



2016 Summer Meals Training
Seamless Summer Option (SSO) Overview
Let's Get Ready for Summer 2016!



Caroline Smith Cooke • Summer Meals Coordinator
March 24, 2016

Today's Topics

- General Program Requirements
- Meal Site Eligibility
- Meal Site Types
- Common Site Locations
- Summer School and Eligibility
- Meals and Claiming
- Meal Services
- A La Carte Sales
- Healthy Food Certification
- Field Trips
- Offer Versus Serve (OVS)
- Potable Water
- Online Claiming
- Monitoring Requirements
- Monitoring Best Practices
- Food Safety Reminders
- Civil Rights Posters
- Press Release
- Outreach
- Beverages
- 2016 Reimbursement Rate
- Federal Regulation Updates
- Online Agreement
- Meal Pattern Requirements
- Summer Meals Priorities



General Program Requirements

- Only school districts participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are eligible to apply
- Once approved by CSDE, school districts serve meals free of charge to children from low-income areas
- Nonprofit organizations may operate under sponsorship of the school food authority (SFA) with CSDE approval



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



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 Types

- Open site
- Restricted open site
- Closed enrolled site
- Camp (residential or nonresidential)
- Migrant site



Meal Site Types: OPEN SITE

- Serves all children at a site located within the geographical boundaries of a school attendance area that has at least 50% of its children approved for free or reduced-price school meals
- Meals reimbursed at free school meal rates for all attending children



Meal Site Types: RESTRICTED OPEN SITE

- Serves children on a first-come, first-served basis at a site located within the geographical boundaries of a school attendance area that has at least 50% of its children approved for free or reduced-price school meals
- Attendance is limited for reasons of security, safety or control
- Meals reimbursed at free school meal rates for all attending children



Meal Site Types: CLOSED ENROLLED SITE

- Serves only an identified group of children who are participating in a specific program or activity



Meal Site Types: CLOSED ENROLLED SITE

- Meals reimbursed for all children in attendance at the free school meals rates when the site
 - has at least 50% of enrolled children approved for free or reduced-price school meals
 - is area eligible
- A closed enrolled site that does not meet one of these criteria is not eligible unless qualified to participate as a day camp



Meal Site Types: CLOSED ENROLLED SITE

- Enrolled children's eligibility status may be determined by
 - Information obtained from their schools
 - Applications submitted and approved by the sponsoring school or local educational agency (LEA)
 - Direct certification conducted by the sponsoring school or LEA
- Submit Master List to CSDE for approval



Meal Site Types: CAMP

- Must be licensed by Connecticut Office of Early Childhood

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

- Must offer regularly scheduled food service as part of an organized program for enrolled children
- Eligibility must be established for each enrolled child



Meal Site Types: **CAMP**

- May be residential or nonresidential (day camp)
- Area eligibility cannot be used
- Eligibility cannot be based on 50% or more of camp's enrolled children being approved for free or reduced-price meals



Reimbursement only for meals served to children who are eligible for free or reduced-price school meals (based on individual eligibility)



Meal Site Types: CAMP

- Enrolled children's eligibility status may be determined by
 - Information obtained from their schools
 - Applications submitted and approved by the sponsoring school or LEA
 - Direct certification conducted by the sponsoring school or LEA



Meal Site Types: CAMP

- Meals reimbursed at the free school meals rates for eligible children in attendance
- Meals served to ineligible children are not reimbursed
 - Camps may charge ineligible children for meals
- No overt identification of eligible versus ineligible children



Summer School and Eligibility

- School sites that provide meals only to enrolled summer school students are not eligible to participate in SSO
- Any meals served to children in the academic summer school during the time they are considered attending school must be claimed and reimbursed under the SBP and NSLP



Summer School and Eligibility

- If a school site open its feeding programs to the community, all meals can be served free under the SSO for sites in eligible areas



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



Meals and Claiming

- Can claim breakfast, AM snack, lunch, PM snack
- Meal planning options must follow SBP and NSLP
- For all sites except camps, can claim up to **two meals per day** (snacks are considered a meal)
- Open, restricted open and closed enrolled sites cannot claim lunch and supper meals for the same children on the same day



Meal Services

- **Breakfast** must be served in the morning hours, at or close to the beginning of the child's day at the school or summer location
- **Lunch** must be offered between 10:00 am and 2:00 pm



Meal Services

- **Snack** must be evenly and adequately spaced between other meals service times to minimize food waste and ensure good nutrition practices
- **Supper** (camps) must begin before 7:00 pm and end by 8:00 pm



A La Carte Sales

- Can be served but strongly discouraged
- Eliminating a la carte maximizes participation in SSO



Healthy Food Certification (HFC)

- HFC applies to SSO if
 - the summer program is operated by the school district
 - the district certifies for the healthy food option
 - foods are sold a la carte (separately from the meal)
- All food items **SOLD** to students in summer school programs must meet the Connecticut Nutrition Standards



Field Trips

- SSO sponsors do not notify CSDE about field trips, however must still
 - take point of service (POS) counts
 - offer reimbursable meals
 - maintain food safety practices



Offer Versus Serve (OVS)

- Schools have the option of implementing OVS at their site



Potable Water

- **Healthy, Hunger-Free Kids Act of 2010** establishes a requirement for making water available to children in the NSLP
- The potable water requirement applies only to SSO sites at schools during lunch
- Best practice is to make potable water available at all meal/snack services



Online Claiming

- SSO meals must be claimed under the Seamless section of your Online Claim
- Do **NOT** combine these meals with regular NSLP meals

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Updated April 1, 2016
Welcome to the
Connecticut State Department of Education's
(CSDE)
Child Nutrition Programs (CNP) System

School Nutrition (NSLP) Sponsors: For assistance with the CNP System, contact the CNP System Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 AM to 4:00 PM.

Child and Adult Care Food Program (CACFP) Sponsors: Contact the consultant who approved your FY2015-16 application for assistance.

NOTE: The 60-day deadline for February 2016 claims is April 29, 2016 (postmarked).

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<https://ct.cnpus.com/prod/Splash.aspx>



Monitoring Requirements

- SFAs must review their SSO sites at least once during the site's operation
- Updated sample monitoring forms available this year

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680#s



Monitoring Requirements

WHILE AT THE SITE MUST REVIEW

- Meal counting and claiming procedures
- Meal pattern compliance
- Records



Monitoring Requirements

MUST MAINTAIN RECORDS

- POS meal counts
- Production records
- Standardized recipes
- Written menus
- Food safety
 - Temperature logs
 - Standard operating procedures (SOPs)



Monitoring Best Practices

PRE-OPERATIONAL SITE VISIT

- Determines that a site has the facilities and capability to conduct the proposed meal service for the projected number of participants
- 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=320680#s



Monitoring Best Practices

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=320680#s



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)



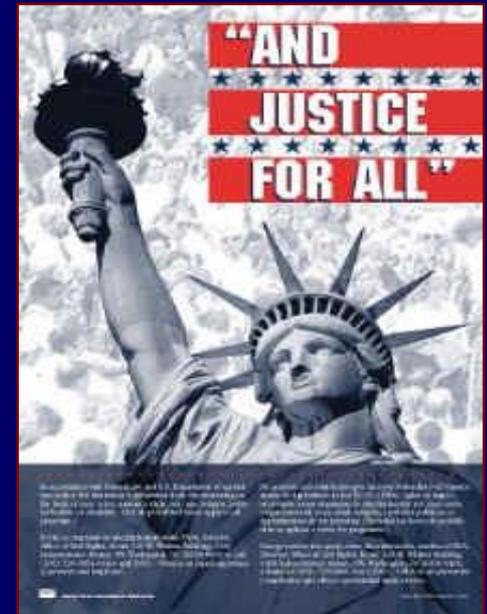
Food Safety Reminders

- 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



Civil Rights Requirements

- New *“And Justice for All”* poster available
 - Display prominently in all administrative and meal service locations



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



Press Release

- SFAs participating in SSO must make a reasonable effort to advertise the availability of free meals to children in the community
- Maintain documentation on file for audit purposes
- Do not submit to CSDE



Outreach Requirements

- 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



Beverage Requirements

- Section 10-221q of Connecticut General Statutes (sale of beverages)

www.cga.ct.gov/2007/pub/Chap170.htm#Sec10-221q.htm

- Applies to SFSP and SSO sponsors operated by the board of education (public schools), if any beverages are sold



Allowable Beverage Categories

1. Milk, flavored and unflavored

- No artificial sweeteners
- ≤ 4 grams of sugar per ounce

2. Nondairy milk, e.g., soy or rice milk

- May be flavored but no artificial sweeteners
- ≤ 4 grams of sugar per ounce
- ≤ 35 percent of calories from fat
- ≤ 10 percent of calories from saturated fat per portion



Allowable Beverage Categories

3. 100% fruit or vegetable juice

- No added sugars, sweeteners or artificial sweeteners

4. Water and juice beverages

- No added sugars, sweeteners or artificial sweeteners

5. Water

- No added sugars, sweeteners or artificial sweeteners
- No caffeine



Beverage Requirements

Applies to all sources of beverages offered for sale to students at all times on school premises, including

- **cafeterias**
- **vending machines**
- **school stores**
- **fundraisers, regardless of whether they are sponsored by the school or an outside group**
- **any other sources of beverage sales to students**



Reimbursement

- Severe need reimbursement rates do apply to the SSO
- SSO sponsors receive the full commodity allotment for lunches and suppers served



Federal Regulations Updates

- **USDA generally releases updated SSO policy guidance in mid-Spring**
 - **CSDE will share when available**
- **SFSP guidance is also helpful when planning SSO operations**
 - **SFSP Operational Memoranda**
 - **SFSP Handbooks**
 - **SFSP Summer Toolkit**



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



USDA SFSP Handbooks

USDA United States Department of Agriculture
Food and Nutrition Service

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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

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

www.fns.usda.gov/sfsp/handbooks



USDA Summer Meals Toolkit

USDA United States Department of Agriculture Food and Nutrition Service

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Summer Food Service Program (SFSP)

Print

Summer Meals Toolkit

USDA's summer meal programs, including the Summer Food Service Program and the National School Lunch Program's Seamless Summer Option, rely on innovative and collaborative efforts to reach children in need. USDA encourages collaborations with valued partners at National, State, and local levels to raise awareness about the nutrition gap low-income children face when schools close for the summer and the availability of summer meals.

The Summer Meals Toolkit is designed for individuals and organizations interested in serving as Summer Meal champions in their communities at any level of program administration. This toolkit includes tips for getting the word out through community-based outreach, information on Program policy and administration, ideas for planning and collaborating with stakeholders, and shares Program resources and best practices.

While you are here, be sure to check out this month's [Summer Meals Newsletter!](#)

Program Planning, Budgeting and Administration

Planning for Success

- State Management and Administrative Plan
- Proactive Planning for States
- Proactive Planning for Partners
- Proactive Planning for Sponsors
- Partnerships - Sponsors and Sites

Budgeting for Summer

[Budgeting for Success](#)
[Allowable Costs](#)
[Additional Funding Sources](#)

www.fns.usda.gov/sfsp/summer-meals-toolkit



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



Online Agreement

PROGRAM SITE INFORMATION

- List an accurate site address
- Must update the online system regarding any changes to sites
 - Meal times
 - Opening dates
 - Closing dates
 - Holidays that will require closing
 - Enrollment figures

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Updated April 1, 2016
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Links

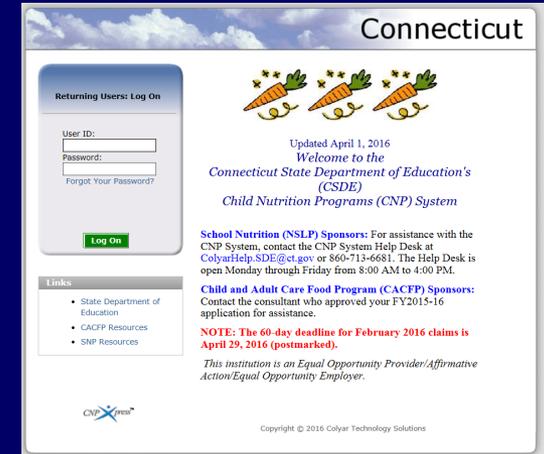
- State Department of Education
- CACFP Resources
- SNP Resources

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Online Agreement

- CSDE will send instructions for updating online agreement and a schedule of when it can be accessed
- Must notify Caroline Cooke at caroline.cooke@ct.gov (860-807-2144) whenever **updating** online agreement information
- Must receive state approval **before** sites open



Meal Pattern Reminders

- SFAs must follow the NSLP and SBP meal pattern requirements in effect the **school year prior** to the beginning of SSO
 - For example, a school operating SSO in summer 2015 would follow the meal pattern requirements effective July 1, 2014
 - The requirements effective on July 1, 2015 would not apply to SSO until summer 2016

Question 34, USDA 2015 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option

www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/SSO/QAsso.pdf



Meal Pattern Reminders

OPEN AND RESTRICTED OPEN SITES

- SFAs should make every effort to follow the **age/grade group** requirements
- SFAs that have difficulty implementing the age/grade group requirement may work with CSDE to make accommodations that may include the use of a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site



Meal Pattern Reminders

OPEN AND RESTRICTED OPEN SITES

- Includes both school and non-school sites
- All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement
- The justification will be added as addendum to the agreement between the SFA and CSDE



Meal Pattern Reminders

OPEN AND RESTRICTED OPEN SITES

- These accommodations apply only to open and restricted open sites where meals are served to all children in the community on a first-come first-served basis



Meal Pattern Reminders

CLOSED ENROLLED OR CAMP SITES

- Must serve multiple age/grade groups and cannot offer meals under a single age/grade group



Meal Pattern Reminders

CLOSED ENROLLED OR CAMP SITES

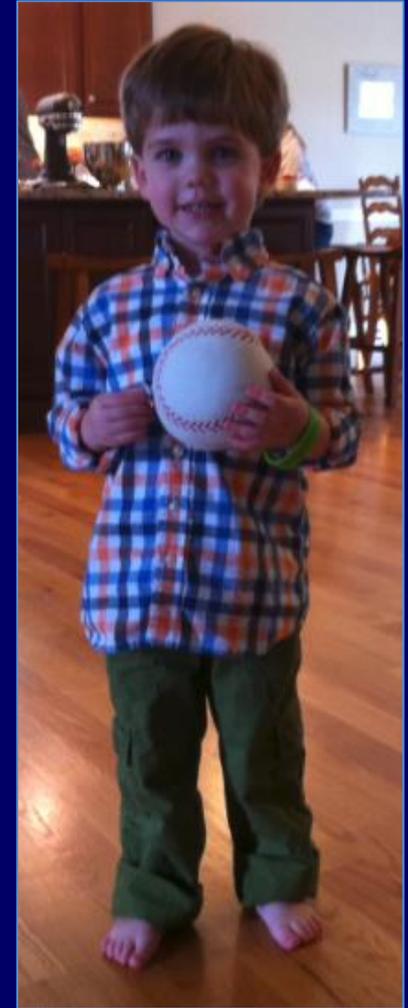
■ Some flexibility

- Sites can meet breakfast requirements for grades K-12 by offering the same food quantities that fit all grade groups
- At lunch, can combine meal requirements for grades K-8 into a single menu
- Grades K-8 and 9-12 may use the same basic menu by adding slightly more grains and meat/meat alternates for older children



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



CSDE Contact Information

**Caroline Smith Cooke
Summer Meals Coordinator**

caroline.cooke@ct.gov

860-807-2144



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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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