



2016 Summer Meals Training Summer Food Service Program (SFSP) Overview **Let's Get Ready for Summer 2016!**



Caroline Smith Cooke • Summer Meals Coordinator
March 24, 2016

Valuable Resources

- CSDE SFSP Web page
- SFSP Regulations (7 CFR 225)
- USDA SFSP Web page
- U.S. Department of Agriculture (USDA) SFSP Handbooks



CSDE SFSP Web Page



Children in your community do not need to go hungry this summer. During the school year, nutritious meals are available through the National School Lunch Program (NSLP) and School End Breakfast (SBP) Program. These programs end when school ends for the summer. The U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) helps fill the hunger gap.

QUICK LINKS	SFSP GUIDANCE
<p>SITE LOCATOR Find a Summer Meal Location</p> <p><i>Coming Soon</i></p> <p>Application Materials</p> <p>Meal Pattern</p> <p>Policies and Procedures</p> <p>Online Application and Claiming System for Connecticut Child Nutrition Programs</p> <ul style="list-style-type: none"> • Claim Submission Schedule • SFSP Claim Instructions <ul style="list-style-type: none"> ◦ Claim Preparer [PDF] ◦ Authorized Signer [PDF] ◦ Procedures, User IDs, Passwords and Access [PDF] • SFSP Reimbursement Rates <p>Operational Memos</p> <p>Sponsor Annual Training <i>Coming Soon</i></p>	<ul style="list-style-type: none"> • Accommodating Special Diets • Connecticut Annual SFSP Report [PDF] • Connecticut SFSP and Seamless Summer Sponsor Directory [PDF] • Connecticut Area Eligible School List [PDF] • Connecticut Summer Meals Press Release [PDF] • Farm to Summer: Local Foods in the SFSP (USDA) • Food Safety (CSDE) • Food Service Management Company (FSMC) Contracts (CSDE) • Financial Management Instructions FNS 796-4 (USDA) [PDF] • Local Foods and Related Activities in Summer Meal Programs, with Questions and Answers (USDA Memo SFSP 07-2016) [PDF] • SFSP Program Handbooks (USDA) • SFSP Questions and Answers (USDA) [PDF] • SFSP Summer Meals Toolkit (USDA) • SFSP Regulations (USDA) • SFSP Web Site (USDA) • Summer Meals Newsletters (USDA) • Summer Meals Outreach Materials (USDA) <p>For more resources, review the CSDE's Resource Lists for School Nutrition Programs.</p>
<p>CONTACT: Caroline Cooke, Summer Meals Coordinator at caroline.cooke@ct.gov or 860-807-2144</p>	
<p>Connecticut State Department of Education Bureau of Health, Nutrition, Family Services and Adult Education • Child Nutrition Programs 25 Industrial Park Road, Middletown, CT 06457 Telephone: 860-807-2050 • Fax: 860-807-2127</p>	

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320658



USDA SFSP Regulations (7 CFR 225)



Pt. 225

(c) The CN label statement must be printed as an integral part of the product label along with the product name, ingredient listing, the inspection shield or mark for the appropriate inspection program, the establishment number where appropriate, and the manufacturer's or distributor's name and address.

(4) The inspection marking for CN labeled non-meat, non-poultry, and non-seafood products with the exception of juice drinks and juice drink products is established as follows:

INSPECTED BY THE
U.S. DEPT. OF AGRICULTURE
IN ACCORDANCE WITH
FNS REQUIREMENTS

(4) Yields for determining the product's contribution toward meal pattern requirements must be calculated using the *Food Buying Guide for Child Nutrition Programs* (Program Aid Number 1281).

5. In the event a company uses the CN logo and CN label statement inappropriately, the company will be directed to discontinue the use of the logo and statement and the matter will be referred to the appropriate agency for action to be taken against the company.

6. Products that bear a CN label statement as set forth in paragraph 3(c) carry a warranty. This means that if a food service authority participating in the child nutrition programs purchases a CN labeled product and uses it in accordance with the manufacturer's directions, the school or institution will not have an audit claim filed against it for the CN labeled product for noncompliance with the meal pattern requirements of 7 CFR 210.10 or 210.9A, whichever is applicable, 225.8, 225.21, and 225.20. If a State or Federal auditor finds that a product that is CN labeled does not actually meet the meal pattern requirements claimed on the label, the auditor will report this finding to FNS. FNS will prepare a report of the findings and send it to the appropriate divisions of FNS and AMS of the USDA, National Marine Fisheries Services of the USDC, Food and Drug Administration, or the Department of Justice for action against the company.

Any of all of the following courses of action may be taken:

(a) The company's CN label may be revoked for a specific period of time.

(b) The appropriate agency may pursue a misbranding or mislabeling action against the company producing the product.

(c) The company's name will be circulated to regional FNS offices.

(d) FNS will require the food service program involved to notify the State agency of the labeling violation.

7. FNS is authorized to issue operational policies, procedures, and instructions for the CN Labeling Program.

7 CFR Ch. II (1-1-13 Edition)

To apply for a CN label and to obtain additional information on CN label application procedures write to: CN Labels, U.S. Department of Agriculture, Food and Nutrition Service, Nutrition and Technical Services Division, 205 Park Center Drive, Alexandria, Virginia 22302.

(National School Lunch Act, secs. 9, 13, 17; 42 U.S.C. 1756, 1761, 1766; 7 CFR 210.10, 220.8, 225.21, 225.20)

(49 FR 18497, May 1, 1984; 49 FR 45109, Nov. 15, 1984; 60 FR 21222, June 13, 1995; 65 FR 20923, May 9, 2000)

PART 225—SUMMER FOOD SERVICE PROGRAM

Subpart A—General

Sec. 225.1 General purpose and scope.
225.2 Definitions.
225.3 Administration.

Subpart B—State Agency Provisions

225.4 Program management and administration plan.
225.5 Payments to State agencies and use of Program funds.
225.6 State agency responsibilities.
225.7 Program monitoring and assistance.
225.8 Records and reports.
225.9 Program assistance to sponsors.
225.10 Audits and management evaluations.
225.11 Corrective action procedures.
225.12 Claims against sponsors.
225.13 Appeal procedures.

Subpart C—Sponsor and Site Provisions

225.14 Requirements for sponsor participation.
225.15 Management responsibilities of sponsors.
225.16 Meal service requirements.

Subpart D—General Administrative Provisions

225.17 Procurement standards.
225.18 Miscellaneous administrative provisions.
225.19 Regional office addresses.
225.20 Information collection/record-keeping—OMB assigned control numbers.

APPENDIX A TO PART 225—ALTERNATE FOODS FOR MEALS

APPENDIX B TO PART 225 (RESERVED)

APPENDIX C TO PART 225—CHILD NUTRITION (CN) LABELING PROGRAM

Authority: Secs. 9, 13 and 14, Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 1756, 1761 and 1762a).

www.fns.usda.gov/sites/default/files/CFR225.pdf



USDA SFSP Web Page

USDA United States Department of Agriculture
Food and Nutrition Service

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How To Help

- > Find a site
- > Sponsor a site
- > Manage a site
- > Raise Awareness

SFSP Tools

- > Nutrition Education
- > Webcast Series
- > Mapping Tools
- > Program Guidance
- > Summer Toolkit
- > Best Practices
- > SFSP Meal Patterns

Browse by Subject

- > SFSP Fact Sheet
- > Frequently Asked Questions
- > Federal Register Documents
- > Legislation
- > Policy
- > Regulations
- > Expansion and Support
- > Contact State Agency

Summer Food Service Program (SFSP) Print

School's Out! POWER UP for Summer Fun!

Find a Summer Meal

Look for the new and improved site finder to locate summer meals being served near you!

The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session. This summer, USDA plans to serve more than 200 million free meals to children 18 years and under at approved SFSP sites.

Help us ensure that no child goes hungry this summer.

	Find Free Summer Meals for Children in Your Community		Becoming a SFSP site sponsor
	Managing a SFSP site		Raise Awareness in Your Community

www.fns.usda.gov/sfsp/summer-food-service-program-sfsp



USDA SFSP Handbooks

USDA United States Department of Agriculture
Food and Nutrition Service

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How To Help

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Summer Food Service Program (SFSP)

Print

Guidance

These resources are annually updated to reflect changes to the Summer Food Service Program and highlight new resources available for sponsors. The 2016 versions of the guides are now available.

- [Administrative Guidance for Sponsors \(.pdf\)](#)
- [Monitor's Guide \(.pdf\)](#)
- [Nutrition Guidance for Sponsors \(.pdf\)](#)
- [Site Supervisor's Guide \(.pdf\)](#)
- [Site Supervisor's Guide- Spanish](#)

Last Published: 03/10/2016

www.fns.usda.gov/sfsp/handbooks



Today's Topics

- General Program Requirements
- USDA Foods (Commodities)
- Meal Site Eligibility
- Meal Site Types
- Common Site Locations
- Staff Training Requirements
- Civil Rights Requirements
- Monitoring Requirements
- Meal Count Requirements
- Meal Pattern Requirements
- Notification of Site Changes
- Outreach Requirements
- Simplified Summer Requirements
- Other Federal Updates
- 2016 SFSP Reimbursement Rates
- Excess Program Funds
- Record Retention
- Reimbursement Claim Details
- Food Safety Reminders
- Food Service Management Companies
- Administrative Review
- Online Application
- Summer Meals Priorities



General Program Requirements

- Administrative and site staff must be trained (including civil rights) prior to beginning their SFSP duties
 - Training must be documented
- Monitoring required at all sites
 - Required visits may vary
 - Must consistently and completely document all visits and reviews
- Sample 2016 forms available



www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092



General Program Requirements

- **Site staff must count meals as they are given to children and record counts for each meal on a daily basis for each site**
 - **Sample forms available**

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092
(Meal Count Forms)



General Program Requirements

- **Must maintain documentation of operating and administrative costs for review and audit**
 - **For examples of resources to meet this requirement, see *USDA SFSP Administrative Guidance for Sponsors***



www.fns.usda.gov/sites/default/files/sfsp/AdminGuideSponsors.pdf



General Program Requirements

- **Must maintain site eligibility documentation in sponsor files**
- **Sites must operate in compliance with information submitted on Site Application portion of online application, e.g., meal location, meal service time and site cap**



General Program Requirements

- **Sponsor must notify the Connecticut State Department of Education (CSDE) prior to implementing any changes to the approved Site Application or meals will not be reimbursable**



General Program Requirements

- All sponsors must **submit menus with serving sizes** to CSDE for approval prior to operation
- Sponsors with vended sites must **maintain copies of meals** delivered and ordered for each site
 - Delivery receipts should include indication of any meals that arrive incomplete or damaged



General Program Requirements

- Self-operation sponsors must maintain records of food bought and/or used for each meal served
 - Can be accomplished using production records (not required)



General Program Requirements

- Meals to report on claim for reimbursement
 - **first meals** by category served to eligible children
 - **second meals** by category served to eligible children (up to 2% of first meals)



General Program Requirements

ELIGIBLE CHILDREN

- All children served a meal at an open site
- All enrolled children served a meal at a closed enrolled site
- **CAMPS ONLY**
Children determined as eligible for free or reduced-price meals based on their income eligibility application



General Program Requirements

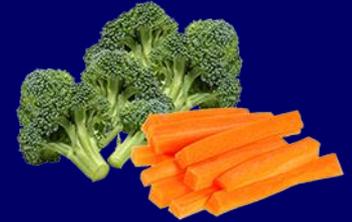
USDA defines “**CHILDREN**” as

- persons 18 years of age and under
and
- persons 19 years of age or older 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



USDA Foods (Commodities)

SFSP sponsors eligible to receive USDA Foods (donated commodities) include



- sponsors that prepare meals on-site or at a central kitchen
- sponsors that purchase meals from a school food authority (SFA) that participates in the National School Lunch Program (NSLP)
- SFA sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent NSLP and/or SBP meals



Meal Site Eligibility

AREA ELIGIBILITY

An area in which 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals



Meal Site Eligibility

AREA ELIGIBILITY can be conferred by

■ School Data

- Area Eligible List (and Site Eligible List) distributed by CSDE each winter

■ Census Data

- Census Block Groups (CBGs)
- Census Tracts

■ Documentation from other approved sources, i.e., welfare or education agencies, zoning commissions, housing authorities



Meal Site Eligibility

CENSUS DATA

- **Must use most recent Census Data**
 - Annual projections released each October
- **Can use two Geographical Units**
 - **Census Block Groups (CBGs)**
Can be combined to calculate a weighted average if each of the CBGs averaged have a minimum 40% free/reduced eligible population of children
 - **Census Tracts**
Cannot be combined



Meal Site Eligibility

CENSUS DATA

Online resources

■ USDA Food and Nutrition Service (FNS)

- Area Eligibility Map

www.fns.usda.gov/areaeligibility

- Capacity Builder Map

www.fns.usda.gov/capacitybuildery

■ Food Research and Action Center

- Summer Food Mapper

<http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0>



Meal Site Eligibility

ENROLLMENT

- At least 50% of children enrolled at the site are approved for free or reduced-price school meals
- Enrolled children's individual eligibility status may be determined by
 - Free/reduced school lunch eligibility status as obtained from their school
 - Income Eligibility Application completed by the child's family



Meal Site Eligibility

ELIGIBILITY DURATION

- Duration of determination for meal site eligibility based on school data or census data is **five years**
 - CSDE encourages sponsors to assess and reset the five year duration of determination each year, if possible, to prevent potential loss of site eligibility
- Duration of determination for meal site eligibility based on other sources (i.e., income eligibility applications, migrant organizations) must be **updated annually**



Meal Site Types

■ Most common

- open site
- restricted open site
- closed enrolled site
- camp (residential or nonresidential)

■ Less common in Connecticut

- migrant site
- tribal site
- National Youth Sports Program site
- Upward Bound site



Meal Site Types: OPEN SITE

OPEN SITE

Located in a needy area where 50 percent or more of children residing in the area are eligible for free or reduced-price school meals and meals are made available to all children in the area on a first-come, first-served basis



Meal Site Types: OPEN SITE

- Sponsors must take necessary steps to allow meal service access to all children requesting a meal at the site
- Information regarding meal service must be publicized in the community served
- Area eligibility is established using
 - school or census data
 - documentation from other approved sources (see slide 20)



Meal Site Types: RESTRICTED OPEN SITE

RESTRICTED OPEN SITE

On occasion, a sponsor that would normally operate an open site (initially open to broad community participation) must restrict or limit the feeding site's attendance for reasons of space, security, safety or control



Meal Site Types: RESTRICTED OPEN SITE

- Sponsors must publicize that the site is open on a first-come, first-served basis to all children in the community, but meal service will be limited (based on space, security, safety or control)
- Area eligibility is established using
 - school or census data
 - documentation from other approved sources (see slide 20)



Meal Site Types: CLOSED ENROLLED SITE

- 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
 - a program provides recreational, cultural, religious, or other types of organized activities for a specific group of children



Meal Site Types: CLOSED ENROLLED SITE

- Open only to enrolled children or to an identified group of children, as opposed to the community at large
- Must establish eligibility through
 - individual income eligibility of children attending the site or
 - area eligibility



Meal Site Types: CAMP

- Residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children
- In residential camps, participants spend the duration of the organized program in a 24-hour supervised care setting and receive regularly scheduled food service as part of the program



Meal Site Types: CAMP

- Nonresidential camp sites must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services
- Not required to establish area eligibility but must collect and maintain individual income eligibility forms or individual eligibility status as determined by their school



Meal Site Types: CAMP

- Reimbursed only for enrolled children who meet the free and reduced-price eligibility standards
- May charge ineligible children for meals, ensuring overt identification is not made
- Must be licensed by Connecticut Office of Early Childhood

www.ct.gov/oec/site/default.asp



Common Site Locations

- Parks
- Schools
- Churches
- Libraries *
- WIC Offices *
- Playgrounds
- Food Pantries *
- Farmers' Markets *
- Swimming Pools
- Summer Programs
- Housing Complexes *
- Community/Recreation Centers
- Any place where children congregate

* USDA priorities for summer 2016



Staff Training Requirements

- Administrative and site staff must be trained (including Civil Rights) prior to beginning their SFSP duties



- Sample training forms

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092
(Training Certification and Civil Rights)

- Civil Rights PowerPoint

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333768
(Civil Rights: Your Responsibilities in the School Nutrition Programs)



Staff Training Requirements

- Training must be documented
- If any staff miss the scheduled training, make-up training must be provided and documented prior to staff beginning their SFSP duties



Staff Training Requirements

ADMINISTRATIVE STAFF

- **General explanation of program**
 - Program duties and responsibilities of staff
 - Purpose of the program
 - Site eligibility
 - Recordkeeping requirements
 - Meal Pattern requirements
 - Civil Rights requirements



Staff Training Requirements

ADMINISTRATIVE STAFF

- **How the program will operate**
 - How meals will be provided
 - Delivery schedule (if applicable)

- **Duties of monitors**
 - Ensure that site supervisor is operating site in compliance with sponsor training



Staff Training Requirements

SITE STAFF

Responsibilities of site supervisor

- Receive and account for delivered meals
- Serve meals
- Ensure safe and sanitary conditions at site
- Ensure that children eat all meals onsite
- Take accurate point of service meal counts
- Clean up after meals
- Plan for inclement weather



Civil Rights Requirements

- **Serve meals to all attending children regardless of race, color, national origin, sex, age or disability**
- **Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age or disability**
- **Display poster in a prominent place**
- **Make program materials available to the public upon request, accommodating language needs**



Civil Rights Requirements

- Annual civil rights training required for administrative and frontline staff

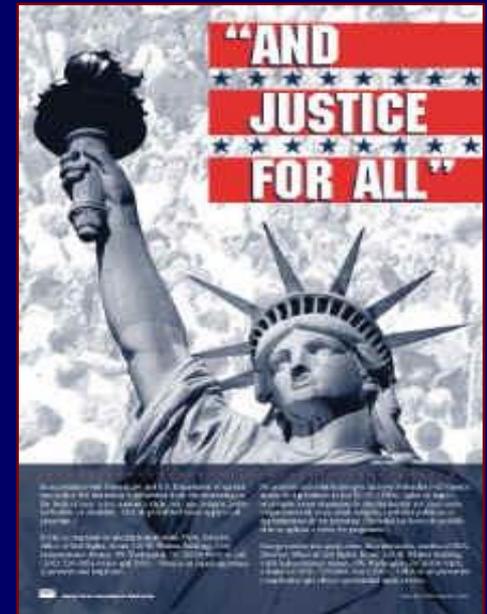
www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333768

- Instructing staff to post *“And Justice for All”* poster is not sufficient

- Must train on **content**

- New poster available

- Display prominently in all administrative and meal service locations



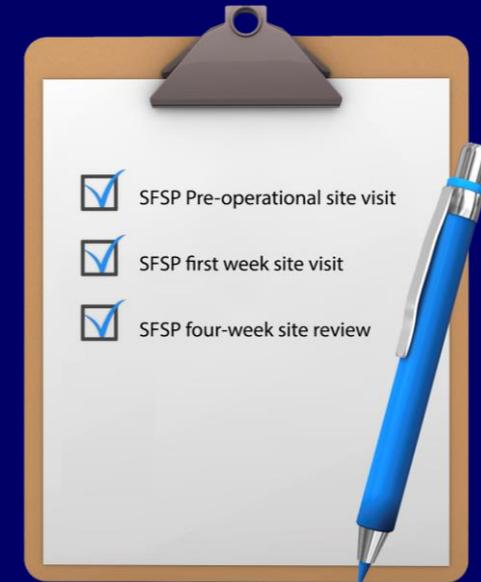
www.fns.usda.gov/cr/and-justice-all-posters



Monitoring Requirements

Monitoring ensures that

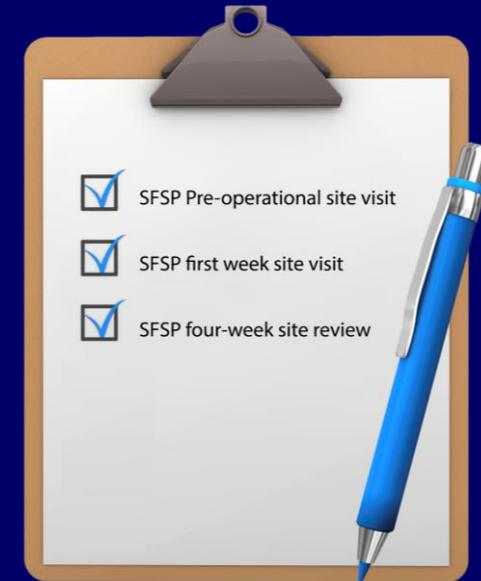
- Sites operate according to SFSP requirements
- Accurate records are available
- Children in the community are getting nutritious meals



Monitoring Requirements

PRE-OPERATIONAL SITE VISIT

- Determines that a site has the necessary facilities and capability to conduct the proposed meal service for the projected number of participants

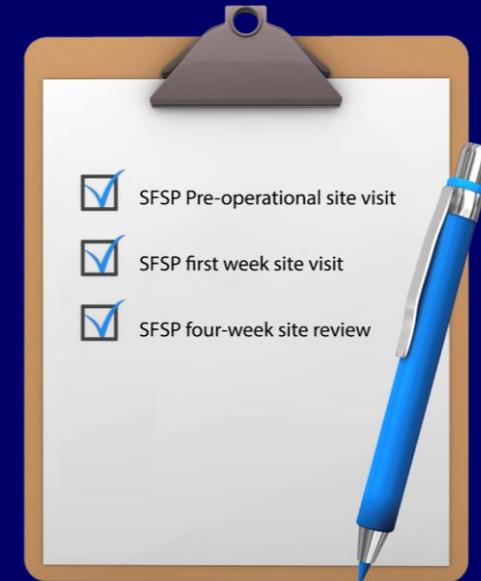


Monitoring Requirements

PRE-OPERATIONAL SITE VISIT

- Conducted for
 - all new sites
 - sites determined to have operational problems in preceding year
- Sample forms available

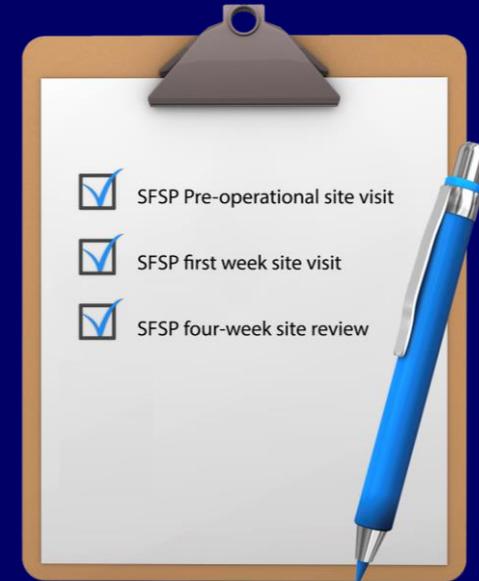
www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092 (Visit Certification)



Monitoring Requirements

FIRST WEEK SITE VISIT

- Determines whether the food service operation is running smoothly or has problems that need correcting
- Conducted for
 - all new sites
 - sites determined to have operational problems in preceding year
- Sample forms available



www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092 (Visit Certification)

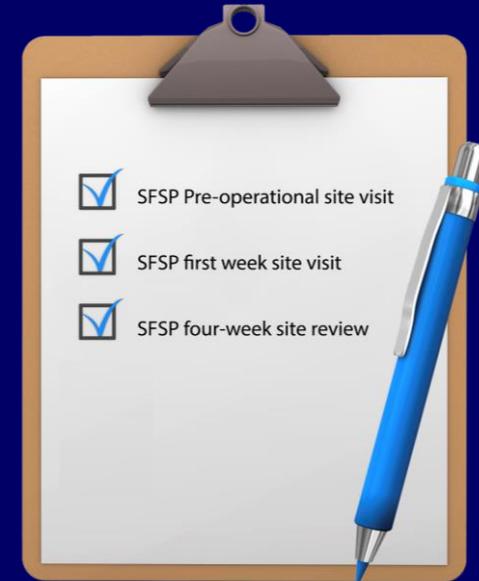


Monitoring Requirements

FOUR-WEEK SITE REVIEW

- Determines if site is meeting all program requirements
- Conducted within the first four weeks (not necessarily the fourth week) of SFSP operation regardless of length of program
- Sample forms available

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092 (Visit Certification)



Meal Count Requirements

- Count and record the number of meals as they are given out
 - Cannot obtain meal count by subtracting meals leftover from beginning balance of meals on hand, counting trays before/after service
- Serve only one meal to each child during the meal service
- Serve second meals only after all children present have been offered a first meal



Meal Count Requirements

- Count second meals separately if sponsor allows seconds
 - Seconds must be served as a complete unit
- Record meal counts daily at end of each meal
- Meals counts must be submitted by site to sponsor at least weekly



Meal Count Requirements

RESIDENTIAL CAMPS

- Must record meal counts by individual camper for each meal
- Residential camp sponsors only receive reimbursement for meals served to eligible campers based on income eligibility applications or certification of eligibility from SFAs
- As meal counts are completed weekly, sponsor determination should be made for eligible and ineligible campers



Meal Pattern Requirements

- Success of SFSP depends on nutritious meals that meet meal pattern requirements and are appetizing to children
 - Careful menu planning required to meet this goal



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
- Establish **minimum portions** of the various meal components that sponsor must serve to each child to receive reimbursement for each meal



Meal Pattern Requirements

- All menus submitted by sponsors will be reviewed for compliance by CSDE
- One meal pattern for breakfast
- One meal pattern for both lunch and supper
- Sponsor must use online application to notify CSDE of their intent to implement offer versus serve (OVS)



Meal Pattern Requirements

- SFAs may choose to follow either SFSP or NSLP/SBP meal pattern
 - If elect to implement OVS, must correspond to the OVS requirements of the same meal pattern



Meal Pattern Requirements

In certain cases, CSDE may approve SFSP sponsors to serve meals that meet the meal pattern requirements of other Child Nutrition Programs

- **Infant meals**
 - CACFP meal pattern

- **Meals for children ages 1 to 6**
 - CACFP meal pattern
 - Smaller portion sizes

- **Meals for children ages 12 to 18**
 - CACFP meal pattern
 - Adult portion sizes



Summer Food Service Program (SFSP) Meal Pattern 1

Food Component	BREAKFAST	LUNCH OR SUPPER	SNACK ² Serve any two of the four components (Must be two DIFFERENT components)	
MILK, FLUID ³				
Flavored or unflavored whole milk, low-fat milk, nonfat (skim) milk and buttermilk <i>Low-fat (1%) or fat-free milk is recommended</i>	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)	
VEGETABLES AND FRUITS				
Vegetable(s) and/or fruit(s) or	½ cup	¾ cup total ^{4,5}	¾ cup	
Full-strength (100%) juice (fruit, vegetable or combination) ⁴ or	½ cup (4 fluid ounces)		¾ cup (6 fluid ounces)	
An equivalent quantity of any combination of the above vegetables and fruits				
GRAINS AND BREADS ⁶				
Bread or	1 slice	1 slice	1 slice	
Cornbread, biscuits, rolls, muffins, etc. or	1 serving	1 serving	1 serving	
Cold dry cereal ⁷ or	¾ cup or 1 ounce	¾ cup or 1 ounce	¾ cup or 1 ounce	
Cooked cereal or	½ cup	½ cup	½ cup	
Cooked pasta or noodle products or	½ cup	½ cup	½ cup	
Cooked cereal grains or	½ cup	½ cup	½ cup	
An equivalent quantity of any combination of the above grains and breads				
MEAT AND MEAT ALTERNATES				
Lean meat or poultry or fish ⁸ or	Optional	2 ounces	1 ounce	
Alternate protein products ⁹ or		2 ounces	1 ounce	
Cheese or		2 ounces	1 ounce	
Cottage cheese or		½ cup	¼ cup	
Eggs or		1 large egg	½ large egg	
Cooked dry beans or peas or		½ cup	¼ cup	
Peanut butter or soy nut butter or other nut or seed butters or		4 tablespoons	2 tablespoons	
Peanuts or soy nuts or tree nuts or seeds ¹⁰ or		1 ounce = 50 percent	1 ounce	
Yogurt ¹¹ , plain or flavored, unsweetened or sweetened or		8 ounces or 1 cup	4 ounces or ½ cup	
An equivalent quantity of any combination of the above meat and meat alternates				

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/SFSPmealpattern.pdf



Vegetables and Fruits

- Full-strength vegetable or fruit juice cannot count for more than **HALF** of fruit/vegetable requirement
- Fruit and vegetables are measured in **VOLUME** (cups), not weight
- Two **DIFFERENT** fruits and/or vegetables must be served each day at lunch or supper to equal at least $\frac{3}{4}$ cup



Vegetables and Fruits

BEST PRACTICE

- Offer a **variety** of fruits and vegetables with summer meals
- Incorporate school vegetable subgroup categories
 - Red/orange, dark green, starchy, legumes and other
- Use Connecticut Grown fruits and vegetables which are plentiful when school is out
 - Be thinking Farm to Summer



Grains and Breads

- Use *Serving Sizes for Grains in the Summer Food Service Program* to determine proper serving size

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/gbsfsp.pdf

Serving Sizes for Grains/Breads in the SUMMER FOOD SERVICE PROGRAM (SFSPP) ¹

Group A	Minimum Serving Size for Group A
Small grain cooking Baked cereal, hot Cereal with milk Cereals, cereals, e.g., oatmeal and instant cereals Couscous Pasta, hot Stuffing, any variety and to consist of stuffing	1 serving = 20 grams or 2 ounces 1/2 serving = 10 grams or 1.0 ounces 1/3 serving = 10 grams or 1.0 ounces 1/4 serving = 10 grams or 1.0 ounces 1/5 serving = 10 grams or 1.0 ounces
Group B	Minimum Serving Size for Group B
Eggs Eggless cereal cooking Granola Nuts, e.g., walnuts, almonds, pecans, hazelnuts, pistachios Rice, hot, cold, and wild Couscous, instant, e.g., quinoa, buckwheat and amaranth cereals Egg roll skins Eggless noodles, e.g., spaghetti, linguine and angel hair Flour tortillas Pasta, hot Pasta, e.g., whole wheat, whole wheat Pasta, cold Puffs, e.g., waffles, wheat, whole wheat Tortillas, wheat or corn Tortilla chips, wheat or corn Tostitos	1 serving = 20 grams or 1.0 ounce 1/2 serving = 10 grams or 0.5 ounces 1/3 serving = 10 grams or 0.5 ounces 1/4 serving = 10 grams or 0.5 ounces 1/5 serving = 10 grams or 0.5 ounces
Group C	Minimum Serving Size for Group C
Couscous, plain, including vermicelli Couscous Couscous Couscous Pasta, hot Puff, hot (except pizza) ² that contains ³ and meat or meat alternative (see)	1 serving = 31 grams or 1.1 ounces 1/2 serving = 15 grams or 0.5 ounces 1/3 serving = 10 grams or 0.5 ounces 1/4 serving = 8 grams or 0.3 ounces
Group D	Minimum Serving Size for Group D
Cereal bars, branched bean, granola bars, pasta ⁴ Couscous, hot and pre-mixed, wholemeal ⁵ Muffins, all except corn Couscous, hot, wholemeal ⁶ Tender pastas, wholemeal ⁷	1 serving = 20 grams or 0.7 ounces 1/2 serving = 10 grams or 0.3 ounces 1/3 serving = 10 grams or 0.3 ounces 1/4 serving = 10 grams or 0.3 ounces
Group E	Minimum Serving Size for Group E
Cereal bars, branched bean and granola bars with nuts, dried fruit, chocolate, others, hot pasta ⁸ Couscous, with filling or coating, hot, whole, chocolate pieces, hot pasta ⁹ Couscous, cold and pre-mixed, branched or glass ¹⁰ Pasta, hot ¹¹ Couscous, hot, whole ¹² Tender pastas, wholemeal ¹³	1 serving = 10 grams or 0.3 ounces 1/2 serving = 5 grams or 0.2 ounces 1/3 serving = 10 grams or 0.3 ounces 1/4 serving = 10 grams or 0.3 ounces

Connecticut State Department of Education • Revised April 2014 • Page 1 of 2

BEST PRACTICE

- Incorporate **whole grain-rich grains** into summer meals for consistency with meals served throughout the school year



SFSP Offer versus Serve (OVS)

- OVS option is available to all sponsors
- Sponsor must use online application to notify CSDE of their intent to implement OVS
- CSDE and USDA resources available to assist in menu planning and implementation of OVS



www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/OVSSFSP.pdf



SFSP OVS

■ Breakfast

- Children must take **THREE** of four offered food items

■ Lunch/Supper

- SFSP meal pattern is the same for lunch and supper, including OVS requirements
- Must offer **FIVE** food items from the four food components
- For a reimbursable meal, children must take **THREE** of the four food components



Off-site Consumption

- Children may take a fruit, vegetable or grain item off site for later consumption
- Sponsors must use online application to notify CSDE of their intent to implement this practice
- Can be done only if
 - complies with state and local health and sanitation code
 - sponsor has sufficient supervisory capacity
 - item is from the child's own meal or a share table



Additional Foods

- May offer extra foods in addition to the items required for a reimbursable meal
 - Foods that are **CREDITABLE** as part of a reimbursable meal are an allowed expenditure of SFSP funds
 - Foods that are **NOT CREDITABLE** must have documentation available to reflect the income source (non-CNP funds) that is supporting their expense



CSDE SFSP Meal Pattern Web Page

SFSP MEAL PATTERN



- **Meal Pattern**
 - Meal Pattern for the SFSP [\[PDF\]](#)
 - Noncreditable Foods in the SFSP [\[PDF\]](#)
 - Serving Sizes for Grains/Breads in the SFSP [\[PDF\]](#)
- **Offer versus Serve (OVS)**
 - OVS in the SFSP [\[PDF\]](#)
 - How to Implement OVS in the SFSP [\[PDF\]](#)

SFSP MENU PLANNING RESOURCES

- [Food Buying Guide for Child Nutrition Programs](#) (USDA)
 - [Food Buying Guide Online Calculator](#) (USDA)
- [Healthy Meals Resource System Recipes](#)
- [Menu Planning](#) (CSDE)
- SFSP 2016 Nutrition Guidance for Sponsors (USDA) [\[PDF\]](#)
- SFSP Summer Meals Toolkit (USDA) [\[PDF\]](#) (See "Vending and Serving Quality Meals")
- Menu Planning: How to Serve a Reimbursable SFSP Meal (USDA) [\[PDF\]](#)
- [What's Cooking? USDA Mixing Bowl Recipes](#)

CONTACT: Caroline Cooke, Summer Meals Coordinator at caroline.cooke@ct.gov or 860-807-2144

Connecticut State Department of Education
Bureau of Health, Nutrition, Family Services and Adult Education • Child Nutrition Programs
25 Industrial Park Road, Middletown, CT 06457
Telephone: 860-807-2050 • Fax: 860-807-2127

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336096



Notification of Site Changes

SFSP sponsors must **notify CSDE** regarding any site changes and receive CSDE approval **prior** to changes being implemented

- Location
- Meal times
- Menu changes
- Opening dates
- Closing dates
- Enrollment figures
- Holidays and other days that will require closing



Notification of Site Changes

FIELD TRIPS

- Requirements for notifying CSDE about field trips are changing this year based on the tracking capacity of the new CNSP online application and claiming system
- Be on the lookout for new instructions
- Please provide regular training to your site staff to ensure that they notify you in a timely manner about field trips



Outreach Requirements

- All SFSP sponsors must advertise the availability of Summer Meals in their community
- SFAs participating in NSLP must conduct Summer Meals outreach



Outreach Opportunities

- Traditional and social media releases
- Web page
- Town/organization/school newsletters
- Fliers/mailings
- Community posting boards
- Automated telephone calls
- SFAs: June NSLP menu
- SFAs: Summer-themed NSLP lunch prior to end of school year



Resources to Support Outreach

- Summer Meals Locator
- 211
- Texting
- USDA Summer Meals Outreach Materials
- Connecticut Specific Summer Meals Outreach Materials
- Sample Press Releases



www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=336092



Simplified Summer Requirements

- SFAs transitioning from Seamless Summer Option (SSO) of NSLP to SFSP as experienced sponsors
- SFAs previously serving as Summer Meals sponsors may be exempt from the budget preparation/review portion of the annual application
- SFAs participating in NSLP not required to obtain an additional health and safety inspection



Other Federal Updates

General Guidance

- **Summer Meals Programs Meal Service Requirements Q&As 2016**

www.fns.usda.gov/meal-service-requirements-summer-meal-programs-questions-and-answers

- **SFSP Questions and Answers 2016**

www.fns.usda.gov/summer-food-service-program-questions-and-answers

- **Promoting Nutrition in the Summer Meal Programs**

www.fns.usda.gov/promoting-nutrition-summer-meal-programs-best-practices



Other Federal Updates

Topic-specific Guidance

- **Assessing Costs in the Summer Food Service Program**

www.fns.usda.gov/assessing-costs-summer-food-service-program

- **Site Caps in the Summer Food Service Program**

www.fns.usda.gov/site-caps-summer-food-service-program-revised

- **Rural Designation in the Summer Food Service Program**

www.fns.usda.gov/rural-designations-summer-food-service-program

- **Super-Circular 200**

www.fns.usda.gov/questions-and-answers-transition-and-implementation-2-cfr-part-200



Other Federal Updates

Topic-specific Guidance

■ Procurement Standards

www.fns.usda.gov/procurement-standards-and-resource-management-requirements-related-franchise-agreements

■ Local Foods in the Summer Meal Programs

www.fns.usda.gov/local-foods-and-related-activities-summer-meal-programs-questions-and-answers

■ Demonstration Project for Non-Congregate Feeding

www.fns.usda.gov/demonstration-project-non-congregate-feeding-outdoor-summer-meal-sites-experiencing-excessive-heat-q



SFSP Operational Memos

Access USDA
policy guidance
and CSDE
operational
memoranda

SFSP Operational Memos 2016

[Summer Food Service Program](#) | [SFSP Operational Memos](#) | [Resources](#) | [Nutrition Education](#)

The Connecticut State Department of Education (CSDE) and U.S. Department of Agriculture (USDA) operational memoranda contain important information regarding federal and state requirements and implementation guidance for the operation of the USDA Summer Food Service Program (SFSP).



CSDE SFSP MEMOS • OCTOBER 1, 2015 - SEPTEMBER 30, 2016

- [OM 01-16](#) Connecticut State Department of Education (CSDE) Operational Memoranda for the Summer Food Service Program (SFSP) Web page
- [OM 02-16](#) Interest Survey for 2016 Summer Meals Programs

USDA SFSP MEMOS • OCTOBER 1, 2015 - SEPTEMBER 30, 2016

- [SFSP 01-16](#) Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs
- [SFSP 02-16](#) Questions and Answers on the Transition to and Implementation of 2 CFR Part 200
- [SFSP 03-16](#) Procurement Standards and Resource Management Requirements related to Franchise Agreements
- [SFSP 05-16](#) Meal Service Requirements in the Summer Meal Programs, with Questions and Answers
- [SFSP 06-16](#) Promoting Nutrition in Summer Meal Programs, with Best Practices
- [SFSP 07-16](#) Local Foods and Related Activities in Summer Meal Programs, with Questions and Answers
- [SFSP 08-16](#) Summer Food Service Program Questions and Answers
- [SFSP 09-16](#) Guidance on Competitive Procurement Standards for Program Operators
- [SFSP 10-16](#) Disclosure Requirements for the Child Nutrition Programs
- Connecticut SFSP Consent Form for Sharing Information with Other Programs [[DOC](#)] *New January 2016*

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335964



2016 SFSP Reimbursement Rates

Type of Meal	Self-preparation or Rural Sites	Other Types of Sites (Vended)
Breakfast	\$2.1325	\$2.0925
Lunch/Supper	\$3.7450	\$3.6850
Snack	\$0.8875	\$0.8650

www.sde.ct.gov/sde/cwp/view.asp?a=2626&pm=1&Q=336014



Excess Program Funds

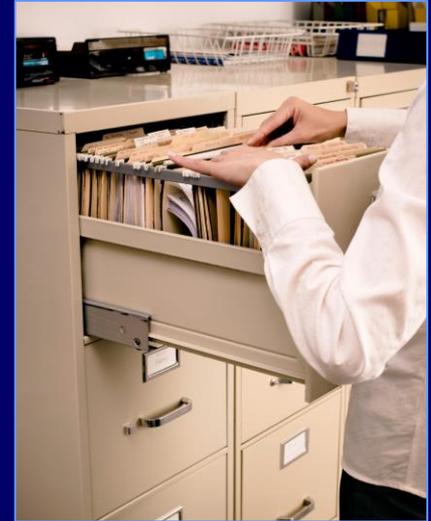


- May be used to support other Child Nutrition Programs
- May be retained in the nonprofit food service account and used for start-up or other allowable costs the following year
- USDA recommends using these funds to improve meal service or other aspects of the SFSP
- Cannot be used to fund activities or parent meals



Records Retention

- Records should be retained for the **current year** and the **three preceding years**
- **2016 SFSP Application**
Instructions identify items that sponsors should update and retain in files each year
- Records of all expenses must be retained in sponsor files available for CSDE review/audit



Records Retention

EXPENSE DOCUMENTATION

Inventory Records

- Beginning Inventory
- Purchases
- Ending Inventory
- $\text{Total Food Expenses} = \text{Beginning Inventory} + \text{Purchases} - \text{Ending Inventory}$



Records Retention

Self-prep sponsors

- Maintain menus
- Keep accurate inventory records
- Daily meal count forms
- Itemized receipts of food purchased

Vended sponsors

- Daily meal count forms
- Delivery receipts
- Invoices for meals purchased



Records Retention

Meals **NOT REPORTED** in reimbursement claim but must maintain records

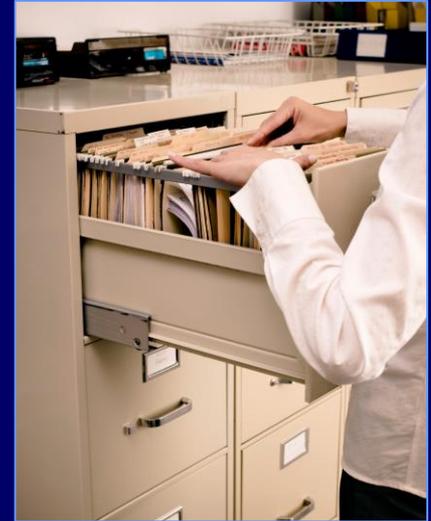
- Meals served to ineligible children in camps
- Meals served to program adults
- Meals served to non-program adults
- Meals that are spoiled or damaged
- Meals in excess of the site's approved level of service
- Meals that were not served



Records Retention

Records needed to support reimbursement claim

- Records of meal counts (first and second meals served to eligible children) taken daily at each site
- Delivery receipts
- Records of claimed operating costs including food, site personnel and utilities
- Records of claimed administrative costs including personnel, transportation and office supplies
- Records of funds accruing to the program



Reimbursement Claim Details

Reimbursable Meals

- Meals served to eligible children during the claiming period (includes first and second meals)
- Records must be kept of first and second meals to determine the number of second meals that may be claimed



Reimbursement Claim Details

NOT Reimbursable Meals

- Meals not served as a complete unit (unless implement OVS)
- Meal patterns or types not approved by the CSDE
- Meals served at sites not approved by the CSDE, or outside approved meal service times
- Meals consumed off-site



Food Safety Reminders

- Prepare food in small batches to minimize temperature increase
- Be sure thermometers are in all refrigeration and freezer units
- Refrigerate food items prior to meal preparation (e.g. cans of tuna fish, bread, cans of fruit, condiments)



Food Safety Reminders

- Keep cold foods COLD (45 degrees)
- Keep hot foods HOT (140 degrees)
- Always have adequate number of icepacks in coolers
- Layer insulated coolers with icepacks
- Be sure thermometers are available in all refrigeration units and used properly



Contracting with Food Service Management Company

- **Under \$150,000** (or lower if local regulations are more stringent)
 - Three quotes
 - Choose lowest responsive/responsible bidder
 - Document all communications with potential bidders



Contracting with Food Service Management Company

■ Over \$150,000

- Public announcement ≥ 14 days (CSDE must approve prior to publishing)
- Public opening (inform CSDE ≥ 14 days from bid opening)
- IFB contains
 1. Food specs and meal quality standards
 2. Cycle menu
 3. Any increases per amendment **MUST** have been stated in original IFB and Contract, e.g., based on CPI or stated percentage increase



Contracting with Food Service Management Company

■ Over \$150,000, continued

- COMPLETE

1. Recommendation for Bid Award
2. Sponsor/Vendor Award
Conference Checklist

- SUBMIT

1. Completed documents
(Recommendation for Bid Award and Sponsor/Vendor
Award Conference Checklist)
2. Contract with Independent Price Determination
3. Copy of all bids received
4. Copies of any applicable bonds



Contracting with Food Service Management Company

■ Follow proper procurement procedures to promote open competition

- *Super-Circular 200 (2 CFR 200)*

www.fns.usda.gov/questions-and-answers-transition-and-implementation-2-cfr-part-200

- Procurement Standards and Resource Management Requirements related to Franchise Agreements

www.fns.usda.gov/procurement-standards-and-resource-management-requirements-related-franchise-agreements

- Guidance on Competitive Procurement Standards for Program Operators

www.fns.usda.gov/guidance-competitive-procurement-standards-program-operators



Contracting with Food Service Management Company

- Initial one-year contract
- Optional four additional one-year contracts/ amendments



Administrative Review

Most Common Findings

- Difficulty organizing records related to program expenses and food costs
- Lack of system of checks and balances to ensure 100% accurate meal count compilation at the sponsor level
- Inconsistent use of site and review monitoring forms
- Civil rights training inadequate
- Inconsistent meal counts by site staff during CSDE site visits



Administrative Review

CSDE

- Conducts review of every new sponsor at least once during the first year of operation
- Annually reviews a number of sponsors whose program reimbursements, in the aggregate, accounted for at least half of the state's total program meal reimbursements in the prior year
- Annually reviews every sponsor that experienced significant operational problems in the prior year
- Reviews each sponsor at least once every three years



Year 2 of Online Application!

- All sponsors continue to access the online application and claiming system for Child Nutrition Programs (CNP)
- Switching to a national SFSP platform
- Based on USDA requests for data, this year's application data will be more robust to inform better resources and strategies for SFSP priorities moving forward



Connecticut Application Deadline May 1, 2016

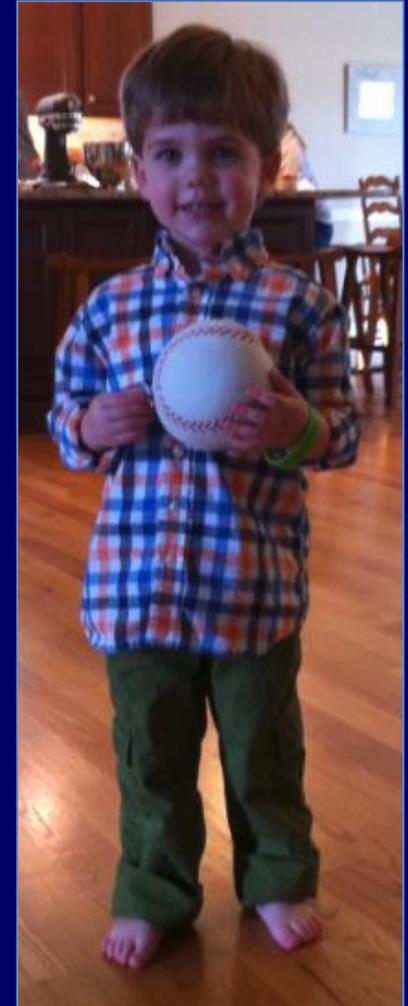
Small group online application workshops

- April 21, 2016
- CSDE in Middletown
- See Caroline Cooke if you are interested in participating
- Please make every effort to review the documents in advance and come with specific question



Summer Meals Opportunities

- Increase number of children fed during the summer
- Increase number of meal sites
- Increase number of operating days
- Expand meal service to include additional meal/snack times
- Consider new partnerships
 - HUD/RD, WIC, Farmers' Markets, Libraries
- Farm to Summer



CSDE Contact Information

**Caroline Smith Cooke
Summer Meals Coordinator**

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860-807-2144



USDA Nondiscrimination Statement

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

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

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