SUMMER FOOD SERVICE PROGRAM

Is SFSP a Right Fit for us?

IMAGINING
the possibilities.
MAKING THEM HAPPEN.

Indiana
Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Summer Food Service Program (SFSP)

- The Summer Food Service Program was initiated by the USDA in the 1970's
- Summertime is tough on parents
- Good nutrition = better performance in school

Hunger in Indiana

Only about 20% of children eligible for free and reduced price meals during the school year participate in SFSP during the summer months when school is out

Who can be a SFSP sponsor?

- Public or Private non-profit school food authority
- Unit of local, municipal, county, tribal, or State government
- Private non-profit organization
- Public or Private non-profit camp
- Public or Private college or university

Let’s Talk the Basics: Who can participate in free meals?

- Any child 18 years or younger
- And anyone over the age of 18, still participating in educational programming during the regular school year that is determined by a state or local education agency to have mental or physical disabilities

Making a Difference

- At-Risk sponsors are well positioned for easy transition to SFSP and continue to serve children when school is out of session

- When meals are served year-round, both the sponsoring agency and the community benefit

Benefits of Sponsoring SFSP

- Increased financial stability related to continuous reimbursement and keeping the staff employed year-round
- Community recognizes your organization as a stable source of services
- The entire community is better off due to the year-round access to free nutrition services to children

Sponsor Requirements

ALL organizations must demonstrate the following:

- Fiscal viability and administrative capability
- Not be seriously deficient
- Be able to serve low income children
- Designate all reimbursement funds to the non-profit food service account
- Year round community service
- Exercise management control over sites

SFSP Site Eligibility

- SFSP eligibility is established by the use of school data (area eligibility)…. OR…
- The US Census block data

This means At-Risk program is not required to re-establish area eligibility for the same site participating in the SFSP

The eligibility remains intact for 5 years

Site Selection

What is a site?

- SFSP site is a physical location, approved by the State Agency, where you serve SFSP meals during the approved meal time
- Sites may be located in a variety of settings: park, school, church, mobile unit…

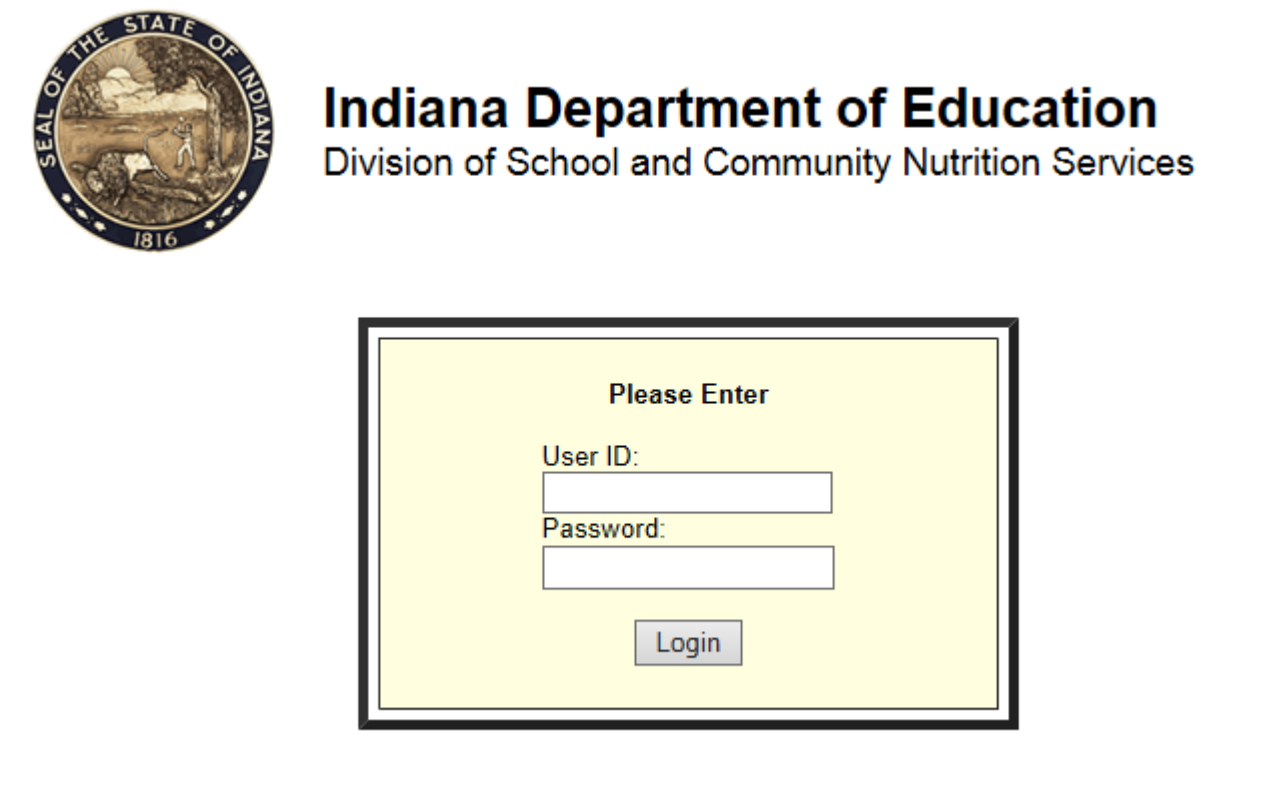
Types of Sites

- Open Site- Open to all, including community children
- Closed-Enrolled Site- Meals served only to those children participating in the site which often includes activities

Unlike a structured At-Risk program, activities are not required at the SFSP sites

CNPweb Access

CNPweb Access Page



SFSP is the Blue Puzzle Piece

Program Agreement

- IDOE has single permanent agreement that covers participation in any of the USDA Child Nutrition Programs

Health Dept. Requirements

- SFSP regulations do not establish federal health and safety standards
- A separate SFSP site inspection is not required
- Sponsors must comply with the local food safety rules which may vary by the county

Financial Management

- Sponsors submit an operating budget annually
- SFSP is a break-even program
- Any excess funds must be re-invested into SFSP the following year or used for allowable CACFP expenditures
- Sponsors are encouraged to use any excess on providing better quality meals. This includes more fresh fruits, veggies and whole grains

SFSP Reimbursement Rates

Reimbursement Rates by Operating and Administrative Component

	Operating Rate	Administrative Rate for Self-Prep or Rural	Administrative Rate for Other Types of Sites
Breakfast	$ 1.89	$ 0.1875	$ 0.1475
Lunch or Supper	$ 3.30	$ 0.3450	$ 0.2875
Snack	$ 0.77	$ 0.0950	$ 0.0750

Combined SFSP Rates

	Rate for Self-Prep or Rural	All Other Types of Sites
Breakfast	$ 2.0775	$ 2.0375
Lunch or Supper	$ 3.6450	$ 3.5875
Snack	$ 0.8650	$ 0.8450

Training Requirements

- Sponsors are highly encouraged to attend one SFSP sponsor training annually

Attention late-comers!

Last SFSP training is scheduled for

May 13 in Indianapolis

- SFSP Field Consultant will conduct a Preapproval visit and provide technical assistance as needed

Program Policies

- Meals are to be counted at time of service

- Parents may not eat off of a child's plate
  - This includes excess food from a child's plate after he is finished eating

- Meals must be eaten on site

  ***One exception: A Child may take a fruit **OR** vegetable **OR** grain off site. No other foods may be carried off site

Screenshots of SFSP Application

- There is a lot of flexibility with the meal service as long as it is communicated and approved by the state agency

(69) ☑ Lunch: 11:30 AM 12:30 PM ☑ ☑ ☑ ☑ ☑ ☐ ☐ 60 66

Type: (G) Self-Prep Shift: (H) ◉ Yes ○ No ☑ Offer vs Serve?

(70) ☐ PM Snack: ☐ ☐ ☐ ☐ ☐ ☐ ☐

Type: (G) Shift: (H) ○ Yes ○ No

(71) ☐ Supper: ☐ ☐ ☐ ☐ ☐ ☐ ☐

Type: (G) Shift: (H) ○ Yes ○ No ☐ Offer vs Serve?

(72) ○ Yes ◉ No Is this an open site that serves meals to any enrolled participants outside of the published meal service time listed above?

If **Yes**, please enter the meal type and meal service times that are outside of the published Open Site meal times listed above:

(73)

Field Trips

- Please list ALL field trips and days children will not be eating on site
- Open sites must remain open to the community even if all the program kids are on a field trip

(81) If applicable, list the date(s) of field trips and the meal(s) that will be consumed off site.

	Date (A)	Meal Type (B)	Destination (C)
(81-1)			
(81-2)			
(81-3)			

Add Trips

Click on "Add Trips" for additional Field Trips

SFSP Meal Service & Meal Options

- For the SFSP, you may serve any <u>two</u> of the following
  - Breakfast
  - AM Snack
  - Lunch*
  - PM snack
  - Dinner*

*Lunch or Dinner can be served, but not both

Meal Preparation

Meal preparation is handled on the sponsor level

- **Self-Prep meals-** prepared in your kitchen using your staff
- **Vended Meals-** Prepared by someone you have entered into an official contract with such as a school or local catering company
- **Food Service Mgmt Company-** runs all aspect of the food production for your organization

Breakfast

Required:

- One serving of milk (8 fl oz)
- One ½ cup serving of a fruit or vegetable- or 100% juice (4 fl oz)
- One serving of a grain/bread (varies by type)

Optional:

- one meat or meat alternative

Snack

Required:

- 2 Food Items from 2 different food components

Juice cannot be served when milk is the other item.

Example:

- juice and crackers OK!
- Juice and milk- NOT OK!
- Apple and mixed fruit juice- NOT OK!

Lunch and Supper

Required:

- One serving of milk (8 fl oz)
- Two or more servings of vegetables and/or fruit totaling a ¾ cup serving
- One serving of grain/bread
- One 2oz serving of meat or meat alternate

- All menus should be designed to meet the SFSP meal pattern requirements

Menu Planning

- CN Labels, Food Specifications and/or Standardized Recipes
- Items such as chicken nuggets, corndogs, pizza, ravioli, pancake wrap, etc. should come with a child nutrition label which tells you how an item credits
- CN labels and/or food specifications for commercially prepared foods show proof that you are meeting the meal pattern requirements

Procurement

All Sponsors must comply with USDA procurement standards showing that federal dollars are used competitively.

Record Keeping

- Daily
  - Daily Meal Count Form
  - Menu or a Production Record
  - Standardized Recipes and CN Labels
  - Temperature log

- Weekly
  - Food Receipts
  - Non-food receipts
  - Milk Receipts
  - Food inventory form

Daily Meal Count form

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

DAILY MEAL COUNT FORM

Site Name: The Park Meal Type (circle): B (L) SN SU

Address: 123 Park Road Telephone: 317-232-0850

Supervisor's Name: Joe Adams Delivery Time: 10:50 Date: 6/15/14

Meals received/prepared 10 **+ Meals available from previous day** 5 **=** 15 **(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 + 7 [2]

Second meals served to children:

~~1~~ ~~2~~ 3 4 5 6 7 8 9 10 **Total Second Meals +** 2 [3]

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** ~~0~~ [4]

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10 **Total non-Program Adult Meals +** ~~0~~ [5]

TOTAL MEALS SERVED = 9 [6]

Total damaged/incomplete/other non-reimbursable meals + ~~0~~ [7]

Total leftover meals + 6 [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 6/15/14

Civil Rights Overview

Civil Rights Pre-award Compliance Review Info.

- Sponsor Information Page (CNPweb)
- Handout for information on county data

News Release

- Must be completed prior to program operation

Non Discrimination Statement

- Must be included on all program materials

Ethnic/Racial Data Form

- Must be collected and completed at each site (attachment 21 in handbook)

And Justice for All Poster

- Must be posted and visible at each site

Civil Rights Quiz

Ethnic/Racial Data Form

Attachment 21

ETHNIC AND RACIAL DATA FORM**

Sponsor: _____

Site: _____

Address: _____

Site supervisor: _____

Ethnic Categories	Number of Participating Children
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."	
Non-Hispanic or Latino	
Racial Categories	
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.	
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* in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005. See Back for Instructions

True or False?

1. Milk must be an 8oz serving.
2. It is ok to give a child two meals and count both as first meals because his brother is at home sick and needs to eat.
3. A mother can eat her daughter's left over carrots as long as the daughter is finished with her meal.
4. It is ok to start meal service early and finish early as long as you serve the full amount of time you promised.

Successful SFSP Sites

- Successful sites operate in a variety of settings and may use and Incentive program such as SFSP Punch Cards
  - 10 punches and get a prize
  - Don’t punch until child is finished eating and disposed the garbage

Thank You for Attending!

Any questions?

Contact:

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