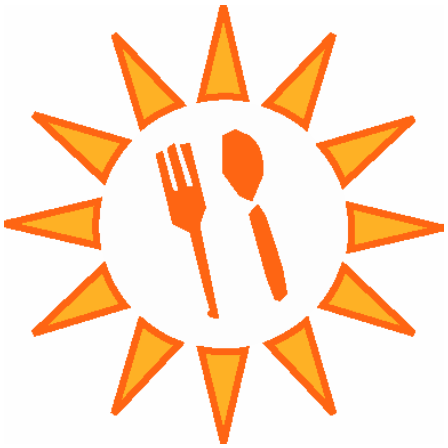
United States
Department of
Agriculture

Food and
Nutrition

Summer Food Service Program for Children

2006 Administrative Guidance for Sponsors



Food That's In When School Is Out!

For your reading ease, changes from last year's edition are highlighted. In addition, through-out the text, references have been made to number and un-numbered policies that USDA headquarters office issued. The numbering system may differ from your State Agency or Regional office.

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Revised December 2005

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INTRODUCTION

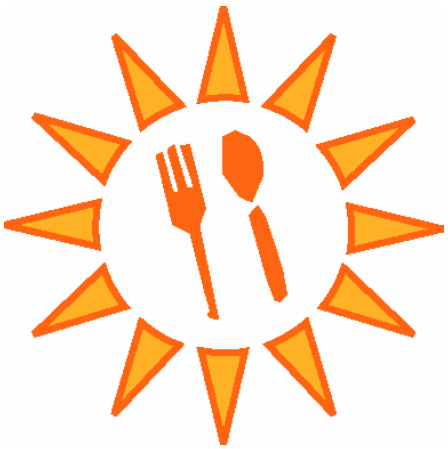
The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.

The SFSP operates during school vacations, primarily in the summer months – from May through September. It may also provide meals during vacation breaks where schools are operated on a year-round basis or a continuous school calendar, or during emergency school closures from October through April.

Who Administers The Program?

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the SFSP at the national level. Within each State, the Program is administered by the State department of education, an alternate State-designated agency, or the appropriate FNS Regional Office. (Note: FNS administers the SFSP in Virginia)

Locally, public or private non-profit organizations that want to "sponsor" the Program apply and are approved by the State agency to operate the Program. These sponsoring organizations sign annual Program agreements with their State agency and are responsible for overseeing Program operations. Sponsors receive Federal reimbursement from the State agency to cover their administrative and operating costs of preparing and serving meals to eligible children at one or more feeding sites.



ABOUT THIS GUIDANCE

This publication provides information for staff of all local organizations that participate or plan to participate as sponsors in the Summer Food Service Program for Children (SFSP). It consists of the following parts:

PAGES 11 – 58 **PLANNING THE PROGRAM** provides information to help guide potential sponsors through the early stages of program planning. This part includes information on eligibility requirements for sponsors, sites, and participants; evaluating and selecting feeding sites; determining the type of meal service to offer; staffing needs; and applying to operate the SFSP.

PAGES 60 - 93 **ADMINISTERING THE PROGRAM** outlines the administrative responsibilities of a sponsor in the areas of training, monitoring, civil rights, program payments, record keeping, reviews, and evaluations.

PAGES 95 - 114 **FOOD SERVICE MANAGEMENT COMPANIES** discusses how a sponsor can contract with a food service management company, a commercial for-profit company, a school or a private non-profit organization to obtain meals. This part includes information on the responsibilities of the sponsor and food service management companies in relation to the food service operations at feeding sites.

PAGES 115 - 206 **REFERENCE SECTION** provides sample copies of forms, worksheets, Federal guidelines (Federal regulations, Office of Management and Budget Circulars, and Food and Nutrition guideline memoranda), and other reference materials that may be helpful to sponsors in administering the Program.

Summer 2006

The FNS and State agencies are engaged in a continued effort to increase participation in the SFSP. Did you know that the SFSP is one of the most needed but underused Federal food assistance programs? Although over 21 million eligible children received free or reduced price school meals during the 2005 regular school year, only 1.9 million participated in the SFSP, and an additional 1.4 million participated in the National School Lunch Program during the summer months. That's only 3.3 million eligible children receiving meals during the summer months. There are many hungry children that we need to reach with this Program!

As an organization interested in administering the SFSP, you are the link that translates this Federal benefit into meals for children. If you are new to the Program, please consider participating as a site or a sponsor. If you are a returning sponsor, please consider adding sites and activities that will help draw children to your existing program. Let us know how we can help you in this important mission that we all share!

PART I – PLANNING THE PROGRAM

Chapter 1 – Eligibility

In this chapter, you will find information on:

- how to determine the eligibility of a child
- how to determine the eligibility of a sponsor
- who can operate under the Simplified Summer Feeding Program
- what is the Seamless Summer Option
- the different kinds of Summer Food Service Program (SFSP) sites

Participant Eligibility

(7 CFR 225.2 Definitions, Attachment 1)
Children age 18 and under may receive meals through SFSP.
A person 19 years of age and over who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

Sponsor Eligibility

(7 CFR 225.14(b), (c), and (d))
Every potential or currently participating sponsor must meet certain requirements. These requirements are discussed below:

1. Types of Organizations

Only certain types of organizations can sponsor the Program. Sponsors must be one of the following:

- a public or private non-profit school food authority
- a public or private non-profit residential private camp
- a public or private non-profit college or university participating in the National Youth Sports Program
- a unit of local, county, municipal, State or Federal government
- any other type of private non-profit organization

Note: Special rules apply to private non-profit organizations. They are limited as to the location of their sites, the total number of sites they may operate, and the maximum number of participants they may serve. Private non-profit sponsors must be tax exempt under the Internal Revenue Code of 1986. Faith-based organizations are exempt from obtaining documentation of Federal tax exempt status. Your State agencies can provide more specific details about the participation of all private non-profit organizations.

Simplified Summer Food Program (formerly the 14-State Lugar Pilot Project)

On December 21, 2000, Public Law 106-554, The Consolidated Appropriations Act of 2001, introduced the *14-State Lugar Pilot Project*, which increased the number of children in 14 states (Alaska, Arkansas, Idaho, Indiana, Iowa, Kansas, Kentucky, Nebraska, New Hampshire, North Dakota, Oklahoma, Puerto Rico, Texas and Wyoming) with low participation through a 4-year pilot project. The new authority enabled government, public and private non-profit National Youth Sports Programs, and public and private nonprofit residential camp sponsors in the eligible states to eliminate the operating and administrative cost comparison required by law and regulations and allowed sponsors to receive the maximum operating and administrative reimbursement. The law specifically excluded all other private nonprofit organizations from the pilot project.

On June 30, 2004, Public Law 108-265 made the pilot project permanent, changed the name to the "Simplified Summer Food Program", and added 6 additional states (Colorado, Louisiana, Michigan, Mississippi, Ohio, and Oregon) making a total of 20 states. In addition, beginning January 2005, all private non-profit SFSP sponsors in the eligible states may participate in this simplified cost accounting procedure. All sponsors participating in the Simplified Summer Food Program:

- must continue to maintain a nonprofit food service for children as required by the law;
- must maintain records of expenditures in order to document their nonprofit food service; and
- may only use operating and administrative fund to pay for allowable costs, as defined in the SFSP regulations and applicable FNS Instructions.

The Agriculture Appropriation Act of 2006, signed into law by Congress on November 10, 2005, increased the number of states eligible to participate in the simplified cost accounting procedure by seven. The additional states are: West Virginia, Washington, Arizona, Wisconsin, Tennessee, North Carolina and Maine. As of January 1, 2006, all SFSP sponsors in 27 States are now qualified to participate in this simplified version of SFSP: the original 14 from the Lugar Pilot, six States that began in 2005 and the seven new States that began in 2006.

Seamless Summer Option (formerly the Seamless Summer Feeding Waiver Pilot Project)

The Child Nutrition and WIC Reauthorization Act of 2004 (Pub. L. 108-265) amended the Richard B. Russell National School Lunch Act (NSLA) to permanently allow public or private nonprofit school food authorities (SFAs) to feed children, living in low-income areas, during the traditional summer vacation periods or, for year-round schools, long school vacation periods and claim meals under the National School Lunch Program (NSLP) or School Breakfast Program (SBP).

Prior to the NSLA amendment, SFAs wanting to serve summer meals to children in low-income areas (other than in an academic summer school) had to operate under the Summer Food Service Program (SFSP). This meant SFAs had to complete a separate annual application and operate their meal service under different program and monitoring requirements than during the regular school year under the NSLP and SBP. In some States, the State agency which administers the SFSP is different from the agency administering the NSLP and SBP; making the switch to SFSP even more cumbersome.

Responding to these concerns, in 2001, Food and Nutrition Service (FNS) granted a waiver for five school districts in California and Florida to operate a seamless summer meals program. This waiver was granted under the waiver authority of section 12(l) of the NSLA. The "Seamless Summer Feeding Waiver" (Waiver) combined features of the SFSP with the NSLP and SBP program requirements. In addition, SFAs were not required to complete a separate application to participate in the Waiver. In fiscal year 2002, FNS expanded the Waiver nationwide to SFAs participating in the NSLP and SBP.

The Seamless Summer Option under the NSLP and SBP closely mimics the provisions provided in the Waiver. Under the NSLP and SBP's Seamless Summer Option, SFAs can operate the SFSP as if it were the NSLP or SBP, reducing the amount of paperwork and administrative burdens normally associated with operating all three programs. Meals are claimed at the NSLP and SBP free rate, which are lower than the traditional SFSP rates.

2. Sponsors Must:

Demonstrate Financial and Administrative Capability: Potential and returning sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. They must accept final financial and administrative responsibility for all of their sites.

Not Have Been Declared Seriously Deficient: To be approved, applicants must not have been declared seriously deficient in operating any federal Child Nutrition Program in previous years.

Serve Low-Income Children: Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas (called "areas in which poor economic conditions exist") or they must agree to serve low-income children. Camps do not need to meet this criterion.

Provide Year-Round Service: Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP. State agencies may grant exceptions to this year-round service requirement for sponsors of residential camps, migrant sites and in certain other limited circumstances.

Certify Direct Operational Control Over Sites: New applicants and returning sponsors (not exempted by the State agency) must certify that they have direct operational control over all of their sites. Direct operational control means that the sponsor is responsible for managing site staff, including such areas as hiring, determining conditions of employment and termination, and for exercising management control over SFSP operations at sites during the period of program participation.

Conduct Pre-Operational Visits: Sponsors must certify that all new and problem sites have been visited and are capable of providing meal service for the number of children as planned.

Sign Written Agreements: Approved sponsors must sign a written agreement with the State agency.

Note: Certain sponsor types will have to provide more specific information to be approved (7 CFR 225.14(d)). Interested organizations should consult the State agency for more detailed information. Attachment 8 contains a chart that compares the Federal application requirements for new (first-time) sponsors and experienced returning sponsors.

3. Management responsibilities cannot be delegated below the sponsor level.

The quality of the meal service, the conduct of site personnel, and the adequacy of record keeping reflect directly upon the sponsor's performance. This performance is subject to audit by the State agency, by the U.S. Department of Agriculture's (USDA) Office of the Inspector General, and by the General Accounting Office.

Site Eligibility **(7 CFR 225.6(c)(2) and (3))**

Sponsors may operate the SFSP at one or more sites, which are the actual locations where meals are served and children eat in a supervised setting. Eligible sites are those that serve children in low-income areas or specific groups of low-income children. Sponsors must provide documentation that their proposed sites meet the income eligibility criteria required by law. The most common types of sites are: open sites; restricted open sites; and closed enrolled sites.

There are also sites that serve special populations of children or have unique characteristics. These include: residential and nonresidential camps, migrant sites, and National Youth Sports Program (NYSP) sites. In the following section, we describe these sites and discuss how sponsors can document their eligibility. See Attachment 6 for a summary of site descriptions and ways to document site eligibility.

1. Open Sites (7 CFR 225.2 definitions, Attachment 1) are sites at which meals are made available to all children in the area.

2. Restricted Open Sites (7 CFR 225.2 definitions, Attachment 1) are initially open to broad community participation, but the sponsor restricts or limits attendance for reasons of security, safety or control.

Open and restricted open sites serve children in geographical areas where 50 percent or more of the children residing in the areas are eligible for free or reduced price school meals. This percentage must be documented by data provided by public and non-profit private school officials, census data, welfare or education agencies, zoning commissions, or other appropriate sources.

Special Restricted Open or Modified Area Eligible Sites

- Restricted Open Site is located in non-needy areas but otherwise meet the criteria for open site eligibility. An example of this type of site is a site outside of a city in which all areas are eligible (based on school enrollment or census data); the children from the city are bused to the non-needy location without cost.

- Modified Area Eligible site is determined by area data for the areas where the children are picked up for transport to a site. An example of this type of site is a recreation program where low-income children are picked up at designated bus stops in their neighborhood; all of the bus stops are located in low-income areas, as determined by aggregate free/reduced price school data; and transported the children to a location that is not in their neighborhood. No children from outside the low-income areas

participate in the recreation program. (SFSP Policy: Site Eligibility Determinations; October 5, 2001).

To qualify as restricted open or modified sites, the site must:

- Draw children exclusively from eligible areas;
- Be open to broad community participation from eligible areas: the only limits that can be imposed on participation in restricted open sites are daily limits for reasons of security, safety, or control;
- Not charge a fee for children to attend;
- Not allow children from the surrounding non-needy area to attend.

3. A Closed Enrolled Site (7 CFR 225.2 definitions, Attachment 1) serves only identified groups of children, as opposed to the community at large. At least 50 percent of the enrolled children at the site must be eligible for free or reduced price school meals under the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Income Eligibility Guidelines, Attachment 3).

Closed enrolled sites are usually established where:

- an identified group of needy children live in a "pocket of poverty";
- identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children; or
- a program providing recreational, cultural, religious, or other types of organized activities for a specific group of children.

We must emphasize that:

- accredited summer schools do not qualify as closed enrolled sites and should obtain reimbursement for their meals under the National School Lunch Program; and
- residential camps cannot use area eligibility to establish site eligibility.

Documenting Site Eligibility

1. Documenting an Area for Open or Restricted Open Site

Eligibility: The two primary sources of data that may be used to determine whether the area that will be served is eligible are school data or census data.

School Data: Generally, sponsors will find it most helpful to directly contact their local school district in order to obtain the current year free and reduced price data to document the need of the area they wish to serve. In most cases, current-year school data provide the most accurate representation of an area's current economic circumstances.

When sponsors use school data, they must contact the school (or schools) serving the children who live in the area where they intend to offer the

SFSP. The local public school district and non-profit private schools serving the area can then provide sponsors with the number of children who are eligible for free and reduced price National School Lunch Program and/or School Breakfast Program meals and the total enrollment(s) of the school(s). Sponsors may use data from nearby elementary, middle, or high schools to qualify sites.

As part of the application process, the sponsor must submit to the State agency, the following information to substantiate the eligibility for each site they intend to serve:

- the names of the public and non-profit private schools used to establish eligibility;
- the number (but not names) of all children eligible for free and reduced price meals who are enrolled in those schools; and
- the total number of children enrolled in those schools.

The State agency will determine the eligibility of each proposed site located in the area based on the data submitted by the sponsor. Since the local school or district offices must certify that the data is accurate, sponsors should ask local schools or districts to provide the necessary figures on school or district stationery, with the signature of an authorized school official.

Bussing based on school attendance:
In certain situation, children in public school systems are routinely "bussed" from their neighborhood school to schools outside the attendance area of their neighborhood school. Therefore, bussing can cause a site, located in an area in which poor economic conditions exist, to be designated as ineligible based on enrollment data which has been adjusted to reflect the student's reassignment. This situation may occur in any program in which site eligibility is based on the percentage of children eligible for free and reduced-price meals in the National School Lunch Program.

Program sponsors may determine site eligibility based on the following two means:

- the school the children attend and are being bussed, or
- the school the children would have attended where it not for the school's bussing policy (the neighborhood school where the children live). (SFSP Policy; Effects of Bussing on Area Eligibility, May 20, 2003)

Census Data: Sponsors may also document the area eligibility of their proposed open or restricted open sites on the basis of census data. However, we encourage sponsors to use school data rather than census

data because it is usually more current, and more accurately represents current neighborhood economic conditions.

Upon conclusion of the data collection efforts for the 2000 decennial census, the Census Bureau was asked to provide the Food and Nutrition Service with a special tabulation of population data using specific SFSP criteria. The criteria included the 2000 income eligibility guidelines, the total number of children 18 years or younger within a Census Block Group (CBG), and of those children, the total number at or below 185% of poverty. The Census Bureau also calculated the percentage of children 18 years or younger at or below 185% of poverty compared to the total number of children 18 years or younger. One of the more critical pieces of information in the Census data is the calculated percentage. The increased level of detail available using CBG data can help to more clearly identify the "pockets of poverty" that the legislation intended. Sponsors wishing to use census data to determine site eligibility should request assistance and specific step-by-step guidance from their State agency.

There may be certain circumstances that warrant the use of census data to establish area eligibility even when current-year local school data is available. Some of these circumstances include:

- The potential site is located in a rural area, where geographically large elementary school attendance areas obscure localized "pockets of poverty," which can be identified through the use of CBG data.
- Available current-year school data shows an area to be close to, but under, the 50 percent threshold, and the CBG data may reveal specific portions of the school's attendance area that are SFSP eligible.
- Mandatory busing has affected the percentage of free and reduced price eligible in neighborhood schools, and the school is unable to "factor out" the pupils bused in from other areas and provide the sponsor with data on the percentage of free and reduced price eligible living in the school's immediate neighborhood.

In any of these circumstances, use of the local CBG data contained in the computerized special tabulation may help the State agency assist sponsors to more precisely document the area eligibility of their proposed sites.

Metropolitan Statistical Area Data (Rural Areas)

The Office of Management and Budget (OMB) has recalculated the Metropolitan Statistical Areas (MSA) based upon the Census Bureaus' decennial Census of 2000. OMB has introduced the following two new concepts that require consideration when determining geographically areas isolated from urban areas.

Metropolitan Statistical Area: This is a locale where at least one urbanized area of 50,000 or more in population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties.

Micropolitan Statistical Area: This is a new set of statistical areas based upon the 2000 Census where at least one urban cluster of at least 10,000 but less than 50,000 population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties.

In addition, OMB has given special consideration to the six "New England" States (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont). The six States, the New England City and Town areas (NECTA) are defined using the same criteria as Metropolitan and Metropolitan Statistical Areas and are identified as either metropolitan or metropolitan based on the presence of either an urbanized area of 50,000 or more population or an urban cluster of at least 10,000 but less than 50,000 population.

Since these are new concepts, sponsors should consider only those locales not designated as MSA to be rural. Please consult your State agency for further clarification on these concepts or reference OMB Bulletin No. 03-04. (SFSP: Using Metropolitan Statistical Area Data for Determining Rural Administrative Reimbursements, March 26, 2004)

2. Documenting Closed Enrolled Site Eligibility

Sponsors can document an enrolled site's eligibility by:

- Obtaining lists of names and eligibility status of enrolled children for free and reduced price meals from schools where the children receive school lunch or breakfast;
- Asking the parent or guardian of each enrolled child to complete an income eligibility form. At least 50 percent of the enrolled children must be from households that meet the income eligibility guidelines (See Attachment 10); or
- Using "area" eligibility data for the location of the site, rather than using the income eligibility form documenting that at least half of the enrolled children are each site are eligible for free or reduced-price meals. (This option is not available for camps.); (SFSP Policy; Closed Enrolled Sites, November 17, 2002)

Sponsors may also document site eligibility using school-based eligibility data. Parental consent forms are not required in order for the local School Food Authority (SFA) to provide this information to SFSP sponsors.

As part of the application process, sponsors of closed enrolled sites must provide the State agency with:

- a statement of how they intend to document SFSP eligibility, using one of the methods listed above;
- an estimate of the total number of children enrolled at the site; and
- an estimate of the number of children enrolled at the site that are documented as eligible for free or reduced price school meals, unless you are using area eligible data.

Sponsors of closed enrolled sites must have the following information on file at the site:

- records of the total number of children enrolled at the site; and
- list(s) of income eligible children provided by the school system; or
- the actual eligibility forms for income eligible children.

Income Eligibility Forms (IEF) (7 CFR

Using the Income Eligibility Form:
The Income Eligibility Form (IEF) is a multi-program prototype that was designed by USDA/FNS to determine the income eligibility of applications for Child Nutrition Programs. For the **225.15 (f)** SFSP, the IEG may be used by closed enrolled sites and camps to determine the income eligibility of enrolled children. The information collected on the IEG includes household size and income or the case number for benefits received under the Food Stamp Program; the Temporary Assistance to Needy Families (TANF); or the Food Distribution Program on Indian Reservations (FDPIR). Sponsors may also use alternate forms developed either by themselves or the State agency, as long as the forms request the same information as is found on the Income Eligibility Form in Attachment 10.

Using the Head Start Eligibility Forms:
In some cases, sponsors can use documentation of income-eligible Head Start participants, provided and certified by a Head Start grantee, to document the eligibility of the SFSP closed enrolled sites. Sponsors should contact their State agency if they have questions on the use of Head Start eligibility forms for this purpose.

Here are some examples of acceptable use of Head Start forms:

- a school food authority sponsoring SFSP that uses automatic eligibility for Head Start enrollees for school meal programs;
- a community action agency that operates several programs, including SFSP and Head Start; or
- a local government agency that operates Head Start during the school year and sponsors SFSP during the summer.

Workforce Investment Act Participation:
Applicants that participate in the Workforce Investment Act (WIA) program are considered categorically income-eligible for the SFSP (SFSP Policy: Categorical Eligibility of Job Training Partnership Act/Workforce Investment Act Participants; May 23, 2000). The WIA, which replaced the Job Training Partnership Act (JTPA) program in July 2000, is designed to link local labor market needs and community youth programs and service. For purposes of establishing SFSP eligibility, sponsors must obtain either:

- a signed free and reduced price SFSP meal application with a notation that the applicant is a WIA participant; or
- a list containing the names and ages of individual WIA participants enrolled at that site and signed by a WIA official.

Military Privatized

The housing allowance for military personnel living in privatized housing has been permanently excluded from consideration as **Housing** income when determining household eligibility for free and reduced-price meals. "Privatized housing" refers to the *Military Housing Privatization Initiative*, a program operating at a number of military installations. It is important to note that this income exclusion is only for service members living in housing covered under the Initiative. It is not an allowable exclusion for households living off-base in the general commercial/private real estate market. (SFSP Policy: Reauthorization 2004: Implementation CN 1, July 1, 2004)

Other Data

If sponsors are unable to document the need of their area or site(s) by using sources such as current-year school data, recent census tract or block group data, enrollment data, or serving migrant children, they should consult with their State agency about the possibility of using other types of data (e.g., local zoning data, housing authority information, economic surveys, etc.) to document their site(s) eligibility.

Also, sponsors offering the program at sites located on Indian reservations may obtain and submit statistics on the population from one of the 12 Bureau of Indian Affairs area offices.

Frequency of Site Eligibility (7 CFR 225.6(c)(3) (i)(B))

Sponsors whose open or open restricted sites have qualified on the basis of school data must submit documentation every three years. If a sponsor has used census data in previous years, then documentation need only be submitted when new census data is available, unless the State agency requests more recent data from another source. Sponsors using other data sources must document site eligibility annually.

Special Types of Sites

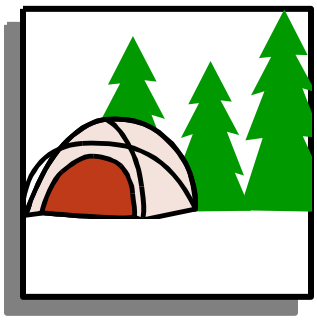
(7 CFR 225.2 definitions, 225.6(c)(2)(i)(J), and 225.6(c)(3)(i)(D))

1. Camps: Residential and Nonresidential

Residential summer camps and nonresidential day camps that offer a regularly scheduled food service as part of an organized camping program for enrolled children may participate. In addition, nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children and can only participate as sites under eligible sponsoring organizations.

Unlike other types of sites, camps do not have to establish income eligibility at the 50 percent level, which open, restricted open or closed enrolled sites must do. Instead, camps are reimbursed only for meals served to children who meet the income eligibility criteria.

In order to determine enrolled children's eligibility, State agencies may require camp sponsors to use the Income Eligibility Form (Attachment 10) or a State agency equivalent form. Please see the discussion on page 10 about income eligibility forms.



Sponsors of camps are not required to submit the individual households' approved eligibility forms to the State agency. However, they must maintain the original approved forms for all eligible children in separate files for each camp session. In addition, the forms must be available for review by the State agency.

Camp sponsors receive reimbursement only for meals served to campers who have been individually determined eligible for free or reduced price school meals.

Sponsors of residential and nonresidential camps must provide the State agency with the number of children enrolled in each session at each camp site who have been determined eligible for reimbursable SFSP meals. This

information must be submitted at the time the sponsor's claim for reimbursement is submitted or at an earlier time specified by the State agency.

2. Migrant Sites (7 CFR 225.6(c)((2)(i)(K))

Migrant sites are eligible for participation in the SFSP. To confirm migrant status, sponsors must submit information obtained from a migrant organization, which certifies that the site serves children of migrant workers to document its eligibility. If the site also serves non-migrant children, the sponsor must certify that the site predominantly serves migrant children.

Note: Sponsors of migrant sites are reimbursed for program meals served to ALL attending children.

3. Continuous School Calendar / Year-Round Sites (7 CFR 225.2 Definitions)

A "continuous school calendar" is defined in the SFSP regulations as a situation in which all or part of the student body of a schools is (a) on a vacation for periods of 15 continuous school days or more during October through April and (b) in attendance at regularly scheduled classes during most of May through September.

Some school districts use a calendar that provides less than 15 days for off-track periods. In these situations, State agencies may waive the 15-continuous school day requirement provided that the school system is operating regular class sessions (i.e., not summer school or remedial classes for a portion of the student body) on a year-round basis.

When schools operate on a year-round, or continuous school calendar, the SFSP may offer meals throughout the year to pre-school children and off-track students (i.e., year-round students on vacation at times other than the summer). These sites may be open or closed enrolled sites, located in the school or at other locations.

If operated as an open site at a location other than the school, the meal service must be open to the entire community and must be eligible based on school or census data. In these situations, sponsors are not expected to exclude on-track students, that is, students that are attending school and are not on vacation. Sponsors should plan for or prepare for additional meals and consider adding more site staff to supervise the meal service.

If the site is operating as closed enrolled, meals may be served only to enrolled preschool children and off-track students (at least 50 percent of enrolled participants must be eligible for free or reduced price school meals).

If a year-round site is located in the school, sponsors must be careful not to "double claim" meals or claim SFSP rates for meals served to on-track students participating in the NSLP. Schools that operate both year-round SFSP and school lunch or school breakfast should establish different meal services for the year-round and on-track populations, keep separate meal counts, and develop cost allocation plans for proper proration of overhead and administrative costs between the programs.

4. NYSP Sites (7 CFR 225.2 definitions and 225.6(c)(2)(i)(I))
A National Youth Sports Program (NYSP) site may qualify for the program by:

Determining that 50 percent of the children enrolled reside in geographical areas where poor economic conditions exist;

Determining that 50 percent of the children enrolled meet the income eligibility guidelines for free or reduced price school meals; or
Certifying in writing that it meets the income eligibility guidelines of the Department of Health and Human Services (DHHS), which is the primary grantor for NYSP.

The DHHS income eligibility standards for participation in NYSP are stricter than those used to determine eligibility for free or reduced price meals. To qualify for participation in NYSP under DHHS rules, at least 90 percent of the enrolled children must be at or below the Federal income poverty guidelines. Thus, if a site meets this standard and qualifies for DHHS funding, then it will qualify for participation in the SFSP as well. In addition to certifying in writing that the site meets DHHS income eligibility guidelines, sponsors must review NYSP records to verify that the information is correct.

5. Upward Bound Programs
In some cases, Upward Bound programs may be eligible for participation in the SFSP. Sponsors can use documentation of income-eligible Upward Bound participants, provided and certified by an Upward Bound grantee, to document the eligibility of the SFSP closed enrolled sites, residential or non-residential camps. Upward Bound income applications may be used in lieu of the SFSP application to determine income eligibility for all SFSP participants; both programs have an income eligibility threshold of 185% of the national poverty guidelines (SFSP Policy: Eligibility of Upward Bound Sites; May 26, 2004). For example, an income eligible Upward Bound

participant is considered income eligible in the SFSP while an Upward Bound participant who is not income eligible for that program would not be considered income eligible in the SFSP. Sponsors should contact their State agency if they have questions on the use of Upward Bound eligibility forms for this purpose.

Here are some examples of acceptable use of Upward Bound forms:

- a college or university operates the SFSP in conjunction with Upward Bound during the summer; or
- a local government agency that operates Upward Bound and sponsors SFSP during the summer.

Sponsor Participation In Other Child Nutrition Programs

The Special Milk Program (SMP)
Sponsors may elect to operate the SFSP at some of their sites while operating the Special Milk Program (SMP) at other sites. However, a single site cannot simultaneously participate in the SFSP and the SMP.

Sponsors electing to administer the SMP must enter into a separate agreement with the State agency to operate the SMP at those sites or at those times when they are not participating in the SFSP. The State agency can provide information on operating the SMP.

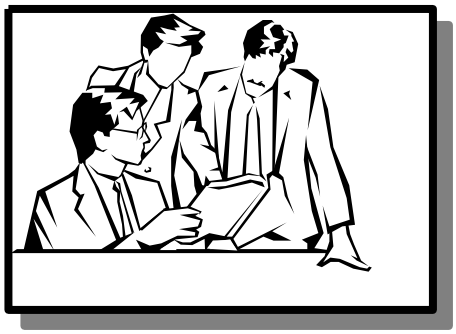
Child and Adult Care Food Program (CACFP)
CACFP institutions that have sufficient changes in their activities or enrollment, or develop a separate food service program for children who are not enrolled in their CACFP, and meet SFSP eligibility criteria, may be approved to participate in the SFSP. Institutions that are approved for both the CACFP and the SFSP must ensure that the same children are not served meals in both programs. Separate records must be kept for each program.

For more information about child nutrition programs, visit the Food and Nutrition Service website at: www.fns.usda.gov/cnd.

How Does the SFSP Work in Summer School?

If a sponsor intends to operate the Program at a site where an accredited summer school program is in session, the sponsor must ensure that the food service is open to all children residing in the area served by the site. If a summer school site is not open to the children of the community and provides meals only to enrolled summer school students, the site is not eligible to participate in the SFSP. In this situation, the meals may be reimbursed through the National School Lunch Program and School Breakfast Program.

If a school is only offering enrichment courses that are not considered part of the academic curriculum and do not require mandatory attendance, the school may be eligible to participate in the SFSP as an open or enrolled site.



Chapter 2 – Evaluating and Selecting Sponsors and Sites

In this chapter, you will find specifics on:

- what to look for when selecting your program sites;
- your operating limitations;
- the Sponsor/Site agreement; and
- requirements to meet before you open the sites.

Priorities for Selection of Sponsors (7 CFR 225.6(b)(5))

Confusion and waste result when two or more sponsors compete for the same sites or to serve children in the same geographical area. Since such an overlap in service conflicts with program objectives, the State agency usually approves only one sponsor to serve a target population. When determining which of the competing sponsors will serve a target population, the State agency must give priority to:

1. local school food authority sponsors;
2. government and private non-profit organization sponsors that have successfully operated the Summer Food Service Program in a prior year;
3. new government sponsoring organizations; and
4. new private non-profit organization sponsors.

Note: If you feel you have a unique situation, contact your State agency for additional assistance when competition poses a significant problem in your area.

Evaluating an Area

It is important that a sponsor adequately evaluate the needs and resources of the area(s) it hopes to serve prior to making final plans for site operations. In particular, a sponsor should try to determine the type and size of the program that would best meet the needs of the community. As part of the inquiry into the community's needs, a sponsor should:

- ask parks and recreation centers about their summer recreation programs;
- contact youth organizations, including YMCAs, YWCAs, Boys and Girls Clubs, and scout troops about their summer plans;
- contact your local food bank or pantry to ask about opportunities to partner in the community;
- contact minority referral sources and relevant minority organizations in the prospective site area;
- contact other groups and organizations in the area that may be planning to participate in the SFSP;

- contact local parent groups to determine the level of parental support; and
- ensure that the site is eligible.

After sponsors have made these initial contacts in any area(s) they hope to serve, they will have an easier time evaluating different sites and deciding on the size of their operations. Sponsors will have to make three especially important decisions. They must:

- select the particular sites where they will serve meals to children, closely examining the circumstances if they plan to have several sites in the same neighborhood;
- decide how many sites they will sponsor during the summer; and
- determine how many children they will serve at each site they sponsor.

If sponsors take particular care in making these decisions before their programs start, they may be able to prevent problems that could arise later. Consider consulting your State agency if you have further questions.

Selecting Sites

Since sponsors must assume administrative and financial responsibility for total program operations at all sites under their supervision, they must be certain that a site can offer a quality meal service before they decide to sponsor that site. Sponsors should not select sites where site supervisors have had a poor performance record in past summers and where supervisors were unable to institute timely corrective action. Depending on the nature of these problems, the State agency may choose not to approve such sites for the Program.

The following paragraphs outline several major issues that should be considered when the sponsor evaluates sites. A Site Selection Worksheet is included in the Reference Section as Attachment 13 and may be useful to sponsors in determining a site's suitability.

Meal Service Facilities

Sponsors are responsible for choosing the most appropriate facilities available for food service. If sponsors prefer onsite meal preparation, they should visit all sites to:

- make sure that sites are properly equipped with the appropriate facilities and equipment for meal preparation and service for the anticipated number of children; and
- check that sites can meet State and local public health standards and have or can obtain any required health department certification. The sanitation or health inspector from the local health department can assist in complying with State and local rules and regulations.

Because of the many variables at different sites, the kinds of equipment that will be needed will vary based on the number of children being served and the type of menu being prepared. Attachment 9 provides a chart to assist in determining whether the equipment available is adequate. During the visit, determine the condition of the equipment and, if appropriate, delegate responsibility for maintenance and repairs.

Whether a sponsor plans to have the meals prepared or delivered by a food service management company, school food service, or a central kitchen, the food preparation, holding and delivery capabilities should be checked.

Sponsors should determine whether meals will be served and consumed inside or outside. If regular meal service is outdoors, sponsors must make sure there is adequate indoor space for meal service during inclement weather.

Mobile Feeding Sites in Rural Areas

Traditionally, urban SFSP sites are located in schools, playgrounds, parks, faith-based organizations, community buildings, or similar places. However, it can be exceedingly difficult for SFSP sponsors to locate their sites in such places in rural areas. Rural populations may be very dispersed, rural schools are far less likely to be open during the summer months, and organizations often cannot utilize traditional spaces as used in urban settings.

Even though the regulations permit the use of operating funds to transport children in rural areas to rural sites, it is not always cost-effective to transport children from the countryside to a site located in a rural town. Transporting meals to children in rural areas on busses, rather than requiring children to be transported to a meal service site is an effective means of providing SFSP meals.

Therefore, FNS has permitted and even encouraged the use of non-traditional means of feeding children in rural area. If you plan to operate the SFSP in a rural area, please check with your State agency for innovative and effective practices of providing "mobile" meals or other practical techniques. (Policy # 17-99; "Mobile Feeding Sites" in Rural Areas; February 12, 1999)

Site Supervision

According to program meal service requirements, sponsors should assess how much supervision will be necessary to ensure proper program operations. These supervisory needs will differ from site to site. For mobile feeding sites, extra precautions should be utilized to

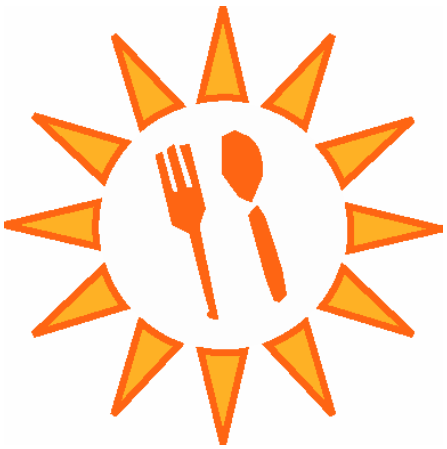
ensure the safety of the food being provided to children. Proper holding temperatures must be maintained along the entire meal delivery route, and State and local health and safety standards must always be met.

Serving Capacity

Sponsors need to determine the maximum number of children who can be served at any of their sites. When estimating the number of children to be served at each site, you should consider three factors:

- the site's administrative capabilities;
- the physical capacity at each site for serving children; and
- the number of children living in the area of each site who are likely to participate.

The importance of estimating as accurately as possible the number of children each site will serve cannot be overemphasized. You can plan your programs adequately only when you know approximately how many children you will serve, and therefore about how much total potential reimbursement you will receive. An excellent way for you to find out the potential number of participating children is by contacting schools and other children's organizations in the areas of your sites. Then determine the number of needy children within a short walking distance of the site.



Site Activities

Children are drawn to locations that offer educational, enrichment and recreational activities, as well as sites that provide meals. Therefore, we strongly encourage you to select sites or plan your program in order to offer such organized activities. The following are examples:

- ✓ local libraries;
- ✓ swimming pools;
- ✓ faith-based organizations that offer religious study camp sessions;
- ✓ schools that offer various activities;
- ✓ Boys and Girls Clubs;
- ✓ Programs at colleges and universities;
- ✓ 4-H Clubs;
- ✓ YMCA's; and
- ✓ National Youth Sports programs.

In addition, you should determine whether there are any year-round public service programs in the community that might serve as sites. These sites will usually have facilities that can be used for the meal service and have a permanent staff.

Number of Sites

In addition to selecting the sites at which meals will be served, you have to decide how many sites you will administer. This decision will depend greatly on the need for a site in the area, your administrative capabilities as a sponsor, and the size of the programs at the sites. You must be sure to plan to operate programs that are consistent with the size of your administrative staff and the extent of your expertise. A small sponsor with limited administrative experience should carefully place limits on the number of sites where it will offer meals.

Operating Limitations (7 CFR 225.6(b)(6))

- All sponsors, **except private non-profit organizations**, may be approved for a maximum of 200 sites.

- All sponsors, **except private non-profit organizations**, may be approved for a total average daily attendance at all sites of 50,000 children.

  The State agency may approve exceptions to the above if the sponsor can demonstrate that it has the capabilities of managing a program larger than these limits.

- **Private non-profit organizations** may be approved to operate up to 25 sites: urban, rural, or both. They may serve up to 300 children at an approved meal service at any one site. Your State agency may grant a waiver to allow private non-profit sponsors to serve up to 500 children served at any one site; however, only the regional office may approve a waiver to allow a private non-profit sponsor to operate more than 25 sites or serve more than 500 children at any one site. To be approved for the waiver the sponsor must demonstrate that it is fully capable of managing more than 25 sites or sites with more than 300 children. In addition, the State agency should ensure that a sponsor will not duplicate coverage of areas served by another sponsor.

Sponsor/Site Agreement

If you plan to administer a multi-site operation with sites that are not under your direct administrative control, you should enter into an agreement with the site supervisor or responsible site official. The agreement should list, in specific terms, the responsibilities of the site supervisor for the food service program, which will make it easier for the site supervisor to understand his/her duties. However, the agreement does not relieve you, as the sponsor, of final administrative and financial responsibility for operating the SFSP at the site. A sample Sponsor/Site Agreement form is included in the Reference Section as Attachment 14.

Site agreements are not applicable to Federal, State, local, municipal, or county government sponsors or private non-profit organizations, as they must directly operate the program at all sites under their sponsors.

Pre-operational Requirements

Health and Sanitation

When sponsors have chosen their prospective sites, they must:

- notify the health department in writing of all prospective site locations; and
- arrange for prompt and regular trash removal.

Pre-Operational Site Visits

Prior to approval, sponsors must visit all new sites and any sites that had operational problems in the previous year. These visits are to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. Sponsors should note the date of the pre-operational visit to each site and the name of the person who visited each site. Attachment 32 provides a sample form that can be used to record pre-operational visit information. When they apply for the SFSP, sponsors will have to certify that all required site visits have been conducted. If sponsors wish, monitors may complete the required pre-operational visits. These pre-operational visits must not be confused with required site visits during the first week of program operations (**see Part II, Chapter 2 – Monitoring for a further discussion of these site visits**).

Chapter 3 – Meal Service

In this chapter, you will find information on:

- different methods to provide meals;
- meal pattern requirements for the meals you serve;
- what to do with leftovers;
- meal service requirements; and
- summer food safety rules.

Before the State agency approves the Program application, a sponsor will have to indicate the method it will use to provide meals to children. Several factors such as the cost of food, the number of meals required, the type of meal service, the number and type of sites, and the facilities available at each site will influence the sponsor's choice.

Sponsors may choose from several methods of providing meals. They may either:

- prepare and assemble their own meals;
- obtain meals from a school food authority; or
- obtain meals from a food service management company.

Sponsor Meal Preparation

(7 CFR 225.2 definitions)

Many sponsors choose to prepare their own meals, which allows the sponsor to have maximum control over the quality of preparation. Depending on the facilities available at its sites, a sponsor may prepare meals at each site location or at a central kitchen. Preparing meals at the site requires that each site have adequate kitchen and storage facilities. Sponsors preparing meals at a central kitchen must decide how they are going to distribute the meals from the central kitchen to the sites, and safely store them until meal service. Sponsors preparing or assembling their own meals either at each site or at a central kitchen will receive higher administrative reimbursement rates. (See Attachment 22 for a sample menu production worksheet.)

Purchasing Meals From Schools

(7 CFR 225.15(b))

If sponsors choose not to prepare meals for their sites, they may enter into a noncompetitive agreement to purchase meals from a school food authority that does not obtain meals or management services from a food service management company. Most schools have meal preparation and service facilities since they serve meals to children during the school year. Also, experienced school food service personnel are often available for summer jobs. If meals for the summer program will be prepared in schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP),

the State agency can permit the service of meals that meet the requirements of these programs rather than the SFSP meal patterns.

If a sponsor wishes to exercise this option, a request for permission should be submitted to the State agency along with the application for program participation. Sponsors that wish to obtain their SFSP meals from a school should contact their local superintendent of schools, or the principals of local non-profit private schools. (**See Part III – Food service management companies, for additional information on soliciting local schools**.)

Such an arrangement will require either a written agreement or a contract between the sponsor and the school food authority. Attachment 7 in the Reference Section includes a sample agreement between the school and sponsor to furnish prepared meals.

Purchasing Meals From a FSMC

(7 CFR 225.6(g)(2))

All SFSP sponsors may choose to contract with a food service management company, or with a school to obtain their meals. Generally, sponsors may **not** contract with a school using a food service management company. However, it may be permissible if the school's Invitation for Bid and/or the contract with the food service management company included the provision of SFSP meals.

Consult Part III – Food service management companies of this guide, for additional information. That part explains the various requirements and procedures that such sponsors must follow when they are contracting with a food service management company.

Commodities

(7 CFR 225.9(b))

The following sponsors are eligible to receive donated commodities under the SFSP:

- Sponsors preparing meals onsite or at a central kitchen
- Sponsors purchasing meals from a school food authority that participates in the NSLP
- School food authority sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent NSLP and/or SBP meals

The State agency will provide information about currently available commodities to all eligible sponsors.

Unitized Meals

(7 CFR 225.6(h)(3))

Food service management companies, and school food authorities contracting to prepare SFSP meals must provide unitized meals to the sponsors' site(s) unless the State agency has approved a waiver of the unitized meal requirement. The unitized meal requirement specifies that the meal components (except the milk or juice) must be packaged, delivered, and served as a unit. Milk or juice, which may be packaged and provided separately, must be served with the meal and only such complete meals are reimbursable.

Number and Type of Meals

(7 CFR 225.16(b))

Regular Open and Enrolled Sites

Sponsors may serve lunch and either breakfast or a snack. With State agency approval, sponsors may serve up to two meals or one meal and one snack each day. Allowable meal combinations include:

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

Camps and Migrant Sites

With State agency approval, sponsors may serve up to three meals each day or two meals and one snack. Allowable meal combinations include:

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

Meal Pattern Requirements

(7 CFR 225.16(d))

The goal of the SFSP is to serve nutritious meals that meet meal pattern requirements and that are appetizing to children. Careful menu planning is necessary to meet this goal. The meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal patterns establish the minimum portions of the various meal components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal.

For a breakfast to be a reimbursable meal, it must contain:

- one serving of milk;
- one serving of a vegetable or fruit or full-strength juice; and
- one serving of grain or bread.
- A meat or meat alternate is optional.

For a lunch or supper to be a reimbursable meal, it must contain:

- one serving of milk;
- two or more servings of vegetables and/or fruits;
- one serving of grain or bread; and
- one serving of meat or meat alternate.

For a snack to be a reimbursable meal, it must contain two food items. Each item must be from a different food component. However, juice cannot be served when milk is served as the only other component.

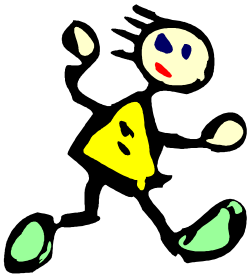
Please refer to the **SFSP Meal Pattern Chart**, Attachment 4 in the Reference Section of this guide which shows the required food components for each meal type with the minimum required serving sizes.

Meal Pattern Exceptions

SFSP sponsors may, in certain cases, be approved to serve meals that meet the meal pattern requirements of other Child Nutrition Programs:

Infant Meals (7 CFR 225.16(f)(2))

Because an infant's first year's dietary needs are individually prescribed and may be more complicated than those for toddlers and older children, sponsors must receive prior approval from the State agency to serve meals to infants 1 year of age and younger. All meals served to infants must comply with infant meal pattern requirements in Section 226.20(b) of the Child and Adult Care Food Program (CACFP) regulations. Your State agency can assist you in making sure that your meals comply with these requirements if you serve infants.



Meals for Children Aged 1 to 6 (7 CFR 225.16(f)(2))

SFSP regulations allow for the adjusting of meal portion sizes for younger children. The sponsor must demonstrate to the State agency that it can control portion sizes and follow the age-appropriate meal pattern requirements for children in Section 226.20(c) of CACFP regulations.

Meals for Children Aged 12 to 18 (7 CFR 225.16(d))

The meal patterns specify the minimum portion of each food component for each meal or snack. Because teenagers have greater food needs, sponsors may serve adult-size portions to older children. Adult-size portions may be found in Section 226.20(c) of CACFP regulations. Also, as a reminder, extra food may always be served to improve the nutrition of participating children (that is, in addition to the food necessary to meet the meal pattern requirements). (Policy Memo #3-99, Issues Related to Meal Service at Sites, December 4, 1998)

Meals Prepared in Schools (7 CFR 225.16(f)(1)(i))

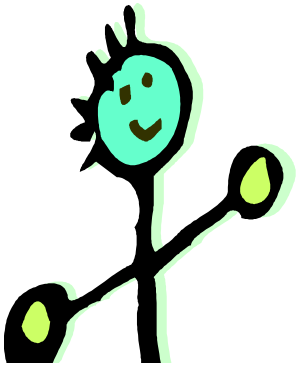
Schools participating in NSLP or SBP are accustomed to preparing meals that meet Federal nutritional requirements. Sponsors serving meals that are prepared in schools may, with prior State agency approval, use the meal requirements of those programs instead of the SFSP meal patterns. Sections 210.10 and 210.10(a) of NSLP regulations and Sections 220.8 and 220.8(a) of SBP regulations describe requirements for school meals.

Offer Versus Serve (7 CFR 225.16(f)(1)(ii))

Offer versus serve (OVS) in SFSP can simplify Program administration for school-sponsored sites while maintaining the nutritional integrity of the SFSP meal that is served. All school-sponsored sites, regardless of the location of the sites, may use OVS in SFSP.

When utilizing the OVS provision in the SFSP, the SFA must comply with the same rules provided in the NSLP regulations. The following rules apply:

- depending on which menu planning system is used during the school year (NuMenus, Assisted NuMenus, or food-based menu systems), the utilization of the OVS rules must govern;
- OVS provision must be implemented for breakfast, lunches, or suppers only (i.e., the implementation of OVS does not apply to snacks, as OVS is not permitted to be claimed under NSLP meals;
- the school must have utilized OVS during the school year when serving the NSLP meals; and
- the school must offer a complete meal to SFSP participants (i.e., all required food items/components must be offered and children must not be urged to decline components).



School sponsors operating breakfast programs at school sites that want to implement OVS must follow SBP meal requirements. Otherwise, the nutritional content of the breakfast may be compromised. (SFSP Policy #7-99: Meals Prepared in Schools and Permissible Use of Offer Versus Serve, December 4, 1998; Welfare Reform Advisory Memo #3: Changes to SFSP Mandated by the PRWO Act of 1996; January 27, 1997)

Leftover Meals or Components

(7 CFR 225.15(b))

All sponsors must plan, prepare or order meals with the objective of providing one meal per child at each meal service, and must ensure that entire meals and food components are not often left over and unusable. You will want to minimize the amount of waste and unusable leftovers. Some suggestions for avoiding loss or at least reducing the amount of loss are discussed below:

- Sponsors should be monitoring sites' reports of the number of children attending the sites and the number of meals being delivered to sites to reduce waste and cost.
- A limited number of second meals **served as a unit** can be claimed for reimbursement, as long as the total number of second meals does not exceed 2 percent of first meals served by the sponsor for all sites during the claiming period.

- Extra meals can be transferred, if allowed by the local health code, from a site with too many meals to a site with a shortage, keeping in mind that meals in excess of the receiving site's approved meal level are not reimbursable.

- Designate a "sharing table" or stations where children may return whole items that they choose not to eat, provided that this is in compliance with local and State health and safety codes. These items are then available to other children who may want additional helpings. This practice may be facilitated by serving meal components so that they can be easily "recycled." For example, if sandwich halves are wrapped separately, a child can return an uneaten half to the sharing table. Please check with your local health department or food service codes regarding “sharing tables.”

- Where equipment is available, complete meals and nonperishable components that remain on a sharing table can be stored under refrigeration for subsequent service. Please note that all recycled food items must be stored in accordance with local health codes, and must be documented.

- The form of the food should be suitable to the age of the children so that it can be easily consumed within the meal service period. For example, if fruit is cut into smaller pieces, it is easier for young children to eat.

Sponsors may still find their sites with leftover meals or food items, despite diligent efforts to prepare or order the appropriate number of meals, adjust portion sizes, encourage consumption of all meal components, and refrigerate leftovers for later service. Other options for avoiding waste and disposing of leftovers should be explored. If health and food service codes permit, such options could include donations to homeless shelters, food pantries, or other types of facilities that serve meals or distribute food to needy persons. Sponsors electing to do so should request guidance from the State agency on including the cost of such donated meals or components in their total operating costs for claiming purposes.

Requirements for Meal Service

(7 CFR 225.6(e), 225.15(b), and 225.16)

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

- Serve the same meal to all children. (This means all children receive a meal meeting the meal pattern requirement, not that all meals must be identical in every component.)

- Except where permitted by the State agency, ensure that children eat all meals **onsite**. Your State agency may allow items from the fruit/vegetable component of the meal pattern to be taken off-site. Sponsors should check with State agency staff before allowing any fruits or vegetables to be taken off-site. If the State agency permits this practice, sponsors may allow this option for sites. However, sponsors should allow this only at sites where there is enough staff to monitor this practice. Finally, site personnel must be sure to supervise all children on the site while they are eating meals.

- Ensure that all children in attendance at the site receive one meal before any child is served a complete second meal, or any adult meals are served.

- Adhere to local health and sanitation regulations.

- Make adequate arrangements for food service during inclement weather if meals are usually served at an outdoor site.

- Serve meals during the times of meal service submitted on the Site Information Sheet and approved by the State agency. The State agency must approve any changes in meal service times.

Supper Meal Service Exceptions

State agencies have been permitted to approve SFSP sponsors to serve suppers in place of lunches in certain circumstances. In some cases,

- an area is eligible for the program but sites, meal preparation facilities, or staff are not available for a lunch meal service; or in other cases,

- an organization has developed late-afternoon or evening programs for children in low-income areas to keep them occupied in the summer months, but do not have sufficient resources to provide children with meals.

Therefore, State agencies may approve a sponsor to serve a supper in place of a lunch when it is feasible and appropriate. Except for camps and migrant sites, sponsors will not be allowed to serve a supper and a lunch at the same site. (SFSP Policy # 15-99; Supper Meal Service; February 2,1999)

Serving Meals Family Style

Serving family style meals can help children develop good eating habits through the personal example provided by supervising adults. A family style meal service can work well at camp sites if adults are available to assist children during the meal and if staff and children are together for an extended period of time to provide a relaxed, stable environment conducive for teaching good eating habits. Family style service should not be used at other types of sites.

If a family style service is allowed by State agencies at camp sites, sponsors should make sure that:

- Enough food is placed on each table to provide minimum portions of all required meal components;
- Some amount of each required component must be placed on each child's plate and the minimum amount required by the meal pattern must be offered; and
- Staff should actively encourage children to accept the full portion during the meal.

For more information on family style service, consult FNS Instruction 783-3, rev. 1, Family Style Meal Service in the Summer Food Service Program.

Field Trips in the SFSP

- Formal approval for a sponsor to plan and implement a field trip is a State agency requirement. If the sponsor or site is planning a field trip that affects the time or location of the meal service, the sponsor must notify the State agency and the vendor, in advance and in writing, if applicable. Along with written notice of the field trip, it may be helpful to the State agency for sponsors to provide a calendar with their application (if known in advance) of scheduled field trips.
- Sponsors must notify the State agency of any changes (additions and/or cancellations) to scheduled field trips.
- If the State agency is not notified prior to the field trip, meals served may be considered "consumed off-site" and not be reimbursed.
- Sponsors must carefully ensure the safety and quality of the meals by using adequate storage equipment to transport them.

Time Restrictions

(7 CFR 225.16(c))

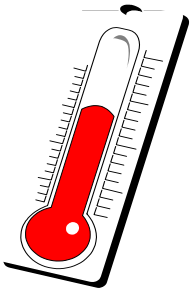
In addition to making sure that meals served meet the meal pattern requirements, sponsors should be aware of time restrictions for meal service. **Except for residential camps, as a sponsor you must ensure that:**

- 3 hours elapse between the beginning of one approved meal service (including snacks) and the beginning of another.
- 4 hours elapse between lunch and supper when a migrant or day camp site serves lunch and supper, with no afternoon snack between the two meals.
- Supper begins before 7:00 p.m. (unless the State agency grants a waiver) and, in all cases, must end by 8:00 p.m.
- The serving period for lunch and supper does not exceed 2 hours.
- The serving period for breakfast and snacks does not exceed 1 hour.

Note: If you feel that any of these rules present a barrier to participation in SFSP, please contact your State agency for an exception request to the general rule. The State agency must always ensure that food safety and oversight are adequate. (SFSP Policy: Flexibility of Time Restrictions on Meal Service, January 29, 2002)

- Arrange for delivery if the meals are not prepared at the site and arrange for storing the meals according to standards prescribed by local health authorities until mealtime. If the meals are not prepared onsite, the State agency will not approve meal service at that site unless either:
    - meals can be delivered no more than 1 hour prior to the beginning of the meal service, or
    - proper facilities exist onsite for storing the food.

Keep These Food Safety Rules in Mind



- Keep hot foods HOT! (Keep food at 140 °F or above)
- Keep cold foods COLD! (Refrigerate or chill food at 41 °F or below)
- Keep frozen food in a freezer at 0 °F or lower.
- Be sure thermometers are available and use them properly.
- Cook hazardous foods to proper internal temperatures. Use a meat thermometer.
- Do not partially cook food one day and complete cooking the next day.
- Prepare sandwiches and salads with a minimum amount of handling. Use disposable plastic gloves.
- Promptly refrigerate or freeze leftovers. Divide large quantities into smaller containers or use shallow pans, and cover loosely for quick cooling. Once cooled, tightly cover and date leftovers.
- Reheat leftovers to at least 165 °F.
- Maintain proper holding temperatures of 140 °F or above.
- Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if ice crystals are still present.
- Never let perishable food reach a temperature between 41 °F and 140 °F. Discard food if it does.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 41 °F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140 °F or more.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.
- Follow instructions exactly on how to use and clean kitchen equipment.
- Train food service employees on the safe use of all types of equipment and on personal hygiene.

Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

Chapter 4 – Staffing

In this chapter, you will find information on:

- determining the staff members needed to effectively run your program; and
- what the staff members' responsibilities are.

The size and type of a sponsor's Summer Food Service Program (SFSP) will dictate many of the sponsor's staffing needs. Depending on a sponsor's program, many positions will require only part-time employment, particularly in the planning and close-out phases. The need for record-keeping personnel varies according to the size of the program. To meet program monitoring requirements, USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered. Also, varying opening and closing dates of individual site operations affect staffing needs. In every case, however, the sponsor must provide adequate personnel for overall program management and monitoring.

Staff Duties

For guidance on staff duties, refer to the list of responsibilities by position that follows. Small programs will not need a different person for each of the duties described. Sponsors needing more specific staffing guidance should consult their State agency.

Director's Responsibilities

- Attend State agency training
- Provide overall management and supervise the SFSP
- Select sites
- Submit applications/agreements to State agency
- Correspond with State agency
- Coordinate with other agencies and conduct outreach efforts
- Hire, train, and supervise staff
- Arrange for food preparation or delivery
- Ensure that all monitoring requirements are met
- Adjust meal orders
- Submit reimbursement vouchers
- Ensure civil rights compliance
- Handle all agreements and contracts, bidding, and negotiations with vendors for purchased meals

Assistant Director's Responsibilities (large program only; otherwise these duties should be undertaken by the Director)

- Provide initial and ongoing training for sponsor and site personnel
- Design forms for record-keeping purposes
- Maintain liaison with vendor to adjust meal delivery
- Check reimbursement vouchers
- Maintain time and attendance records of staff
- Maintain records on number of meals served

Area Supervisor's Responsibilities (very large program only; otherwise these duties should be undertaken by the Director or Assistant Director).

- Schedule monitors' visits
- Check monitors' reports
- Prepare weekly summaries of monitoring efforts
- Provide ongoing training for monitors
- Visit sites with monitors
- Determine need for and following through on corrective action
- Review the meal counts submitted by sites for unusual meal count patterns, e.g., first meals always or usually equals meals delivered

The area supervisor is in charge of several monitors and reports site problems to the Director or Assistant Director.

Bookkeeper's Responsibilities

- Maintain records on the following:
  - Daily site reports, invoices, and bills
  - Food costs
  - Labor costs
  - Administrative costs
  - Other costs
  - Program income
- Prepare reimbursement vouchers
- Prepare payroll
- Purchase office supplies

Monitor's Responsibilities

- Check onsite operations to ensure that site personnel maintain records
- Ensure the program operates in accordance with the requirements
- Visit all sites within the first week of food service operations
- Review food service operations of all sites within the first 4 weeks of operation
- Prepare reports of visits and reviews
- Revisit sites as necessary
- Suggest corrective actions for problems encountered
- Ensure that the site takes corrective actions
- Conduct onsite training as necessary

The monitor visits sites on a regular basis and observes meal service operations. At a minimum, one monitor is needed for every 15 to 20 sites. **See Part II, Chapter 2 -- Monitoring of this guide, for more details**.

Monitors are critical to the successful operation of your SFSP sites. They are your "eyes and ears", providing valuable feedback to you about how the sites are operating by visiting sites on a regular basis and observing meal services. As such, monitors are administrative staff, and you must account for their salaries and other expenses as administrative costs. (For more information about categorizing costs, see Part II, Chapter 5, Recordkeeping.)

Site Supervisor's Responsibilities

- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Receive and account for delivered meals
- Ensure that children eat all meals onsite
- Plan and organize daily site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts (at point of service unless an alternate system that provides an accurate count has been approved by the State agency)

Chapter 5 – Application

In this chapter, you will find specifics on:

- applying to become a SFSP Sponsor;
- how applications are approved;
- what to check for on the program agreement before signing;
- what happens if an application is denied;
- what a sponsor may appeal; and
- a planning checklist.

Potential sponsors must submit an application to the State agency before the agency's deadline date. Applicants should be certain that they have filled out the application completely and that they have forwarded all of the necessary supporting documentation to the State agency. Incomplete applications will cause a delay in approval of the sponsor.

Requirements **(7 CFR 225.6(c))**

Federal regulations (7 CFR 225.6(c)(1)) allow State agencies to exempt standard application procedures for those sponsors that want to provide program benefits in times of emergencies (i.e., unanticipated school closures from October through April or at any time during the year for an area with a continuous school calendar). These sponsors may be exempted from filing an application if they have participated in the SFSP in the current year or in either of the two previous calendar years.

Federal regulations (7 CFR 225.6(c)(2) and (3)) also allow State agencies to vary application requirements based on their assessment of sponsors' experience or expertise in operating the program. For new sponsors or those sponsors that have had operational problems, a State agency will require more detailed information on the site information sheets. For other sponsors that the State agency considers to be experienced in operating the program, less information may be required. Since this regulatory change is optional, not all State agencies may adopt this variation in application processing. (See Attachment 8, which shows how the regulatory requirements for site information sheets differ between new and experienced sponsors/sites.)

A list of application requirements cannot be all-inclusive, since variations occur with each State agency and with the nature of different food services. However, the following list indicates the basic application requirements that sponsors must satisfy.

1. **Submit documentation of tax-exempt status** under the Federal Internal Revenue Code of 1986 if they are private non-profit entities. **Note: SFSP regulations do not require church sponsors to obtain Federal tax-exempt documentation; however, please check with your State agency for documentation requirements.**

2. **Demonstrate adequate administrative and financial responsibility to manage an effective food service.**

3. **Provide a site information sheet for each proposed site.** The site information sheet includes documentation of eligibility and meal service times and capabilities for each site, or, if the sponsor qualifies as a camp, documentation of the number of children enrolled in its program that are eligible for free or reduced price school meals. Attachment 4 displays information that new vs. experienced sponsors are required to include on site information sheets.

   (See also Part I, Chapter 1 – Eligibility for documenting open, restricted open, and closed enrolled site eligibility.)

4. **Provide a written policy statement on free meals.** This policy statement, which must be approved by the State agency, explains that:

   - meals are free to enrolled children who are documented as eligible for free or reduced price school meals according to the income eligibility guidelines for the NSLP and SBP; and

   - the same meal is served to all enrolled children regardless of reimbursement status and without discrimination against any child because of race, color, national origin, sex, age or disability.

   Camps that charge separately for meals must also:

   - explain that the camp uses USDA's eligibility standards for family size and income levels at the level of reduced price school meals;

   - describe how the camp accepts income eligibility applications from campers and assure that children whose families receive food stamp, FDPIR, or TANF benefits are automatically eligible for free meals;

- describe how the camp will collect payments from children who must pay the full price for their meals and how the camp ensures that children receiving free meals are not overtly identified;

- assure that the camp has a hearing procedure for families who want to appeal a denial for eligibility of free meals; and

- assure that if a family requests a hearing, the child will continue to receive free meals until a decision is made by the hearing official.

5. **Sign a program agreement with the State agency**.

6. **Provide a copy of a proposed media release with the application**. The application cannot be approved without it. Once the media release statement is approved by the State agency, it must be provided to media outlets (e.g., newspapers, television and radio stations) serving the area where the SFSP sites are located.

   The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy, and complaint procedures if an individual wishes to file a complaint for violation of non-discrimination policy. Enrolled sites and camps must include the reduced price income eligibility guidelines in the media releases. Children who are part of households that receive food stamps, FDPIR, or TANF benefits are categorically eligible for free meals. However, TANF households are categorically eligible only if the States' TANF program utilizes income eligibility criteria at or below what was used in AFDC.

   Attachment 12 provides sample news releases, one for open and one for closed enrolled sites. In addition to the information that is required to be included in the media release, we encourage sponsors to include other relevant information, such as activities that will be provided for children at the SFSP sites.

7. **Submit a complete management plan that includes staffing needs and an administrative budget**. Sponsors will need to indicate the number of people who will be working in each position, the number of hours per day each will work, and the total estimate for employee salaries, including hourly wages and fringe benefits. Sponsors should complete their

administrative budgets after estimating the potential amount of Program payments they will receive during the summer. **(See Part II, Chapter 4 for more information on how to estimate Program income.)**

8. **Apply for advance payments**. These are payments that may be received before the program begins to pay for administrative and operating costs that are incurred before the program starts. **(Advance payments are explained in detail in Part II, Chapter 4 -- Program Payments.)**

9. **Certify that a training program will be conducted for monitor and site personnel**. Include information explaining when the training will be held and the topics that will be discussed. **(Part II, Chapter 1 -- Training contains an in-depth explanation of this training requirement.)**

10. **For sponsors that plan to use a food service management company to provide meals, provide a copy of the invitation for bid; for sponsors that plan to use a school food authority to provide meals, provide the proposed agreement**. Sponsors should also submit plans for advertisement for bids, if they intend to contract with a food service management company.

11. **Apply for start-up payments if they are available, and if the sponsor wants to receive them**. Start-up payments are described in Part II, Chapter 4 -- Program Payments.

12. **Certify that they will directly operate the food service at each of their sites if the sponsor is a governmental entity or a private non-profit organization**.

Deadline for Submitting Applications

(7 CFR 225.6(b)(1))
The deadline for submitting a written application to operate the SFSP in the summer months are June 15. However, State agencies may establish earlier deadlines. Sponsors that apply to operate the program during emergencies are exempt from application deadlines.

Approval of Applications

(7 CFR 225.6(b)(3)
During the approval procedure, the State agency will communicate with the sponsor's director in writing and by phone. If the application is incomplete, the State agency must notify the applicant within 15 days and help the applicant complete the application process. The State agency must approve or deny any complete application within 30 days after receiving the application.

State - Sponsor Agreement

(7 CFR 225.6(e))
At the time it approves sponsors to operate the program, the State agency will complete and sign a program agreement with each sponsor. The agreement should be read carefully before being signed, since it is a legally binding document that specifies the rights and responsibilities of both the sponsor and State agency. When they receive the completed agreement back from the State agency, sponsors should be certain to check the following items:

- **The approved administrative budget:** this budget will include the levels of potential administrative costs approved by the State agency and will be based on the budget submitted by the sponsor. The approved budget does not imply in any way that sponsors will be reimbursed for the full amount of each budgeted item, but rather specifies the areas of administrative costs that will be allowable. If a sponsor finds that the levels approved in the administrative budget are inadequate, it may amend the budget with the approval of the State agency. However, all costs must be documented in order to be claimed.

- **The approved list of sites:** the agreement will include a list of approved sponsor sites. Only meals served and consumed at these sites will be eligible for program reimbursement. Sites may be added or deleted later with the approval of the State agency.

- **The approved meal service(s) at each site:** the agreement will specify the type(s) of meals approved for each site. You will not receive any reimbursement for the service of any meal type that is not approved by the State agency.

- **The approved time of meal service:** the agreement will include the approved time of meal service for each site. Sponsors will not receive reimbursement for meals served outside of meal service times unless approved by the State agency.

- **The approved level(s) of meal service for each site serving vended meals:** the agreement will include an approved maximum level of meals for each type of meal service at each vended site. (This approved meal level is discussed in **Part III -- Food service management companies** of this guide.) Those meals served that exceed the approved level at any meal service will not be eligible for reimbursement. If you determine that an approved level is too low, you should seek an adjustment by contacting the State agency.

Most important, you will be able to receive reimbursement **only** for meals that are served **after** they have been approved for program operations. Sponsors must be certain that they have been approved **before** they begin their meal service.

Before program operations begin, sponsors must submit to the State agency a copy of their letter notifying the local health department of their intention to provide a food service at specific times at planned sites.

Appeal Rights

(7 CFR 225.6(b)(3) and 225.13)
Any sponsor that is denied participation in the program may obtain a review by an official other than the one directly responsible for the original determination. At the time of the denial, the State agency must tell the sponsor whom to contact for a review.

You may also appeal the following State agency actions:

- denial of sponsor's request for an advance payment;

- denial of a sponsor's claim for reimbursement (except on decisions made by FNS with respect to late claims or upward adjustments);

- termination of a sponsor's (or a site's) participation in the program;

- denial of a sponsor's site application;

- if applicable, denial of a food service management company's application for registration or the revocation of a food service management company's registration;

- claim against a sponsor for remittance of a payment; and

- refusal by the State agency to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim.

Planning Checklist

A checklist which summarizes the planning activities described throughout Part I of this guide is included as Attachment 11.

Chapter 6 – Questions and Answers

1. What requirements must I meet to become a sponsor of the Summer Food Service Program?

The first requirement is that your sponsoring organization must be a public or private non-profit school food authority, or a public or private non-profit college or university, or a public or private non-profit residential summer camp, or a unit of local, county, municipal State or Federal Government, or any other type of private non-profit organization. Also, all sponsors must be tax exempt and must demonstrate the administrative and financial ability to manage a food service effectively. In addition, most sponsors must provide a year-round public service to the area in which they intend to provide the SFSP.

3. **Since the Simplified Summer Food Service Program is now a permanent program, how can I participate as a sponsor in this program?**

The law authorizing this program limited sponsorship in these 27 states: Alaska, Arkansas, Idaho, Indiana, Iowa, Kansas, Kentucky, Nebraska, New Hampshire, North Dakota, Oklahoma, Puerto Rico, Texas, Wyoming, Colorado, Louisiana, Michigan, Mississippi, Ohio, Oregon, Arizona, Maine, North Carolina, Tennessee, Washington, West Virginia, and Wisconsin. Only sponsors in those states may participate in this program. Please check with your State agency for participation criteria and changes in the administrative policies.

3. **As a result of Public Law 108-265, enacted June 30, 2004 regarding the Seamless Summer Pilot Project, what will happen to the sponsors participating under the Summer Food Service Program?**

The law made the Seamless Summer Option (formerly known as the Seamless Summer Pilot Project) a permanent program under the administration in the National School Lunch Program (NSLP). In general, sponsors will follow the rules and policies of the NSLP, and receive reimbursement established under that program. Please check with your State agency for participation criteria and changes in the administrative policies.

4. At what types of sites can meals be served?

Meals can be served at open, restricted open, closed enrolled, migrant, or NYSP sites, or at residential or nonresidential camps.

5. Are there any pre-operational requirements I must fulfill once I have chosen my prospective sites?

Yes. Once prospective sites have been chosen, the health department must be notified in writing of all prospective site locations and arrangements for prompt and regular trash removal must be made. Further, all sites must be visited to determine that they have the facilities to provide meals for the anticipated number of children in attendance and the capability to serve SFSP meals.

6. What are my choices of meal preparation methods to use when providing meals to children?

Sponsors may choose from several methods of meal preparation when providing meals. They may either prepare and assemble their own meals, or obtain meals from a school food authority, a food service management company, a commercial for-profit company or a private non-profit organization. Please check with your State agency for establishments that you can contract with to prepare your meals.

7. How many and what type of meals can I serve each day?

Open, restricted open, or closed enrolled sites may be approved to serve up to two meals each day, either breakfast and lunch or lunch and a snack. Camps and sites serving primarily children of migrant families may serve up to three meals or two meals and one snack with State agency approval.

8. What are the meal pattern requirements for the meals I serve to children?

The goal of the SFSP is to serve nutritious meals that meet meal pattern requirements and that are appealing to children. The meal pattern establishes the minimum portions of each component that need to be served to each child for a reimbursable meal. Breakfast must contain one serving of milk, one serving of a vegetable or fruit or full-strength juice and one serving of grain or bread. A meat or meat alternate is optional. A lunch or a supper must contain one serving of milk, two or more servings of vegetables and/or fruits, one serving of grain or bread and one serving of meat or meat alternate. A snack must contain two food items from different food components. However, juice cannot be served when milk is served as the other component. See the meal pattern chart in this part to see required food components for each meal type and the minimum required serving sizes.

9. What are the other requirements for the meals I serve to children?

Besides serving meals that meet meal pattern requirements, sponsors must be certain that: all children eat all meals onsite (unless the State agency allows the fruit/vegetable component to be taken off-site and the sponsor approves sites with adequate supervisory staff), and all children receive one meal before any child is served a complete second meal. Also, sponsors must adhere to local health and sanitation regulations, make adequate arrangement for food service during inclement weather, serve meals during the approved times of meal service and notify the State agency if the site is planning a field trip

10. Are there time restrictions for any of the meals I serve?

Yes. Except for residential camps, sponsors must ensure that 3 hours elapse between the beginning of one approved meal service (including snacks) and the beginning of another. Also, 4 hours must elapse between lunch and supper when a migrant or day camp site serves lunch and supper with no afternoon snack between the two meals. Further, supper must begin before 7:00 p.m. and end by 8:00 p.m. The serving period for lunch and supper must not exceed 2 hours and the serving period for breakfast and snacks must not exceed 1 hour.

11. What things should I consider when deciding my staffing needs?

It is very important for the sponsor to provide adequate personnel for overall Program management and monitoring in order to fully comply with Program requirements. Depending on a sponsor's program, many positions will require only part-time employment, particularly in the planning and closeout phases. The need for record keeping personnel varies according to the size of the program. To meet Program monitoring requirements, USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered. Also, varying opening and closing dates of individual sites affect staffing needs. In every case the sponsor must provide adequate personnel for overall Program management and monitoring.

12. What do I need to do to apply to participate in the SFSP?

Contact your State agency and they will supply you with a sponsor application. Make sure to submit the application to the State agency before the agency's deadline date. Applicants should be certain that they have filled out the application completely and that they have forwarded all the necessary supporting documentation. Incomplete applications will cause a delay in approval of the sponsor.

13. What happens when I'm approved to participate in the SFSP?

When a sponsor is approved to participate in the SFSP, the State agency will complete and sign a program agreement with each sponsor. The agreement should be read carefully before being signed, since it is a legal binding document that specifies the rights and responsibilities of both the sponsor and State agency. When the completed agreement is received back from the State agency sponsors should be certain to check the approved administrative budget, approved list of sites, approved meal service(s) at each site, approved meal service time, and approved level(s) of meals service for each site serving vended meals.

14. How often can I add sites?

Generally, sponsor may add sites to their program at any time during the approved operational period. However, the sponsor must provide the State agency with all the necessary information on each additional site and receive approval before claiming meals at the new site(s). The State agency will amend the agreement and provide the sponsor with a copy of the addendum. Please check with your State agency for more specific information

PART II – ADMINISTERING THE PROGRAM

Once sponsors are approved, they must operate the Summer Food Service Program (SFSP) according to:

- Federal regulations;
- SFSP instructions, circulars and guidance materials; and
- applicable State and local laws.

See Attachment 5 for a list of current SFSP Federal Policies. Check with your State agency about any changes in SFSP policies.

Chapter 1 – Training

In this chapter, you will find information on:

- training requirements for you and your staff; and
- specific training needs for administrative staff, site staff, and monitors.

Training is one of the sponsor's major administrative responsibilities. A smoothly operating program will require that sponsors provide training throughout the summer. A comprehensive training effort, including weekly or biweekly meetings on program requirements, will help to make certain that monitor, site and administrative personnel are performing according to program regulations, that all meals will be eligible for reimbursement, and that accurate and adequate records are available to document the costs and meals claimed.

To enhance this training effort, a communications network (both internal and external) should be established with the State agency, the school vendor or food service management company, the in-office staff members, the monitors, and the site staff. For example, meetings and telephone contacts with site and monitor staff will provide them with opportunities to ask questions about and discuss site operations, and will give sponsors a chance to provide specific training on any problem area. In addition, discussions of job descriptions and explanations about the organizational structure enable staff members to understand their own responsibilities as well as those of their coworkers.

Sponsor Requirements

(7 CFR 225.7(a) and 225.15(d)(1))

You are required to attend State agency training and then train both your administrative staff and site staff before they undertake their responsibilities. However, sponsors that provide SFSP meals during emergency school closure situations (from October through April or anytime of the year in an area with a continuous school calendar) may be exempted from the State agency annual training. Because these staff groups have different program responsibilities, most sponsors will want to offer two different training sessions so that they can stress each group's specific functions. All staff should receive a letter or flyer announcing the date, time, location, and importance of attending the training session that has been planned for their particular function. You should also remind staff shortly before the date of the session. For each training session that you offer to your administrative and site staff, you must record the date, names of the attendees, and document the topics covered. See Attachment 15 for training checklists for administrative, monitor, and site staff training sessions.

Administrative Staff

(7 CFR 225.15(d)(1)

The training session that you offer your administrative staff will explain the responsibilities and duties of all sponsor personnel who are helping to administer the SFSP at the sponsor level. These personnel include the office staff (assistants, clerks, bookkeepers, and secretaries), area supervisors, and most importantly, monitors.

The specific training needs of sponsor administrative staff will vary, so you may need to cover specific areas of the training in greater depth with different employees. However, all your training for administrative staff should cover the following topics and use the training materials listed in the sample outline. This outline is also provided in the Reference Section as Attachment 15.

1. Begin with general explanation of the program, emphasizing the following topics (use Administrative Guidance for Sponsors).

   a. Purpose of the program
   b. Site eligibility
   c. Record-keeping requirements
   d. Organized site activity
   e. Meal requirements
   f. Nondiscrimination compliance

2. Describe how the program will operate within the framework outlined in this guide (use the menu schedule, sample delivery receipts and sample daily reporting forms for sites).

    a. How meals will be provided
    b. The delivery schedule (if applicable)
    c. What records are kept and what forms are used

3. Outline the specific duties of monitors (use monitor review form and visit report and the mileage log).

    a. Conducting site visits/reviews
    b. Sites for which they are responsible
    c. Monitoring schedule
    d. Reporting procedure
    e. Follow-up procedure
    f. Office procedures

Monitor Personnel

Monitors should be present at both the site and administrative training meetings to ensure a good grasp of program operations at both levels. The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide the kinds of feedback that a sponsor must have. Since the monitors' role is so important for proper program operations and full reimbursement, sponsors should conduct a separate training session for monitors that highlight their specific functions. This training should outline the specific duties of monitors including:

1. Sites for which they will be responsible
2. Conducting site visits/reviews
3. Monitoring schedules
4. Reporting/recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil rights
9. Reporting of racial/ethnic data
10. Considerations for personal safety, if necessary

This training outline may be found in Attachment 15. Materials to use include the site visit and review forms, monitor mileage log, Monitor's Guide, and racial/ethnic data form.

Site Staff

(7 CFR 225.15(d)(1)
SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. (Note: State agencies may waive this requirement for sponsors that provide program benefits during emergency situations from October through April or at anytime in an area with a continuous school calendar.)

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

At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel. (See Attachment 15 for this training outline.)

1) Begin with general explanation of the program (use Administrative Guidance for Sponsors).

   a. Purpose of the program
   b. Site eligibility
   c. Necessity for accurate records
   d. Importance of organized activities at sites

2) Describe how the site will operate.

   a. For sites obtaining meals from food service management companies/commercial meal vendor/commercial meal vendor, school food authorities or sponsor's central kitchen:
      1. meal pattern requirements and types of meal service offered (use planned menus);
      2. delivery schedules (exact times);
      3. adjustments in the delivery amount;
      4. facilities available for storing meals;
      5. who to contact about problems (provide sponsor's name and telephone number); and
      6. approved level of meal service.

b. For sites where meals are prepared onsite:
    1. meal pattern requirements;
    2. inventory (use inventory forms);
    3. meal adjustments (use production records); and
    4. meal preparation adjustments.

3) Explain record-keeping requirements.
    a. Daily record-keeping requirements
    b. Delivery receipts (sample forms)
    c. Seconds, leftovers and spoiled meals
    d. Daily labor -- actual time spent on food service and time and attendance records
    e. Collection of daily record forms
    f. Maintain copies of meal service forms

4) Outline the Monitor's responsibilities (use monitoring forms).
    a. Duties and authority
    b. Areas of assignment and introduction to site supervisors

5) Explain Civil Rights requirements (use Site Supervisor's Guide).

6) Explain other miscellaneous policy (use sponsor's policy).

    a. Problems of inclement weather and alternate service areas
    b. Problems with unauthorized adults eating program meals
    c. Problems with discipline
    d. Review of equipment, facilities, and materials available for organized recreational activities
    e. Review of trash removal system
    f. Corrective action
    g. Nutrition education

Accurate Point-of-Service Counts are Critical!

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of meals actually **served** to children. Only complete meals **served** to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service, i.e., meals are counted as they are served, to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point-of-service also allows site personnel to ensure that only complete meals are served.

Meal Count Forms

Attachments 19, 20, and 21 are sample meal count forms are in the Reference Section. Attachment 19 is a daily meal count form. Attachment 20 is a weekly, consolidated meal count form.

Attachment 21 is a consolidated form for 20 days that also provides guidance on calculating reimbursable second meals.

The training session attendance sign-in sheet for site personnel can be used by sponsors to assemble a list of the signatures of the site supervisors and assistants who are responsible for signing daily records. As a sponsor, you should then keep this list at your office to use when reviewing the records returned by the sites.

You should also send a notice of the site training session to local health inspectors so that they have the opportunity to attend the training and become more familiar with the food service operations. If any site receives meals through a food service management company or school food authority, you should also invite the company or school representatives to attend the training and participate in the discussion of menus and delivery schedules.

Chapter 2 – Monitoring

In this chapter, you will find information on:

- what the monitoring requirements are;
- sample monitoring reports; and
- what to look for when reviewing reports.

An efficient and capable monitoring staff is essential for any sponsor's program to be successful. A monitor serves as a direct link between the sponsor's headquarters and the actual food service sites. Establishing a workable monitoring system will help to prevent problems from occurring and will make it much easier to correct any problems that arise during the summer. The size of the monitoring staff will, of course, depend on the size of the sponsor's program. (**This is discussed in Part I, Chapter 4 -- Staffing.)**

The sponsor must ensure that the authority and responsibilities of its monitors are clear to the monitoring staff, site supervisors, and office personnel. Monitors must ensure that the site operates the program according to program guidelines. Monitors must understand program requirements, including civil rights requirements, must train site personnel when necessary, and must spend enough time at each site to be sure of proper program operations. The monitor should also have a supply of all necessary forms.

Visits and Reviews

When monitors observe program operations at sites, they will usually make either a "visit" or a "review." A site "visit" requires a monitor to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved. These site visits must not be confused with the pre-operational visits. A site "review" requires the monitor to determine if the site is meeting all the various program requirements. To accomplish this, a monitor will have to observe a complete meal service from beginning to end. This includes delivery or preparation of meals, the meal service, and clean up after meals. A sample Pre-operational/First Week Visit Form is included as Attachment 32 in the Reference Section. Sample Site Review Forms for Self-Preparation Programs and for Vended Programs are also included in the Reference Section as Attachments 33 and 34.

Requirements **(7 CFR 225.15(d)(2) and (3))**

Sponsors must ensure that they meet minimum monitoring requirements. Summer Food Service Program regulations require:

- **Pre-operational Visits** – Sponsors must visit all new and problem sites before they may begin operations. These visits are required to make sure that the sites have facilities to provide meal services for the number of children expected to attend.
- **Site Visits (7 CFR 225.15(d)(2))**-- Sponsors must visit all sites at least once during the first week of operation. However, State agencies may waive this requirement for sponsors on a site-by-site basis, provided that the sites were operated successfully in the previous year and have an experienced program staff at each of the sites for which the waiver is requested. (SFSP Policy: Requirement for First-Week Visits in the SFSP for Non-School Sponsors; March 1, 2002)
- **Site Reviews (7 CFR 225.15(d)(3))**-- Sponsors must review all sites at least once during the first 4 weeks of program operations. After this initial period, sponsors must conduct a "reasonable" level of monitoring. If a site operates less than 4 weeks, the sponsor must still conduct a review.

For a "visit", a monitor need not be present during the entire meal service as opposed to a "review" which would require a monitor to be present before, during and after the meal service to observe all aspects of the site's operations.

If any problems are found at the sites, prompt action must be taken to correct the problems. Monitors should follow-up on problems found in previous reviews and inspections by the health department and document that corrections were made. Also, monitoring must continue throughout the summer at a level sufficient to ensure that sites comply with program regulations.

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

Each sponsor must, therefore, design a system for handling monitor reports. Sponsors should have a system that will ensure that monitors return reports frequently -- if possible every day. The reports should be immediately reviewed by a specific member of the sponsor's staff who is responsible for following up on any problems. The staff member should:

- review any problems found by the monitor;
- call the site supervisor, if necessary;

- document corrective action taken at the site;
- schedule a follow-up review, if necessary; and
- sign and date the report.

The sponsor review official will have to base the timing of a follow-up review on the severity of the problem.

Reviewing Reports

When sponsors or their staff review monitor reports, they should also pay attention to the quality of the reports. There are several indicators that may be apparent in the monitors' reports that may suggest the monitor's lack of program knowledge or the monitor's misunderstanding of his or her responsibilities. A monitor is very likely to need additional training if:

- not all questions on the report are answered;
- the monitor rarely notes problems and does not include comments in the remarks section of the report;
- the monitor observes that the number of meals delivered or served and the number of children who are in attendance are always the same and yet does not follow-up on this suspicious pattern to see if meal counts are really being taken;
- the monitor recommends a corrective action and fails to note the action taken or fails to initiate correction of the problem(s);
- the monitor fails to recommend adjustments in meal orders when the number of meals exceeds attendance; or
- the monitor arrives at sites late and/or the monitor does not stay for the entire meal service.

You must be sure that monitors schedule their visits and reviews so that they can meet the program requirements. This is particularly true for the sponsors with a large number of sites. A good monitoring schedule and an efficient system for the review and follow-up on the monitor's reports are necessary for effective program operations.

Chapter 3 – Civil Rights

In this chapter, you will find information on:

- civil rights requirements; and
- racial/ethnic data you must collect at your sites.

Requirements

(7 CFR 225.7(g) and FNS Instruction 113-1 (issued 9/29/05**)**
All participating sponsors must inform potential participants, particularly minorities, of the availability of the Summer Food Service Program. In addition, all sponsors and their sites are required to:

- display in a prominent place at the site and in the sponsor's office, the nondiscrimination poster developed by USDA or approved by the Food and Nutrition Service;

- make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program;

- make program information available to the public upon request;

- include the nondiscrimination statement, and instructions for filing a complaint, in their public release and in any program information directed to parents of participants and potential participants;

- make sure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability; and

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

Racial/Ethnic Data

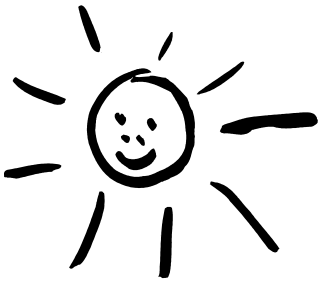
Each year, every sponsor must determine the number of potential eligible participants by racial/ethnic category for the area served. This information may be obtained from census data or public school enrollment data.

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

may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

The sponsor must retain data, as well as documentation for the data, for the required 3 years. The sponsor must use safeguards to prevent the data from being used for discriminatory purposes. Such safeguards include allowing access to program records containing this data only to authorized personnel. A sample Racial/Ethnic Category Data Form is shown as Attachment 23 in the Reference Section.

Chapter 4 – Program Payments



In this chapter, you will find information on:

- requirements for requesting advance payments;
- startup payments;
- what sponsors may claim for reimbursement;
- unallowable costs to the program;
- claims for reimbursement; and
- what's considered a non-reimbursable meal.

This chapter discusses the methods and procedures for program payments. These payments are the reimbursement that sponsors receive based on the number of meals they serve that meet SFSP requirements for reimbursement. Sponsors may receive reimbursement for the eligible operating and administrative costs they incur up to authorized reimbursement levels.

Advance Payments

(7 CFR 225.9(c))

When sponsors apply for the program, they may request advance payments for their total program costs, for their operating costs, or for their administrative costs. These payments are advances on the reimbursement that sponsors will receive for a month of operations and will be deducted from future reimbursement payments. The advances should help sponsors maintain a positive cash flow because they will have funds available to meet program costs as they arise throughout the month.

Advances for Operating Costs (7 CFR 225.9(c)(1))

Sponsors must request each advance payment for operating costs from the State agency at least 30 days before the payment dates of June 1, July 15, and August 15. If sponsors have participated in last year's program, the advance payments for operating costs will usually be based on the reimbursement they earned during the same month of the previous year. The State agency may also estimate advance payments as a percentage of anticipated costs. The State agency must receive certification that a sponsor (except for school sponsors) has held training sessions on program requirements for site and sponsor personnel before it will release the second month's operating advance to the sponsor. A sponsor may not receive an advance for operating costs in any month when it will not be operating for at least 10 days.

Advances for Administrative Costs (7 CFR 225.9(c)(2))

Sponsors must request each advance payment for administrative costs from the State agency at least 30 days before the payment dates of June 1 and July 15. Before the second month's administrative advance, sponsors must certify that they currently operate the number of sites provided for in the administrative budget, and that no significant change has occurred in their administrative costs since approval of the administrative budget. If sponsors operate the program less than 10 days in June but at least 10 days in August, they will be issued the second month's payment for advance administrative costs on August 15. Sponsors planning to operate the program for less than 10 days cannot receive advance payments for administrative costs.

If the State agency's monitoring or audits reveal that a sponsor may not be able to submit an adequate claim, then the State agency will not send the advance payment for the following month until the sponsor submits a valid claim.

Startup Payments

(7 CFR 225.2 definitions and 225.9(a))

The State agency may, at its option, provide the sponsor with a limited amount of startup payments (up to a maximum of 20 percent of the sponsor's approved administrative budget). These startup payments, which are deducted from later administrative reimbursements, are for administrative costs incurred in planning a food service and in establishing effective management procedures for that service. Sponsors may request the startup payments if they are available, when they apply for the program. If approved, the start-up payments may not be provided any earlier than two months before food operations begin.

Program Reimbursement

(7 CFR 225.9(d))

Sponsors may claim reimbursement for operating and administrative costs. Any sponsor that receives startup or advance payments for administrative costs must claim administrative costs for reimbursement. Sponsors must maintain complete records to document all costs and meals they claim for reimbursement. **(The necessary records are discussed in Part II, Chapter 5 of this guide.)**

Reimbursements for Operating Costs (7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)

Allowable operating costs are those costs incurred by the sponsor for providing and serving meals to eligible children and program adults. These costs include, but are not limited to, cost of food used, labor, nonfood supplies, and space for the food service.

The amount of reimbursement to you as a sponsor for operating costs will be the **lesser** of:

- actual net documented operating costs; or
- the number of meals by type actually served to eligible children multiplied by the appropriate rates of reimbursement for those meals.

The State agency will be able to tell sponsors the current rates of reimbursement.

Reimbursements for Administrative Costs (7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)

The prorated shares of the program's administrative costs are costs incurred by your organization for activities related to planning, organizing, and administering the program.

Payment to you as a sponsor for administrative costs will be the **lesser** of:

- actual net documented expenses incurred for administrative costs; or
- the number of meals by type actually served to eligible children multiplied by the administrative rates for those meals; or
- the administrative budget that was approved by the State agency and included in the program agreement, along with any approved amendments to it.

The SFSP has two different levels of administrative reimbursement rates. The higher reimbursement rates are for sponsors of sites that prepare or assemble their own meals and for sponsors of sites located in rural areas. The lower rate is for all other sponsors.

A rural area is any area that is not part of a Metropolitan Statistical Area as defined by the Office of Management and Budget. With the approval of the State agency, an area may be defined as rural if it is a part of a Metropolitan Statistical Area, but is isolated from the urban center. The State agency will be able to provide information on whether sites are considered rural for program purposes (refer to page 20 for more information on Metropolitan Statistical Area Data (Rural Areas)).

The current administrative reimbursement rates are available from the State agency.

Camp Reimbursement

(7 CFR 225.9(d)(10) and 225.16(b)(1))

By law, camp sponsors can only be reimbursed for meals served to children who are eligible for free or reduced price meals according to the income guidelines for the National School Lunch and School Breakfast Programs. With State agency approval, camps may claim reimbursement for serving up to three meals or two meals and one snack to eligible children each day. Therefore, a camp may not claim reimbursement for snacks on days that it claims reimbursement for breakfast, lunch, and supper. Alternately, a camp may not claim reimbursement for a third meal on days that it claims a snack for reimbursement.

Camp costs are paid based on the percentage of children served who are eligible for free or reduced price meals. Camps must first determine what portion of their meals and food service costs are eligible for reimbursement. Sponsors make this determination by computing two different adjustment factors: one enables sponsors to determine the number of reimbursable meals served, and the other enables sponsors to determine the percentage of operating costs that may be claimed for reimbursement based on the total allowable cost of their food service.

Sponsors with camps that offer more than one session during a claiming period will need to compute combined adjustment factors that will take into account the size of each session and the percentage of eligible children enrolled in each session. Attachment 17, Worksheet for Camp Sponsors (including example and instructions) explains how sponsors determine combined adjustment factors.

Program Costs

Sponsors may only claim reimbursement for actual documented costs that are directly related to program operation and administration. All funds accruing to the program must be deducted from total costs. Funds accruing to the program include program income and other cash resources that must be used for SFSP purposes. Sources of funds that are earmarked for food service and counted as funds accruing to the program include:

- payment received from food sales to adults when the cost of the adult meal is not deducted from total operating costs;
- cash donations specifically identified for use in the program; and
- any Federal, State or local funds specifically provided to the program.

Unallowable Costs

(FNS Instruction 796-4, Rev. 4)

Unallowable costs are costs for which program funds may not be disbursed. They include, but are not limited to, the following:

- Bad debts, which are any losses arising from non-collectible accounts and other claims and related costs.
- Repayment of over-claims and other Federal debts.
- Contributions and donations including contingency reserves, USDA donated commodities and other donated food, labor, and supplies.
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations.
- Entertainment and fund raising costs.
- Interest on borrowings, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith.
- Costs resulting from an under-recovery of costs under other grant agreements.
- Administrative costs not included in the sponsor's budget as approved.
- Direct capital expenditures or option to purchase rental costs for: acquisition of land or any interest in land; acquisition or construction of buildings or facilities, or the alteration of existing buildings or facilities; non-expendable equipment of any kind; repairs which materially increase the value or useful life of buildings, facilities, or non-expendable equipment; and other capital assets including vehicles.
- Rental costs for periods beyond the close-out date for program operation.

- Cost for excess meals, i.e., meals in excess of legitimate program adult meals and reimbursable meals, unless specifically approved by the State agency.
- Any other costs incurred which program officials determine to be in violation of applicable laws or regulations.
- The cost to purchase food (including coffee, etc.) for use outside of the SFSP.
- The cost of meals served to administrative adult personnel, or any other adults that are not in the operation of the food service.
- Meals served in violation of Program requirements; e.g. meals served outside approved serving time, meals or components consumed off-site, second meals served in excess of the 2% tolerance;
- Cost of spoiled or damaged meals;
- For vended sponsors, the cost of meals delivered by a food service management company to an non-approved site, or for meals not delivered within the agreed upon delivery time, meals served in excess of the approved CAP, spoiled or unwholesome meals, or meals which do not meet meal requirements or quality standards;

Claim for Reimbursement

Sponsors receive their program payments based on claims for reimbursement that they submit to the State agency. Sponsors assume complete responsibility for all of the information they submit on their claims. Claims for reimbursement must only reflect meals that meet SFSP requirements and are actually served to eligible children during the claiming period, and the actual costs that are associated with those meals. There are four major types of data that sponsors must report on their claim for reimbursement forms:

1. **Meal Counts:** Based on records that are regularly submitted by the sites, you must report the number and type of first and second meals served to all children; sponsors of camps need to report the meals served to eligible children only. However, the total number of second meals claimed cannot exceed 2 percent of the number of first meals, for each type of meal served during the claiming period. State agencies can provide further guidance on serving second meals and on those situations where seconds will not be reimbursed. A sample Meal Count Worksheet for Camps is included as Attachment 17 and a sample Consolidation Form for 1st and 2nd Meals is included as Attachment 21.

2. **Operating Costs:** Based on your operating cost records, you must report the cost of food used, the cost of labor, and the other costs directly incurred in preparing and serving meals.

3. **Administrative Costs:** Based on your administrative cost records, you must report the costs related to administering the program -the program's share (if those costs are being claimed).

4. **Program Income:** Based on State agency requirements, you may need to report the amount of money that has accrued to your food service program.

After the reimbursement claim form is completed, as a sponsor you must then sign the form and send it to the State agency as soon as possible within the month following the month covered by the claim. **Claims will not be paid if they are submitted more than 60 days after the last day of the month covered by the claim.** The State agency may impose a shorter deadline for submission of the claim within the 60-day requirement. Revised claims that reflect an increased reimbursement amount must be submitted within 90 days.

State agencies may allow sponsors to consolidate claims in the following ways:

- 10 days or less in their initial month of operations with the claim for the subsequent month;
- 10 days or less in their final month of operations with the claim from the preceding month; or
- up to 3 consecutive months may be combined, as long as the combined claim only includes 10 days or less from the first and last month of program operations (i.e., a total of 20 extra days).

If you operate for less than 10 days in the final month, you must combine the claim for the final month with the claim for the previous month. This combined claim must be submitted to your State agency within 60 days of your last day of operation. (SFSP Policy, May 15, 2000; Authority for Sponsors to Combine Claims for Reimbursement)

7 CFR 225.15(a)(3)

Sponsors may not contract out management responsibilities of the Program, including but not limited to the following tasks:

- **Meal ordering**
- **Assuming official record keeping responsibilities, including meal count information to substantiate claims**
- **Submitting claims**
- **Training and monitoring administrative and site staff**
- **Announcing availability of meals to the news media**
- **Determining income eligibility and maintaining individual income eligibility statements**

Sponsors should check with the State agency before allowing a food service management company to undertake any other tasks that may be considered management functions or any tasks that are related to the bulleted items listed above.

Attachment 20 provides a Potential Reimbursement Worksheet that will help sponsors estimate the amount of reimbursement they can anticipate.

Non-Reimbursable Meals

Sponsors may only claim for reimbursement those meals that meet SFSP requirements. Reimbursement may not be claimed for:

- meals not served as a complete unit (except in "offer versus serve" sites where complete meals must be offered to participants);
- meal patterns or types not approved by State agencies;
- meals served at sites not approved by State agencies;
- meals consumed off-site (this does not include a fruit or vegetable that the State agency and sponsor **may** allow to be taken off-site);
- more than one meal served to a child at a time;
- second meals in excess of 2 percent of the number of first meals served by type during the claiming period;
- meals served outside of approved timeframes or approved dates of operation;
- meals served to ineligible children in camps (those not meeting the income eligibility guidelines for free or reduced price school meals);
- meals that are spoiled or damaged;
- meals in excess of the site's approved level of meal service (cap for vended sponsors);
- meals that were not served; and
- meals served to anyone other than children.

FNS Instruction 796-4, Rev. 4, Financial Management – Summer Food Service Program for Children, provides information on establishing standards, principles and guidelines in the development and maintenance of financial management systems. The State agency can provide this information.

Chapter 5 – Recordkeeping

In this chapter, you will find information on what records must be kept for:

- meal counts;
- operating costs;
- administrative costs;
- funds accruing to the program;
- training records;
- visits and reviews; and
- retention of records.

Sponsors must keep full and accurate records so they can substantiate the allowable administrative and operating costs and the number of program meals that they have submitted on each claim for reimbursement.

To justify claims for reimbursement, sponsors must maintain the following records:

- records of meal counts taken daily at each site;
- records of claimed operating costs, including food, and other costs;
- records of claimed administrative costs, including labor and supplies; and
- records of funds accruing to the program.

Meal Counts

All sponsors will use daily site records in order to document the number of program meals they have served to children. The sponsor must provide all necessary record sheets to the sites. Site supervisors are then responsible for keeping the records each day. The site personnel must complete the records based on actual counts taken at each site for each meal service on each day of operation. Site personnel must be sure that they record all required counts. These counts should include:

- the number of meals delivered or prepared, by type (breakfast, snack, lunch, supper). Vended programs must support this information with a signed delivery receipt. Programs with a central kitchen should also support this information with a signed delivery receipt for good program management. A designated member of the site staff must verify the adequacy and number of meals delivered by checking the meals when they are delivered to the site;
- the number of complete first meals served to children, by type;
- the number of complete second meals served to children, by type;
- the number of excess meals or meals leftover;
- the number of non-reimbursable meals;
- the number of meals served to program adults, if any; and
- the number of meals served to non-program adults, if any.

Sponsors should collect these site records at least every week. They may have their monitors pick up site reports on designated days, or the site supervisors may be asked to mail the records to the sponsor's office. When they collect the site records, sponsors should check for the site supervisor's signature. Any sponsor serving vended meals must be sure that the figure entered as the number of meals delivered on the site record is the same as that entered on the vendor's report. If there is any discrepancy between the numbers, the sponsor should immediately contact the vendor and site supervisor and resolve the problem. The sponsor should make a permanent note of the discrepancy as well as the action that was taken to resolve it.

A sample Daily Meal Count Form is included in the Reference Section as Attachment 19. A consolidated (weekly) meal count form is included as Attachment 20.

Operating Costs **(7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)**

Operating costs are allowable costs incurred by the sponsor for preparing and serving meals to eligible children and program adults. These costs include, but are not limited to, cost of food used, labor, nonfood supplies, and space for the food service. Rural sites may include costs that are directly incurred in transporting children from rural homes to rural food service sites. **All** costs must be fully documented and they must represent actual program costs.

Food Costs for Onsite Preparation (FNS Instruction 796-4, Rev. 4)

The data that is necessary for computing the cost of food used is more extensive when sponsors prepare their own meals onsite or at a central kitchen. Records to support the cost of food used should include, at a minimum:

- receiving reports which record the amount of food received from the supplier;
- purchasing invoices;
- records of any returns, discounts, or other credits not reflected on purchase invoices;
- inventory records that show the kinds of food items on hand at the beginning and end of the inventory period, the quantity of each item, documented major inventory adjustments, and the total value of the beginning and ending inventory; and
- canceled checks or other forms of receipt for payment.

Cost of food used means beginning inventory plus purchases, plus other costs of food, minus credits to costs of food, minus inventory adjustments, minus ending inventory. Sponsors must record the dollar value of food that is unused (ending inventory) at the close of program operations. Sponsors must subtract this ending inventory from all food costs incurred as a result of Program operations.

Food costs cover the cost of purchases and the cost of processing, transporting, storing, and handling food that is donated (including USDA commodities) or purchased by the sponsor. Sponsors cannot charge the program for major reductions of food in stock that are the result of fire, theft, spoilage, contamination, or any event other than normal usage. Attachment 18 in the Reference Section provides a sample inventory form and instructions for sponsors that prepare meals on-site or at a central kitchen. Attachment 31 provides a worksheet to compute the cost of food used.

Food Costs for Vended Programs (FNS Instruction 796-4, Rev. 4)

The cost of food used means the cost of the preparation or the cost of preparation and delivery of meals charged to the sponsor by the food service management company or the school facility. This cannot include charges for meals delivered to non-approved sites, meals not delivered within the established delivery time, meals that are spoiled or unwholesome, or meals that do not meet the requirements or terms of the contract. The sponsor should not pay the food service management company or school facility for these meals. The sponsor must maintain records that include the signed delivery slips to support the claim for reimbursement. The site supervisor or designated site personnel should check the quantity and wholesomeness of the meals and note any errors/differences on the delivery slip.

Labor Costs (FNS Instruction 796-4, Rev. 4)

Labor costs include compensation by sponsors for labor that is required to prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service. These costs may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep accurate time and attendance records for all labor costs that are submitted on the claim for reimbursement. A sample Staff Time Report for food service and site staff is included in the Reference Section as Attachment 29.

Other Operating Costs (FNS Instruction 796-4, Rev. 4)

Other operating costs may include, but are not limited to:

- costs of nonfood supplies;
- rental costs for buildings, food service equipment, and vehicles;
- utility costs; and
- mileage allowances.

A sample mileage form for food service and site staff is included in the Reference Section as Attachment 26. If sponsors feel that they may have "other" costs that are not listed, they may contact the State agency for a determination as to whether or not those costs are eligible for reimbursement. Sponsors must keep all records and documentation to support any costs that they claim for reimbursement.

Administrative Costs (7 CFR 225.2 definitions, FNS Instruction 796-4, Rev 4)

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the program. Generally, these activities include:

- preparing and submitting an application for participation, including a management plan containing budgets of operating and administrative costs, and staffing and monitoring plans;
- establishing the eligibility of open or restricted open sites by collecting school or census tract data or family size and income forms for closed enrolled sites to determine if 50 percent or more of the children are eligible;
- for camps, determining the number of children eligible based on a review of family size and income forms;
- attending training provided by the State agency;
- hiring and training site and administrative personnel;
- visiting sites, reviewing and monitoring operations at sites, and documenting these visits and reviews;
- preparing and submitting a plan for and synopsis of the invitation to bid when the sponsor wants to contract with a food service management company;
- preparing and submitting claims for reimbursement; and
- performing other activities that are necessary for planning, organizing, and managing the program.

Generally, costs incurred for these activities are:

- labor costs for administrative activities;
- rental costs for offices, office equipment, and vehicles;
- vehicle allowance and parking expenses;
- office supplies;
- communications;
- insurance and indemnification;
- audits; and
- travel.

Maintaining Records of Costs (7 CFR 225.15(c))

You must be certain that you have records that document the amount and purpose of <u>all</u> administrative costs you claim. For example, you must keep time and attendance records to document labor costs. Attachment 30 in the Reference Section includes a worksheet and instructions for determining administrative costs.

Attachments 25, 28, and 30 are sample forms for tracking administrative costs. Attachment 25 is a sample form for administrative staff (including monitors) to use in keeping track of mileage, Attachment 28 tracks administrative staff hours worked, and Attachment 30 is a sample form for summarizing all administrative costs.

Funds Accruing to the Program

Funds accruing to the food service include all funds received from Federal, State, local, and other sources, except for program advances, startup funds, or reimbursement payments received from the State agency. These funds must be designated specifically for the Summer Food Service Program. Records reflecting income may include:

- deposit records;
- voucher stubs; or
- receipts.

Training

You must keep records that document:

- date(s) of training for site and administrative personnel;
- attendance at each training session by having all attendees sign an attendance form; and
- topics covered at each training session.

Sponsors that have requested advance payments for operating costs must send certification that they have completed training for site and administrative personnel to the State agency. Without this certification, the State agency will not release the second advance payment for operating costs to the sponsor. This requirement, however, does not apply to school sponsors (7 CFR 225.9(c)(1).

Visits (7 CFR 225.14(c)(6) and 225.15 (d)(2) and (3))

Sponsors must be able to document that they have met their monitoring requirements. Monitors must submit a report for:

- pre-operational site visits;
- site visits during the first week of program operations; and
- site visits throughout the summer.

A sample Pre-Operational/First Week Site Visit Form is included as Attachment 32 in the Reference Section.

Reviews (7 CFR 225.15(d)(3))

Monitors must submit a review report form for each site review during the first 4 weeks of program operations, and for site reviews throughout the summer. This form will contain much of the same information as the Site Visit Form plus information concerning meal preparation and delivery schedules, the quality and accuracy of site records and record-keeping, the regular adjustment of meal orders, and whether changes are made in menus. Sample Site Review Forms for Self-Preparation Programs and for Vended Programs are included in the Reference Section as Attachment 33 and Attachment 34, respectively.

Checklist of Records

There is a number of additional records you must maintain in your files. These records and the records discussed in this chapter are summarized in Attachment 24 -- Checklist of Records.

Retention of Records (7 CFR 225.8(a))

As a sponsor, you must maintain all records for 3 years following the submission date of the final claim for reimbursement for the fiscal year, or longer if required by the State agency. These records must be accessible to Federal and State agency personnel for audit and review purposes. Further, these records can only be disposed of if there are no unresolved audit findings or the program is not under investigation.

Chapter 6 – Administrative Reviews

In this chapter, you will find information on:

- review procedures and statistical monitoring;
- violations of program requirements; and
- how to create a corrective action plan.

During the course of the summer, State agencies will complete an administrative review of most sponsors' program operations. This administrative review will involve visits by State agency personnel to the sponsor's site(s) and office. The reviews are designed to ensure that a sponsor's overall program is operating according to requirements and to provide assistance and advice to a sponsor if there are questions about program operations.

Review Procedures (7 CFR 225.7(d)(2))

A State agency review of site operations should involve observing the meal service operations and the record-keeping at the site. A review at the sponsor level should involve a review of how the claim for reimbursement is assembled and a review of the records maintained by the sponsor. Regardless of the specific administrative review procedures, all sponsors must make their records available for the State agency's review and must proceed with the corrective actions recommended by the State agency, if there are any. The results of an administrative review may affect the amount of reimbursement a sponsor will receive.

Statistical Monitoring (7 CFR 225.7(d)(8))

The State agency may elect to use statistical monitoring procedures when it conducts administrative reviews of sponsors. The State agency may use the results of statistical monitoring to determine the sponsor's reimbursement. The State agency will inform the sponsor if it plans to use statistical monitoring and will provide the sponsor with the necessary information on its procedures for conducting statistical monitoring. The State agency can provide additional information on the use of statistical monitoring.

Violations (7 CFR 225.11(c)(1), (2), (3),(4))

Violations of program requirements may result in withholding or recovering reimbursement, temporary suspension, or termination and exclusion from future program participation.

Violations include but are not limited to:

- Noncompliance with the time requirements between meals.
- Failure to maintain adequate site or sponsor records.
- Failure to adjust meal orders to conform to changes in site attendance.
- Failure to have trained site supervisor at each site during the meal service.
- Serving more than one meal to a child at one time.
- Children eating complete meals off-site (Note: This does not refer to the permissible practice of allowing children to take a piece of fruit or vegetable off-site.)
- Claiming meals served to anyone other than eligible children.
- Serving meals (or in the case of OVS sites, offering meals) that do not include all required meal components and/or correct quantities.
- Failure to report sites to health department.
- Continued use of food service management companies/commercial meal vendor that violate health codes.
- Submission of false information to the State agency.
- Failure to return excess payments to the State agency.
- Not adhering to competitive bid procedures.
- Noncompliance with civil rights laws and regulations.

Corrective Action Plan (7 CFR 225.11(f))

When the State agency finds violations during a site review, it will require the sponsor to correct the problems found. If the State agency finds a high level of meal service violations at a site, it will immediately require the sponsor to follow a specific corrective action plan. The State agency will initiate a follow-up system to ensure that sponsors take the specific action (as outlined in the plan) for correcting site violations.

Chapter 7 – Post Program Evaluation

Upon the completion of the local program, the sponsor should prepare an evaluation. The following format is suggested for these evaluations:

- **Sponsor personnel** -- evaluate the size and efficiency of the staff.
- **Site personnel** -- evaluate the ability of site personnel to control and supervise the program at the site level.
- **Food preparation** -- evaluate the major facets of food preparation as well as the quality and variety of foods offered within meal requirements, special meals and plate waste.
- **Activities** -- evaluate the activities at the site.
- **Organization** -- evaluate the administrative structure of the organization.
- **State agency or FNS regional office** -- evaluate the relationship between the sponsoring agency and the State agency, noting the adequacy of training efforts and the availability of guidance, information, and assistance.

Chapter 8 – Questions and Answers

1. **Once I'm approved to operate the program, what are my training responsibilities?**

   Training is one of the sponsor's major administrative responsibilities. A smoothly operating program will require that training be provided by sponsors throughout the summer. A comprehensive training effort, including weekly or biweekly meetings on program requirements, will help to make certain that the monitor, site, and administrative personnel are performing according to program regulations. Sponsors should attend State agency training and then train both their administrative and site personnel before these staff members undertake their responsibilities. SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions.

2. **What are my monitoring requirements for the SFSP?**

   An efficient and capable monitoring staff is essential for any sponsor's program to be successful. Monitors must ensure that the site operates the Program according to program guidelines. This requires a pre-operational visit, which is conducted before a site operates the SFSP. These visits are required for all sites to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance. Also, a sponsor must visit all sites at least once during the first week of operation to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capabilities. Further, sponsors must conduct site reviews at least once during the first 4 weeks of program operations to observe delivery or preparation of meals, service of meals, children eating the meals, and clean up after meals.

3. **What are my civil right requirements?**

   All participating sponsors must inform potential beneficiaries, particularly minorities, of the availability of the SFSP. Sponsors are required to display the nondiscrimination poster in a prominent place at the site and the sponsor's office. Also sponsors need to make program information available to the public, make reasonable efforts to provide information in the appropriate translations and include the nondiscrimination statement and instructions for filing a complaint. In addition, make sure meals are served to all attending children regardless of race, color, national origin, sex, age or disability and make

sure all children have equal access to services and facilities. Further, all sponsors must collect beneficiary data each year by racial/ethnic category for each site under the sponsor's jurisdiction.

4. Will I be reimbursed for any of my costs associated with running the SFSP?

You receive program payments for both the operational and administrative costs of running a program. Operating costs are allowable costs incurred by your organization for providing and serving meals to eligible children and program adults. These costs include food consumed, labor, non-food supplies, and space for the food service. Administrative costs are costs incurred by your organization for activities related to planning, organizing, and administering the program. The amount of reimbursement you receive is an amount equal to the number of eligible meals served to children, multiplied by the current rates of reimbursement or your actual costs, whichever is less.

5. How do I receive my reimbursement?

Reimbursement is based on claims for reimbursement that you submit to your State agency. Claims for reimbursement reflect meals that meet SFSP requirements and are served to eligible children during the claiming period, and the actual costs that are associated with those meals. The type of data that sponsors must report on their claim for reimbursement forms are meals counts, operating costs, administrative costs and program income. Claims must be submitted to your State agency within 60 days after the operating month.

6. Can I request an advance payment from the State agency?

Yes. When sponsors apply for the program they may request advance payments for their total program costs, for their operating costs, or for their administrative costs. These payments will be advances on the reimbursement you will receive for a month of operation and will be deducted from future reimbursement payments. The advances will help you maintain a positive cash flow because you will have funds available to meet program costs as they arise throughout the month.

7. What type of records do I need to keep for the program?

To substantiate your claim for reimbursement, you will need to keep all records of meal counts taken daily at each site, records of claimed operating costs including food and other costs, records of claimed administrative costs including labor and supplies, and records of funds accruing to the program. In addition, records need to be maintained that document the training you have provided for your site and administrative personnel and records that document you have met your monitoring requirements. Additional records that need to be maintained would be any records that document your eligibility for the SFSP such as the application to participate in the SFSP and the signed agreement with the State agency.

8. How long am I required to maintain these records?

You must maintain all records for 3 years following the submission date of the final claim for reimbursement, or longer if required by your State agency. For audit and review purposes these records will need to be made available upon request to Federal and State agency personnel. Further, records can only be disposed of if there are no unresolved audit findings or the program is not under investigation.

9. Will my program be reviewed by the State agency?

You will probably receive an administrative review by the State agency or FNS Regional Office during the course of your operation, which will include both your office and at least one site. You must make your records available for the State agency reviewer and must take any corrective actions required by the State agency. Results of an administrative review may affect the amount of reimbursement your program will receive. The review may involve assessing how the claim for reimbursement is prepared and looking at the records your organization maintains. It will also include a look at site operations to observe the meal service operation and recordkeeping.

PART III – FOOD SERVICE MANAGEMENT COMPANIES

In this part, you will find information on:

- soliciting food services from local schools;
- selecting a company;
- invitation for bid and contract;
- competitive bid waivers and standard competitive bid procedures;
- bid specifications; and
- how to award and administer a contract for food service.

What is a Food Service Management Company?
(7 CFR 225.2 definitions)

The term "food service management company" includes any organization (including commercial for-profit companies, schools, or private non-profit organizations) which provides unitized meals under a contract with a program sponsor.

What a Food Service Management Company Can't Do
(7 CFR 225.15(a)(3))

Sponsors may not contract out management responsibilities of the program, including but not limited to the following tasks:

- Meal ordering
- Assuming official recordkeeping responsibilities, including meal count information to substantiate claims
- Submitting claims
- Training and monitoring administrative and site staff
- Announcing availability of meals to the news media
- Determining income eligibility and maintaining individual income eligibility statements

Sponsors should check with the State agency before allowing a food service management company to undertake any other tasks that may be considered management functions or any tasks that are related to the bulleted items listed above.

Contracting with a Food Service Management Company
(7 CFR 225.2 definitions, 225.6(g) & (h), and 225.15(h))

There are several factors that can influence a sponsor's decision to contract for meals with a food service management company. These factors may include the sponsor's lack of food preparation facilities or personnel, a site that is unsuited for meal preparation, or a large number of sites spread over a wide geographical area.

Sponsors that decide to contract with a food service management company to obtain meals are called "vended sponsors" and must meet various program requirements and follow certain procedures. Food service management companies that enter into a contract with a sponsor to prepare and deliver meals must provide meals that comply with program regulations and their contract with the sponsor. Therefore, both sponsors and food service management companies/commercial meal vendor should be familiar with the information in this section. A successful vended operation depends on both parties fully understanding their mutual responsibilities in the program.

Soliciting Local Schools (7 CFR 225.15(b)(1)

Federal regulations strongly encourage sponsors to first consider their local school food authority **(SFA)** as a source for obtaining meal service. Using the facilities of local public or private schools to prepare or obtain meals offers the sponsor several advantages. These schools often prepare large numbers of meals during the school year and already have the facilities and the staff to prepare meals for the SFSP. In addition, many schools are accustomed to preparing meals that meet USDA requirements if they participate in other Child Nutrition Programs. Finally, the contractual arrangement needed to obtain the service of a SFA, a written agreement is simpler to execute than the formal competitive procurement process that is required to use a commercial company.

When assessing a school's ability to provide meal service, sponsors must consider whether or not an adequate delivery service to sites can be established and whether the meals prepared by the school are comparable in price and quality to those available from commercial vendors. Furthermore, if the school itself obtains its meals from a food service management company, the sponsor must not enter into an agreement for meal service; rather, the competitive bid procedures described below must be utilized. Sponsors that can use local school food service facilities must enter into a written agreement with the school, but are not required to utilize the competitive bid procedures described below. Attachment 7in the Reference Section includes a sample agreement between the school and sponsor to furnish prepared meals.

Year-round Contracts With School Food Authorities

If a sponsor is considering using a School Food Authority (SFA's) that has executed a year-round contract with food service management companies, please check with your State agency before implementing a contract. Specifically, this is to determine whether SFSP meals may be included in a contract that was competitively procured on a cost-plus-fixed fee basis. (Policy Memo #1-04; Contract Requirements for School Sponsors: March 2, 2004)

Selecting a Company

If a written agreement with a local school is not possible or is not beneficial, sponsors may contract with a food service management company to prepare and deliver meals. No sponsor may, however, contract out the management responsibilities of the SFSP such as monitoring, staff training, enforcing corrective action, or preparing program applications and claims for reimbursement. Sponsors remain legally responsible for seeing that the food service operation meets all requirements specified in the agreement they sign with the State agency. It is also important to note that the contract is between the sponsoring organization and the food service management company only, and neither USDA nor the State agency have

jurisdiction to enforce it with either party, or resolve any disputes that may arise.

Procurement

All procurement of food, supplies, goods, and other services with program funds by sponsors must comply with procurement standards prescribed in USDA's Uniform Federal Assistance Regulations, 7 CFR Part 3016 for public sponsors and 7 CFR Part 3019 for private non-profit sponsors. (Note: USDA issued a final rule on August 14, 2000 that establishes Part 3016 and Part 3019 as the appropriate USDA procurement regulations for USDA entitlement programs, including the SFSP and other Child Nutrition Programs.) The State agency will make these documents available to sponsors upon request, and can provide more detailed information about these minimum purchasing requirements. In addition to complying with the minimum Federal standards, sponsor purchases may have to meet other State, local, and/or State agency standards, as well as special procurement requirements which may be established by the State agency, with approval of FNS, to prevent fraud, waste, and program abuse.

Minority Business Enterprise (7 CFR 3016.36(e), 3019.44(b) and 7 CFR 225.17))

All sponsors are encouraged to procure their food, supplies, goods, and services from minority business enterprises. Sponsors may wish to divide their total procurement needs into smaller quantities to facilitate participation by minority business enterprises. They may also want to establish delivery schedules that will help minority business enterprises meet deadlines. Sponsors can use the services and assistance of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.

Invitation for Bid and Contract (7 CFR 225.6(h)(2))

State agencies may require all sponsors under their jurisdiction to use a standard contract for meals provided by a food service management company. These standard contracts may vary according to different State and local requirements. This document can serve a dual purpose. It may contain the specific information a bidder needs to submit (The Invitation for Bid) and, upon acceptance of the bid and execution, it becomes the contract.

Formal Competitive Bid Waivers (7 CFR 225.15(h)(4))

Sponsors that choose to purchase meals from school food authorities are not required to conduct competitive procurements to obtain those meals but must still enter into contracts, which includes the terms and conditions of the purchasing arrangements with the school food authorities. Further, a sponsor which is a school or school food authority, that has an existing year-round contract with a food service management company to prepare meals not exceeding either the lower of the State or local threshold, or $10,000, do not have to comply with competitive sealed bid procedures. In addition to any applicable State or local laws governing bid procedures, all other sponsors that contract with a food service management company shall comply with the competitive sealed bid procedures below. The State agency is responsible for ensuring that contracting and bidding procedures meet USDA requirements and will provide technical assistance to sponsors to help them met these requirements.

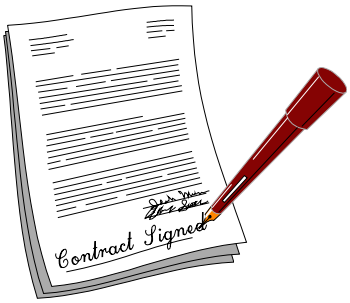
Formal Competitive Sealed Bid Procedures
(7 CFR 225.15(h)(4)(i)-(xii))

Formal competitive sealed bid procedures include five steps:

1. Preparing an Invitation for Bid (IFB) package.

2. Publicly announcing all IFBs not less than 14 days before bids are opened. Announcements must include the time and place of the bid opening.

3. Notifying the State agency at least 14 days before the bid opening. The notification must include the time and place of the opening.



4. Publicly opening all bids.

5. Submitting to the State agency copies of all contracts, a certificate of independent price determination, and copies of all bids received, as well as the sponsor's reason for selecting the chosen food service management company. (In some cases, these documents must be submitted to the State agency **prior** to contract award.)

Careful preparation of the IFB is the most important step in the competitive bid process. Sponsors must supply the IFB to all companies responding to the public announcement.

The sponsor's IFB must include:

- a cycle menu approved by the State agency;
- food specifications and meal quality standards;
- a statement requiring compliance with SFSP regulations;
- nonfood items essential for conducting the food service;
- special meal requirements to meet ethnic or religious needs or dietary modifications for children with special physical or medical needs, only if these are necessary to meet the needs of the children to be served; and
- the location of the sponsor's sites and the estimated range of meals required.

The sponsor's IFB must **not**:

- specify a minimum price;
- provide for loans or any other monetary benefit, term, or condition to be made to sponsors by food service management companies; nor
- include nonfood items which are not essential to the conduct of food service.

Bid Bond (7 CFR 225.15(h)(5)

If food service management companies submit a bid over $100,000, they must submit a bid bond in an amount not less than 5 percent and no more than 10 percent of the value of the contract for which the bid is made, as determined by the sponsor and specified in the IFB. Food service management companies are prohibited from posing any alternative forms of bid bonds. Cash, certified checks, letters of credit, and escrow accounts, are not acceptable substitutes for bid bonds. The bond must be from one of the companies listed in the most recent issue of the U.S. Department of Treasury Circular 570, which is available from the Government Printing Office for a small fee. Sponsors may obtain a copy by calling (202) 512-1800, or by downloading at:
http://www.fms.treas.gov/c570/index.html.

It is important that the food service management company respond to the IFB accurately and completely. Food service management companies which attempt to modify any provision of the IFB, or which otherwise fail to comply with all IFB requirements, will be considered "non-responsive" and ineligible for contract award. A more detailed discussion of bid specifications follows.

Bid Specifications

Sponsor Responsibilities (7 CFR 225.6(h)(2))

The sponsor must include the following information in the IFB so that bidders will know the exact terms of the bid.

- **Site Information (7 CFR 225.6(h)(2)(iii)):** The sponsor must include a list of proposed site names, addresses, delivery locations, times of meal service, and days of operation. With this information, a bidder can estimate the cost of delivery and the feasibility of meeting the sponsor's requirements. The sponsor should specify in the IFB that single deliveries for multiple meals (e.g., breakfast and lunch) are allowed only at those sites that are equipped with adequate storage and refrigeration facilities.

- **Cycle Menu (7 CFR 225.15 (h)(4)(v) and (vii)):** The sponsor must also attach a cycle menu that lists the types and amounts of food in each meal. Program regulations specify minimum meal pattern requirements, but sponsors may improve upon these minimums to increase the variety and appeal of menus. Sponsors may request approval from the State agency for variations from the meal requirements only when necessary to meet ethnic, religious, economic, or nutritional needs.

- **Meal Requirements (7 CFR 225.15(h)(4)(vi) and 225.7(c)):** As part of the IFB, the sponsor must provide the food service management company with a copy of the meal requirements outlined in Section 225.16 of the SFSP regulations. The sponsor must also provide a copy of the minimum food specifications and model meal quality standards required by Section 225.7(c) of the SFSP regulations. (The State agency can supply copies of the regulations). The food service management company must deliver meals that meet these meal requirements and minimum food specifications and model meal quality standards.

Reimbursable Meals (7 CFR 225.6(h)(2)(ix) and 225.15(h)(4)(ix): Under the provisions of the contract between the sponsor and the food service management company, the sponsor is required to pay only for the delivered meals that meet these requirements and should not pay for ineligible meals. Similarly, the sponsor will receive payments from the State agency only for meals that meet these requirements.

Quality Control: An effective quality control system is essential for verifying that meal components meet the minimum quantity requirements. During food preparation, the food service management company should regularly inspect and measure items to ascertain correct sizes and weights. Setting production equipment for the desired specifications is no substitute for a quality control system, because equipment settings may become distorted during operation. State agencies and sponsors are responsible for sampling meals and disallowing payment for meals that fail to meet minimum standards. The entire meal must be disallowed for reimbursement if any component does not meet minimum standards.

Unitized Meals (7 CFR 225.6(h)(3)): Sponsors must ensure that food service management companies provide "unitized" meals with or without milk or juice. This means that meals must be individually portioned, packaged, delivered, and served as a unit. The milk or juice may be packaged and provided separately, but must be served with the meal unit. Other variations of unitized meals can be approved by the State agency.

Commodities (7 CFR 225.9(b)): Sponsors of vended programs can only receive commodities if the vendor is a school or school district, or if the sponsor is a school food authority that competitively procures its SFSP meals from the same food service management company that competitively provided its most recent NSLP meals.

Meal Range Adjustments (7 CFR 225.6(h)(2)(xi): Actual participation under a given sponsorship frequently varies from the estimate specified in the IFB. The food service management company bases a bid on the specifications and expects to be serving close to the number of meals listed in the estimate. A sizeable discrepancy between estimated and actual participation can increase or decrease the food service management company's unit production cost. Therefore, the sponsor must carefully estimate the number of meals it will need each day. Sponsors should also consider including a provision that will decrease the per-meal price if the number of meals served exceeds expectations. Sponsors may increase or decrease the number of meals specified in the IFB only

after notifying the food service management company. Sponsors should consider specifying in the IFB a time period during which changes in a site's meal orders may be made to the vendor. A reasonable time frame for notifying the vendor may be within 24 to 36 hours of the change. Increases in maximum meal service levels at sites receiving vended meals must be approved by the State agency.

Special Accounts (7 CFR 225.6(f)): The State agency may require sponsors to set up special accounts at financial institutions. If such accounts are established, the sponsor must deposit any payments received from the State agency for operating costs in the special account. Both the food service management company and the sponsor must authorize any checks drawn on this account. This is to help ensure that the company receives payment for the eligible meals it provides to the sponsor's program.

Food Service Management Company Requirements

There are several specific requirements food service management companies should be aware of before submitting a bid. These requirements are:

- **Health Certification and Inspection** (**7 CFR 225.6(h)(2)(v)):** A food service management company must have State or local health certification for the facility(ies) used to prepare meals for the SFSP. The company must ensure that health and sanitation requirements are met at all times. In addition, the company must ask local health authorities or independent agencies to periodically inspect the meals they serve to determine bacteria levels. These levels must conform to the standards set by local health authorities. The company must submit the results of the inspections promptly to the sponsor and the State agency.

- **State Agency Inspections (7 CFR 225.7(d)(6) and(e)):** Food service management companies should also be aware that the State agency must inspect the food service management company's facilities as part of the sponsor review. In addition, the State agency may conduct inspections of food preparation facilities and food service sites and perform meal quality tests. This inspection is independent of the one the food service management company provides.

- **Records (7 CFR 225.6(h)(2)(vii):** Food service management companies must maintain records (supported by invoices, receipts, or other evidence) that the sponsor needs to meet program responsibilities. Companies must report to the sponsor at the end of each month, at a minimum. The food service

management company must keep the books and records concerning the sponsor's food service operations for 3 years, or longer if required by the State agency, from the date of receipt of final payment under the contract. Representatives of the State agency, USDA, and the United States General Accounting Office may examine or audit these records at any reasonable time and place. Records must be retained longer if there is an unresolved audit or investigation.

- **Subcontracts (7 CFR 225.6(h)(2)(ii)):** Food service management companies may not subcontract with another company for the total meal (with or without milk) or for assembling of the meal. Subcontracting is prohibited because it inflates costs and lessens the sponsor's control over the quality and supply of the meals.

- **Contract Responsibility (7 CFR 225.6(h)(2)(ix)): It is important for the prospective food service management company to realize that the contract is a private contract between the food service management company and the sponsor.** Neither USDA nor the State agency has any jurisdiction in the payments made to the food service management company. Before contracting to provide meals for the program, the food service management company needs to assess the sponsor's capability to meet the terms of the contract and the sponsor's capability to pay them for all meals that are properly delivered. If applicable, the company should become familiar with the sponsor's past performance in this or other federally funded programs.

Awarding the Contract

Sponsors should award the contract to the responsive and responsible bidder whose per-meal bid was lowest in price. "Responsive" bidders are those whose bids conform to all of the terms, conditions, and requirements of the IFB. Sponsors are encouraged to use the services of minority-owned companies and should consult local and State authorities regarding the applicability of preference and set-aside provisions. Only statutory or court decreed preferences and set-asides that are not excessive may be used.

The sponsor should award the contract at least 2 weeks before program operations will begin to allow time for both the food service management company and the sponsor to prepare. The sponsor must give to the State agency copies of all bids the sponsor received and the reason it chose that particular food service management company.

State Agency Approval (7 CFR 225.6(h)(6)

All bids totaling $100,000 or more must be submitted to the State agency for approval before the sponsor can accept a bid. In addition, any bids (regardless of dollar amount) that exceed the lowest bid must be submitted to the State agency for approval before acceptance, with an explanation of why that particular bid was chosen. The IFB that the sponsor accepts will become the contract for program operations between the sponsor and the food service management company. The State agency will keep copies of all contracts between sponsors and food service management companies.

Performance Bond (7 CFR 225.15 (h)(6))

When a food service management company and a sponsor enter into one or more contracts totaling over $100,000, the company must obtain a performance bond from a surety company listed in the current U.S. Department of Treasury Circular 570, is available from the Government Printing Office for a small fee. Sponsors may obtain a copy by calling (202) 512-1800 or downloading the file from: http://www.fms.treas.gov/c570/index.html.

The amount of the bond must be no less than 10 percent or more than 25 percent of the value of the contract, as determined by the State agency and specified in the IFB. Food service management companies are prohibited from posing any alternative forms of performance bonds. Cash, certified checks, letters of credit, and escrow accounts, are not acceptable substitutes for performance bonds. The food service management company must furnish a copy of the bond to the sponsor within 10 days of the contract's award.

Award Conference

After awarding the contract, but before executing the contract, all sponsor and food service management company representatives should meet to discuss their mutual and individual responsibilities in the SFSP. In this meeting, which is called the award conference, the representatives should review the IFB's required procedures for adjusting meal deliveries, cycle menus, food quality specifications, and meal packaging, as well as sanitation requirements.

The food service management company must also be familiar with all State and local health requirements, particularly those concerning food preparation and meal delivery. Most vended meals are packaged to prevent contamination. Thus, the greatest danger usually results when meals are held too long or are stored under improper temperature controls. Sponsors should also inform the food service management company of the function of monitors,

reviews, and statistical monitoring, if applicable, in the operation of SFSP.

Administering the Contract

Food Service Sites

Sponsors should provide the food service management company with a list of approved food service sites, along with the limit on the number of meals that may be claimed for reimbursement for each site. It is likely that some approved sites, for one reason or another, may have been canceled or dropped from participation before food service operations begin. A new list should be provided to the food service management company well before it is to start food service operations and at any other time during the program when sites are added or deleted. The sponsor should notify the company within the time limits mutually agreed upon in the contract if any site on its delivery schedule is going to be dropped or canceled.

Approved Meal Levels

During the application approval process, the State agency will approve sponsors that purchase meals from a food service management company to serve a maximum number of meals at each meal service for each site. The approved level represents the maximum number of meals sponsors can serve and claim for reimbursement at each meal service at their vended sites. The State agency may reduce the approved level at any time if it determines that a site's attendance is below its approved level. If a sponsor finds that the approved level is too low, the sponsor may seek an adjustment by requesting the State agency to conduct a site review; or the sponsor may document in writing (to the State agency) that attendance at a site exceeds the approved level.

Sponsors must plan for and adjust meal orders with the objective of serving only one meal to each child at each meal service. A vended sponsor must inform its food service management company of:

- the approved level for each meal service at each site where the food service management company will deliver meals; and

- any adjustments in the approved level for its sites.

Such sponsors must advise the food service management company that the approved level for each site is the maximum number of meals that can be served at that site. This does not mean that these sites will serve that specific number of meals each day. The sponsor must clearly inform its food service management company that it will only be ordering the number of meals actually needed, based on participation trends and with the intent of serving only one

meal to each child at each meal service. During reviews, State agencies will disallow all served meals that exceed the approved level for each site.

Adjusting Meal Deliveries

One of the most important topics for discussion in the award conference is the adjustment of meal deliveries. As a sponsor, you should establish a system for collecting information on attendance changes from its sites, translating these changes into adjustments in the meal order, and communicating these adjustments to the food service management company. In turn, the food service management company should have an organized system for:

- receiving orders for delivery adjustments;
- documenting orders for delivery adjustments;
- adjusting production levels, if necessary;
- ensuring that delivery receipts are changed to reflect adjusted meal orders; and
- ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

The food service management company's key personnel must be aware of these responsibilities. For example, the food service management company's delivery personnel must understand that site supervisors cannot independently request more or fewer meals. These requests must be channeled through the sponsor. Meal deliveries may be adjusted only by the sponsor. If the sponsor wants to order in excess of the approved meal level, State agency approval is required.

The attendance at sites will probably fluctuate during the summer, especially if there is no organized activity at a site other than the food service. You should try to anticipate certain fluctuations in attendance (such as local events that may interfere with site participation) and make arrangements in advance with the food service management company to adjust orders. For example, a consistent drop in attendance each Friday should be handled by reducing the number of meals delivered on Fridays.

Whenever possible, meals should be transferred from a site with too many meals to a site with a shortage, provided that the site's approved meal level is not exceeded. Your monitors should be

aware of the procedures for handling extra meals so they can assist the site supervisors in making transfers or other arrangements.

During the summer, sites may cease food service operations on either a temporary or permanent basis. Also, new sites may be authorized to participate in the SFSP. Site deletions and additions may necessitate changes in delivery routes and production levels, and will require the food service management company's cooperation. You are responsible for making sure the food service management company is informed of any such changes.

Planning Delivery Routes (7 CFR 225.16(c)(5))

The food service management company must carefully plan delivery routes and schedules and should review them with the sponsor. Sites without adequate facilities for holding meals within the temperature ranges established by State or local health ordinances must receive all meals not more than 1 hour prior to the beginning of the meal service. Delivery personnel for food service management companies should become familiar with their routes before the SFSP starts to help avoid confusion. The food service management company or the sponsor should evaluate and restructure the routes if deliveries for some sites are consistently late. The food service management company is responsible for ensuring that sufficient equipment is available to handle such changes (for example, additional trucks, refrigeration, etc.).
You must plan a system for serving meals when the weather is bad, or they must plan a system for canceling meal deliveries and service at sites lacking sheltered facilities. The food service management company should be notified of these contingency plans.

Communication

Good communication is essential for smooth program operations. Even with good management and good intentions, complaints about the food service can arise. Food service management companies and sponsors should establish a system for communicating and resolving complaints. Experience indicates that problems can be most efficiently resolved when both the sponsor and the food service management company designate officials to receive and respond to suggestions and complaints.

Reimbursement (7 CFR 225.6(h)(2)(ix))

The food service management company should understand that the sponsor must pay for meals delivered by the food service management company in accordance with the contract. State agencies and USDA are not parties to such contracts. Federal reimbursement to sponsors is based solely upon the number of complete meals that are properly served to eligible children. Therefore, if you do not meet your responsibilities (such as ensuring that meals are served as a unit), meals must be disallowed. Although you remain contractually liable for the number of meals delivered in accordance with the contract, the food service management company should make sure that it is informed of any sponsor disallowances made by the State agency.

Administrative Reviews (7 CFR 225.7(d)(6) and (e))

During the course of the summer, the State agency will conduct administrative reviews of the sponsor's program operations. The reviews are designed to ensure that the sponsor's overall program is operating according to requirements. The results of these reviews may affect the amount of reimbursement a sponsor will receive and the payment to the food service management company. The food service management company should designate an official to be familiar with the total program, particularly with the sponsor's responsibilities. For example, in addition to reading the SFSP regulations, this guide and other aids for the sponsor, the food service management company's representatives may want to attend training sessions sponsors arranged for food service personnel.

Sponsor Disallowances (7 CFR 225.11(d) and (e))

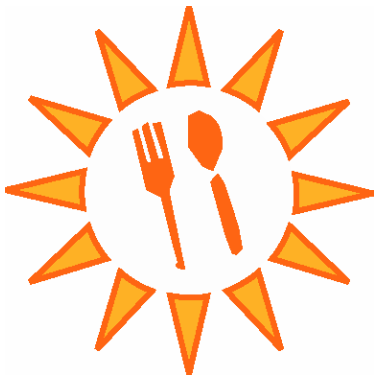
Following is a list of violations by sponsors that will result in disallowances by the State Agency. If the State agency disallows meals for any of these reasons, the sponsor is still responsible for paying the food service management company.

- excess meals, which are a result of failure to plan and prepare, or order and adjust, meal orders with the objective of providing only one meal per child at each meal service;
- allowing meals to be eaten off-site;
- failure to serve meals as a unit;
- claiming meals served to adults;
- serving meals outside the approved timeframes; and
- serving meals in excess of approved levels.

Food Service Management Company Disallowances (7 CFR 225.6(h)(2) and (3))

Violations that would cause disallowances in the food service management company's payment from the sponsor's reimbursement are:

- delivering meals that are not unitized;
- delivering meals that are wholly or partially spoiled;
- delivering meals outside the designated delivery times;
- delivering meals with components that are less than the required size or weight;
- delivering meals that are missing components; and
- changing menus or substituting components without the sponsor's prior approval.



Default of Contract

As a sponsor, you may terminate the contract if the food service management company does not comply with its terms. You will notify the food service management company (and surety company, if a performance bond is in effect) of specific instances of unsatisfactory performance. If the food service management company does not immediately take corrective action, the sponsor may request the surety company to provide another food service management company, or the sponsor may negotiate another contract. You can negotiate this other contract on a competitive or non-competitive basis. The defaulting food service management company (or surety company if applicable) is liable for any difference in price between the original price and the new contract price.

Use of Small and Disadvantaged Businesses
(7 CFR 225.17(d); 7 CFR 3016 and 7 CFR 3019)

You are encouraged, whenever possible, to procure services from minority business enterprises, small businesses, or women's-owned businesses on solicitation lists. If it is economically feasible, sponsors may wish to divide their total procurement requirements into smaller tasks or quantities to encourage participation by such entities.

A minority business is a business in which the management and daily operations are controlled by a member or members of a minority group. Such minority groups include Blacks or African Americans, Hispanics or Latinos, American Indians or Alaskan Natives, Asians, Native Hawaiian or other Pacific Islanders.

Assistance Provided By The Small Business Administration
(7 CFR 225.17(d)(5))

The Small Business Administration (SBA) is an independent Federal agency established to provide assistance to all small businesses. The SBA provides prospective, new, and established members of the small business community with financial assistance, management training, and counseling. SBA's policy is to extend the fullest opportunity for minorities and disadvantaged people to participate in the small business sector. For more information about the SBA and its services, visit the web site at www.sbaonline.sba.gov.

The SBA may be able to help minority-owned and disadvantaged food service management companies/commercial meal vendor improve or develop their businesses in the following areas.

⇒ **Financial Assistance:** Food service management companies that need money and cannot borrow it on reasonable terms from conventional lenders may be able to get assistance from the SBA's loan programs. However, by law, the SBA may not make a loan if a business is able to obtain funds from a bank or other private source. The SBA may either participate with a bank or other lender in a loan, or it may guarantee up to 90 percent of a loan against loss. If the bank or other lender cannot provide funds using either of these methods, the law provides that the SBA can consider lending the entire amount as a direct government loan, if the funds are available. The SBA loans may be used to help food service management companies purchase equipment, facilities, and supplies.

⇒ **Surety Bonds:** Under the SFSP, food service management companies that submit bids over $100,000 and that enter into a food service contract for over $100,000 must obtain bid and performance bonds. The SBA makes the bonding process accessible to small and emerging contractors that find bonding unavailable to them. The SBA is authorized to guarantee a qualified surety up to 90 percent of losses incurred under bid payment bonds. The SBA can also guarantee performance bonds that are issued to contractors on contracts up to $1 million. Food service management companies that anticipate problems in obtaining bid and performance bonds for the SFSP may be interested in contacting the SBA for assistance.

⇒ **Management and Counseling Assistance:** The SBA places special emphasis on improving the management ability of small business owners and managers. Accordingly, small business specialists may be able to assist minority-owned food service management companies with their management problems. They may also provide counseling on the problems or concerns food service management companies may have in meeting requirements for the SFSP.

Minority-owned food service management companies should contact SBA's nearest field office for prompt assistance.

Questions and Answers

1. **Are there any advantages to obtaining meals from a school food authority?**

   You are encouraged to contact the local school food authority about the possibility of obtaining meals under a written agreement with a school. Using the facilities of local public or private schools to prepare or obtain meals offers sponsors several advantages. These schools often prepare large numbers of meals during the school year and already have the facilities and staff for such a service. Many schools are also accustomed to preparing meals that meet USDA requirements if they participate in other Child Nutrition Programs.

2. **Can I contract out any of my management responsibilities?**

   No. Sponsors may not contract out the management responsibilities of the SFSP such as monitoring, staff training, enforcing corrective action, or preparing program applications and claims for reimbursement. Sponsors remain legally responsible for seeing that the food service operation meets all requirements specified in the agreement they sign with the State agency.

3. **What type of information do I need to tell food service management companies when I invite them to bid on my contract?**

   You will need to include a list of proposed site names, addresses, delivery locations, times of meal service, and days of operation. Also include a cycle menu that lists the types and amount of food in each meal, a copy of the meal pattern requirements and minimum food specifications and model meal quality standards. Sponsors will need to ensure that the companies they plan to contract with provide "unitized" meals. Also, you need to carefully estimate the number of meals you will need each day because a sizable difference between estimated and actual participation can increase or decrease the food service management company's unit production cost. In addition, clarify that commodities will only be received if the vendor is a school or school district, or if the sponsor is a school food authority that procures its meals from the same food service management company that currently provides National School Lunch Program meals.

4. **Do commercial food service management companies that I contract out with need to be registered with the State agency?**

It depends. Commercial food service management companies are no longer required by Federal law to register with the State agency. However, States may continue to require their own registration procedures. This policy gives State agencies flexibility in managing the SFSP. Some State agencies have found the registration process to be beneficial and prefer to continue to require it.

5. Are there certain requirements food service management companies need to fulfill?

Yes. Food service management companies must have State or local health certificates for the facilities they use to prepare meals for the SFSP and they must ask local health authorities or independent agencies to periodically inspect the meals they serve to determine bacteria levels. Further, companies must maintain records which are supported by invoices, receipts, or other evidence that you will need to meet program responsibilities and these records must be kept by the companies for at least 3 years from the date of receipt of final payment under the contract. In addition, these types of companies may not subcontract with another company for the total meal or for assembling the meal because this will inflate costs and lessens control of the quality and supply of the meals.

6. To whom do I award the contract?

Sponsors should award the contract to the responsive and responsible bidder whose per meal bid was lowest in price. Responsive bidders would be considered those whose bids conform to all of the terms, conditions, and requirements of the Invitation For Bid. Sponsors are encouraged to use the services of minority-owned companies and should consult local and State authorities regarding the applicability of preference and set-aside provisions. For bids totaling $100,000 or more, or to select a bid that is not the lowest bid, you must first receive State agency approval before acceptance.

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PART IV – REFERENCE SECTION
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Attachment 1

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Act means the National School Lunch Act, as amended.

Administrative costs means costs incurred by a sponsor related to planning, organizing, and managing a food service under the Program, and excluding interest costs and operating costs.

Adult means, for the purposes of the collection of social security numbers as a condition of eligibility for Program meals, any individual 21 years of age or older.

Advance payments means financial assistance made available to a sponsor for its operating costs and/or administrative costs prior to the end of the month in which such costs will be incurred.

Areas in which poor economic conditions exist means:

(a) The local areas from which an open site and restricted open site draw their attendance in which at least 50 percent of the children are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined:

(1) By information provided from departments of welfare, education, zoning commissions, census tracts, and organizations determined by the State agency to be migrant organizations;
(2) By the number of free and reduced price lunches or breakfasts served to children attending public and nonprofit private schools located in the areas of Program sites; or
(3) From other appropriate sources; or

(b) A closed enrolled site.

Camps means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.

Children means (a) persons 18 years of age and under, and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Closed enrolled site means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with §225.15(f).

Continuous school calendar means a situation in which all or part of the student body of a school is (a) on a vacation for periods of 15 continuous school days or more during the period October through April and (b) in attendance at regularly scheduled classes during most of the period May through September.

Costs of obtaining food means costs related to obtaining food for consumption by children. Such costs may include, in addition to the purchase price of agricultural commodities and other food, the cost of processing, distributing, transporting, storing, or handling any food purchased for, or donated to, the Program.

Current income means income, as defined in § 225.15 (f)(4)(vi), received during the month prior to application for free meals. If such income does not accurately reflect the household's annual income, income must be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

Department means the U.S. Department of Agriculture.

Disclosure means individual children's program eligibility information obtained through the free and reduced price meal eligibility process that is revealed or used for a purpose other than for the purpose for which the information was obtained. The term refers to access, release, or transfer of personal data about children by means of print, tape, microfilm, microfiche, electronic communication or any other means.

Documentation means:

(a) The completion of the following information on a free meal application:
    (1) Names of all household members:
    (2) Income received by each household member, identified by source of income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security and other cash income);
    (3) The signature of an adult household member; and
    (4) The social security number of the adult household member who signs the application, or an indication that he/she does

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

not possess a social security number; or

(b) For a child who is a member of a household receiving food stamp, FDPIR, or TANF benefits, "documentation" means completion only the following information on a free meal application:
    (1) The name(s) and appropriate food stamp, FDPIR, or TANF case number(s) for the child(ren); and
    (2) The signature of an adult member of the household.

Experienced site means a site which, as determined by the State agency, has successfully participated in the Program in the prior year.

Experienced sponsor means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

Family means a group of related or nonrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit.

FDPIR household means any individual or group of individuals which is currently certified to receive assistance as a household under the Food Distribution Program on Indian Reservations.
Fiscal Year means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.

FNS means the Food and Nutrition Service of the Department.

FNSRO means the appropriate FNS Regional Office.

Food Service Management Company means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for the use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in § 225.15. Food service management companies/commercial meal vendor may be:
    (a) Public agencies or entities;
    (b) Private, nonprofit organizations; or
    (c) Private, for-profit companies.

Food stamp household means any individual or group of individuals which is currently certified to receive assistance as a household under the Food Stamp Program.

Household means "family", as defined in this section.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Income accruing to the program means all funds used by a sponsor in its food service program, including but not limited to all monies, other than program payments, received from Federal, State and local governments, from food sales to adults, and from any other source including cash donations or grants. Income accruing to the Program will be deducted from combined operating and administrative costs.

Income standards means the family-size and income standards prescribed annually by the Secretary for determining eligibility for reduced price meals under the National School Lunch Program and the School Breakfast Program.

Meals means food which is served to children at a food service site and which meets the nutritional requirements set out in this part.

Medicaid means the State medical assistance program under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.).

Milk means whole milk, low fat milk, skim milk, and buttermilk. All milk must be fluid and pasteurized and must meet State and local standards for the appropriate type of milk. Milk served may be flavored or unflavored. In Alaska, Hawaii, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and the Virgin Islands of the United States, if a sufficient supply of such types of fluid milk cannot be obtained, reconstituted or recombined milk may be used. All milk should contain Vitamins A and D at the levels specified by the Food and Drug Administration and at levels consistent with State and local standards for such milk.

Needy children means children from families whose incomes are equal to or below the Secretary's Guidelines for Determining Eligibility for Reduced Price School Meals.

New site means a site that did not participate in the Program in the prior year, or, as determined by the State agency, a site that has experienced significant staff turnover from the prior year.

New sponsor means a sponsor that did not participate in the Program in the prior year, or, as determined by the State agency, a sponsor that has experienced significant staff turnover from the prior year.

NYSP means the National Youth Sports Program administered by the National Collegiate Athletic Association.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

NYSP feeding site means a site at which all of the children receiving Program meals are enrolled in the NYSP and which qualifies for Program participation on the basis of documentation that the site meets the definition of "areas in which poor economic conditions exist" as provided in this section.

O*IG* means the Office of the Inspector General of the Department.

Open site means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (a) of the definition of *Areas in which poor economic conditions exist*.

Operating costs means the cost of operating a food service under the Program,

(a) Including the
  (1) cost of obtaining food,
  (2) labor directly involved in the preparation and service of food,
  (3) cost of nonfood supplies,
  (4) rental and use allowances for equipment and space, and
  (5) cost of transporting children in rural areas to feeding sites in rural areas, but

(b) Excluding
  (1) the cost of the purchase of land, acquisition or construction of buildings,
  (2) alteration of existing buildings,
  (3) interest costs,
  (4) the value of in-kind donations, and
  (5) administrative costs.

Private nonprofit means tax exempt under the Internal Revenue Code of 1986, as amended.

Private nonprofit organization means an organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP) that meets the definition of "private nonprofit" in this section and which:

(a) Administers the Program:
  (1) At no more than 25 sites, with not more than 300 children being served at any approved meal service at any one site; or
  (2) With a waiver granted by the State in accordance with §225.6(b)(5)(ii), not more than 500 children being served at any approved meal service at any one site;

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

(b) Operates in areas where a school food authority has not indicated that it will operate the Program in the current year;
(c) Exercises full control and authority over the operation of the Program at all sites under its sponsorship;
(d) Provides ongoing year-round activities for children or families;
(e) Demonstrates that it possesses adequate management and the fiscal capacity to operate the Program; and
(f) Meets applicable State and local health, safety, and sanitation standards.

Program means the Summer Food Service Program for Children authorized by Section 13 of the Act.

Program funds means Federal financial assistance made available to State agencies for the purpose of making Program payments.

Program payments means financial assistance in the form of start-up payments, advance payments, or reimbursement paid to sponsors for operating and administrative costs.

Restricted open site means a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of security, safety or control. Site eligibility for a restricted open site shall be documented in accordance with paragraph (a) of the definition of *Areas in which poor economic conditions exist*.

Rural means (a) any area in a county which is not a part of a Metropolitan Statistical Area or (b) any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO concurrence, is determined to be geographically isolated
from urban areas.

School food authority means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, "school food authority" also means any college or university which participates in the Program.

Secretary means the Secretary of Agriculture.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Self-preparation sponsor means a sponsor which prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or
for management services.

Session means a specified period of time during which an enrolled group of children attend camp.

Site means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

Special account means an account that a State agency may require a vended sponsor to establish with the State agency or with a Federally insured bank. Operating costs payable to the sponsor by the State agency are deposited in the account and disbursement of monies from the account must be authorized by both the sponsor and the food service management company.

Sponsor means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to in the Act as "service institutions".

Start-up payments means financial assistance made available to a sponsor for administrative costs to enable it to effectively plan a summer food service, and to establish effective management procedures for such a service. These payments shall be deducted from subsequent administrative cost payments.

State means any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.

State agency means the State educational agency or an alternate agency that has been designated by the Governor or other appropriate executive or legislative authority of the State and which has been approved by the Department to administer the Program within the State, or, in States where FNS administers the Program, FNSRO.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

State Children's Health Insurance Program (SCHIP) means the State medical assistance program under title XXI of the Social Security Act (42 U.S.C. 1397aa et seq.).

TANF means the State funded program under part A of title IV of the Social Security Act that the Secretary determines complies with standards established by the Secretary that ensure that the standards under the State program are comparable to or more restrictive than those in effect on June 1, 1995. The program is commonly referred to as Temporary Assistance for Needy Families, although States may refer to the program by another name.

Unit of local, municipal, county or State government means an entity which is so recognized by the State constitution or State laws, such as the State administrative procedures act, tax laws, or other applicable State laws which delineate authority for government responsibility in the State.

Vended sponsor means a sponsor which purchases from a food service management company the unitized meals, with or without milk, which it will serve at its site(s), or a sponsor which purchases management services, subject to the limitations set forth in Sec. 225.15, from a food service management company.

Yogurt means commercially prepared coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements and to which flavoring foods or ingredients may be added. These products are covered by the Food and Drug Administration's Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt, (21 CFR 131.200), (21 CFR 131.203), (21 CFR 131.206), respectively.

[54 FR 18208, Apr. 27, 1989, as amended at 54 FR 27153, June 28, 1989; 55 FR 13466, Apr. 10, 1990; 61 FR 25553, May 22, 1996; 64 FR 72483, Dec. 28, 1999; 64 FR 72895, Dec. 29, 1999]

Attachment 2

Glossary of Acronyms

CACFP	Child and Adult Care Food Program
FDPIR	Food Distribution Program on Indian Reservations
FNS	Food and Nutrition Services
IFB	Invitation for Bid
NSLP	National School Lunch Program
NYSP	National Youth Sports Program
OVS	Offer Versus Serve
RCCI	Residential Child Care Institutions
SBA	Small Business Administration
SBP	School Breakfast Program
SFSP	Summer Food Service Program
SMP	Special Milk Program
TANF	Temporary Assistance to Needy Families
USDA	United States Department of Agriculture
YMCA	Young Men's Christian Association
YWCA	Young Women's Christian Association

Attachment 3

INCOME ELIGIBILITY GUIDELINES

EFFECTIVE FROM JULY 1, 2005 TO JUNE 30, 2006

HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS – 185%					FREE MEALS – 130%				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, SITRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1…….	9,570	17,705	1,476	738	681	341	12,441	1,037	519	479	240
2…….	12,830	23,736	1,978	989	913	457	16,679	1,390	695	642	321
3…….	16,090	29,767	2,481	1,241	1,145	573	20,917	1,744	872	805	403
4…….	19,350	35,798	2,984	1,492	1,377	689	25,155	2,097	1,049	968	484
5…….	22,610	41,829	3,486	1,743	1,609	805	29,393	2,450	1,225	1,131	566
6…….	25,870	47,860	3,989	1,995	1,841	921	33,631	2,803	1,402	1,294	647
7…….	29,130	53,891	4,491	2,246	2,073	1,037	37,869	3,156	1,578	1,457	729
8…….	32,390	59,922	4,994	2,497	2,305	1,153	42,107	3,509	1,755	1,620	810
For each add'l family member, add	3,260	6,031	503	252	232	116	4,238	354	177	163	82
ALASKA											
1…….	11,950	22,108	1,843	922	851	426	15,535	1,295	648	598	299
2…….	16,030	29,656	2,472	1,236	1,141	571	20,839	1,737	869	802	401
3…….	20,110	37,204	3,101	1,551	1,431	716	26,143	2,179	1,090	1,006	503
4…….	24,190	44,752	3,730	1,865	1,722	861	31,447	2,621	1,311	1,210	605
5…….	28,270	52,300	4,359	2,180	2,012	1,006	36,751	3,063	1,532	1,414	707
6…….	32,350	59,848	4,988	2,494	2,302	1,151	42,055	3,505	1,753	1,618	809
7…….	36,430	67,396	5,617	2,809	2,593	1,297	47,359	3,947	1,974	1,822	911
8…….	40,510	74,944	6,246	3,123	2,883	1,442	52,663	4,389	2,195	2,026	1,013
For each add'l family member, add	4,080	7,548	629	315	291	146	5,304	442	221	204	102
HAWAII											
1…….	11,010	20,369	1,698	849	784	392	14,313	1,193	597	551	276
2…….	14,760	27,306	2,276	1,138	1,051	526	19,188	1,599	800	738	369
3…….	18,510	34,244	2,854	1,427	1,318	659	24,063	2,006	1,003	926	463
4…….	22,260	41,181	3,432	1,716	1,584	792	28,938	2,412	1,206	1,113	557
5…….	26,010	48,119	4,010	2,005	1,851	926	33,813	2,818	1,409	1,301	651
6…….	29,760	55,056	4,588	2,294	2,118	1,059	38,688	3,224	1,612	1,488	744
7…….	33,510	61,994	5,167	2,584	2,385	1,193	43,563	3,631	1,816	1,676	838
8…….	37,260	68,931	5,745	2,873	2,652	1,326	48,438	4,037	2,019	1,863	932
For each add'l family member, add	3,750	6,938	579	290	267	134	4,875	407	204	188	94

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Attachment 4

Summer Food Service Program Meal Patterns

	Breakfast	Lunch or Supper	Snack[1] (Choose two of the four)
Milk Milk, fluid	1 cup (8 fl. oz.)[2]	1 cup (8 fl. oz.)[3]	1 cup (8 fl. oz.)[2]
Vegetables and/or Fruits Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup ½ cup (4 fl. oz.)	3/4 cup total[4]	3/4 cup 3/4 cup (6 fl. oz.)
Grains and Breads[5] Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal or Cooked pasta or noodle product or Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	1 slice 1 serving 3/4 cup or 1 oz.[6] ½ cup ½ cup	1 slice 1 serving ½ cup ½ cup	1 slice 1 serving 3/4 cup or 1 oz.[6] ½ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish or alternate protein product [7] or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soy nut butter or other nut or seed butters or Peanuts or soy nuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat/meat alternates	(Optional) 1 oz. 1 oz. 1/2 large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup	2 oz. 2 oz. 1 large egg ½ cup 4 tbsp. 1 oz.= 50%[8] 8 oz. or 1 cup	1 oz. 1 oz. 1/2 large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup

For the purpose of this table, a cup means a standard measuring cup.
Indicated endnotes can be found on the next page.

Endnotes

1. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

2. Must be served as a beverage, or on cereal, or use part of it for each purpose.

3. Must be served as a beverage.

4. Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirements.

5. All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

6. Either volume (cup) or weight (oz.) whichever is less.

7. Must meet the requirements in Appendix A of the SFSP regulations.

8. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, l oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.

Attachment 5

SFSP Federal Guidance

Sponsors must understand and follow Federal requirements to successfully run the Summer Food Service Program (SFSP). Be sure to consult with your State agency if you need copies of, or have questions about any of the Federal regulations, Office of Management and Budget Circulars, FNS Instructions, and Child Nutrition Program numbered and unnumbered policies described below:

U.S. DEPARTMENT OF AGRICULTURE REGULATIONS

7 CFR 225	Summer Food Service Program
7 CFR 3015	Uniform Federal Assistance Regulations
7 CFR 3016	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
7 CFR 3017	Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)
7 CFR 3018	New Restrictions on Lobbying
7 CFR 3019	Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations
7 CFR 3052	Audits of States, Local Governments, and Non-Profit Organizations

OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

OMB Circular A-87	Cost Principles for State and Local Governments
OMB Circular A-102	Grants and Cooperative Agreements with States and Local Governments
OMB Circular A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
OMB Circular A-122	Cost Principles for Non-Profit Organizations
OMB Circular A-133	Audits of States, Local Governments, and Nonprofit Organizations

FOOD AND NUTRITION SERVICE INSTRUCTIONS

FNS Instruction 113-8	Civil Rights Compliance and Enforcement in the SFSP
FNS Instruction 765-5, rev. 1	Free and Reduced Price Eligibility Determinations for Foster and Institutionalized Children
FNS Instruction 770-3	Eligibility for Donated Foods to Camps in the SFSP
FNS Instruction 776-6, rev. 1	Tax-Exempt Status for SFSP Sites
FNS Instruction 781-10	SFSP Special Accounts
FNS Instruction 782-4, rev. 2	Approval of Child Care Institutions for the SFSP
FNS Instruction 783-1, rev. 2	The Grains/Breads Requirement for the Food Based Menu Planning Alternatives in the Child Nutrition Programs
FNS Instruction 783-7, rev. 1	Milk Requirement – Child Nutrition Programs
FNS Instruction 783-8, rev. 1	Distribution of USDA – Donated Foods to Schools, Child Care Institutions, and Service Institutions

FNS Instruction 783-2, rev. 2	Meal Substitutions for Medical or Other Special Dietary Reasons
3FNS Instruction 783-3, rev. 1	Family Style Meal Service in the SFSP
FNS Instruction 783-11, rev. 1	Juice Products—Child Nutrition Programs
FNS Instruction 783-13, rev. 2	Variations in Meal Requirements for Religious Reasons: Jewish Schools, Institutions, and Sponsors
FNS Instruction 783-14, rev. 1	Variations in Meal Requirements for Religious Reasons: Seventh Day Adventist Schools and Institutions
FNS Instruction 786-6, rev. 1	Reimbursement for Recycled Milk and Other Meal Components
FNS Instruction 788-11, rev. 1	Eligibility and Responsibilities of Government Sponsors in the SFSP
FNS Instruction 788-12, rev. 1	Approval of Sponsors Under Investigation or Audit in the SFSP
FNS Instruction 788-13, rev. 1	Sub-sites in the SFSP
FNS Instruction 792-3	Health Inspection Contracts—ROAP States for the SFSP
FNS Instruction 794-5, rev. 1	Agreements With Entities Which Operate Interstate Schools and Facilities
FNS Instruction 796-4, rev. 4	Financial Management – SFSP for Children

CHILD NUTRITION NUMBERED AND UN-NUMBERED POLICIES

July 1, 2004	Reauthorization 2004: Implementation CN 1 • Exclusion of the Housing Allowance for Military Households in Privatized Housing
May 26, 2004	Eligibility of Upward Bounds Sites
March 26, 2004	Using Metropolitan Statistical Area Data for Determining Rural Administrative Reimbursement
March 2, 2004	SFSP #1-04; Contract Requirements for School Sponsors
May 20, 2003	Effects of Bussing on Area Eligibility in CACFP, SFSP, & NSLP
November 17, 2002	Closed Enrolled Sites
March 1, 2002	Requirements for First-Week Visits in SFSP for Non-School Sponsors
January 29, 2002	Flexibility of Time Restrictions on Meal Service
October 5, 2001	Site Eligibility Determinations
May 15, 2000	Authority for Sponsors to Combine Claims for Reimbursement
May 23, 2000	Categorical Eligibility of Job Training Partnership Act/Workforce Investment Act Participants

CHILD NUTRITION NUMBERED AND UN-NUMBERED POLICIES

February 12, 1999	SFSP #17-99; Mobile Feeding Sites in Rural Areas
February 2, 1999	SFSP #15-99; Supper Meal Service
December 4, 1998	SFSP #3-99; Issues Related to Meal Service at Sites

SFSP SITE DEFINITIONS & ELIGIBILITY DOCUMENTATION

SFSP SITE

A site is the physical location where program meals are served to children and where children consume meals in a supervised setting.

OPEN SITE

- Serves all children in the geographical area where at least 50% of the children are eligible for free or reduced-price school meals
- Reimbursed for all attending children

ELIGIBILITY DOCUMENTATION

SCHOOL DATA | **CENSUS BLOCK GROUP DATA**

RESTRICTED OPEN SITE

- Initially open to the entire community on a first-come, first-served basis
- Sponsor may limit attendance for reasons of security, safety or control due to staff limitations, etc.
- Reimbursed for all attending children

ELIGIBILITY DOCUMENTATION

SCHOOL DATA | **CENSUS BLOCK GROUP DATA**

CLOSED ENROLLED SITE

- Serves only children in specific program or in activity serving only identified group of children
- Site is not open to the community at large
- Reimbursed for all children in attendance

ELIGIBILITY DOCUMENTATION

- Income eligibility application accurately completed & at least 50% of enrollees are eligible for free or reduced-price school meals

or

- sponsor may obtain lists of names and eligibility of enrolled children for free or reduced-price meals from schools where children receive school lunch or breakfast

SPECIAL RESTRICTED OPEN

- Located in a non-needy area
- Draws children exclusively from eligible area
- Open to community participation from eligible areas-only daily limits for security, safety, or control
- No fees are charged
- Children from non-needy areas do not attend

ELIGIBILITY DOCUMENTATION

SCHOOL DATA | **CENSUS BLOCK GROUP DATA**

SFSP SITE DEFINITIONS & ELIGIBILITY DOCUMENTATION

RESIDENTIAL SUMMER CAMP & NON RESIDENTIAL DAY CAMP

Reimbursed only for meals served to campers who have been individually determined to be eligible for free or reduced-price school meals.

NATIONAL YOUTH SPORTS PROGRAM (NYSP)

3 Ways to Qualify

- Sponsor provides written certification that it meets DHHS income guidelines
- 50% of enrolled children reside in geographical area where poor economic conditions exist
- 50% of enrolled children meet the income eligibility guidelines for free or reduced-price meals

MIGRANT SITE

- May be located in needy or non-needy areas
- Must serve primarily children of migrant families, but may serve other children as well
- Reimbursed for all children served

ELIGIBILITY DOCUMENTATION

- Migrant organization certifies that the site serves migrant children

or

- If other children are served, the migrant organization certifies that the site primarily serves migrant children

AGREEMENT TO FURNISH FOOD SERVICE
FOR THE SUMMER FOOD SERVICE PROGRAM

THIS AGREEMENT is made and entered into between (school) _____ and (sponsor) _____.

WHEREAS the (school) _____ agrees to supply unitized meals (inclusive/exclusive) of milk and juice to (sponsor) _____ with and for the rates herein listed:

Breakfast ..... $_____each Lunch ..... $_____each
Snacks ..... $_____each Supper .....… $_____each

It is further agreed that (school)_____, pursuant to the provisions of the Summer Food Service Program regulations, attached copy of which is part of this agreement, will assure that said meals meet the minimum meal pattern requirements as to components and portion sizes, and will maintain full and accurate records that the (sponsor) _____ will need to meet its responsibility including menu records containing the amount of food prepared and daily number of meals delivered by type.

These records must be reported to the (sponsor) _____ promptly at the end of the month. (School) _____ agrees also to retain records required under the preceding clause for a period of 3 years from the date of receipt of final payment under this agreement (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) _____. It may be terminated by notice in writing given by either party hereto to the other, at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

_____ _____
School Official Sponsor

_____ _____
Title Date Title Date

Location of food preparation center(s):

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REQUIREMENTS FOR NEW AND EXPERIENCED SPONSORS/SITES		
Requirement	**New Sponsors/Sites and Sponsors/Sites with Significant Operational Problems**	**Experienced Sponsors/Sites**
Site Information Sheet: 7 CFR 225.6(c)(2)(i) and (3)(i)		
Organized and supervised system for serving meals to children	**Required**	Not Required
Estimated number and types of meals to be served and times of service	**Required**	**Required**
Arrangements for delivery and holding of meals and storing leftovers for next day meal service	**Required**	Not Required
Arrangements for food service during periods of inclement weather	**Required**	Not Required
Access to means of communication for making necessary adjustments for number of meals to be served at each site	**Required**	Not Required
Whether the site is rural or non-rural and whether the site's food service will be self-prepared or vended	**Required**	Not Required
Open sites and restricted open sites: documentation supporting area eligibility determination	**Required**	**Required** Documentation must be submitted every three years if school data is used, or earlier if requested by the State agency. If census data is used, documentation must be submitted when new census data becomes available.
Closed enrolled sites: the projected number of children enrolled and projected number of children eligible for f/rp meals for each site	**Required**	**Required**
NYSP sites: certification from sponsor that all children who will receive SFSP meals are enrolled participants in NYSP	**Required**	Not Required
Camps: number of children enrolled in each session who meet Program income standards	**Required**	**Required**

APPLICATION REQUIREMENTS FOR NEW AND EXPERIENCED SPONSORS/SITES		Attachment 8, Continued
Requirement	New Sponsors/Sites and Sponsors/Sites with Significant Operational Problems	**Experienced Sponsors/Sites**
Migrant sites: certification from migrant organization that site serves children of migrant worker families. If site also serves non-migrant children, sponsor must certify that the site primarily serves migrant children.	**Required**	Not Required
Homeless feeding sites: information that demonstrates that site is not a residential child care institution; description of method used to ensure that no cash payments or other in-kind services are used for meal service; certification that site only claims meals served to children	**Required**	Not Required
Other Application Requirements: 7 CFR 225.6(c)(2)(ii) and (3)(ii)		
Information that demonstrates that applicant meets requirements in §225.14; extent of Program payments needed including advance and start-up payments (if applicable); staffing and monitoring plan	**Required**	**Required**
Complete administrative and operating budget which includes projected administrative expenses and information of how sponsor will operate the Program within estimated reimbursement	**Required**	**Required**
Summary of how meals will be obtained; if invitation for bid is required, sponsors must submit a schedule for bid dates and a copy of their IFB	**Required**	**Required** If IFB is required, sponsors must submit schedule for bid dates and copy of IFB if a change has occurred from previous year. If method for procuring meals has changed from previous year, sponsors must submit a summary of how meals will be obtained.
For sponsors seeking approval as unit of local, municipal, county or State government, certification that it will directly operate the Program in accordance with §225.14(d)(3).	**Required**	Not Required

Attachment 9

FOOD SERVICE EQUIPMENT NEEDS				
Equipment	Number of Children			
	1 - 50	51 - 100	101 - 200	201 - 300
Range with ventilating hood	1 range with oven; 30" domestic or 30" - 36" commercial (2 burners)	1 range with oven 30" - 36" commercial (4 burners)	1 range with oven 30" - 36" commercial (2 if over 150 children) (6 burners)	2 ranges with ovens 30" - 36" commercial or 1 range w/oven 60" or larger commercial (8 burners)
Refrigerator with shelves	single section domestic 18 cu. ft. or commercial reach-in 20-25 cu. ft.	double section commercial reach-in 40-50 cu. ft.	double section commercial reach-in 50-60 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in	triple section commercial reach-in 60-75 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in
Freezer	same as refrigerator	same as refrigerator	same as refrigerator	same as refrigerator
Work Tables (Allow 4 linear ft. per worker). Use countertops as tables	1 table	2 table	3 table	4 tables
Sink with separate hand sink	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments

If the site will serve over 100 children, the following equipment is recommended to supplement the minimum items listed above:

- Steam equipment (kettle, steamer)
- Hot food holding cabinet
- Convection oven
- Electric food slicer
- Mixer with attachments (vegetable slicer/shredder, meat and food chopper)

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INCOME ELIGIBILITY FORM FOR SCHOOL YEAR _____
(For Use by Camps and Closed Enrolled Sites)

Complete, sign and return the form to _____. Please read the instructions. If you need help completing this form, call: _____.

1. CHILD'S NAME:

_____

Last **First** **M.I.**

FOR MEAL BENEFITS IN SCHOOL, FILL OUT THIS INFORMATION:

Child's Grade: _____

Name of School: _____

FOR MEAL BENEFITS IN CHILD CARE, FILL OUT THIS INFORMATION:

Name of Child Care Center: _____

OR

Name of Family Day Care Home Provider: _____

Name of Sponsor (if known): _____

FOR MEAL BENEFITS IN THE SUMMER FOOD SERVICE PROGRAM (SFSP), CHECK THIS BOX [ ]

2. Is this a FOSTER CHILD? (See the instructions). If this is a foster child, check here [ ] and write the child's monthly personal use income here: $_____. Go to section #5.

3. Are you getting FOOD STAMPS, TANF or FDPIR benefits for your child or, for Tier II day care homes, are you enrolled in any other eligible subsidized benefit program? List the CASE NUMBER. DO NOT complete section #4. Go to section #5.
Food stamp case number: _____ **FDPIR case number:** _____

TANF case number: _____

(For Parents of children in Tier II day care homes only) Other eligible program and case number: ___

4. ALL OTHER HOUSEHOLDS: (Complete this part only if you did not complete sections #2 or #3) List all household members, including the child listed above. List all income. Go to section #5.

Names	**Current Monthly Income**			
Names of Household Members (include the child listed above)	Monthly Earnings from Work (Before Deductions) Job 1	Monthly Welfare, Child Support, Alimony	Monthly Payments from Pensions, Retirement, Social Security	Monthly Earnings from Job 2 or Any Other Monthly Income
1.	$	$	$	$
2.	$	$	$	$
3.	$	$	$	$
4.	$	$	$	$
5.	$	$	$	$
6.	$	$	$	$
7.	$	$	$	$
8.	$	$	$	$
9.	$	$	$	$
10.	$	$	$	$
11.	$	$	$	$
12.	$	$	$	$

Meal Benefit Form

5. SIGNATURE AND SOCIAL SECURITY NUMBER:

PENALTIES FOR MISREPRESENTATION: *I certify that all of the above information is true and correct and that the food stamp, FDPIR, TANF or other eligible program case number is current, correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the Meal Benefit Form and that the deliberate misrepresentation of the information may subject me to Prosecution under applicable State and Federal laws.*

Signature of Adult: _____ Social Security Number: __ __ __ - __ __ - __ __ __ __

Are you a family day care home provider applying for Tier I benefits? Y [ ] N [ ]

Printed Name: _____ Home Phone: _____ Work Phone: _____

Home Address:_____

City: _____ State: _____ Zip Code: _____ Date: _____

Privacy Act Statement: Unless you list the child's food stamp, FDPIR or TANF case number or are applying for a foster child, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the form or indicate that the household member signing the form does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of the information stated on the form. This may included program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, FDPIR or TANF office to determine current certification for food stamps, FDPIR or TANF benefits. contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or le-al actions if incorrect information is reported. The social security number may also be disclosed to pro-rams as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigation- violations of certain Federal, State and local education, health and nutrition programs.

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6. RACIAL/ETHNIC IDENTITY: You are not required to answer these questions. If you choose to do so, please mark one or more of the following racial identities:

[ ] American Indian or Alaska Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander

[ ] White

Please mark one of the following ethnic identities:

[ ] Hispanic or Latino [ ] Not Hispanic or Latino

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

"To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) and (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

For Official Use Only:

Food Stamp/FDPIR/TANF or other eligible benefit program (Tier II day care homes only) household categorically eligible free:

[ ] Yes [ ] No

MONTHLY INCOME CONVERSION: WEEKLY X 4.33, EVERY 2 WEEKS X 2.15, TWICE A MONTH X 2

Total monthly income: _____ Household size: _____ Eligible: _____ NOT Eligible: _____
Eligibility Classification: Free ____ Reduced Price ____ Paid ____ Temporary: Free ____ Reduced Price ____
Tier I ____ Tier II ____ Time Period: _____

Determining official: _____

Signature: _____ Date: _____

HOW TO COMPLETE THE INCOME ELIGIBILITY FORM

Please complete the Meal Benefit Form using the instructions below. Sign the form and return it to _____.
If you need help, call: #_____

1. CHILD INFORMATION: Print your child's name.
(a) If you are applying for school meals, include your child's grade and the name of the school.
(b) If you are applying for meals for child care, include the name of the child care center or the name of the family daycare home provider and the name of the sponsor, if known.
(c) If you are applying for meals under the Summer Food Service Program (SFSP), please check the box.

2. FOSTER CHILDREN: Complete this Part and sign the form in #5.
(a) Write the foster child's monthly "personal use" income. Write "O" if the foster child does not get "personal use" income.
(b) A foster parent or other official representing the child must sign the form in #5. You do not have to list a social security number.
(c) Complete a separate form for each foster child.

3. OTHER BENEFITS: Complete this Part and sign the form in #5.
(a) If you are applying for the Summer Food Service Program or school meals, list your current food stamp, FDPIR or TANF case number(s) for your child(ren).
(b) If you are a family day care home provider applying for child care for tier I benefits, list your current food stamp, FDPIR or TANF case number(s) for you or your child(ren).
(c) If your child is enrolled in a tier II family day care home, list any other eligible program and case number, if applicable. (See attached List of Other Categorically Eligible Programs.)
(d) Sign the form in #5. An adult household member must sign. You do not have to list a social security number.

4. ALL OTHER HOUSEHOLDS: Complete this Part and sign the form in #5.
(a) Write the names of everyone in your household even if they do not have an income. Include yourself, your spouse, the child you are applying for and all other household members.
(b) Write the amount of income each person received last month before taxes or anything else was taken out and where it came from, such as earnings, welfare, pensions, and other income (see the examples below for types of income to report). Each income amount should be entered in the appropriate column on the form. If any amount last month was more or less than usual, write that person's usual monthly income.
(c) If anyone is self employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the number at the top of the form if you need help.
(d) If you are a family day care home provider applying for tier I benefits, please provide income documentation supporting your status.
(e) Sign the form and include your social security number in #5. *If you do not have a social security number, write "none".*

5. SIGNATURE AND SOCIAL SECURITY NUMBER:
(a) The form must have the **signature** of an adult household member.
(b) The adult household member who signs the statement must include his/her **social security number.** *If he/she does not have a social security number, write "none".* A social security number is not needed if you listed a food stamp, FDPIR or TANF case number or if you are applying for a foster child.
(c) If you are applying for tier I benefits as a family day care home provider, please indicate that in this section.

6. RACIAL/ETHNIC IDENTITY: You are **not required** to answer this question to get meal benefits, but completion of this information will help ensure that everyone is treated fairly.

INCOME TO REPORT

Earnings from Work
Pensions
Strike benefits
Unemployment compensation
Worker's compensation
Net income from self-owned business, day care business or farm

Welfare/Child Support/Alimony
Public assistance payments
Welfare payments
Alimony/child support payments

Pensions/Retirement/Social Security
Disability benefits
Supplemental Security Income
Retirement income
Veteran's payments
Social security

Other Monthly Income/Self-employment Wages/salaries/tips
Cash withdrawn from savings
Interest/dividends
Income from estates/trusts/ investments
Regular contributions from persons not living in the household
Net royalties/annuities/net rental income
Military allowance for off-base housing
Any other income

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PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM	
Date completed	**Action**
1. _____	Meet with community leaders, if possible, or survey community for assistance in determining suitable site locations.
2. _____	Choose possible sites and compile written documentation supporting the eligibility of each site. This involves determining the method to be used to show need (such as area eligibility based on census tract or school district data, or the enrollment of each participating child).
3. _____	Choose method of meal preparation (self-preparation of meals or purchase of meals from a school food authority or a public or private food service management company).
4. _____	If meals will not be prepared by the sponsor, contact local schools and other possible vendors concerning vending meals for the Program.
5. _____	Contact recreation departments, schools, and local service organizations to coordinate recreation activities with planned food service at sites.
6. _____	Contact reliable site supervisors from previous year(s) to determine if they have an interest in continuing in the Program.
7. _____	Attend training workshops offered by State agency personnel.
8. _____	Hire secretarial staff to assist the program director.
9. _____	Develop specifications for the invitation to bid (if applicable).
10. _____	Publicly advertise the bid, at least 14 days before bid openings (if applicable).
11. _____	Estimate potential Program reimbursement and develop budget and staffing plans for the Program.
12. _____	Solicit volunteer help at sites whenever possible.
13. _____	Hire an assistant program director, if necessary.
14. _____	Design forms, use the State agency's sample forms, or the sample forms in the Reference Section of this handbook for all aspects of Program operations.

PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM	
Date completed	**Action**
15. _____	Set up a filing system for those documents that must be maintained for at least 3 years.
16. _____	For camps, obtain data for each child to document eligibility for free or reduced price school meals. This also applies to sites where eligibility is based on the enrollment group served.
17. _____	Notify the health department of your intention to operate a food service program, giving a list of sites you plan to serve.
18. _____	Submit to the State agency a copy of the notification letter to the health department as part of the application for participation.
19. _____	Conduct a pre-operational visit to all new or problem sites.
20. _____	Submit a complete application with accompanying documents to the State agency. Include all attachments as requested by the State agency.
21. _____	Use proper procedures to select a vendor (if applicable).
22. _____	Meet the vendor and develop delivery schedules (if applicable).
23. _____	Arrange for facilities, equipment, and food purchases at self-preparation sites (if applicable).
24. _____	Hire monitors and site supervisors.
25. _____	Hold training workshops for monitors and site supervisors.
26. _____	Announce the availability of the Program and the nondiscrimination policy through the local media.
27. _____	Finalize monitoring schedules and any emergency procedures.
28. _____	Arrange to have a nondiscrimination poster, either developed by USDA or approved by the State agency, for each site.

Sample News Release
Open Sites

The (name of sponsor) is participating in the Summer Food Service Program. Meals will be provided to all children without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows: [list all sites and the starting and ending times of meal service for each site]

_____
_____
_____
_____
_____
_____
_____

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, S.W.
Washington, DC 20250-9410
(800) 795-3272 (voice) or (202) 720-6382 (TTY)

USDA is an equal opportunity provider and employer.

Sample News Release
Enrolled Sites and Camps

The (name of sponsor) is participating in the Summer Food Service Program. Meals will be provided to all eligible children free of charge. (To be eligible to receive free meals at a residential camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program. The income guidelines for reduced price meals by family size are listed on the next page.) Children who are part of households that receive foods stamps, or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows: [list all sites and the starting and ending times of meal service for each site]

_____
_____
_____
_____
_____
_____

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, S.W.
Washington, DC 20250-9410
(800) 795-3272 (voice) or (202) 720-6382 (TTY)

USDA is an equal opportunity provider and employer.

SITE SELECTION WORKSHEET

Site name:_____ Site Number: _____

Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

_____ Recreation center
_____ School
_____ Church
_____ Playground
_____ Settlement house
_____ Park
_____ Residential camp
_____ Play street
_____ Other

Estimated number of children the site could serve: _____

Estimated number of needy children in area: _____

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

Is another site needed in this area? _____ Yes _____ No

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

If answer is no, comments: _____
_____
_____

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

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

NOTE: Governmental and private nonprofit sponsors can only provide food service at sites which they directly operate.

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SPONSOR/SITE AGREEMENT
FOR THE SUMMER FOOD SERVICE PROGRAM

Name of site:

Address of site:

Site supervisor/State agency official:

Telephone:

The person named above agrees to:

1. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).

2. Serve meals that meet the minimum meal pattern requirements.

3. Provide adequate supervision during the meal service.

4. Maintain and submit promptly such reports and records that the sponsor requires.

5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.

6. Report any other problems regarding the meal services.

7. Comply with civil rights laws and regulations.

8. Attend sponsor training sessions.

_____ _____
Site Supervisor/State Agency Official Date

_____ _____
Sponsor Date

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Training Checklist for Administrative Staff

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

1. General explanation of the Program:

    A. Purpose of the Program

    B. Site eligibility

    C. Recordkeeping requirements

    D. Organized site activity

    E. Meal requirements

    F. Nondiscrimination compliance

2. How the Program operates:

    A. How meals will be provided

    B. The delivery schedule, if applicable

    C. What records are kept and what forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):

    A. How to conduct site visits and reviews

    B. Sites for which each monitor is responsible

    C. Monitoring schedule

    D. Reporting procedures

    E. Office procedures

Training Checklist for Monitors

1. Sites for which they will be responsible
2. Conducting site visits and reviews
3. Monitoring schedules
4. Reporting and recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil rights
9. Reporting racial/ethnic data
10. Personal safety precautions, if necessary

Training Checklist for Site Staff

1. General explanation of the Program

    A. Purpose of the Program
    B. Site eligibility
    C. Importance of accurate records especially meal counts
    D. Importance of organized activities at sites

2. How sites operate:

    A. For vended sites:
        1. Types of meals to be served and the meal pattern requirements (provide planned menus)
        2. Delivery schedules (give exact times)
        3. Adjustments in the number of meals delivered
        4. Facilities for storing meals
        5. Who to contact about problems (name and phone number)
        6. Approved level of meal service

    B. For self-preparation sites:
        1. Meal pattern requirements
        2. Inventory (use inventory forms)
        3. Meal adjustments (use production records)
        4. Meal preparation adjustments

3. Recordkeeping requirements

    A. Daily recordkeeping requirements
    B. Delivery receipts (provide sample forms)
    C. Seconds, leftovers and spoiled meals
    D. Daily labor – actual time spent on food service and time and attendance records
    E. Collection of daily record forms
    F. Maintain copies of meal service forms

4. Monitors' responsibilities (use site visit and review forms)
    A. Duties and authority
    B. Introduce monitors and discuss areas of assignment

5. Civil Rights requirements (use Site Supervisor's Guide)

6. Other policies/issues
    A. What to do in inclement weather and alternate service areas
    B. How to handle unauthorized adults trying to eat meals
    C. How to handle discipline
    D. Review equipment, facilities, and materials available for recreational activities
    E. Review trash removal requirements
    F. Discuss corrective action
    G. Nutrition education

Attachment 16

Meal Count Worksheet for Camps

	Date																					
	Meals	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
Camper Name	Code																					
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
7.																						
8.																						
9.																						
10.																						
11.																						
12.																						
13.																						
14.																						
15.																						

Total Eligible Meals: _____ Total Ineligible Meals: _____ Total Program Adult Meals: _____

Total Non-Program Adult Meals: _____

PROGRAM WORKSHEET FOR CAMP SPONSORS

	Session 1	Session 2	Session 3	Session 4
Beginning Date				
Ending Date				
Total # Days Food Served/Session				

Session Number	**Number of Children Enrolled**		**Number of Adults Receiving Meals**	
	(A) Total Children	(B) Needy Children	(C) Program Adults	(D) Non-Program Adults
1.				
2.				
3.				
4.				
Total				

	Calculation to Determine Meal Allocation Factor					**Calculation to Determine Cost Allocation Factor**			
Session Number	(E) % Needy Children (Round to 4 Decimals) (B ÷ A)	(F) Total Meals Served to All Children for Each Session	(G) Total Meals Served to All Adults for Each Session	(H) Total Meals Served to All Children and Adults (F + G)	(I) Total Children's Meals Eligible for Each Session (E x F)	(J) Needy Children and Program Adults (B + C)	(K) All Children and Adults (A+C+D)	(L) (J ÷ K) (Round to 4 Decimal Places)	(M) (L x H) (Round to 4 Decimal Places)
1.									
2.									
3.									
4.									
Total									

_____ ÷ _____ = _____
Total in (I) Total in (F) (N) Meal Allocation Factor (Round to 4 Decimals)

_____ ÷ _____ = _____
Total in (M) Total in (H) (O) Cost Allocation Factor (Round to 4 Decimals)

Calculation of Meals Served						**Calculation of Program Costs**					
Meal Type	(P) Total Meals Served to All Children	x	Meal Allocation Factor (From N Above)	=	(Q) Reimbursable Meals Served (Round to Nearest Whole Number)	Cost Item	(R) Actual Costs	x	Cost Allocation Factor (From O Above)	=	(S) Reimbursable Program Costs (Round to Nearest Whole Number)
Breakfast		x		=		Food		x		=	
Lunch		x		=		Labor		x		=	
Supper		x		=		Other		x		=	
Supplement		x		=		Other		x		=	
Total		x		=		Total		x		=	

_____ _____
Signature of Sponsor Representative Date

WORKSHEET FOR CAMP SPONSORS
INSTRUCTIONS AND EXAMPLE

A. List total children, including eligible and non-eligible children for each session.

B. List Needy Children, which includes only eligible children: those who meet the income poverty guidelines. Each Needy Child must have an approved eligibility form on file for each session.

C. List Program Adults, who are those adults working for SFSP under the Sponsor according to SFSP regulations, and are involved in the preparation, serving and/or supervision of food service for each session.

D. List Non-program Adults, which includes those adults who are not involved in the preparation, serving or supervision of food service, or are parents, visitors, etc. for each session.

E. Divide Needy Children (B) by Total Children (A)
35 ÷ 68 = .5147058 (Round to four decimal places) = .5147

F. List total meals served to both eligible and non-eligible children in each session.

G. List total meals served for program adults and non-program adults.

H. Add Total Meals Served to All Children for Each Session (F), PLUS, the Total Meals Served to All Adults for Each Session (G).
5,695 + 656 = 6,351

I. In order to calculate the total number of eligible meals for each session, multiply % of Needy Children (E) by Total Meals Served to all Children (F).
.5147 x 5,695 = 2,931

J. Add Needy Children (B): those who have an approved eligibility form on file, PLUS, Program Adults (C): those who have been trained by the Sponsor on SFSP regulations.
35 + 8 = 43

K. Add Total Children and all Program and Non-program Adults for each session (A+C+D = all children and adults).
68 + 8 + 0 = 76

L. Divide Needy Children & Program Adults (J) by All Children & Adults (K).
43 ÷ 76= .5657894 (round to the fourth digit) = .5658

M. Multiply (L) by (H) Total Meals Served to All Children and Adults.
.5658 x 6,351 = 3,593

N. Divide (I) Total Children's Meals Eligible by (F) Total Meals Served to All Children to equal (N) Meal Allocation Factor.
2,931 ÷ 5,695 = .514661984 (round to four decimals) = .5147

O. Divide (M) by (H) Total Meals Served to All Children & Adults to equal (O) Cost Allocation Factor.
3,593 ÷ 6,351 = .565737679 (round to four decimals) = .5657

P. Record total allowable meals served to all children (eligible and non-eligible) according to MEAL TYPE:

Breakfast	1,428
Lunch	1,434
Snack	1,404
Dinner	1,429
Total	5,695

Q. Multiply (P) Total Allowable Meals Served to All Children by (N) Meal Allocation Factor, which equals (Q) Reimbursable Meals Served.

	1,428 x .5147 =	735
	1,434 x .5147 =	738
	1,404 x .5147 =	723
	1,429 x .5147 =	736
Total	5,695	2,932

R. Record actual costs for each cost item.
Food Cost (Actual – see receipts) $32,784
Labor Costs (Actual – see time cards or time documented) $2,520
Other (none)

S. Multiply (R) Actual Costs for each Item by (O) Cost Allocation Factor, which equals (S) Reimbursable Program Costs.

Food $32,784 x .5657 (allocation factor from O) = $18,546
Labor $ 2,520 x .5657 (allocation factor from O) = $1,426
Total $35,304 = $19,972 (S) Reimbursable Costs

WORKSHEET FOR CAMP SPONSORS – EXAMPLE

	Session 1	Session 2	Session 3	Session 4
Beginning Date	5/5/02			
Ending Date	5/25/02			
Total # Days Food Served/Session	22			

Session Number	**Number of Children Enrolled**		**Number of Adults Receiving Meals**	
	(A) Total Children	(B) Needy Children	(C) Program Adults	(D) Non-Program Adults
1.	68	35	8	0
2.				
3.				
4.				
Total	68	35	8	0

	Calculation to Determine Meal Allocation Factor					**Calculation to Determine Cost Allocation Factor**			
Session Number	(E) % Needy Children (Round to 4 Decimals) (B ÷ A)	(F) Total Meals Served to All Children for Each Session	(G) Total Meals Served to All Adults for Each Session	(H) Total Meals Served to All Children and Adults (F + G)	(I) Total Children's Meals Eligible for Each Session (E x F)	(J) Needy Children and Program Adults (B + C)	(K) All Children and Adults (A+C+D)	(L) (J ÷ K) (Round to 4 Decimal Places)	(M) (L x H) (Round to 4 Decimal Places)
1.	.5147	5,695	656	6,351	2,931	43	76	.5658	3,593
2.									
3.									
4.									
Total	.5147	5,695	656	6,351	2,931	43	76	.5658	3,593

2,931 ÷ 5,695 = .5147
Total in (I) Total in (F) (N) Meal Allocation Factor (Round to 4 Decimals)

3,593 ÷ 6,351 = .5657
Total in (M) Total in (H) (O) Cost Allocation Factor (Round to 4 Decimals)

Calculation of Meals Served						**Calculation of Program Costs**					
Meal Type	(P) Total Meals Served to All Children	x	Meal Allocation Factor (From N Above)	=	(Q) Reimbursable Meals Served (Round to Nearest Whole Number)	Cost Item	(R) Actual Costs	x	Cost Allocation Factor (From O Above)	=	(S) Reimbursable Program Costs (Round to Nearest Whole Number)
Breakfast	1,428	x	.5147	=	735	Food	32,784	x	.5657	=	18,546
Lunch	1,434	x	.5147	=	738	Labor	2,520	x	.5657	=	1,426
Supper	1,404	x	.5147	=	723	Other		x		=	
Supplement	1,429	x	.5147	=	736	Other		x		=	
Total	5,695				2,932	Total	35,304				19,972

Signature of Sponsor Representative Date

Attachment 18

INVENTORY CONTROL SHEET				
Name of site/sponsor:		Onsite:		
Central kitchen:				
Inventory period:		to		
Beginning inventory: $				
1. Food item	2. Purchase unit--size & description (case, bag, can, lb.)	3. # of units on hand	4. Unit cost	5. Total cost
		Ending inventory		$

INVENTORY CONTROL SHEET INSTRUCTIONS

The value of the beginning inventory is determined by taking a physical count before the food service operation begins. The value of the beginning inventory thereafter is the same as the ending inventory for the previous month.

A complete physical inventory of all purchased foods, commodities, and supplies on hand must be taken at the end of the reporting period.

For ease in taking a physical count of foods in storage, arrange the items according to food groups in the storage area and arrange each group in alphabetical order, for example, canned fruits and fruit juices - apples, apricots, etc. Store food in cases, boxes, or other containers marked with the date received and cost per unit to facilitate the taking of inventories.

Column l. Enter the name of the food item, such as corn, green beans, or mayonnaise.

Column 2. Enter the size pack, such as, 6/#10 case, #50 bag, or #10 can. If different size containers of the same food item are on hand, use a separate line for each size and a separate line for each different unit cost of the same size pack.

Column 3. Enter the number of units (of the size shown in column 2) found on hand from actual count.

Column 4. Enter the unit cost for the size unit shown in column 2 (use the unit cost written on package or unit). Use invoices to determine the unit cost per item and total food purchases for the reporting period.

Column 5. Obtain the total cost by multiplying the number of units (column 3) by the unit cost (column 4) and enter in column 5. Add column 5 (total cost) on all pages for the inventory at the end of the month. This total is the value of the ending inventory.

This is a permanent source document and must be retained for a period of 3 years following the date of submission of the final claim for reimbursement for the fiscal year.

DAILY MEAL COUNT FORM

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

Address: Telephone:

Supervisor's Name: Delivery Time: Date:

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

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

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

Total First Meals + **[2]**

Second meals served to children:

1 2 3 4 5 6 7 8 9 10 **Total Second Meals +** **[3]**

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** **[4]**

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10 **Total non-Program Adult Meals +** **[5]**

TOTAL MEALS SERVED = **[6]**

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

Total leftover meals + **[8]**

Total of items: [6] . + [7] + [8] . = [9]

(Item [9] should be equal to item [1])

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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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

_____

Signature Date

CONTINUATION PAGE FOR DAILY MEAL COUNT FORM

Site Name: Date:

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

151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170

171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190

191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210

211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230

231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250

Total First Meals + **[2]**

Second meals served to children:

11 12 13 14 15 16 17 18 19 20 **Total Second Meals +** **[3]**

Meals served to Program adults:

11 12 13 14 15 16 17 18 19 20 **Total Program Adult Meals +** **[4]**

Meals served to non-Program adults:

11 12 13 14 15 16 17 18 19 20 **Total non-Program Adult Meals +** **[5]**

TOTAL MEALS SERVED = **[6]**

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

Total leftover meals + **[8]**

Total of items: **[6] + [7] . + [8] = [9]**

(Item **[9]** should be equal to item **[1]**on the front side of the page)

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

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Instructions for Meal Count Form – Daily

Each site must take a point-of-service meal count every day. This form may be used for the daily meal count.

1. Line 1 equals the total meals available. That number equals the number of meals received or prepared plus the number of meals available from the previous day.

2. Line 2 equals the total number of first meals served to children. Cross out each number as a child receives a meal. Include any teenagers, 18 and under, paid or unpaid, who are helping out at the site. (If more than 150 children are served at the site, use the optional second page. For sites needing the second page, we suggest printing this form front to back.)

3. Line 3 equals the total number of second meals served to children. (Remember, reimbursable meals are limited to no more than 2 percent of the total number of first meals served.)

4. Line 4 equals the total number of meals served to Program adults. "Program adults" are adults who work directly as part of the operation of the food service. This includes all adults who prepare meals, serve meals, clean up, or supervise the children. This does not include teenagers, 18 and under, who may perform these tasks at the site. Meals for children 18 and under are fully reimbursable, and you would count these meals on Line 2.

5. Line 5 equals the total number of meals served to non-Program adults. "Non-Program adults" are adults who are not directly involved in the operation of the food service. Non-Program adults include any sponsor administrative staff, such as monitors or sponsor directors, or State or Federal reviewers.

6. Line 6 equals the total number of meals served, which is the sum of Lines 1 – 5.

7. Line 7 equals the total number of meals that are unusable because they are damaged, incomplete, or otherwise non-reimbursable.

8. Line 8 equals the total number of leftover meals, which is calculated by subtracting Line 6 from Line 1.

9. Line 9 equals the sum of Lines 6, 7, and 8. It accounts for all meals and should equal Line 1.

10. Use the line at the bottom of the form to record the number of children requesting a (first) meal after all available meals were served. This information is helpful in adjusting meal orders upward.

11. The site supervisor must sign and date the meal count form.

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MEAL COUNT (WEEKLY CONSOLIDATED) **Attachment 20**

				ADDRESS AND PHONE NUMBER:				
SITE SUPERVISOR:				WEEK OF:				
MEAL TYPE: (CIRCLE) B L SN SU	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL FOR WEEK
1. Number of meals received/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								
REMARKS:					SIGNATURE OF SITE SUPERVISOR:			

Instructions for Meal Count Form (Weekly/Consolidated)

1. Use this form to consolidate daily meal count information (see Attachment 21).
2. Use a separate consolidated meal count form for each meal type.
3. Information for Items 1 – 9 should be transferred directly from the Daily Meal Count Form for the week.
4. Information for Item 10, Money Collected/To Be Collected For Adult Meals, is not collected on the Daily Meal Count Form.
5. When completed, this form must be signed and dated by the Site Supervisor.

Attachment 21

Meal Count - Consolidation Form of First (1st) and Second (2nd) Meals Served
Claim Period: _____ to _____

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

Meal Type	(A) Total 1st Meals Served	(B) Total 2nd Meals Served	(C) 2nd Meal Limitation (.02 x A)	(D) Allowable 2nd Meals – Lesser of (B) or (C)	(E) Allowable Total Meals (A) + (D)
Breakfast					
Lunch					
Snack					
Supper					

Attachment 22

DAILY MENU PRODUCTION RECORD

(1) Date: _____ Name of Sponsor: _____
Name of Site: _____

(2) Meal Type & Menu	Meal Component	**(3)** Food Items Used	**(4)** Unit of Food Used	**(5)** # Of Units Used
MEAL TYPE: MENU:	Meat/Meat Alternate:			
	Vegetable/Fruit:	----------	----------	----------
	Grains/Breads:			
TOTAL # OF MEALS PREPARED: _____	Milk (8 oz.):			

(2) Meal Type & Menu	Meal Component	**(3)** Food Items Used	**(4)** Unit of Food Used	**(5)** # Of Units Used
MEAL TYPE: MENU:	Meat/Meat Alternate:			
	Vegetable/Fruit:	----------	----------	----------
	Grains/Breads:			
TOTAL # OF MEALS PREPARED _____	Milk (8 oz.):			

Standard SFSP Meal Patterns

	Meat/Meat Alternate	Vegetable/Fruit	Grain/Bread	Milk
Breakfast	(optional)	🍽	🍽	🍽
Lunch & Supper	🍽	🍽🍽 (2 items)	🍽	🍽
Snack	🍽🍽 (2 of the 4 components)			

Daily Menu Production Worksheet Instructions

(This prototype worksheet is not a federal SFSP requirement. However, the State administering agency may require its use by sponsors preparing meals on-site or at a central kitchen.)

Item Number

1. Enter the calendar date showing month, day, and year, name of sponsor, and site.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat/alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.)
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie; ½ cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).

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RACIAL OR ETHNIC DATA FORM**

Sponsor: _____

Site: _____

Address: _____

Site supervisor: _____

Racial and Ethnic Categories	Number of Participating Children
American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
_____ Monitor's Signature	_____ Date

** Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 *and* on FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published September 29, 2005. See Back for Instructions

Instructions for Completing the Racial or Ethnic Data Form

- **The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.**

- **The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.**

- **Each participant should be counted under only one category; the total number of children marked under the racial or ethnic categories should equal the total number of participating children in attendance on the day the form is completed.**

- **The sponsor must retain racial or ethnic data, as well as documentation for the data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.**

Attachment 24

CHECKLIST OF RECORDS

1. Records that document eligibility for the Summer Food Service Program:

    ____ Approved agreement

    ____ Application

    ____ Site Information Sheet for each site

    ____ Evidence to show eligibility for each site based on serving needy children (or in the case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced price school meals)

    ____ Public release

    ____ Letter from IRS showing tax-exempt status (for private nonprofit sponsors)

    ____ Pre-operational site visit forms

    ____ Sponsor/site agreements

    ____ Documentation of training

    ____ Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter (if applicable)

    ____ Letter to health department

2. Records that support the number of meals served to children:

    ____ Daily count of milks delivered

    ____ Daily count of milks leftover

    ____ Daily count of meals prepared or received at sites

    ____ Daily count of complete first meals served to children

    ____ Daily count of complete second meals served to children

    ____ Daily count of meals served to Program and non-Program adults

    ____ Daily count of disallowed meals

    ____ Daily count of excess meals

3. Records that support food service costs:

    ____ Food inventories

    ____ Delivery receipts for vended meals

    ____ Payroll and time-and-attendance records for site personnel

    ____ Purchase invoices

4. Records that support administrative costs:

____ Payroll and daily time-and-attendance records for administrative personnel

____ Rental agreements for office equipment or space

____ Mileage records

5. Records to support funds accruing to the Program:

____ Site records of cash collected

____ Copies of receipts given for cash donations

____ Records of any other funds received for the Summer Food Service Program

6. Other records:

____ Agreement with schools to furnish meals

____ Contract with a food service management company

____ Bid procedures used

____ Records and inventories of USDA-donated foods

____ Monitor's reports of site visits and reviews

____ Records of training conducted

____ Menu records

____ Receipts, invoices, and bills for all rented or purchased items and services

____ Bank statements and deposit slips

____ Accounting ledgers

____ Sanitation and health reports

____ Certification of Independent Price Determination (FSMC contracts)

____ Beneficiary Data Form

Attachment 25

MILEAGE RECORD – Administrative Staff*				
Name of Employee:				
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary

_____
Signature of Employee

*Use this form for any staff performing an **administrative** task (e.g. monitors, sponsor administrative staff visiting/reviewing sites).

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Attachment 26

MILEAGE RECORD – Site and Food Service Staff*				
Name of Employee:				
Date	Odometer Reading: **Start**	Odometer Reading: **Stop**	Number of Miles	Itinerary

_____
Signature of Employee

*Use this form for any staff performing an **operating** task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).

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POTENTIAL REIMBURSEMENT WORKSHEET
SUMMER FOOD SERVICE PROGRAM

Sponsor: _____

1. Maximum potential operating reimbursement based on meals times rates	a. Year-to-date breakfasts b. Year-to-date lunches c. Year-to-date suppers d. Year-to-date snacks e. TOTAL (lines a+b+c+d) Camps: Enter allowable meals from Worksheet for Camp Sponsors-Section (Q)	Number Rates _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ $_____
2. Actual operating costs	a. Year-to-date food costs b. Year-to-date labor costs c. Year-to-date other costs d. TOTAL (lines a+b+c) Camps: Enter allowable operating costs from Worksheet for Camp Sponsors-Section (S)	$_____ $_____ $_____ $_____
3. Potential operating cost reimbursement	Lesser of lines 1e or 2d	$_____
4. Maximum potential administrative reimbursement based on meals times rates	a. Year-to-date breakfasts b. Year-to-date lunches c. Year-to-date suppers d. Year-to-date snacks e. TOTAL (lines a+b+c+d)	_____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ $_____
5. Actual administrative costs	Year-to-date actual administrative costs	$_____
6. Administrative costs determined by budget	Administrative budget including any amendments approved by State agency	$_____
7. Potential administrative reimbursement	Lesser of lines 4e, 5 or 6	$_____

Year-to-date: The number of meals or amount of costs calculated from the start of the Program to the last day of the month for which computation is being done.

POTENTIAL REIMBURSEMENT WORKSHEET SUMMER FOOD SERVICE PROGRAM		
8. Total potential food service reimbursement	Lines 3 + 7	$_____
9. Total net food service cost	a. Total actual operating cost (line 2d) b. Total actual administrative cost (line 5) c. Total actual Program cost (lines a+b) d. Funds accruing to food program (year-to-date) e. Net food service program cost (lines c-d)	$_____ $_____ $_____ $_____ $_____
10. Potential year-to-date reimbursement	Lesser of lines 8 or 9e	$_____
11. Previous year-to-date payments	a. All year-to-date advance payments b. All startup payments c. All year-to-date reimbursement payments d. Total previous year-to-date payments	$_____ $_____ $_____ $_____
12. Potential amount of reimbursement to expect for the month	a. Line 10 b. Line 11d c. Amount of check to expect for month (lines a-b)	$_____ $_____ $_____

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TIME REPORT – Administrative Staff*

Sponsor name:_____ Sponsor Number: _____

Sponsor address:_____

Week of:_____

Hours Worked in SFSP Administration

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

_____

Supervisor's signature Date

*Use this form for administrative staff performing **administrative** cost tasks, that is, tasks related to the **administration** of the program (e.g. monitors, book keepers, office staff, directors).

TIME REPORT – Site and Food Service Staff*

Site/Sponsor name:_____ Site/Sponsor Number: _____

Site/Sponsor address:_____

Week of:_____

Hours Worked in Food Service

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

_____

Site supervisor's signature Date

*Use this form for all site-level and food service staff performing **operating** costs tasks, that is, tasks directly related to the **food service** (e.g. meal servers, cooks, supervising children at the site).

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SUMMARY OF ADMINISTRATIVE EXPENSES

1. Name of sponsor _____

2. Month and year _____

3. Position (a)	# of People in that position (b)		Salary per hour (c)		# of hours spent on SFSP administration (d)		Total (e)
_____	_____	x	$_____	x	_____	=	$_____
_____	_____	x	$_____	x	_____	=	$_____
_____	_____	x	$_____	x	_____	=	$_____
_____	_____	x	$_____	x	_____	=	$_____
_____	_____	x	$_____	x	_____	=	$_____

(f) Total salaries paid $_____

4. Salaries (line 3f) $_____
5. Transportation $_____
6. Communication $_____
7. Rental of office space $_____
8. Office supplies $_____
9. Utilities $_____
10. Use allowance of furniture and fixtures $_____
11. Audit fees $_____
12. Legal fees $_____
13. Office building maintenance $_____
14. Other (specify) $_____
    $_____
    $_____
15. **TOTAL** $_____

SUMMARY OF ADMINISTRATIVE EXPENSES - INSTRUCTIONS

Item number:

1. Enter the name of the sponsor.

2. Enter the time period (month and year) covered by the form.

3. Enter:
   a. the position,
   b. the number of people working in that position,
   c. the hourly salary rate they receive,
   d. the number of hours they spend working with SFSP administration,
   e. the total dollar amount spent on salaries for that position (b x c x d), and
   f. add the total dollar amount spent on salaries for all positions.

4. Enter the total dollar amount spent on salaries during the month (line 3f).

5. Enter the total dollar amount spent on transportation during the month.

6. Enter the total dollar amount spent on communication during the month.

7. Enter the total dollar amount spent on the rental of office space during the month.

8. Enter the total dollar amount spent on office supplies during the month.

9. Enter the total dollar amount spent on utilities during the month.

10. Enter the total dollar amount spent on use allowance of furniture and fixtures.

11. Enter total dollar amount spent on audit fees.

12. Enter total dollar amount spent on legal fees.

13. Enter total dollar amount spent on office building maintenance.

14. Enter the total dollar amount spent on miscellaneous administrative supplies or services during the month that do not fall under any of the categories mentioned above.

15. Add items 4 through 14 and enter the total administrative expenses for the month.

Be sure you collect and keep the receipts for all of the administrative expenses (i.e., canceled checks, gasoline receipts, receipts for printing).

Attachment 31

WORKSHEET FOR COST OF FOOD USED

1. Site _____

2. Month/year _____

3. Cost of food used:

A.	Beginning inventory	$_____
B.	Inventory adjustment (+ or -)	$_____
C.	Purchases (including milk)	$_____
D.	Total food available	$_____
E.	Less ending inventory	$_____
F.	Total cost of food used	$_____

Instructions

1. Enter name of site.

2. Enter month and year.

3. A. Enter dollar value of beginning inventory.

   B. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (explain any adjustment on the back of this form).

   C. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.

   D. Enter the total of A + C (+ or -) B.

   E. Enter dollar value of ending inventory.

   F. Enter the total of D - E (total cost of food used).

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Pre-Operational and First Week Visit Form*

Type of Visit: _____

Site name: _____ Site address: _____

Date of site visit: _____ Monitor's arrival time: _____ Departure time: _____

Discussion with site staff (list names): _____

_____

List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems.

Problems	Corrective actions
Site supervisor's signature	Monitor's signature

* Note: Both a pre-operational and a first week visit must be completed.

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SITE REVIEW FORM (SELF-PREPARATION PROGRAMS)
SUMMER FOOD SERVICE PROGRAM

NOTE: To be completed during first four weeks of operation.

Sponsor: _____ Site: _____

Site contact: _____
Name Title

Site address: _____

Telephone: _____ Date of review: _____

Monitor's arrival time: _____ Departure time: _____

Site supervisor: _____

Regular site: _____ Camp site: _____ Average daily participation: _____
(if applicable)

Today's attendance: _____ Approved meal service time: _____

Type(s) of meals reviewed:

Day of visit	Breakfast	Snack	Lunch	Snack	Supper
# meals prepared					
# meals/milk from previous day					
Time meals were served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

Food item	Quantity used in preparation	Allowable servings per unit	Number of servings total available	Number of servings total needed	Short/over

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
_____	_____	1. Are meals served as a unit? (Note if OVS site.)
_____	_____	2. Do meals meet the menu as planned?
_____	_____	3. Do meals meet meal pattern requirements?
_____	_____	4. Are meals served during assigned meal times?
_____	_____	5. Are all meals served and consumed onsite? (Check with sponsor to find out if fruits or vegetables can be taken off-site.)
_____	_____	6. Are meals planned and prepared with one meal per child in mind?
_____	_____	7. Are meals served as second meals excessive?
_____	_____	8. Are accurate counts taken of meals served?
_____	_____	9. Does site have a place to serve children meals in case of inclement weather?
_____	_____	10. Is required health department certification available for inspection?
_____	_____	11. Is an inventory record being kept?
_____	_____	12. Are receiving reports and purchase invoices kept?
_____	_____	13. Does staffing pattern correspond to that listed on approved site application sheet?
_____	_____	14. Has site supervisor attended training session?
_____	_____	15. Are records of adult meals being kept?
_____	_____	16. Is there documentation of children's income eligibility, if applicable?
_____	_____	17. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
_____	_____	18. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	19. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	20. Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations?

Explanations:

MAJOR VIOLATIONS	ACTUAL COUNT	TYPE OF MEAL
1. Adult meals included in count of meals served to children.	_____	_____
2. Off-site consumption by children (do not include fruits or vegetables taken off-site if allowed by the sponsor and State agency).	_____	_____
	_____	_____
3. More than one meal served at one time to children.	_____	_____
4. Meal pattern not met (specify).	_____	_____
5. Meals not served as a unit (do not include if OVS is allowed at the site).	_____	_____
6. Meal serving times not met.		

CHECK IF THE FOLLOWING APPLY (Explain any checked items)	EXPLANATION
7. No records	
8. Incomplete records	
9. Poor sanitation	
10. Other	

Corrective action discussed with (name and title):

Corrective action taken:

Site supervisor's comments:

Further action needed by (date):

I certify that the above information is correct:

_____ _____

Monitor's Signature Date Site Supervisor's Signature Date

_____

Sponsor Representative's Signature Date

SITE REVIEW FORM (VENDED PROGRAMS)
SUMMER FOOD SERVICE PROGRAM

NOTE: To be completed during first four weeks of operations.

Sponsor: _____ Site: _____

Site contact:_____
Name Title

Site address:_____

Telephone: _____ Date of review: _____

Monitor's arrival time: _____ Departure time:_____

Site supervisor:_____

Regular site: _____ Camp site: _____ Average daily participation: _____
(if applicable)

Today's attendance: _____ Approved meal service time: _____

Type(s) of meals reviewed:

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

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals delivered					
# meals/milk from previous day					
Time meals delivered					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
_____	_____	1. Does the staffing pattern correspond to that listed on the approved site sheet?
_____	_____	2. Has the site supervisor attended training session?
_____	_____	3. Does the site have sufficient food service supervision?
_____	_____	4. Are meals counted/checked before signing delivery receipt?
_____	_____	5. Are accurate meal counts taken of meals served?
_____	_____	6. Are meals served as second meals excessive?
_____	_____	7. Are records of adult meals being kept?
_____	_____	8. Do meals meet approved menu?
_____	_____	9. Do meals meet meal pattern requirements?
_____	_____	10. Are meals checked for quality?
_____	_____	11. Is there proper sanitation/storage?
_____	_____	12. Is the site supervisor following procedures established to make meal order adjustments?
_____	_____	13. Are meals served within appropriate time frames?
_____	_____	14. Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off-site).
_____	_____	15. Does site have a place to serve children meals in case of inclement weather?
_____	_____	16. Is each meal served as a unit?
_____	_____	17. Is the meal delivery schedule followed?
_____	_____	18. Are there provisions for storing or returning excess meals?
_____	_____	19. Is there documentation of children's income eligibility, if applicable?
_____	_____	20. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
_____	_____	21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?

Explanations:

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

CHECK IF THE FOLLOWING APPLY (Explain any checked items)	EXPLANATION
7. No records	
8. Incomplete records	
9. Poor sanitation	
10. Other	

Corrective action discussed with (name and title):

Corrective action taken:

Site supervisor's comments:

Further action needed by (date):

I certify that the above information is correct:

_____ _____

Monitor's signature Date Site supervisor's signature Date

_____

Sponsor representative's signature Date