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)"><https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, 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:

- (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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