



## Summer Food Service Program

Sponsor Training  
Spring 2024

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## Summer Squad




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## 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 4/1
- Please stay logged-in until the end! There will be an attendance form to complete.

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## Agenda

- Program requirements
- Application & claims
- Site monitoring & documentation
- Meal requirements
- Program flexibilities
- Program costs
- Procurement
- Rural Non-Congregate (as applicable)


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## Agenda

- ✓ Program requirements
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- Rural Non-Congregate

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## 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

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## Program Requirements

### Area Eligibility

- Can serve meals to all children ages 1 - 18 years in eligible areas

≥50% of children eligible for Free/Reduced-price meals

- School meals claim data or
- Census data available from [SFSP Area Eligibility Map](#)
  - Use exact site address to determine location's eligibility

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## Program Requirements

### Area Eligibility

- [SFSP Area Eligibility Map](#)
  - Use exact site address to determine location's eligibility

Welcome to the CACFP and SFSP Area Eligibility Map. Please zoom in to the map to see the data. This map displays census data and can be used for finding participating CACFP day care homes and eligibility of SFSP summer sites. A guide to using this map can be found by clicking on the ? and more information about area eligibility and the data can be found below the map.



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## Program Requirements

### Site Types

- **Open** sites operate in areas of need; serve meals to ALL children (ages 1-18) for free
- **Closed-Enrolled** sites provide free meals to children enrolled in an activity program at the site where at least half of them are eligible for free and reduced-price meals
- **Camps** may also participate in SFSP. They receive payments only for the meals served to children who are eligible for free and reduced-price meals

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## Advertise Open Sites



City Park, 123 1st 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 & \$5.25 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

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## Staff Training



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## 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
- Civil Rights

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## SFSP Training on NDE Website

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## Civil Rights

- All staff 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-d44>

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## Document All Training

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

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## Program Requirements

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

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## Chat check-in

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## Agenda

- ✓ Program requirements
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  - Meal requirements
  - Program flexibilities
  - Program costs
  - Procurement
  - Rural Non-Congregate

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## Online Application

- Due May 3, 2024
- All sites must have approved applications + all sponsor application packets must be approved before meals can be claimed for reimbursement



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## 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

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## Unique Entity ID

**Reporting Requirements**

Unique Entity Number (twelve (12) digit UEI Number) DQEMPLXVVVB3

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: 68310-2957

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

Date the Registration was completed or renewed: 08/01/2023

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.

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

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

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## UEI is Free

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

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## 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

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## 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

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## 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):

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## 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 2023 participation as your guide

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## Average Daily Participation

- Tells the NDE how many children are served on an average day
- ADP set 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

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## Field trips

Action	Form Name	Latest Version	Status
View   Admin	✓ Sponsor Application	Original	Approved
View	✓ Budget Detail	Original	Approved
Details	✓ Food Production Facility List (3)		
Details	✗ Site Field Trip List (180)		
Details	✓ Checklist Summary (7)		
Details	Application Packet Notes (1)		
Details	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
- CANNOT claim field trip meals if NDE isn't notified of off-site meals

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## 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

↑

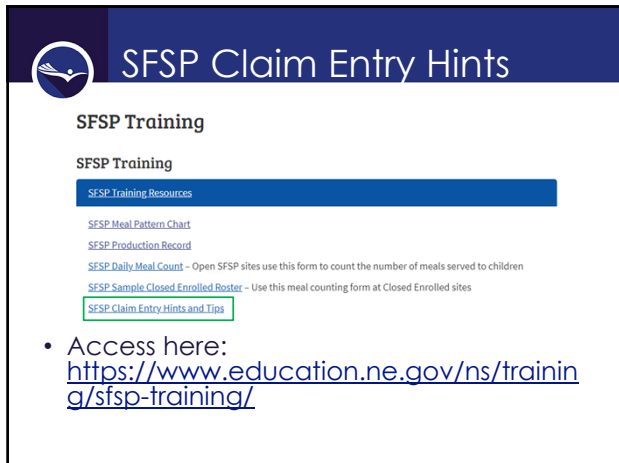
Medical statement specifying foods that should be left out & appropriate substitutes signed by MD, DO, APRN or PA

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## Claims for Reimbursement

- Claims submitted individually 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

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**SFSP Claim Entry Hints**

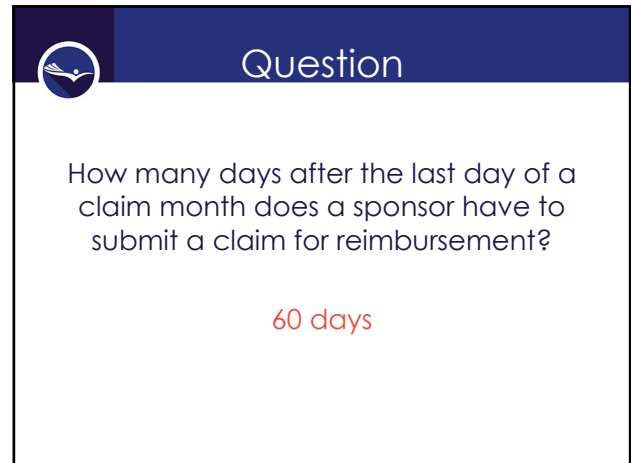
**SFSP Training**

**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/>

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**Question**

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

**60 days**

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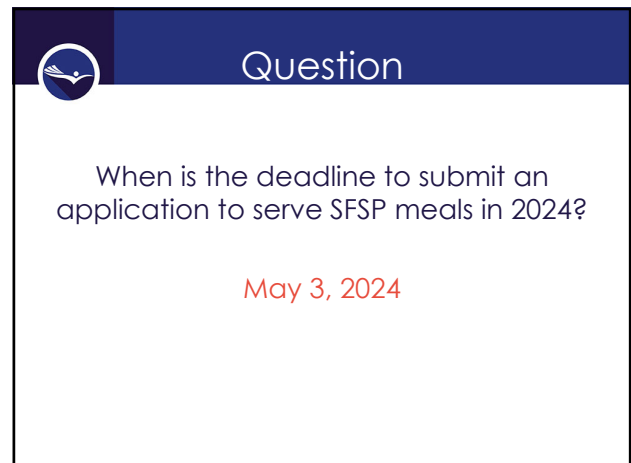


**Question**

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

**Site application(s) and sponsor application**

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**Question**

When is the deadline to submit an application to serve SFSP meals in 2024?

**May 3, 2024**

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**Agenda**

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**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

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## Site Supervisors

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

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## Site Supervisors

- Point-of-service meal count completed when meals are served
- Children served before adults
- Implement corrective actions
- This person is on-site for entire meal service



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## Pre-operational Site Visits

### Administrative Staff/Site Supervisor

- Required for new sites that have not operated in the past
- Required for previously-operated sites with operational issues like:
  - Site needed technical assistance;
  - Site needed second review in operation year;
  - Site completed corrective action to fix an issue.

Handout

7 CFR 225.15(d)

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

### Administrative Staff/Site Supervisor

- **Required for some sites**
  - New in 2024 OR New RNC site in 2024
  - 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

Handout

7 CFR 225.15(d)(3)

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## 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

Handout

7 CFR 225.15(d)(3)

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## Take a 5 minute break.

## Questions in the chat

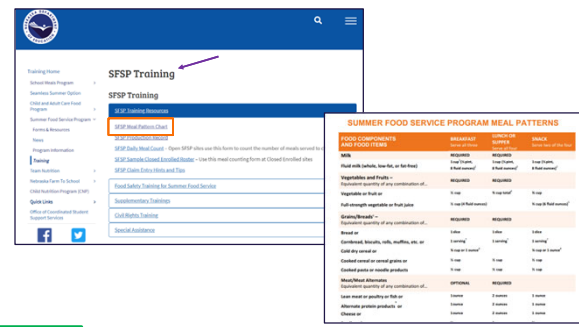
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## Agenda

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## Meal Pattern



The screenshot shows a training page for SFSP with a table titled "SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS". The table lists various food components and their required quantities for different meal types. A red box highlights the "SFSP Meal Patterns (Click)" link in the navigation menu, and a green box highlights the "Handout" button at the bottom left.

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## 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 cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains

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## Lunch and Supper

### Lunch or Supper Meal Pattern

**Select All Four Components for a Reimbursable Meal**

**Must serve all four components**

**Five items:  
1 Milk,  
2 Fruit/Veg  
1 Grain  
1 Meat**

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	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.	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 yogurts

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## Snack

### Snack (Supplement) Meal Pattern

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

**Choose 2 components**

**Not juice + milk**

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	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.	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> yogurt <sup>4</sup>

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## Meal Service

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

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### 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 production record = meals cannot be reimbursed

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### Daily Production Records

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

**Circle Meal record is for: Breakfast Lunch Snack Supper**

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

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Planned # of Meals</b> Children _____ Program Adults _____ Non-Program Adults _____	<b>Planned # Portions</b> List serving size for each food item	<b>Offer Versus Serve</b> Yes _____ No _____ <small>Only allowed for School Sponsors</small>
<b>Menu:</b> List each food item	Number of Meals Planned	

Handout

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### 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 if 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 9/9/2011

Handout

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### 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 if 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 9/9/2011

Handout

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### 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 if 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 9/9/2011

Handout

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### 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 if 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 9/9/2011

Handout

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### 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

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### Sample

Delivery date June 1, 2022 Meal Type B L S  
 Delivery temp 165°F  
 Delivery time 11:15 a.m.

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

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### Question

Which components are required to be served at breakfast?

Fluid milk, grain, fruit/vegetable/combination

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### 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.

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### 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.

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**USDA** Food Buying Guide for Child Nutrition Programs  
U.S. DEPARTMENT OF AGRICULTURE



Search Food Items

Keywords:

Meal Component:

Category:

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

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## Child Nutrition (CN) Label

### CN Label or Product Formulation Statement for Combination Dishes

- Documents 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

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## Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken patty fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. CN equivalent grains for the Child Nutrition Meal Pattern Requirements.

CN

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## Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken patty fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. CN equivalent grains for the Child Nutrition Meal Pattern Requirements.

CN

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## Child Nutrition (CN) Label

CN labels do NOT indicate that a product is healthy

Typically found on processed meat/meat alternate products

Healthier options are becoming available

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

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## 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

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## 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

- Complete Second Meals

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**DAILY MEAL COUNT FORM**

Site Name: Clinton Elementary Meal Type (circle): B 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)

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>									

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

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## 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 meals than one meal count form has? Add additional forms

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## 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**

Site Name: Clinton Elementary Meal Type (circle): B 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)

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 (cross off number as each child receives a meal):

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: 28

Total Damaged/Incomplete/Other non-reimbursable meals: 0

Total leftover meals: 7

Total of meals: 35 (from #s shown in separate lists)

Number of additional children requesting a meal after all available meals were served: 0

To sign program counts for the above information, sign and date:

Joan Smith June 2, 2016

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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

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## Leftover Meals

- Plan production/meal orders to prevent leftover meals
- Cannot keep leftovers without proper holding equipment
- Use leftover meals first
- Adjust order for the next order accordingly
- Cold foods held at 41°F or below
  - If temp not maintained, must be discarded at end of meal service

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## Agenda

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## 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

SFSP Memorandum 5-2016: Meal Service Requirements in the Summer Food Service Program, with Questions and Answers

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## 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

SFSP Memorandum 5-2016: Meal Service Requirements in the Summer Food Service Program, with Questions and Answers

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## Walking Grain/Apple

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

SFSP Memorandum 5-2016: Meal Service Requirements in the Summer Food Service Program, with Questions and Answers

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## Walking Grain/Apple



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## Agenda

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

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## Allowable Program Costs

Operating costs

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

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### Allowable or Not?

Foods purchased to prepare meals for children.

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

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### 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.

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### 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.

95




### 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.

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### Allowable Program Costs

Sponsors must use all program reimbursement to:

- Pay for meals, staffing
- Improving 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

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### 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)

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## Unallowable Costs

- Meal served to adults not involved in food service
- 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)

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## Adult Meal Prices

Adult Meal Prices:

Breakfast: \$3.00

Lunch: \$5.25

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## Reimbursement

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

\*Reimbursement allowed only with approved application with NDE

	Operating Costs	Administrative Costs	
		Rural or self-preparation sites	Other types of sites
Breakfast	\$2.71	\$2675	\$2125
Lunch or Supper	\$4.72	\$4925	\$4100
Snacks	\$1.10	\$1350	\$1050

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## Agenda

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## 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*

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## Purchasing Plan

- Plan purchases by forecasting meal counts with # new and returning sites
- Plan meals to meet meal pattern through cycle menu
- Plan orders based on menu items and # meals and order frequency
- Solicit bids from vendors providing specific information
  - Delivery schedules
  - Local foods
  - Payment due dates

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## 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)

Still must maintain *fair and open* competition

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## Procurement

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

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

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

- Must get three bids

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## Procurement

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

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

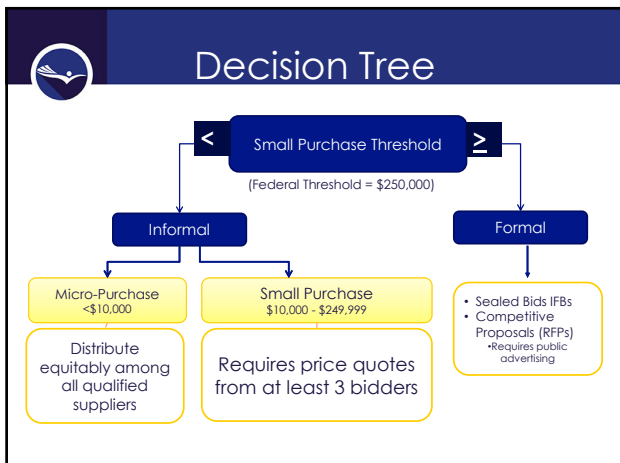
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## Small, Minority & Women Owned Businesses

- Ensure minority, small and women owned businesses used when possible
- How?
  - Include small, minority and women owned businesses in bid solicitation when 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 more small, minority and women owned businesses to be a supplier

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

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## Procurement Specifications

**Forms & Resource Center**

Program Forms & Templates

- SSP Production Records
  - Exercise Production Records
- Daily Meal Count Form
- Claim Consolidation Form
  - Claim Consolidation PDF
  - Claim Consolidation Excel
- Training Documentation Form
- Pre-operational Site Visit Form
- SSP Sample Child Fooded Recipe Template
- SSP Procurement Specifications
- SSP Performance Agreement

**SSSP Minimum Procurement Specification and Model Meal Quality Standards**

7 CFR 225.7(b)

Meal Component	Minimum Specs	Best Practices
Grains	Made with whole and/or enriched grains. Grains include pasta, breads, rice and flour grain based bakery products, including breads, sandwiches with nuts, cornmeal, biscuits, hot 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 menu</li> </ul>
Meats/Meat Alternatives	<p><b>Beef:</b> US "Choice" grade</p> <p><b>Poultry:</b> US grade A for unprocessed, grade B for processed</p> <p><b>Seafood:</b> Top grade, frozen fish (originally distributed brand and required and must be packed under continuous inspection of the USDA)</p> <p><b>Fresh eggs:</b> USDA Grade A or equivalent, 100 percent certified</p> <p><b>Frozen eggs:</b> USDA equivalent</p> <p><b>Cheese:</b> Unsalted natural or processed cheeses, no cheese food, imitation cheeses, cheese products, or cheese analog</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 bread or processed 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., lunchmeats, bologna)</li> <li>• Serve natural cheeses</li> <li>• Serve low fat or reduced fat yogurt with low sugar</li> </ul>

**Handout**

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## SFSP Grant

The 2024 Summer Food Service Program (SFSP) Expansion Grant Application is open!

- The 2024 SFSP Grant Application deadline was **March 29, 2024. We have extended the deadline to May 3!**
- Access and complete the online application here: [SFSP Grant Application](#).
- The grant application instructions provided below provide comprehensive details on allowable grant activities and costs. Please note that the grant funds *cannot* be used to pay for food items or other supplies used for meal service (these are costs that should be paid for using the meal reimbursement provided through the USDA).

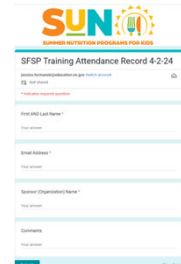
[SFSP Grant Instructions 2024](#)

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## 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:



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## Questions?

Contact NDE SFSP Squad

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

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## Agenda

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## Rural Non-Congregate

(RNC)

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## RNC


- Meals that can be consumed off-site and are provided to eligible children aged 1-18 and from approved locations
- Individual meals or bulk meals for up to 5 days
- Special prior approval is required to utilize this meal service option*
- Without prior approval, reimbursement will be disallowed*

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## RNC Eligibility

Must be in a rural location

Access [USDA's Rural Designation Tool](#)



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## RNC Eligibility


**York, NE**

Green = rural



**Lincoln, NE**

White/Grey = not rural



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## Rural in Urban Area?



Contact Nutrition Services for assistance

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## Conditional Site

- Sponsors may operate a non-congregate site for children in non-area eligible location
- Sponsors of conditional non-congregate sites are reimbursed only for meals served to children whose eligibility for Program meals is documented

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## Conditional Site

Provide meals to **only** children eligible to receive Free or Reduced-price meals

- Enrolled school children & other children in the same household
- Meal application or Direct Certification match

Non-school sponsors have two options:

- Ask households to complete meal application, or
- MOU with school to share information (confidentially)

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## Conditional Site Eligible Roster

Verify that each child receiving meals is eligible for Free or Reduced-price meals

Meal application will probably have younger siblings included in members of household

Complete new application if change in household members and/or income

Direct cert list + benefit extended to others in household

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### Need Parental/Guardian Consent?

	Grab n' Go (curbside/backpack) Area Eligible	Grab n' Go (curbside/backpack) Conditional Non-area Eligible	Home Delivery (daily or bulk) Area Eligible	Home Delivery (daily or bulk) Conditional Non-area Eligible	Congregate Area Eligible	Congregate Conditional Non-area Eligible
Parental/Guardian Consent Needed			YES	YES		
Standard SFSP Public Notification	YES				YES	
Eligible Participants Notified		YES		YES		YES

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### RNC Site Monitoring

- If your RNC site has not operated RNC previously it is considered a NEW site

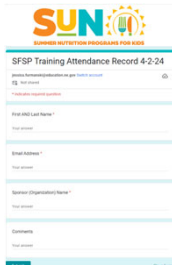
Must complete:

- Pre-operational site visit form
- 1st 2 weeks site visit form
- Annual site visit form

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### Attendance Record

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(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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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