

SFSP New Sponsor Training 2015



Food that's in when school is out!



Welcome

- Please silence your cell phones
- Do not hesitate to ask questions
 - If they are specific to your particular sponsorship or site, we will be happy to answer those during break.
 - All information today is vital to running a successful SFSP program
- Introductions

Summer Food Service Program (SFSP)

- The Summer Food Service Program was initiated by the USDA in the 1970
- 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
- In 2014, Indiana SFSP included over 250 sponsors with nearly 1400 sites that served around 3 million meals!

Thank you for caring!

Who can be an 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

Site Selection

What is a site?

- The 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
- Restricted-Open Site- Open site, but the number of meals available may be restricted due to safety or space concerns
- Closed-Enrolled Site- Meals served only to those children participating in the site activity
- Camp- Meals claimed are only for those students who qualify

Sponsor Application Process

- Attend Training
- Private Non-profit Agencies complete and submit Sponsor Profile (CORE documents)
 - 501 C-3 (proof of private non-profit status)
 - Financial Viability (P/L statement, Bank Records)
 - Site Justification forms for proposed sites

Submit all CORE documents as one packet to the
State Agency

Sponsor Application Process

State Agency will:

- Review CORE documents
- Notify agencies within 5 business days
- Assign a username and password to access the CNPweb

Potential Sponsor will:

- Complete all the required information in CNPweb
- Meet with field specialist for pre-approval visit

CNPweb Access



INDIANA DEPARTMENT OF EDUCATION
Glenda Ritz, Indiana Superintendent of Public Instruction

Imagining the possibilities.
Making them happen.

HOME PARENT PORTAL ADMINISTRATORS COMMUNITY DATA

Site Map Search

EDUCATORS

[Home](#) > [Nutrition](#) > Summer Food Service Program

Summer Food Service Program

Posted: Wed, 09/21/2011 - 3:00pm Updated: Wed, 03/11/2015 - 8:14am

Food that's in when School is Out!

Program Mission

The Summer Food Service Program for Children (SFSP) was created to serve nutritious meals to children when National School Lunch and School Breakfast Program meals are not available. To ensure all children receive proper nutrition throughout the year, SFSP reimburses organizations that prepare and serve meals to eligible children during the summer and school vacation periods.



School Nutrition

- School Nutrition Programs
- Fresh Fruit and Vegetable Program
- Team Nutrition
- Child and Program
- Summer Food Service



CNPweb Access Page



Indiana Department of Education

Division of School and Community Nutrition Services

Please Enter

User ID:

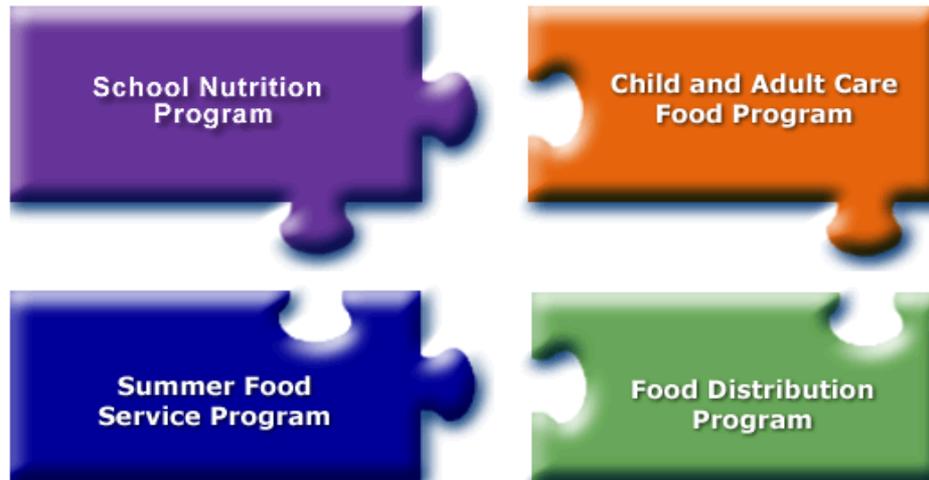
Password:

Login

SFSP is the Blue Puzzle Piece



Indiana Department of Education Division of School and Community Nutrition Services



Click on a puzzle piece above for the Child Nutrition Program you wish to access!

[Exit Web Site](#)

Sponsor Summary

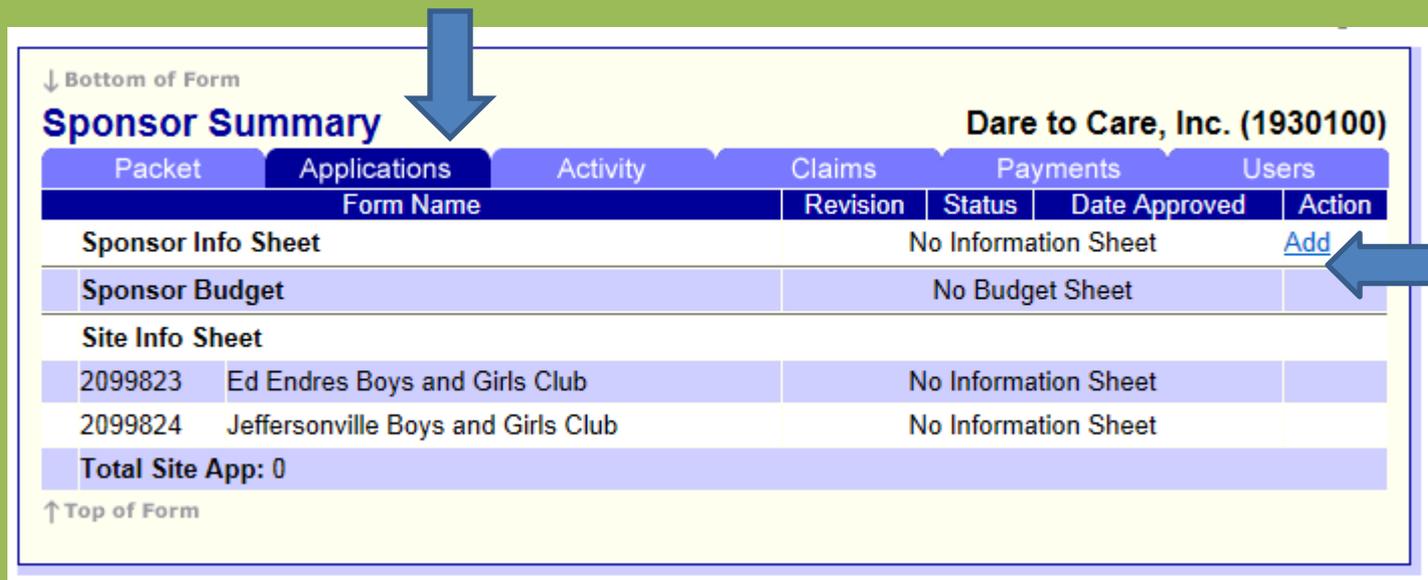
↓ Bottom of Form

Sponsor Summary

Dare to Care, Inc. (1930100)

Packet	Applications	Activity	Claims	Payments	Users	
Form Name			Revision	Status	Date Approved	Action
Sponsor Info Sheet			No Information Sheet		Add	
Sponsor Budget			No Budget Sheet			
Site Info Sheet						
2099823	Ed Endres Boys and Girls Club		No Information Sheet			
2099824	Jeffersonville Boys and Girls Club		No Information Sheet			
Total Site App: 0						

↑ Top of Form



Once the offline documents are submitted and all the information in the CNPweb completed, the State Agency will email an OFFICIAL notification of approval

Sponsor Information Sheet

- Please ensure that all information on the sponsor information sheet is correct.

↓ Bottom of Form

Sponsor Summary

MSD of Decatur Twp (5300)

Packet	Applications	Activity	Claims	Payments	Users
Form Name		Revision	Status	Date Approved	Action
⊕	Sponsor Info Sheet	1	Approved	3/12/2015	View Revise
	Site Info Sheet				
⊕	5179 Decatur Learning Center - Blue	1	Approved	11/12/2014	View Revise
Total Site App: 1					

↑ Top of Form



Hardcopy Forms

Sponsor Summary

Decatur Co Family YMCA (71606)

Packet	Applications	Activity	Claims	Payments	Users
Assigned Specialist: Fisher, Margie (317) 771-9191 mfisher@doe.in.gov					

Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Approved
2	*	Site Information Sheet	1 of 1	Approved
3		Forms Submitted to State for Approval	10/6/2014	Approved
4		Forms Approved by the State	10/6/2014	Approved

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
5		CNP Permanent Agreement			
6	*	Letter to Health Department		10/2/2014	10/2/2014
7		Documentation of 501(c)(3) Status			
8	*	Food Service Contract		10/2/2014	10/2/2014
9	*	News Release for Open Sites		10/2/2014	10/2/2014
10		News Release for Enrolled Sites			
11		Seriously Deficient Explanation Letter			
12		Listing of Federal Grants Received			
13		A-133 Audit Planning Certification			
14	*	Procurement Plan		10/2/2014	10/2/2014

Sponsor Application Process

In ONE mailing (no fax) to State Agency submit:

- Signed permanent agreement
- Signed procurement statement
- Completed and signed Vendor ID Form (no visible errors on form including erasure marks)
- A letter to the local health department
- Completed local media report

Accurate Information Required

- SPONSORS must remember to:
 - Double check each Site Information page in the CNPweb system for possible changes before program operations
 - Provide accurate information, including Site Supervisor name
 - Post the proper operating dates, meal times, and changes (meal cancellations, field trips, etc) in CNPweb in advance of the change taking place

Meals may be disallowed if the sponsor fails to update CNPweb concerning the changes
(CNPweb may reject the claim)

Field Consultants

- Conduct Preapproval visits
- Please get to know your field consultant and ask her any questions. They are here to help you succeed!
- Field Staff may show up at any time during meal service at any of your sites.

Federal Compliance Review

- All new sponsors to SFSP will be reviewed in their first year as a sponsor.
 - Reviews will be scheduled by your field consultant and every aspect of the SFSP operation will be reviewed. (Additional details to follow)
 - Sponsors must self monitor each site for compliance as well!

Let's Talk the SFSP 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



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 Sponsors MUST:

- Fulfill monitoring requirements
- Train staff annually (including civil rights training and retrain when applicable)
- Provide nutritious meals meeting meal pattern requirements & comply with food safety regulations
- Serve within the approved time frame
- Maintain accurate records

If you feel you cannot comply with these and other requirements, you may need to seek funds elsewhere

SFSP Reimbursement Program

- Designed to help cover expenses related to purchasing, preparing and serving meals to eligible children
- Total reimbursements should not exceed the SFSP expenses for the summer. Any difference must be reinvested into SFSP for the following year or returned to the State Agency.



Most Common Challenges

- Food being consumed off site
- Parents eating off of child's plate
 - What are some solutions for this?
- Meal count sheets not completed daily/correctly
- Racial/Ethnic Data Form incomplete
- Meal times not changed in CNPweb
- Meal quality

Unallowable Costs

- Non-program adult meals
- Meals served in violation of program requirements
- Food purchased for non-SFSP use
- Delivery costs associated with vended meals
- Bad debt, loans or legal fees
- Building materials, entertainment and fundraising costs
- Purchase or rent of land, buildings or renovations to existing structures
- The purchase of gift cards where the items purchased with those gift cards are not tracked for proof of program compliance

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

New This Year

<http://www.fns.usda.gov/sfsp/policy>



How To Apply

- > [Application for Sponsors](#)
- > [Income Eligibility](#)
- > [Reimbursement Rates](#)
- > [Contact State Agency](#)
- > [State Agency Deadlines](#)
- > [How to Become a Site](#)

Browse by Subject

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- > [CN Labeling](#)

Summer Food Service Program (SFSP)



Policy

The following list contains only policy memos for the Summer Food Service Program. For a listing of all school meals policy memos issued by FNS, please use this [page](#).

To perform a full-text search on policy memos, click "View All" at the bottom of this page, then use your browser menu Edit/Find or Control-F5 to initiate the search.

Date

-Year

[Apply](#)

Date	Document #	Title
01/13/2015	SFSP 04-2015 (v.2)	Rural Designations in the Summer Food Service Program - Revised
01/12/2015	SP13 SFSP05-2015 (v2)	Summer Meal Programs Meal Service Requirements Q&As - Revised
12/12/2014	SFSP09-2015	Summer Food Service Program Waiver Request Guidance and Protocol
12/12/2014	SFSP10-2015	Summer Food Service Program Questions and Answers 2014



New Policy Highlights

- Expansion of Family Style Meal Service to any closed enrolled sites
- Family Style is prohibited at open and open restricted sites

Being able to ensure continued program integrity is a critical aspect in deciding if to use this option!



New Policy Highlights

- **A compliant Family Style Meal Service must include the following:**
- Enough food must be placed on each table to provide minimum portions
- Some amount of each required component must be placed on each child's plate, and at least the minimum regulatory portion offered to each child
- When the full portion required by the regulations is not initially served, supervising adults must actively assume the responsibility of encouraging participants to accept full portion of serving during the course of the meal

New Policy Highlights

The USDA defines adult meals:

- *Program Adults* - work directly with the meal service at the site as either volunteers or paid employees
- *Non-Program Adults* - do not work in any direct way with the meal service at the site. For example, a parent or guardian with no assigned food program task
 - A meal price for non-program adults must be set and all non-program adults pay for their meal
 - Contact the local food bank for donations or local businesses for monetary contributions to feed adults free of charge

Detailed records showing the donations and how it has been used to cover the cost of adult meals are required!

Serving Adults

- Income from the sale of adult meals and non-Program funds used to pay for adult meals must be documented as income to the Program to offset documented costs; and
- Meals served to children (including second meals), Program adults, and non-Program adults must be counted and recorded separately on the daily meal count form
- All children must be fed prior to adults

Special Considerations

- Offer versus Serve Meal Service Method
- Non-congregate feeding waiver for outdoor sites due to excessive heat

Success= Start slow and build each year

Operating Limitations

- Sponsors may be approved for a maximum of 200 sites with a maximum ADP of 50,000 for all sites combined

In addition, the State Agency has discretion to:

1. Restrict the number of sites a new sponsor may operate
2. Restrict the number of sites a sponsor with an identified serious deficiency in the previous year is allowed to operate

Site Information Sheets

- Submit one Site Information sheet for each of your sites serving meals
- Sites can be added or deleted throughout the summer

All sites must be approved before the start of operations

Type of Site

(29) Site Type:

Open Sites

- Open Using School Data** — Enter School Number from which site draws its attendance.
(30) School Number Name: Frances Smith Elementary School
Percent Free/Reduced-price Eligible Students: 63.7%

- Open Using Census Tract Data**

Restricted Open Sites

- Restricted Open Using School Data** (Open on a first come/first serve basis, but limited due to space, safety or security) — Enter School Number from which site draws its attendance.
(31) School Number Name: _____
Percent Free/Reduced-price Eligible Students: %

- Restricted Open Using Census Tract Data**

Closed Enrolled

- Closed Enrolled Using School Data** — Enter School Number from which site draws its attendance.
(32) School Number Name: _____
Percent Free/Reduced-price Eligible Students: %

- Closed Enrolled Using Census Tract Data**

- Closed Enrolled Using Income Applications** — Income applications/individual eligibility must be established.

(33) Projected # Enrolled: (34) Projected # Eligible for F/R Price Meals:

Other Site Types

- Migrant Site Using Migrant Organization Information**

- Camp- Residential or Nonresidential** — Income applications/individual eligibility must be established.

(35) Projected # Enrolled: (36) Projected # Eligible for F/R Price Meals:

Site Information Sheets

- If you have a “Restricted Open” site, please indicate the reason in the general comments section on the site information sheet. (Section #84)

Comments and Certification

(84) General Comments:

Site Supervisor

Site Supervisor			
	First	MI	Last
(22) Name:	Ms. <input type="text" value="Lucille"/>	<input type="text"/>	<input type="text" value="Kirkendall"/>
(23) Title:	<input type="text" value="FC Assistant Supervisor"/>		
(24) E-mail:	<input type="text" value="KirkendL@myips.org"/>		
(25) Phon	<input type="text"/>	(26) Ext:	<input type="text"/>
(27) Mobile:	<input type="text"/>		
(28) Additional Site Supervisor(s):	<input type="text"/>		

Meal Times

- Ensure that all meal times are correct and that staggered times are documented correctly

(69)	<input checked="" type="checkbox"/> Lunch:	<input type="text" value="11:30 AM"/>	<input type="text" value="12:30 PM"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text" value="66"/>
	Type: (G)	<input type="text" value="Self-Prep"/>	Shift: (H)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> Offer vs Serve?							
(70)	<input type="checkbox"/> PM Snack:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Type: (G)	<input type="text"/>	Shift: (H)	<input type="radio"/> Yes	<input type="radio"/> No								
(71)	<input type="checkbox"/> Supper:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Type: (G)	<input type="text"/>	Shift: (H)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="checkbox"/> Offer vs Serve?							
(72)	<input type="radio"/> Yes	<input checked="" type="radio"/> 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)	<input type="text"/>												

Field Trips

- Please list ALL field trips and days children will not be eating on site
- If this section is not complete, meals consumed off site may be disallowed
- 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)	<input type="text"/>	<input type="text"/>	<input type="text"/>
(81-2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
(81-3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on "Add Trips" for additional Field Trips

Evaluating Site Locations

Evaluating an area: See pg 31 of Sponsor Handbook

Is it SAFE, SANITARY, and CHILD CONVENIENT?

- Cooperate with local Parks and Rec
- Contact Youth organizations- YMCA, YWCA, local boys and girls clubs...
- Faith Base organizations
- Food Bank
- Other areas: housing complexes, community centers, mobile home parks– anywhere that children congregate

Types of Sites

- Open Site- Site is open to all and will be publicized on IDOE and State of Indiana websites
 - All open sites must be truly open to the public- proof that the site is operating as an open site may be requested by field staff during a review
 - Academic Summer School sites must remain on NSLP if the site is not operating as a true open site
- Restricted-Open Site- Open to the public, but offered on first come-first served basis
 - This option should only be used if there are safety concerns or space restrictions

Types of Sites

- Camps- Only meals served to eligible children can be claimed
 - School information should be included on camp applications. State Agency personnel will help camp sponsors to find out if campers qualify.
- Closed-Enrolled Sites- These sites are closed only to those participating and those participating are identified groups of in need children
 - Prior to operation, these sites must show that 50% of the children participating are eligible for free or reduced price lunches.
 - Academic Summer School cannot be a closed enrolled site

Site Preparation

Pre-operational requirements (attachment 13)

- Pre-Operational visit sheet- site visits are required for new sites and sites having problems and/or changes in personnel
- Health and Sanitation- Notify local Health Department of all prospective sites

Sponsor/Site agreement (Attachment 14)

- Helpful when sites are not under your direct control
- Lists specific responsibilities of the site supervisor for the food service program

Meal Service Requirements

Meal Options

Meal Preparation

Meal Pattern Requirements

Menu Planning

Daily Meal Count Sheet



Meal Options

- You may serve any two of the following
 - Breakfast
 - AM Snack
 - Lunch*
 - PM snack
 - Dinner*



*Lunch or Dinner can be served, but not both

How many meals can you serve?

Open/Restricted Open, Open Enrolled sites can serve up to two meals per day in any combination other than lunch and supper

Camps and Migrant Sites can serve up to three meals per day in any combination

- Reminder: individual eligibility must be determined



Important Detail...

The service time you put into CNPweb is your approved time. Service at the site must remain at this time unless authorized to change times. **If you change the meal time in CNPweb, but the time change has not been approved by the State Agency, then you must continue serving the original times listed in CNPweb until the change has been approved.**

Meal Preparation

- **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-** Comes into your school or organization and runs all aspect of the food production

Documentation

- Regardless of preparation method, a dated menu for every meal served is necessary
 - Production records are helpful but not required
 - Substitutions made to the menu must be recorded on the menu or on the production record
- Posted menus must contain the short non-discrimination statement:
UDSA is an equal opportunity provider and employer.

Meal Pattern – Attachment 4

- The Following slides provide information on the SFSP meal pattern
 - All meals served must contain all of the components in order to be counted as reimbursable
 - Unless you are utilizing Offer vs Serve (we'll get to that after the meal pattern slides)
 - Be Creative

School Food Authorities can use the SFSP meal pattern or the same menu planning system used in the prior school year

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 $\frac{3}{4}$ cup serving
- One serving of grain/bread
- One 2oz serving of meat or meat alternate

Meal Pattern

- All components must be available or an equivalent substitution for that meal component
 - Example: You have run out of apples, you can substitute fruit or vegetable and serve, for instance, a banana instead
 - You can use 2oz of ham for 2oz of turkey
- However, if you run out of equivalent components and some meals served are missing all of the requirements, you may not claim those meals for reimbursement
- Bread/Grain Chart

Food Allergy Substitutions

- Not required to accommodate preferences
- Required to accommodate those with disabilities who are unable to consume regular program meals
 - Disabilities must be supported by a statement from a licensed medical authority

8oz of Milk

- A FULL 8 fluid ounces of milk must be served-
no exceptions.
 - The State Agency highly recommends purchasing
8oz cartons to ensure kids are receiving a full 8 oz.
- Keep all original and unmodified receipts for
milk purchased.

Importance of Documentation

- No food, including milk, can be purchased with the use of food stamps.
- Keep all original receipts on file for 3 years plus the current year- just as you should with all SFSP documentation.
- Inventory Log (attachment 17)

Accepting Food Donations

- Reimbursement money should cover the cost of providing a nutritious meal to kids.
- Consider using donated foods in other areas of your program such as other meals or meals for adults
- Only accept donations that have been held at food safe temperatures and have not been tampered with in any way.
- Do not accept donations paid for using other federal program dollars (Food Stamps)

If in doubt, do not accept!

Menu Documentation

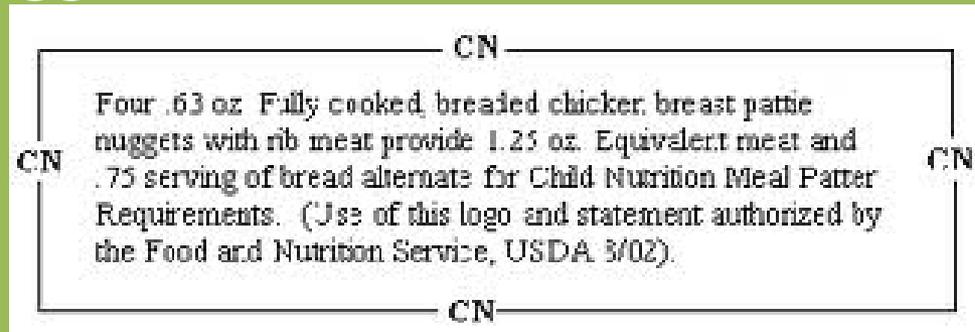
- All menus must be planned to meet the meal pattern requirements
 - Be Creative!
 - Feel free to submit your menu to the State Office
 - Field consultant will be able to assist with menu planning
- Menus/Food Inventory/Production records must be maintained daily and will be reviewed during the administrative review

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

Examples

- Four chicken nuggets credit as 1.25oz of meat and .75 oz of grain



- Food Specifications will come direct from manufacturer or food vendor and may not contain the CN box.

PRODUCT SPECS

77387-12409 - THE MAX STUFFED CRUST SLICE SAUSAGE

Frozen wedge pizza, par-baked with full melt cheese. CN labeled, Slice to be 8" from edge to tip and 5" wide. Pizza to be a true triangular wedge. Minimum portion weight of 5.85 oz. Edge and topping to consist of 1.82 oz. of low moisture part skim mozzarella cheese and substitute cheese. Sausage to be mild and palatable to children. Piece size should be 100 pieces or more per ounce for good coverage. Pizza must contain 3.25 bread servings, 2 Meat/Meat Alt and 1/8 cup vegetable. Minimum of 390 calories. Packed 72, 5.85 oz. portions per case. The Max only – 77387-12409.

Child Nutrition Identification – 064344

Each 5.85 oz. portion provides 2.0 oz. equivalent meat alternate, 3.25 servings of bread alternate and 1/8 cup vegetable for Child Nutrition Meal Pattern Requirements.

Standardized Recipes

- If you are serving items that are made on site and not pre packaged, it is wise to use a standardized recipe so that you know how the serving credits
- Do not deviate from the recipe or all measurements and serving sizes will be incorrect
 - A standardized recipe will have:
 - All ingredients listed and amounts of each ingredient
 - Serving Size
 - Total number of servings per recipe

Macaroni and Cheese

Meat/Meat Alternate-Grains/Breads

Main Dishes

D-26

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Water		3 gal		6 gal	1. Heat water to rolling boil.
Enriched elbow macaroni	2 lb 10 oz	2 qt 1 ¼ cups	5 lb 4 oz	1 gal 2 ½ cups	2. Slowly add macaroni. Stir constantly, until water boils again. Cook about 8 minutes or until tender; stir occasionally. DO NOT OVERCOOK. Drain well.
Instant nonfat dry milk, reconstituted		3 qt		1 gal 2 qt	3. Quickly stir milk into macaroni. Add margarine or butter and seasonings.
Margarine or butter (cut into small cubes)	8 oz	1 cup	1 lb	2 cups	
Dry mustard		1 Tbsp		2 Tbsp	
Ground black or white pepper		¼ tsp		½ tsp	
Cheese blend of American and skim milk cheeses, shredded	6 lb 4 oz	1 gal 2 ¼ qt	12 lb 8 oz	3 gal 2 cups	4. Add the cheese and stir until the cheese is melted and the mixture is smooth. The mixture is quite liquid at this stage. CCP: Heat to 140° F or higher.
					5. Pour macaroni and cheese mixture into steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. Hold for 30 minutes on a 180-190° F steamtable to allow sufficient time for mixture to set up properly.
					6. CCP: Hold for hot service at 135° F or higher. Portion with No. 6 scoop (¾ cup).

SERVING:	YIELD:	VOLUME:
----------	--------	---------

¾ cup (No. 6 scoop) provides 2 oz equivalent meat/meat alternate and 1 serving of grains/breads.

50 Servings: 2 steamtable pans

50 Servings: about 2 gallons

100 Servings: 4 steamtable pans

100 Servings: about 4 gallons

USDA Standardized Recipe Resources



National Food Service Management Institute

Building the Future Through Child Nutrition

THE UNIVERSITY OF MISSISSIPPI

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USDA Recipes for Schools Alphabetical by Recipe Name

These updated recipes from the 1988 *Quantity Recipes for School Food Service* and the 1995 *Tool Kit for Healthy School Meals* reflect the changes made in the *Food Buying Guide for Child Nutrition Programs*. Revised recipes have been standardized, edited for consistency, and updated with Critical Control Point (CCP) information from the 2003 Food Code supplement. The recipes are available online from NFSMI, Healthy School Meals Resource System, and Team Nutrition. The recipes are also available on CD-ROM by request from USDA/FNS. http://teamnutrition.usda.gov/Resources/usda_recipes.html

Also, included are the new Recipes for Healthy Kids (R4HK). The 30 recipes from the R4HK competition are credited to support the whole grain-rich, red/orange, dark green, and beans/peas (legumes) vegetable subgroups for the meal patterns as part of the Nutrition Standards in School Meal Programs. The 30 kid-approved recipes are designated with an "r" at the end of the recipe number. Find these recipes in the Team Nutrition Resource Library: <http://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-child-care-centers-0>

Food safety information is based on the Food and Drug Administration (FDA) 2001 *Food Code* as supplemented in 2003. The 2003 Food Code supplement dropped the hot holding temperature from 140 °F to 135 °F. Always check your State or local health codes to determine if they are more restrictive.

Funding for this project was provided by USDA/FNS through a cooperative agreement with NFSMI.

PDF Files These files require Adobe Acrobat Reader software. Click [here](#) to download the free software.

View [Recipes Booklet](#).

Download [Recipe Template](#) (Word®) -- template similar to the format of USDA recipes available for use in standardizing local recipes.

Food Safety

- Meals should be kept at food safe temperatures and temperature logs must be maintained (attachment....)
 - Cold foods should be held at 40 degrees Fahrenheit or below
 - Hot foods should be held above 135 degrees Fahrenheit
 - Know your limitations and abilities. Acceptable temperatures must be maintained throughout service time.
- Proper food sanitation should be maintained
 - Hairnets/hats
 - Gloves to be worn for the handling of foods not pre-packaged
 - Regularly sanitizing food preparation surfaces and surfaces where the children eat

Temperature Log

- Temperature logs must be kept daily and will be viewed by you field consultant during the review period
 - Temperatures will not and should not be the same every day.
 - Make sure you menu plan for foods that you can hold at food safe temperatures throughout the duration of the meal service time.
 - Depending on length of meal service, you may need to take temperatures multiple times throughout service.
 - If you need an example of a temperature log, please ask your field consultant. You may also write temperatures on the daily meal count sheet

Food Waste Reduction

- Offer vs Serve: optional serving method for self-prep sponsors only, which allows kids to reject up to two components of the meal
 - Additional training is required through the state agency and you must be approved to operate OVS
- Sharing Table: A table where kids can put wrapped, unwanted items for others to consume.
 - These items cannot be “recycled” into other reimbursable meals- would result in a double claim
 - Good for sponsors where each kid must take everything that is offered

Decision Time – Will you

- **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-** Comes into your school or organization and runs all aspect of the food production



Procurement



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

- For purchases under \$150,000 annually a sponsor must attempt to collect bids from at least 3 vendors
 - This includes items such as milk, bread etc.
 - This also applies to catered meals
- For purchases over \$150,000 annually a formal bid process must be followed. Please contact the state agency for more information.

Procurement

Regardless of whether you self prepare, vend meals, or use a FSMC...you must use proper procurement procedures

Please contact Tina Herzog at cherzog@doe.in.gov or 317-232-0872 BEFORE you start your procurement process

All purchases must be made using OPEN and FREE competition and must be documented

Procurement: Local Stores

Small Purchase Documentation Form			
SAMPLE			
Date:			
Quote Award:	Vendor:	Vendor:	Vendor:
Products Surveyed:	Price Quote:	Price Quote:	Price Quote:

Even if you purchase all of your food from a local grocery store, you should compare prices at various stores to ensure you are getting the best prices on your food items.

Record Keeping

- Daily
 - Daily Meal Count Form
 - Production Records
 - Standardized Recipes and CN Labels
 - Temperature log
- Weekly
 - Weekly Meal Count Consolidation form
 - Food Receipts
 - Non-food receipts
 - Milk Receipts
 - Food inventory form





Daily Meal Count Form

- Most Important Document for meal counting
 - Make sure all staff are informed on how to complete this form
- SFSP records should include a meal count form for each site for each day in operation, with counts of each meal served
- Must be maintained for 3 years plus the current year
- **This form will be viewed during an administrative review, to avoid disallowed meals, please ensure that the form is being completed correctly and used for each meal service**



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:	Total Second Meals + [3]
1 2 3 4 5 6 7 8 9 10	
Meals served to Program adults:	Total Program Adult Meals + [4]
1 2 3 4 5 6 7 8 9 10	
Meals served to non-Program adults:	Total non-Program Adult Meals + [5]
1 2 3 4 5 6 7 8 9 10	
TOTAL MEALS SERVED = [6]	
Total damaged/incomplete/other non-reimbursable meals + [7]	
Total leftover meals + [8]	
Total of items: [6] <input type="checkbox"/> [7] + [8] <input type="checkbox"/> [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: <u>The Park</u>	Meal Type (circle): B <input checked="" type="radio"/> SN SU
Address: <u>123 Park Road</u>	Telephone: <u>317-232-0850</u>
Supervisor's Name: <u>Joe Adams</u>	Delivery Time: <u>10:50</u> Date: <u>6/15/14</u>
Meals received/prepared <u>10</u> + Meals available from previous day <u>5</u> = <u>15</u> (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 + <u>7</u> [2]
Second meals served to children:	Total Second Meals + <u>2</u> [3]
1 2 3 4 5 6 7 8 9 10	
Meals served to Program adults:	Total Program Adult Meals + <u>0</u> [4]
1 2 3 4 5 6 7 8 9 10	
Meals served to non-Program adults:	Total non-Program Adult Meals + <u>0</u> [5]
1 2 3 4 5 6 7 8 9 10	
TOTAL MEALS SERVED = <u>9</u> [6]	
Total damaged/incomplete/other non-reimbursable meals + <u>0</u> [7]	
Total leftover meals + <u>6</u> [8]	
Total of items: [6] <input type="checkbox"/> [7] + [8] <input type="checkbox"/> [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 <u>[Signature]</u>	Date <u>6/15/14</u>

Second Meals

- Meals planned should allow for one meal per child. You are allowed to serve 2nd meals, however, the maximum claimable amount is 2% of the total meals served.
 - Keep track of the total number of 2nd meals served and the CNPweb claims system will calculate the 2% reimbursement for those meals. You do not have to do any math!
 - More than 2 meals served to one child is highly discouraged often times resulting in excessive plate waste.

Accurate Meal Counts

It is wise to have trained staff or volunteers solely devoted to tallying meal counts at the point of service for each line

Requiring children to line up and receive meals in an orderly fashion will also help prevent the miscount and inaccurate claiming of meals.

The best way to count meals is to be organized!

Reimbursement

- SFSP Reimbursement rates are annually determined by the USDA and consist of two parts:

Operating Rate + Administrative Rate = Reimbursement Rate

- The total reimbursement rate is multiplied by the number of meals actually served to eligible participants. Sponsors will not receive any additional funds besides this.

Reimbursement

	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



Reimbursement

Claims will be filed via CNPweb

↓ Bottom of Form

Sponsor Summary		Bartholomew Consolidated Schools (0365)				
Packet	Applications	Activity	Claims	Payments	Users	
Claim Month			Revision	Status	Claim Amount	Action

Claims will not be accepted more than 60 days after the last day of the claim month

Site Staff

- Monitors
- Site Supervisors
- Other site staff



Monitors

- Must be separate from the day to day operations of the site
- Site Monitors must visit sites at least two times during the program year for new sites and once during the program year for returning sites.
- Monitor site visit form must be filled out and completed fully
- Creative use of staff for monitor position

Site Supervisors

- Responsible for the day to day operation of the site
- This should be someone who is present each day during meal service time for the entire length of meal service
- The name in CNPweb should be the person who is there should there be a visit from state agency staff
 - If a site supervisor changes, make sure the contact person is correct on the site information sheet

Other Site Staff

- Those involved in other aspects of SFSP
- Program adults
 - Those involved in the administration of SFSP
 - Meals for program adults is an allowable cost



Training

- Make sure all staff understand that your program must comply with USDA regulations in order to receive reimbursement
- More than one person should know how to do all of the tasks necessary for program compliance at each site



Training

- Sponsors must provide at least one training session for administrative and operating staff (more if necessary)
 - Training of monitors
 - Training of site supervisors
 - Training of other staff
- Training check list in the back of your sponsor handbook



Training

Administrative Personnel

- Basic program information (purpose of program, site eligibility, recordkeeping, organized site activity, meal requirements, non discrimination compliance)
- Program guidelines and Federal Compliance
- Meal pattern compliance
- Daily meal count form
- Specific duties of monitors (conducting site visits/reviews, assigning site responsibilities, monitoring schedule, reporting procedures, follow up and office procedures)

Training

Site Personnel

Topics to be covered will vary depending on what type of food service operation you operate

Basic

- Meal pattern compliance
- Meal counting/record keeping
- Non-discrimination policy
- Use of left-over food
- Sanitation and food safety issues
- Site monitoring



Training

- Train all program staff:
 - Recordkeeping
 - Serving times and components
 - Civil Rights



Failure to train staff appropriately may result in disallowed meals

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

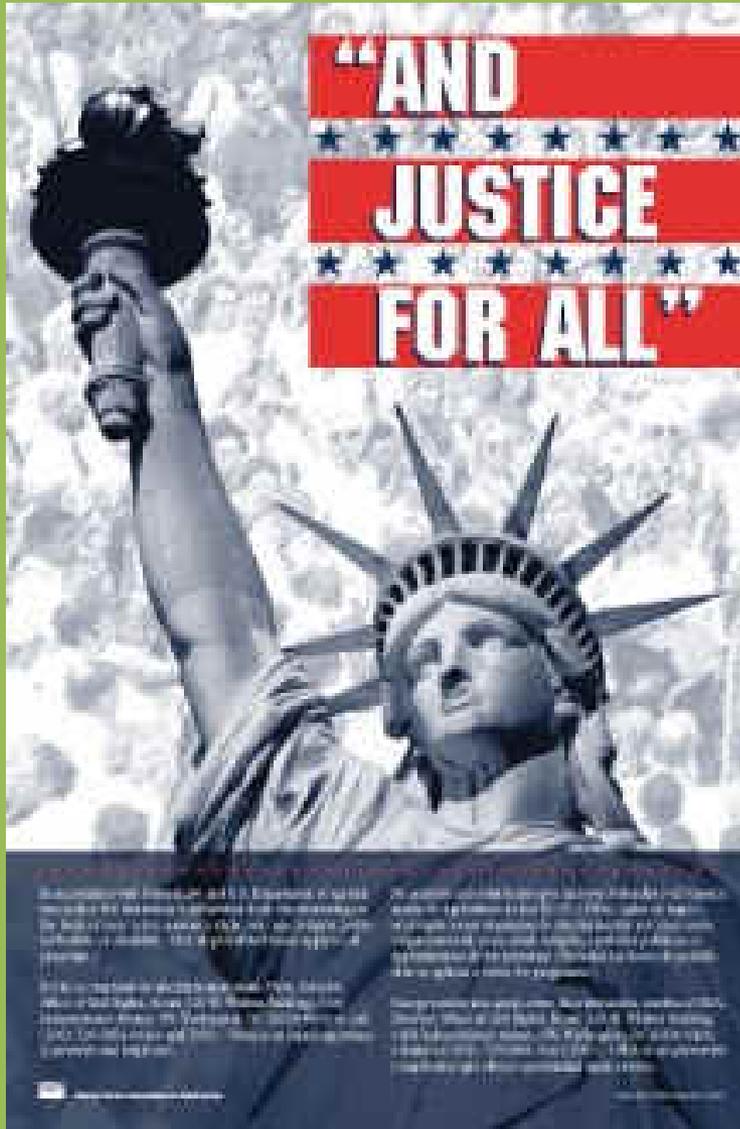
- Must be posted and visible at each site

Civil Rights Quiz

Civil Rights

- One person at your organization is responsible for taking the online quiz
 - www.moodler.doe.in.gov
 - Print results of quiz and keep in file
- The person who took the quiz is then responsible for training all other staff
 - Keep record of training

Civil Rights



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800.795.3272 (voice) or 202.720.6382 (TTY). USDA is an equal opportunity provider and employer.

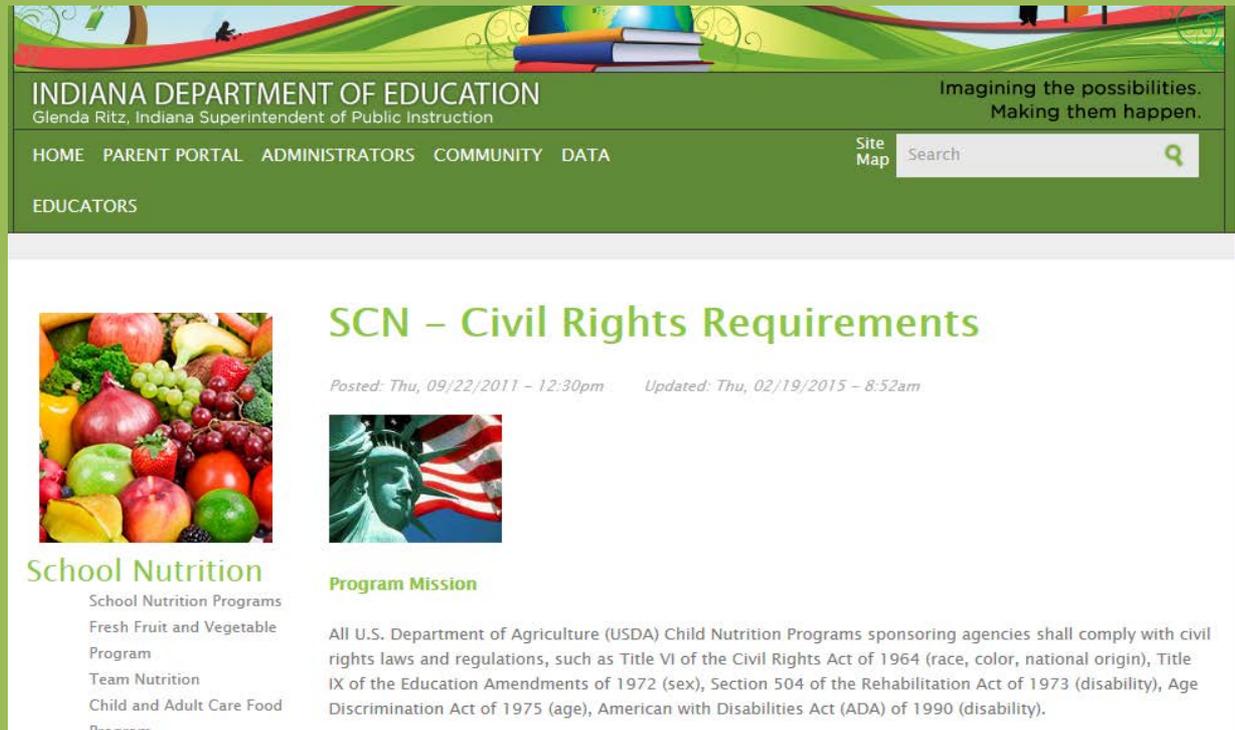
De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todos las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al 800.795.3272 (voz) o 202.720.6382 (TTY). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

April 2006

Civil Rights Statements

- Non-Discrimination Statements
 - Short to be included on all printed materials such as menus and newspaper ads
 - Long statement is to be included on websites and any printed materials two pages or longer



The screenshot shows the Indiana Department of Education website. The header features the department's name and the slogan "Imagining the possibilities. Making them happen." Below the header is a navigation menu with links for HOME, PARENT PORTAL, ADMINISTRATORS, COMMUNITY, and DATA. A search bar is located on the right side of the header. The main content area displays the "SCN - Civil Rights Requirements" page, which includes a date of posting (Thu, 09/22/2011 - 12:30pm) and a date of update (Thu, 02/19/2015 - 8:52am). The page features a large image of fresh fruits and vegetables, a smaller image of the Statue of Liberty, and a section titled "Program Mission" which states that all U.S. Department of Agriculture (USDA) Child Nutrition Programs sponsoring agencies shall comply with civil rights laws and regulations, such as Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age), American with Disabilities Act (ADA) of 1990 (disability).

INDIANA DEPARTMENT OF EDUCATION
Glenda Ritz, Indiana Superintendent of Public Instruction

Imagining the possibilities.
Making them happen.

HOME PARENT PORTAL ADMINISTRATORS COMMUNITY DATA

Site Map Search

EDUCATORS

SCN – Civil Rights Requirements

Posted: Thu, 09/22/2011 – 12:30pm Updated: Thu, 02/19/2015 – 8:52am

School Nutrition
School Nutrition Programs
Fresh Fruit and Vegetable Program
Team Nutrition
Child and Adult Care Food Program

Program Mission
All U.S. Department of Agriculture (USDA) Child Nutrition Programs sponsoring agencies shall comply with civil rights laws and regulations, such as Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age), American with Disabilities Act (ADA) of 1990 (disability).

Civil Rights Statements

Short Statement:

- *USDA is an equal opportunity provider and employer.*

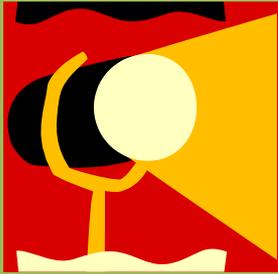
Long Statement:

- The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).



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

Monitoring

Sites- Sponsor Visits and Reviews

- **Pre-Op visits-** required for new sites and sites which have had problems with compliance the prior year (attachment 13)
- **First Week Visit-** required for all new sites within the first week of operation. A waiver for this requirement is available only for returning school sponsors (attachment 29)
- **4 week Review-** review each site within the first 4 weeks of operation (attachment 30)

- A monitoring plan is required as part of your SFSP application/agreement enclosures
- First and 4 week reviews cannot be conducted simultaneously. It is recommended that you visit sites more often than once or twice each summer.

Monitoring

- Monitor's Guide- Available in your packet and on our website
- Sponsor must develop a corrective action plan to deal with review findings observed during site visits
- Each sponsor must comply with all the monitoring requirements

<http://www.fns.usda.gov/sfsp/handbooks>

Budget and Audit Requirements

Budget planning is part of the application process online for all sponsors excluding returning school sponsors

- Make sure to capture all estimated administrative and operating costs

Audit Requirements

- If your agency receives more than \$750,000 in federal funding in total for all Federal Programs in one year, a program specific audit is required
- Online sponsor application will ask for this information

Sponsor Reviews

- Sponsors are reviewed in accordance with USDA required Federal Review regulations
- All new sponsors will have a sponsor review their first year in operation and any of the sites under the sponsorship could be visited at any time throughout the summer
- Occasionally, USDA conducts federal reviews of Indiana SFSP sponsors

Non-Compliance

- USDA requires all regulations to be enforced by State Agencies
- Recordkeeping at site and sponsor level must be maintained, accurate, and available at all times
- All sponsors are subject to unannounced and announced reviews.
 - Sponsors should notify site staff that the state agency may visit at any point throughout the summer.

Results of Non-Compliance

Any non-compliance of USDA regulations or Indiana policies may result in:

- Disallowed meals
- Denied Claims
- Serious deficiency determination
- Number sites limitation
- Return of monies to the State Agency
- Termination from the program

SFSP Appeal Procedures

- Sponsors may submit appeal requests to the State Agency according to the guidance set forth in the SFSP Regulations, Section 225.13
- Appeal Procedures are listed on the SFSP website and disbursed with the electronic sponsor approval notification
- For more information, see the SFSP Appeal Procedures on the SFSP website

True or False?

1. SFSP is a great way to raise funds for your organization.
2. Milk must be an 8oz serving.
3. 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.
4. A mother can eat her daughter's left over carrots as long as the daughter is finished with her meal.
5. It is ok to start meal service early and finish early as long as you serve the full amount of time you promised.

Promotional Tips

- You must promote your SFSP site at least one way
 - Newspaper
 - Website
 - Billboard
 - Plan a special Kick-off event during the week of June 15-19, 2015

The more you advertise, the more successful
you will be!

Incentive Program

- Punch Cards
 - 10 punches and get a prize
 - Don't punch until child is finished eating to keep kids on-site



SFSP Newsletter

- Check the “Summer Times” Newsletter when it is sent to you for new and important information.



Tips for Success

- Offer Quality meals- follow updated guidelines
 - Serve low fat/fat free milk and whole grains
- Keep sound financial records
- Publicize the program
- Be realistic and flexible
- Include Activities- by adding an activity, children will have more incentive to come to your site and you will see more stable participation (athletic, academic, arts and crafts)

Thank You!

We look forward to a happy and successful summer with Indiana SFSP.

[Tina Skinner: tskinner@doe.in.gov](mailto:tskinner@doe.in.gov)

[Gretchen Pentzer: gpentzer@doe.in.gov](mailto:gpentzer@doe.in.gov)

