



MAINE DEPARTMENT
OF EDUCATION

2025 Annual Summer Food Service Program Training For Experienced Sponsors

Presented by: Maine DOE- Child Nutrition Team



Presenters

Nicholas LaBreck

Education Program Supervisor

Office of Federal Programs

Team: Child Nutrition

Kaitlin Fayle

Child Nutrition Consultant, SFSP/NSLP

Office of Federal Programs

Team: Child Nutrition

Program Purpose



The Summer Food Service Program (SFSP) is a federally-funded, state-administered program

Ensuring Children have Access to Nutritious Meals and Snacks When School is not in session

SFSP reimburses program operators who serve complementary healthy meals and snacks to children and teens in areas of need



- **SUN Meals:** In-person summer meal sites; group summer meal service
- **SUN Meals To-Go:** To-go or home-delivered meals in certain rural areas
- **SUN Bucks:** Summer Electronic Benefits Transfer Program, or Summer EBT; summer grocery benefits

SFSP Staff



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2025 Agenda

2024 Maine SFSP Administration

Rural Non-Congregate Meals

SFSP Meal Pattern Review and Purchase Requirements

SFSP Meal Service

Meal Counting and Accountability

Civil Rights Reminders

Training, Administrative Reviews and Paperwork Requirements

Key Websites

Maine DOE SFSP

<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

- Required forms and program guidance:
 - Monitoring forms
 - Meal accountability forms
 - Guides to meal pattern
 - Training links and materials
 - Additional resources

Maine CNPweb

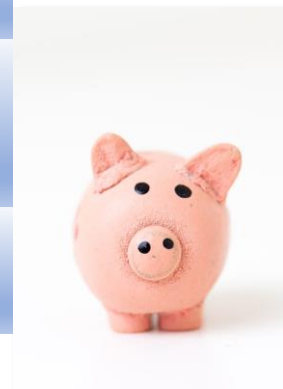
<https://me.cnpus.com/cnp/Login>

- Sponsor applications
- File claims
- USDA foods

2025 Reimbursement Rates

	Rural or Self-Prep	All Other Types of Sites
Breakfast	\$3.0875	\$3.0300
Lunch or Supper	\$5.4025	\$5.3150
Snack	\$1.2800	\$1.2500

Sponsors who vend meals in an urban area receive the lower rate



Nonprofit Food Service Account

- **Nonprofit Food Service** – All revenue is to be used solely for the operation or improvement of such food services to Program children.
- **Nonprofit Food Service Account** - Restricted account in which all revenue from food service operations conducted by the sponsor for the benefit of children is retained and used only for the operation or improvement of the nonprofit food service
- All program expenditures and revenue must be accounted for and cannot be spent on anything other than the child nutrition program



Program Administration

- What's in the Annual Participation Packet in CNPweb?
 - Sponsor application
 - Budget
 - Site information sheet(s)
 - Checklist forms
- Monthly Claims
- Resources on how to complete the packet are [here](#) or click the "help" tab in CNPweb
- <https://me.cnpus.com/cnp>

Welcome to **cnpweb**

Maine Department of Education

Child Nutrition
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

[Forgot User ID?](#)
Contact Maine DOE at (207)624-6842 or (207)624-6843
[Forgot Password?](#)

Login

CNPweb User login



All sponsors must have **two** different users assigned to CNPweb as an edit check for submitting program applications and claims

- **Sponsor Administrator** – Files/submits the application and site claims
- **Claim Approver** (formally known as Legal Agent) – Approves site claims and submits the annual application for DOE

If you do not have access to CNPweb contact Child.Nutrition@maine.gov

Annual Deadlines

Annual SFSP Deadlines:

- SFSP Annual Participation Packet in CNPweb due **June 1, 2024**
- Monthly Claims: **8th of each month**
 - Approved claims submitted by the 8th are paid the month of submission
 - Example – June claim submitted by July 8 will be paid in July
 - Waiting until the 60-day grace period leads to delayed payment
 - June 2025 claim must be completed by August 29, 2025
 - July 2025 claim must be completed by September 29, 2025
 - August 2025 claim must be completed by October 30, 2025
- *If you need help revising your claim, contact **Jodi Truman** in the Nutrition Office*



SFSP Finances



Jodi Truman

Child Nutrition Finance Specialist

207-624-6877

jodi.truman@maine.gov

Claims Can No Longer Be Combined

- Two claim months can no longer be combined into one.
 - *You must file a claim for each month*



One Time Exceptions for **Late Claims**

- A claim filed or revised past the **60-day** grace period is subject to a one-time exception
- This can only occur once every 36 months
- Claim adjustments due to Administrative Review findings are exempt from the exception



Operating Advances

Program advances are available to all sponsors as a part of the SFSP budget application

Excess funds - when advanced funds exceed reimbursement.

Excess funds must be returned to the State of Maine and cannot be used for other USDA Child Nutrition Programs

Example: \$1,000 advance received - \$900 reimbursement earned = \$100 excess funds



Unused Reimbursement

If the sponsor has unused reimbursement at the end of the program year:

- Can be put towards next year's SFSP operations
- Can be used in other USDA Child Nutrition Programs (NSLP/CACFP)

If the sponsor ceases SFSP operation- unused reimbursement must be used for other USDA Child Nutrition Programs.

If only SFSP was operated, unused reimbursement does not need to be returned



Balance Too High in the SFSP

A sponsor's net cash resources may not exceed **one month's** average expenses for SFSP in the nonprofit food service account (1 month only applies to stand alone SFSP)

If NSLP or CACFP at risk are operating during the year, then three months' average expenses cannot be exceeded

Contact DOE Child Nutrition if a balance too high is expected





Active UEI Numbers

Non-profits must have an "Active" UEI number!

If the "ID Assigned" or in "Not Registered" status-
The Sponsor will not be paid

UEI ID's need to be updated each year as they do expire after 1 year!

Check your status at <https://sam.gov/>

SFSP Sponsor and Site Applications



Help documents for completing the Sponsor apps



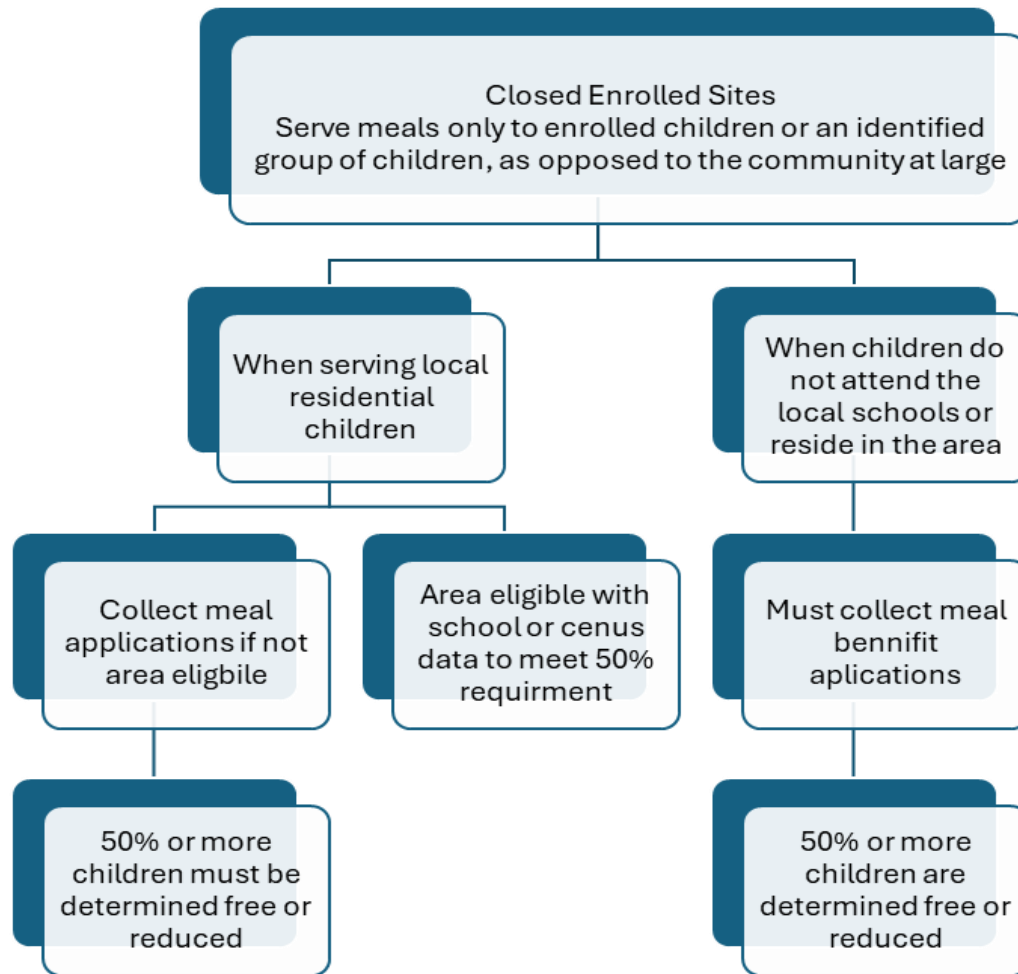
SFSP	Applications ▾	Advances ▾	Accounting ▾	E-Reviews ▾	Maintenance ▾	Reports ▾	Help ▾
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Help Documentation

Sort	Program	Form Description
1	SFSP	SFSP Sponsor Application Guide
2	SFSP	SFSP Sponsor Budget Guide
3	SFSP	SFSP Site Info Sheet Guide
4	SFSP	SFSP Management Plan Instructions
7	SFSP	2025 SFSP Application Checklist Guide
8	SFSP	CNPWeb User Access Request Form
10	SFSP	SFSP USDA Foods Guide

Types of SFSP Sites

The Site Is:	If:	Based on:	Who you can claim?
Open	<ul style="list-style-type: none"> At Least 50% of children in the area are eligible for Free or Reduced-price school meals (Area Eligible) 	<ul style="list-style-type: none"> School Data Census Data 	<ul style="list-style-type: none"> All recipients 18 and under
Closed Enrolled	<ul style="list-style-type: none"> At least 50% of the children enrolled in the program are eligible for Free or Reduced-price school meals through the attendance area of a school or the meal site is in an eligible census block, and the site is open to enroll local, residential children. If the site is not area eligible or serving local children then meal benefit applications from the enrolled participants can be collected to establish 50% eligibility. 	<ul style="list-style-type: none"> School Data Census Data Meal benefit applications collected from enrolled children 	<ul style="list-style-type: none"> Enrolled participants 18 and under Staff who are 18 and under cannot be claimed as they are not enrolled
Camp	<ul style="list-style-type: none"> Residential or non-residential day camp program which offers a regularly scheduled food service as a part of an organized program for enrolled children. 	<ul style="list-style-type: none"> Meal benefit applications 	<ul style="list-style-type: none"> Those with F/R status 18 and under



Day Camp Sites

Camps must collect applications and claim only those that are eligible (F/R)

The site must operate as public or private *nonprofit* program

-Fee based programming- are there scholarships available or a sliding pay scale for participants?

- **Does your site identify itself publicly as a "day camp"?**



Fee-Based Programing

While the Summer Food Service program provides free meals to children in low-income areas, fee-based programming at SFSP sites is generally not allowed as the program's core purpose is to ensure access to nutritious meals for all children 18 and under at no cost.

If an organization wishes to offer fee-based programming or activities, it should be done separately from the SFSP and not at the SFSP site, and should not be funded by SFSP funds.

Open sites in an area with fee-based programming

Open sites that run along side rec-programs, community centers or other activities for children that require a fee to attend:

- We will ask that an attestation be signed by the sponsor to ensure that children have access to the meal without a fee being associated.
- If the programs are primarily serving non-residential or area children, then the site should be qualified using applications to establish the site.

Types of SFSP Sites

The Site is:	If:	Based on:	Who You Can Claim?
Non-Congregate	<ul style="list-style-type: none">The Site is “Rural” and the site is area eligible	<ul style="list-style-type: none">School dataCensus dataRural data required	<ul style="list-style-type: none">All recipients 18 and under
Conditional Non-Congregate	<ul style="list-style-type: none">Offers a non-congregate meal service for eligible children in an area that does not meet area eligibility requirements	<ul style="list-style-type: none">Rural Data requiredMeal Benefit Applications	<ul style="list-style-type: none">Only those with F/R status 18 and under

Types of Non-Congregate SFSP Sites

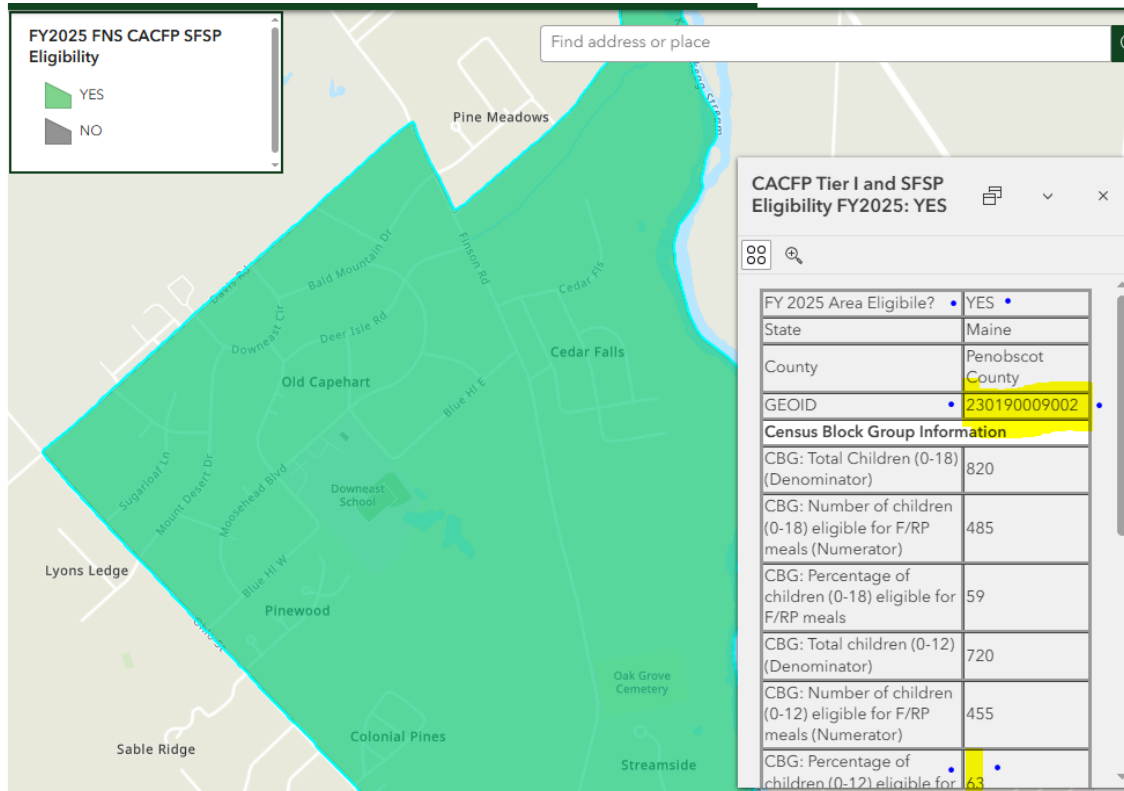
Site is:	If:	Based on:	Who You Can Claim
Mobile Meals (Urban area)	<ul style="list-style-type: none"> Each stop is a designated site with congregate service 	<ul style="list-style-type: none"> School data Census data 	<ul style="list-style-type: none"> All recipients 18 and under who eat meals on site
Mobile Meals (Non-Congregate /rural area)	<ul style="list-style-type: none"> Each stop is a designated site Recipients allowed to take meals off site 	<ul style="list-style-type: none"> School Data Census Data Rural Data 	<ul style="list-style-type: none"> All recipients 18 and under
Home Delivered Mobile Meals (Non-Congregate/rural area)	<ul style="list-style-type: none"> Each home delivery route can be a site Individual houses are not sites! Households must provide written consent 	<ul style="list-style-type: none"> School Data Census Data Rural Data 	<ul style="list-style-type: none"> All recipients 18 and under
Mobile Meals (Conditional Non-Congregate/rural area)	<ul style="list-style-type: none"> In non-area eligible rural locations Meals delivered to eligible households with written household consent Sites can be pick-up locations, but you must have a way of identifying who is eligible at distribution 	<ul style="list-style-type: none"> Meal Benefit Applications Rural Data 	<ul style="list-style-type: none"> Recipients 18 and under with meal benefit applications

Establishing Summer Food Sites

- **School Data** - Meal site(s) must be in the attendance area of a school where at least 50% of the children are eligible for free or reduced-price school meals.
<https://www.maine.gov/doe/schools/nutrition/CNDataareports>
- **Census** - When using census data to determine eligibility, the proposed site must be in a Census Block Group (CBG) or Census Tract in which 50% or more of the children are eligible for free or reduced-price meals. <https://www.fns.usda.gov/area-eligibility>
- **Meal Benefit Applications** - Student applications are utilized for closed enrolled, camp or conditional non-congregate sites. They can either be distributed by the SFSP Sponsor, or the SFSP sponsor may reach out to the applicant's school for eligibility status with a Memorandum of Understanding in place. Sites that are not residential/day camps or conditional non-congregate must establish a 50% eligibility for children who attend (all can eat for free regardless of free status).
- **Five Year Eligibility** – Once a site becomes area eligible through school or census data, the eligibility is good for 4 years + current year

Census Map

<https://www.fns.usda.gov/area-eligibility>



School Data using the October Survey

School Name	Enroll	Free	Free %	Reduced	Reduced %	Eligible	Eligible %
Enfield Station Elementary School	208	94	45.19%	22	10.58%	116	55.77%
Hichborn Middle School	98	40	40.82%	13	13.27%	53	54.08%
Penobscot Valley High School	133	47	35.34%	8	6.02%	55	41.35%
	439	181	41.23%	43	9.79%	224	51.03%

- Used when serving the attendance area of the school that qualifies.

This can be used qualify the school as a site or a nearby address.

District totals or “CEP” status cannot be used to approve a site.

Meal Benefit Applications

Don't forget!

- ✓ Name of household members
- ✓ Adult signature
- ✓ Last 4 of SS#

Current income guidelines can be found on the SFSP webpage

Names Household Member (include students listed above)	Earnings from Work before deductions	Gross Income (before deductions)													
		Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
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TOTAL HOUSEHOLD SIZE:															

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

<https://www.maine.gov/doe/schools/nutrition/studenteligibility>

Application Changes

- ***Streamlining Requirements and Improving Integrity in the SFSP Final Rule***
 - Site Proximity
 - Site Caps
 - Closed Enrolled Site Eligibility
 - Justification needed for area eligibility with Closed enrolled sites.
 - Operating Days
 - Site mapper reporting
 - Require forms
 - Media Release Requirement

Site Proximity

Sites must be assessed for site proximity:

- 2 miles apart for stand-alone non-congregate sites
- 1 mile for Non-congregate mobile routes
- .5 miles congregate sites

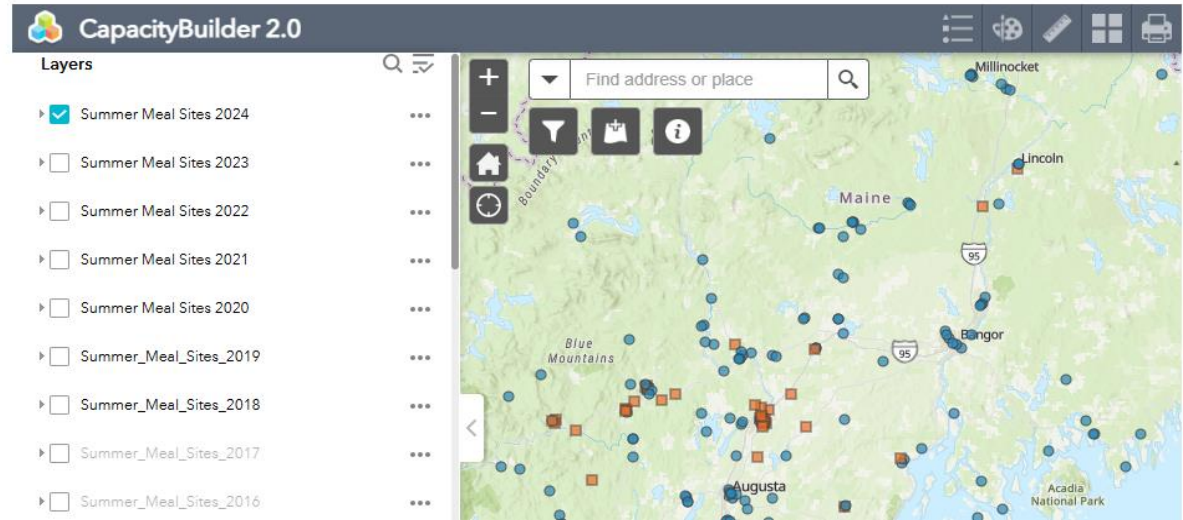
Sponsors may use the USDA's Capacity Builder

Tool <https://www.fns.usda.gov/sfsp/capacitybuilder> to assess site proximity. Before filling out site applications.

<https://www.fns.usda.gov/sfsp/mobile-route-maker>

-

Sample Capacity Builder Tool



<https://www.fns.usda.gov/sfsp/capacitybuilder>

Site Proximity

Send Documentation to Maine DOE for justification of site proximity during the application process.

*Meals are served at the same time, preventing the ability for a participant to obtain duplicative meals

*Physical barriers to sites nearby sites are closed enrolled where enrolled children do not have access to the open site nearby

*Public safety concerns (please justify) different serving days and meal types

*Sites nearby are closed enrolled or only serve an identified group of children.

Site Proximity Justification

15.	Board Member List - Sponsor Management Plan - Upload Document
16.	Organizational Chart - Sponsor Management Plan - Upload Document
17.	Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document
18.	Wage/Salary Scale - Sponsor Management Plan - Upload Document
19.	Single Audit Report - Sponsor Management Plan - Upload Document
20.	SFSP Policies and Procedures - Sponsor Management Plan - Upload Document
21.	SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document
22.	Profit & Loss Statement - Sponsor Management Plan - Upload Document
Item	Off-Line Forms - As Needed
23.	Non-Congregate Service SFSP and Attestation
24.	Site Proximity Justification

- *Visual observation is not a justification*

Operating days

19. Begin Date: End Date:

20. Enter Number of Operating Days for each month operating

Oct: <input type="text" value="0"/>	Nov: <input type="text" value="0"/>	Dec: <input type="text" value="0"/>	Jan: <input type="text" value="0"/>	Feb: <input type="text" value="0"/>	Mar: <input type="text" value="0"/>
Apr: <input type="text" value="0"/>	May: <input type="text" value="0"/>	Jun: <input type="text" value="7"/>	Jul: <input type="text" value="31"/>	Aug: <input type="text" value="0"/>	Sep: <input type="text" value="0"/>

Operating days can no longer be increased without written communication with MEDOE – the individual serving date(s) you are requesting to add must be specified and must be requested before the date occurs.

Site Caps

Written communication with DOE must be made before a site cap is increase.

-Meals cannot be served over the site cap until permission is given by MEDOE- back up documentation will need to be provided

To maintain program integrity and ensure the site is meeting the intended purpose of serving the area

- Site caps should be backed up with School enrollment/census/ neighborhood data. Camps should reflect their own capacity.

Site caps for rural non-congregate meal sites must accurately reflect the needs of the targeted rural communities being served.

Estimated Attendance	Est. # Eligible (Camps Only)	CAP
0	0	0
0	0	0
13	0	20
0	0	0
0	0	0

Site Info – Serving Dates

	Meal Type S = Self-Prep V = Vended	Offer vs Serve	Begin Time	End Time	Days Meals Served							Estimated Attendance	
					M	T	W	T	F	S	S		
22. Breakfast	S	<input type="checkbox"/>	10:15 AM	10:30 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	165
23. AM Snack		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
24. Lunch	S	<input type="checkbox"/>	10:15 AM	10:30 AM	<input type="checkbox"/>	<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"/>	165
25. PM Snack		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
26. Supper		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

27. List the dates meals are provided for each month.

If operating a non-congregate service offering multi-day meals list distribution dates and the number of meals in each distribution provided by

June 23-17, 30
 July 1,2,3,4,5,6,7,8,9,10
 Distributions:
 6/30/25 (5 breakfasts and 5 lunches)
 7/7/25 (5 breakfasts and 5 lunches)

Sponsors are responsible for listing the dates meals are provided for-

and dates meals are distributed on – if operating non-congregate meals

Site Info Sheets Changes

- **Non-congregate hybrid sites** – those that have both non-congregate and congregate meals will need two separate site sheets.
- **Camps and closed enrolled sites** will need a **separate site info sheet** for each enrollment session- if collecting meal benefit applications.

Each session with different enrollments (children) will need a separate site info sheet

-This is to capture accurate enrollment for each claim period.

Enrollment Sessions and Site Apps

Starting this year, Camps and Closed Enrolled sites that collect applications will need to have separate site info sheets for each enrollment session.

- Closed enrolled sites will need to establish 50% eligibility for each session
- Camps need to indicate separate enrollment numbers
- If you operate 4 different program weeks in July, then **4 different site info sheets** will need to be completed, and claims filled out of each session.
- These will be in "Error" Status until Sponsors have processed applications and established F/R enrollment for each session.

Enrolled Sites using Meal Benefit Applications

- Estimates of F/R numbers to establish 50% eligibility will no longer be allowed in order to "approve" a site.
- Sites using applications to establish eligibility will be put into "error" status after the application packet is approved, so that sponsors can enter actual enrollment F/R numbers
- Must be completed & approved before the claim month has ended- applications must be dated to show it was approved before the claim period

☒ Closed Enrolled

Projected # Enrolled (all meals)

50

Eligibility: %

Projected # Eligible for F/R Price Meals

100

Recap

Operating days cannot be adjusted without communication and justification

Site Caps cannot be adjusted without written communication

Validate site proximity before submitting for approval. Close proximity sites will be accepted with written justification.

Open sites with alongside fee-based programs will need an attestation that meals are free for all to access

All operating dates will need to be indicated- tic sheets must match!

Closed enrolled sites and camp sites – site info sheet for each session
- Sites will be put into “error” until accurate enrollment is entered.

Non-Congregate Meal Service in Rural Areas



Rural/Non-Congregate Sites

Rural Eligibility can be established through the Rural Designation Mapper.

<https://www.fns.usda.gov/sfsp/rural-designation>

Rural status is good for 5 years




Who is Eligible for Non-Congregate Services

- Must be an approved SFSP Sponsor in good standing
- Sites must be in rural areas
- Sites are established where congregate service is unavailable
- Non-congregate sites must be area eligible either by school or census data
- If rural area is not area eligible, reimbursement can only be received for children who qualify for free/reduced price meals through a conditional non-congregate service

Application Requirements for non-congregate meals.

Hybrid sites- non-congregate sites offering both congregate meals and non-congregate meals. Will need to have two separate site info sheets



Non-congregate site procedures will need to be completed and uploaded into CNPweb



Signed attestation for non-congregate meals as a part of the upload documents.

Non-Congregate Parent/Guardian Pick-up

Parents or guardians can pick up meals for children at approved non-congregate sites

Sponsors must have documented procedures to ensure that meals are only distributed to parents or guardians of children and that duplicate meals are not distributed

- **This will be part of the upload requirements in the application**

Combination / Hybrid Sites

Congregate and Non-Congregate – Need separate site info sheets

- A. A site that only offers breakfast through congregate service may be approved to provide a lunch through non-congregate meal service
- B. A congregate site that serves lunch and breakfast three days a week may be approved to provide non-congregate meals for days with no congregate service, including weekends
- C. A congregate site that operates in the month of July, may be approved to provide non-congregate meals for the summer period following their last congregate meal service day (provided that the non-congregate days are included in the site's approved service period)

Non-Congregate Service Models

Meal Pick-up and Grab & Go

- Packaged meals are taken home for children to eat later.
- **Grab and go,”** curbside service, or take-home backpacks.
 - Children must be present to use tic sheets
 - If children are not present, an additional verification process is needed by the sponsor to validate the children in the household.
- When the pick-up site is located in an area that is not eligible (i.e. conditional non-congregate site), children must meet the income criteria through Meal Benefit Applications/DC list.



Question



When is it allowable to only use tic sheets at non-congregate sites?



Answer

Only when children are present.

Sponsors must have written procedures to ensure that meals are going to eligible children and that duplicate meals to households will not be provided.

Non-Congregate Service Models

Home Delivery

- Signed consent forms will be required from parents/guardians
- Recurring preorder form
- In non-eligible areas, reimbursement for children who qualify for free/reduced-price meals
- Food safety concerns must be considered
- Can be mail or delivery service or hand delivered



Non-congregate Parent pick-up

Indicators Of Potential Integrity Issues

Multiple Pick-up Locations at a Single Site

Duplication of meals due to one site offering multiple locations for parent or guardian pick-up without additional integrity measures.

Distributing Meals to Unapproved Adults

Sponsors allow sites to distribute meals to proxies for multiple children.

Solely Using Hashmark Sheets

Sites using meal count forms that only collect the number of meals served (e.g. hashmark sheets, tally sheets, or clickers) without additional methods to verify accurate eligible participation.

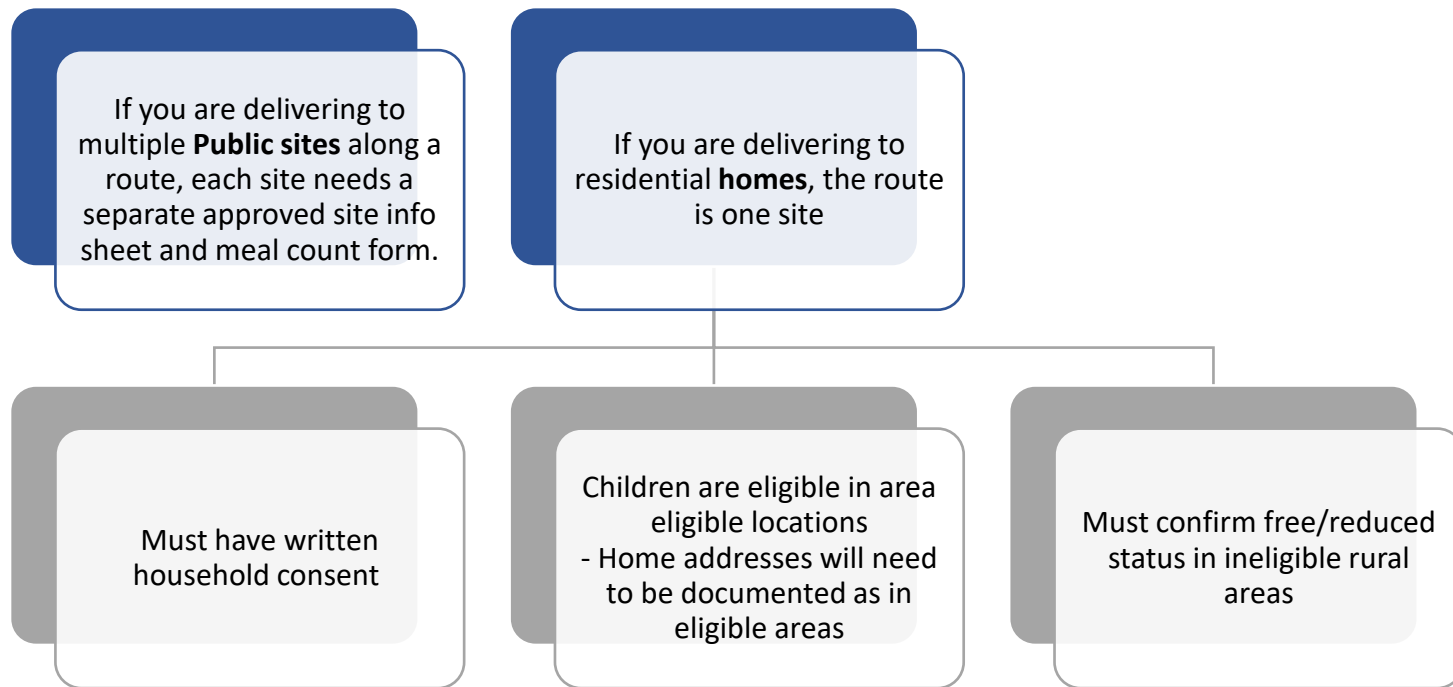
Rural Non-Congregate Camps Meals

Camps

Non-congregate meal service for Camp children such as service of the third meal if a congregate meal service is not provided, or meals provided to be consumed over the weekend while an enrolled child is participating in an active camp session, but during which there are no congregate meals provided.

- A separate site info sheet and application is still needed for camps that choose to offer non-congregate meals.

Non-Congregate Mobile Meal Sites



Non-Congregate Allowable Number of Distributed Meals

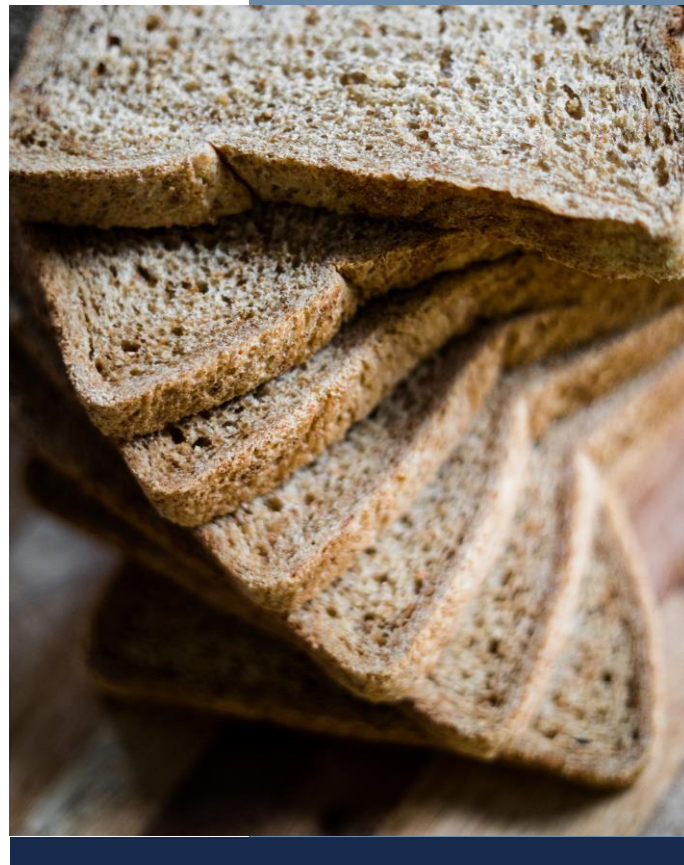
- Up to two meals or one meal and one snack, per child per day in any combination except lunch and supper
 - Camps – up to three meals a day
- Up to 10-days at once for those approved for multi-day distribution
- Consideration is on a case-by-case basis
 - Think of storage capacity, food quality, food safety, etc.
 - Historically, we allowed up to 5 days
 - Bulk – up to 5 days only!
 - Must have procedures in place to ensure the proper number of meals are distributed to each eligible child

Bulk Meals vs Unitized vs Multi-Day Meals

Bulk	Unitized	Multi-Day
<p>Specific food items provided in larger quantity than required for a single meal service</p> <p>Example: Loaf of bread and package of deli meat</p>	<p>Meal that is individually portioned, packaged, and served as a unit</p> <p>Beverages such as juice or milk may be packaged separately</p>	<p>Multiple meals provided on one day whether bulk or unitized.</p> <p>Example: 5 days of meals provided on Monday</p> <p>Unitized – 5 distinct packaged units</p> <p>Bulk – enough food items to be portioned into specific quantities to meet meal pattern requirements</p>

Bulk Service

- Food components must meet meal pattern requirements
- Items must be identifiable
- Menus provided with food items and portions listed
- Preparation minimal and instructions provided
- Up to 5 days
- Food safety and quality are important!
- Self-Prep sponsors only



Non-Congregate Safety Concerns

Food safety is important for all meal service models

Sponsors should ensure food selections and packaging promote food safety; sponsors should also include instructions on at-home storage and preparation

As with congregate SFSP meal service, sponsors must ensure non-congregate meal packages meet State and local health and safety requirements

Sponsors should consider whether households have access to refrigeration, stoves, microwaves, etc. Shelf-stable meals are allowed.

Non-Congregate OVS



Offer versus Service for non-congregate service is allowable for School Sponsors only

Non-Congregate Sites

State agencies have the responsibility to deny sponsors that they determine:

- Are not financially and administratively capable of operating a non-congregate meal service
- Proposed one or more service areas already sufficiently served through a congregate meal service or
- Proposed one or more service areas that do not meet the requirements for non-congregate meal service

If the State agency denies a sponsor's non-congregate meal service, it must notify the sponsor of its right to appeal under Program regulations at 7 CFR 225.13. FNS encourages State agencies to consult with their FNS Regional Office if they need support in evaluating whether a sponsor must be denied.

Site Finder Reporting

Open and Non-congregate sites.
Complete the “Site Finder Map” Form
linked [here](#):

Form will also be posted on the ME
SFSP webpage

agency to explore additional meal service options that may be available where you live.

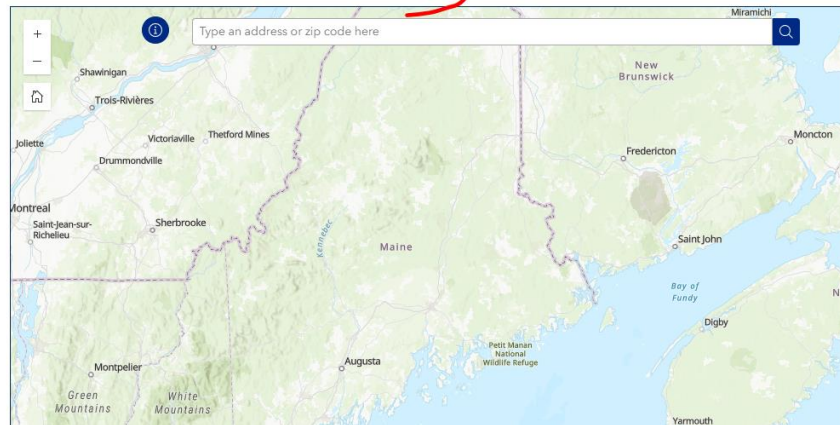


Summer Meals Site Finder 2024

Last Updated September 13, 2024

☒ Eat-On-Site

☒ Meals-To-Go



Site Finder Map Reporting Form

1. Name of SFSP Site as it appears in CNPweb *

Enter your answer

2. Select Site Type *

- ☐ Open
- ☐ Closed Enrolled
- ☐ Camp
- ☐ Conditional Non-Congregate (home delivery)
- ☐ Migrant
- ☐ Restricted Open

3. Service Model Type For Non-congregate Service *

- ☐ Congregate
- ☐ Non-Congregate (For children only)
- ☐ Non-Congregate (Parent/Guardian Pick-up)

Non-congregate site times

- Times are now fixed in CNPweb and allow you to overlap meal service times!
 - Non-congregate must be selected
 - Mobile sites should make a practice run before to help determine site times.

10. Site Location Type: *(Check all that apply)*

- ☐ School
- ☐ Park
- ☒ Non-Congregate
- ☐ Library
- ☐ Tribal
- ☐ Upward Bound
- ☐ Housing Authority
- ☐ Camp
- ☐ Community Center
- ☐ Other *(Please enter)*

11. Site Classification Type:

Open Site

Recap

Different site info sheets are needed for Hybrid sites to separate congregate from non-congregate meals

Non congregate Sites will be renamed with an “**NC**” in CNPweb

Additional information will be collected in CNPweb’s upload documents that include a Sponsor’s written procedures for non-congregate sites.

An MS Form is needed to capture open and non-congregate sites on the USDA site finder.

CNPweb Non-Congregate Claim















Meals Served		Breakfast	AM Snack	Lunch	Supper	PM Snack
Administrative Rate		(High)		(High)		
2.	First Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3.	Second Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	Total Meals	0	0	0	0	0

In this section, report information related to any meal served under the provisions of non-congregate. This section is for data gathering only and will not result in any reimbursement. Meals reported in this section must be included in meal counts identified above to be reimbursed.

Non-congregate Meal Service Operation		Breakfast	AM Snack	Lunch	Suppers	PM Snack
5.	Meals Taken Off-site	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

CNPweb Updates Non-Congregate Meals

If providing Non-Congregate Meals additional check list documents are required

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement for Summer Food Service Program					
2.		501C (For non -SFA's)					
3.	<input checked="" type="checkbox"/>	CNPWeb User Access Annual Certification Form					
4.		Sponsor-Site Agreement for unaffiliated Sites					
5.		Copy of Food Service Management Contract					
6.	<input checked="" type="checkbox"/>	Civil Rights Pre-Award Questionnaire					
7.		Reason for Selecting the Chosen FSMC					
8.		Copy of bids received					
9.		Certificate of independent price comparison					
10.	<input checked="" type="checkbox"/>	Non-Congregate Service SFSP and Attestation					

Questions?

Let's Take a Break

Summer Meal Pattern

Meal Components and Quantities



Meal Pattern Basic Components

4 Meal components make up the meal patterns for Breakfast, Lunch/Dinner, & Snack

- 1. Milk**
- 2. Vegetables and/or Fruit (considered 1 component)**
- 3. Grains**
- 4. Meat/Meat Alternate**



Breakfast Meal Pattern

Milk	<ul style="list-style-type: none">• 1 cup fluid milk
Fruit/Vegetable	<ul style="list-style-type: none">• 1/2 cup juice, fruit and/or vegetable canned/frozen/fresh
Grains/Bread	<ul style="list-style-type: none">• 1 oz equivalent baked grain item• 3/4 cup cold dry cereal• 1/2 cup hot cooked cereal

QUESTION:

Which of the following is not required as a part of the breakfast meal pattern?

- A. Milk
- B. Grain
- C. Meat/meat Alternate
- D. Fruit/Vegetable



Lunch and Dinner Meal Pattern

Milk	<ul style="list-style-type: none">• 1 cup fluid milk
2 Fruits/Vegetables	<ul style="list-style-type: none">• 3/4 cup total of two different items - juice, fruit and/or vegetable any combination
Grains/Bread	<ul style="list-style-type: none">• 1 oz equivalent grain item• 1/2 cup hot cooked cereal• 1/2 cup pasta or noodles or grains
Meat/Meat Alternate	<ul style="list-style-type: none">• 2 oz lean meat or alternate protein (examples below)• 2 oz cheese• 1 large egg (2 oz equivalent)• 4 tbsp peanut butter/nut or seed butter• 8 oz yogurt

QUESTION:

How many types of fruit/vegetable must be offered at Lunch?

- A. 1 types
- B. 2 types
- C. 3 types
- D. $\frac{3}{4}$ Cup



Snack Meal Pattern

Milk	<ul style="list-style-type: none">• 1 cup fluid milk
Fruit/Vegetable	<ul style="list-style-type: none">• 3/4 cup juice, fruit and/or vegetable
Grains/Bread	<ul style="list-style-type: none">• 1 slice 1 serving bread or cornbread or biscuit or roll or muffin• 3/4 cup cold dry cereal• 1/2 cup hot cooked cereal• 1/2 cup pasta or noodles or grains
Meat/Meat Alternate	<ul style="list-style-type: none">• 1oz lean meat or poultry or fish or alternate protein product• 1 oz cheese• 1/2 large egg• 2 Tbsp peanut butter/seed butter• 1 oz nuts or seeds• 4 oz yogurt

Choose 2 of the 4 meal components for a complete snack

Meal Components



Milk

Breakfast	Lunch/Supper	Snack
1 Cup	1 Cup	Optional

- Unflavored or flavored
 - whole milk
 - reduced-fat milk
 - low-fat milk
 - fat-free
- *Must be served as a liquid*



Grains

Breakfast	Lunch/Supper	Snack
1 oz equivalent	1 oz equivalent	1 oz equivalent

- Grains can be whole or enriched
- Grains do not always credit ounce for ounce

Examples of **1 oz** equivalents include:

- Pancakes/Waffles: 1.2 oz
- Muffins/Cereal bars: 2 oz



Consult the Exhibit A NSLP Grain Crediting Chart or ounce equivalencies

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>

Meat/Meat Alternate

Breakfast	Lunch/Supper	Snack
Optional 1 oz	2 oz equivalent	Optional 1 oz

Some Meat items also do not credit ounce for ounce.

Use the food buying guide for help with crediting Meat/meat alternate products

<https://www.fns.usda.gov/tn/food-buying-guide-interactive-web-based-tool>

- Deli ham - serve 1.22 oz to = 1 oz
- Deli turkey - serve 1.6 oz to = 1 oz

Nuts/Seeds

Nuts/seeds can only credit up to 1 oz
in the meat/meat alternate group
(2oz required for lunch)

Must combine nuts/seeds with
another 1 oz equivalent, like a cheese
stick or 4 oz yogurt



Tofu and Soy Products

- Tofu can be offered as a meat/meat alternate in the SFSP
- Non-commercial tofu and soy products are not creditable
- Tofu - 2.2 ounces of raw tofu or 1/4 cup by volume equals 1 ounce MA (5 grams protein); 4.4 ounces or 1/2 cup to equal 2 MA (10 grams protein)
- Soy Yogurt - 1/2 cup or 4 ounces of soy yogurt = 1 ounce MA



Non-creditable Meat/Meat Alternates

- Bacon
- Salami
- Mixed product sausage
- Pepperoni



Fruit/Vegetable

Breakfast	Lunch/Supper	Snack
½ Cup	¾ Cup (two items)	Optional ¾ Cup

- A serving of fruit, vegetable or full-strength 100% juice or an equivalent quantity in any combination
- Dried fruit is credited at twice the volume
(1/4 cup dried fruit = 1/2 cup serving of fruit)
- Lunch must consist of two different fruit or vegetable items equaling ¾ cup (one of those items must equal at least ¼ cup)

Fruit and Vegetable Variety

Meals/snacks cannot serve the same item in different forms such as sliced apples and apple juice.



QUESTION:

If the **fruit/vegetable** component is served as a part of a reimbursable **snack**, how much must be offered ?

A. $\frac{1}{4}$ Cup

B. $\frac{1}{2}$ Cup

C. $\frac{3}{4}$ Cup

D. 1 Cup



Offer Versus Serve (OVS)

OVS allows children to decline **some** of the foods offered in a reimbursable breakfast, lunch, or supper.

This works by offering **additional** food choices, giving children the option to decline certain food items.

The intent is to reduce food waste and allow children to choose the foods they want to eat.

In 2025, Maine has an Offer Vs Serve waiver allowing Non-School Sponsors to operate OVS.

OVS

Terms to Know:

- A food **component** is one of the food groups that comprise reimbursable breakfasts or reimbursable lunches and supper meals.
- A food **item** is a specific food offered within the food components comprising the reimbursable meal.
 - For example, separate ½ cup servings of peaches and pears are two food items that comprise one component (the fruit and vegetable component)

Offer vs Serve at Breakfast

- Requirements: 3 food components for breakfast:
- **½ Cup fruit or vegetable**
- **1 oz Grain**
- **8 oz Milk**
- Offer an additional item from the food components.
- **½ cup Fruit/Vegetable**
- **1 oz grain**
- **or 1 oz eat/meat alternate**

The child may take *any* 3 items for a reimbursable meal

Combination Foods



Terms to know:

- A **Combination Food** contains more than one food item from different food components that cannot be separated
- A turkey & cheese sandwich would contain 2 meal components and 2 items (gains and M/MA)

Example of OVS at Breakfast

Sponsor offers the required components

- Juice - ½ cup fruit/vegetable
- Cereal - 1 oz Grain
- Skim - 8 oz Milk

If an additional fruit option of a banana (1/2 cup fruit) is offered
-The child may take the following combinations.

- Cereal, banana, milk
- Banana, juice, cereal
- Juice, milk, banana
- Juice, banana, cereal

Offer vs Serve at Lunch/Dinner

- **Required 4 food components for lunch:**
 - $\frac{3}{4}$ Cup Fruit/vegetable (consists of two different food items)
 - 1oz Grain
 - 2oz Meat/meat alternate
 - 8oz Milk
- For OVS: Offer all 4 of the required lunch components plus 1 additional food item
- 5 food items are offered from the 4 required food components, a child must take at least 3 items for a reimbursable meal.

Example of OVS at Lunch/Dinner

A Sponsor offers the required components:

- Chicken (2oz meat/meat alternate)
- Rice ($\frac{1}{2}$ cup or 1oz)
- Broccoli ($\frac{1}{4}$ cup) & apple slices ($\frac{1}{2}$ cup)
- Milk (8oz)

The Sponsor offers a 5th item, a 1oz Whole grain roll

The child may take the following combinations:

- Chicken, rice and, milk
- Roll, apple slices, and milk
- Rice, apples slices, and chicken

Question

- Why can't the $\frac{1}{4}$ cup broccoli be used as an item with this example of OVS?



Let's talk Chips!

Potatoes chips are not allowable in SFSP.

"Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips **made from wholegrain or enriched meal or flour** can be used to meet the grain requirement."

Food served to children that do not meet the meal pattern must not be purchased using SFSP program funds. Additional funding sources must be used to cover these costs.



Meal Pattern Key Points

- Meal pattern serving sizes are the minimum amounts you need to complete the meal; you can always serve or offer more!
- Meat/Meat Alternate serving is a 2oz equivalent at lunch
- Grain serving is 1oz at lunch
- Children must take 2 components to have a reimbursable snack

Feeding Infants?

SFSP Meal Pattern for Infants

If a sponsor wishes to serve infants (birth to 11 months) they must receive approval from their State Agency and follow the CACFP meal pattern



Family Style Meal Service

Family Style is an option for **camps and closed enrolled sites**

- Enough food must be on the table to ensure that everyone has access to the required portions of each food component.
- Sponsors should encourage children to take the full serving.



Allowable Meal Combinations



Open and Closed Enrolled sites are allowed up to 2 meal types per day
Allowable combinations include:



Breakfast and lunch
Breakfast and supper
Breakfast and snack
Lunch and snack
Supper and snack
Two snacks

Documentation of Meal Pattern

Sponsors must keep documentation of food and quantities served

- Production records
- Detailed menus
- Recipes
- Receipts

Buy American



- Sponsors must purchase domestic agricultural commodities and food products
- Unprocessed food items must be domestic
- Processed foods, must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume

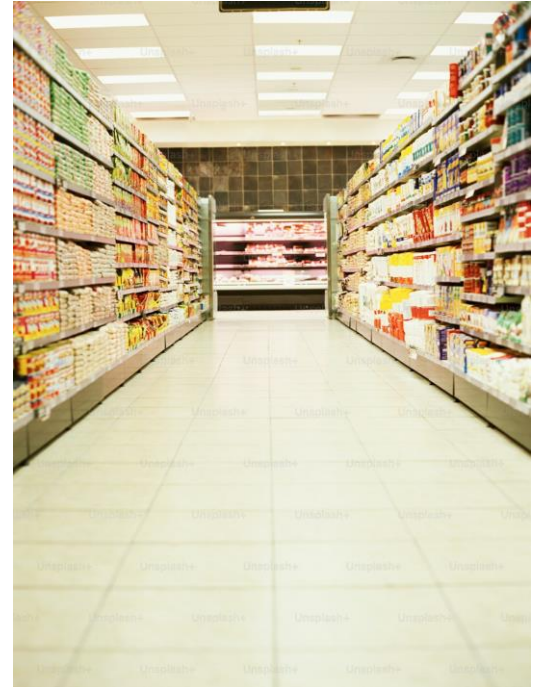
Foods and food products of Guam, American Samoa, U.S. Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic

Procurement

Program funds must comply with USDA procurement standards, all goods, food and supplies:

- Must be competitively purchased following Buy American requirements
- Purchased with ethics – fairness
- Local foods growers/suppliers when possible
- Non-compliant foods must be purchased with outside funding sources

Any questions? Refer to the *SFSP Administrative Guide* or Contact Maine DOE for more information.



Meal Service Time Requirements

For Congregate Sites:

- The requirement that all sites, **except residential camps**, must allow a minimum of at least one hour to elapse between the end of one meal and the beginning of another
- The State agency may approve reimbursement for meals served outside of the approved meal service time if an unanticipated event occurs
- Meals claimed as a breakfast must be served at or close to the beginning of a child's day, and prohibit a three-component meal from being claimed for reimbursement as a breakfast if it is served after a lunch



Share Tables

Sponsors may designate a “share table” or stations where children may return whole or unwrapped items that they choose not to eat

Provided that it is in compliance with local and State Food Code

Keep foods on ice when appropriate!



Meals Served Away from Approved Locations

Sponsors must notify the State agency in advance that meals will be served away from the site, but formal approval of the alternative meal service is not required.

If the State agency is not notified prior to the SFSP field trip, meals served may be considered “consumed off-site” and the State agency has the discretion to not reimburse those meals.

If there is an unanticipated event occurs outside of the Sponsor's control (late delivery for instance) causing meals to be served outside of approved mealtime, the State agency may be able to approve reimbursement.

Field Trips

- Meals must be kept at safe temperatures and include all the required components (including milk)
- Staff must be trained on what is a reimbursable meal and proper accountability
- You must let Maine DOE know in advance that a field trip is taking place



Air Quality/Excessive Heat Waivers

Excessive Heat: when the National Weather Service has issued a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor meal site is located.

Air Quality: EPA and CDC air quality metrics are used; waiver may be approved when very unhealthy or hazardous air quality in place at outdoor sites.

Work with Maine DOE if waivers needed.

Take a Break





CHILD NUTRITION PROGRAMS **FARM & SEA TO SCHOOL**

The State Local Foods Fund (LFF)

- Available to school sponsors only
- \$1 for every \$3 spent on local foods!
- Up to \$5,000 in reimbursement
 - Get \$500 extra for attending a DOE Local Foods training!
- Submit claims by the 8th of every month.
- Send claim form with invoices to katie.knowles@maine.gov
- Directions on our Farm & Sea to School webpage.



Join Harvest of the Month (HOM) this Summer!

Pledge for the Summer (July & August):

- Serve the local HOM product at least 2x per month
 - *Summer is the best and easiest time of year to source locally in Maine!*

In return you receive:

- Toolkits for July & August including:
 - Posters
 - Fact and recipe sheets
 - Stickers
- Monthly Newsletter email
- Additional resources & support from Farm & Sea to School Coordinator



Meal Counts

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

Meal Counting Procedures

- Meals can only be counted for reimbursement **during or immediately after it is received by the child**

Approved accountability methods for tracking meal:

- Meal count sheets or tic sheets and Student /Child rosters for parent pick up at non-congregate sites.
- School POS system or other approved POS system
- Roster with child names –*required* *for camp or enrolled sites, who use meal benefit applications to establish eligibility*
- *Adult meals are not allowed to be claimed and are considered an unallowable program expense*

Meal Counting

Daily Meal Count Form (Tic Sheet)

DON'T!

- Circle one number and leave the rest unmarked
- Forget the date!
- Forget the meal type!
- Forget to label the site name!

DO

- Write the daily menu
- Save, Save, Save!!! For 3 years plus the current year of operation!

SUMMER FOOD SERVICE PROGRAM MEAL COUNT RECORD

Site: _____ Meal (please circle one): Breakfast Lunch Snack Dinner
Day and Date: _____
Supervisor: _____ Delivery Time: _____ Meal Service Time: _____ to _____

Total Meals Received/Prepared:

First Meals to Children: Please circle a number for each complete meal provided to children (1 per child) only meals served to children can be claimed. First meals will receive full reimbursement. If second meals are served, they must be recorded separately.

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

Total First Meals:

Second Meals to Children:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

Total Second Meals: _____

Total non-reimbursable meals (adults and program adults) _____

Total Leftover Meals: _____

Comments

By signing below, I certify that the above information is true and accurate.

Site Supervisor's Signature

Total First Meals:

--

Comments

By signing below, I certify that the above information is true and accurate:

Site Supervisor's Signature

Total non-reimbursable meals (adults and program adults)_____

Total Leftover Meals _____

MENU: List creditable items below

Meat/MA 2 oz

Grain 1 oz

Vegetable: ½ cup

Fruit: ¼ cup

Milk 8 oz

|

Question

If you lose a meal count sheet what happens?

Consolidated Meal Counts

When possible complete in excel!

A sample excel template is available on our SFSP website

Common errors with consolidated forms include:

- Non-legible handwriting
- Adding columns incorrectly
- Missing days
- Serving days must match with your site info sheets

SFSP MEAL COUNT RECORD FOR MONTH OF _____ (For Open Sites)

Sponsor Name _____ Site Name _____ Site Supervisor _____

REQUIRED FORM

Day of Month	BREAKFAST				LUNCH				SNACK			
	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served
1												
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Total Days Served	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adult Meals	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adult Meals	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adult Meals

Meal Counting for Camps and Enrolled sites

Rosters

Meal counts capture:

- Meal type
- Date
- Child's name & eligibility

Only children who qualify for free or reduced meals can be claimed.

This is used for residential and day camps.

Meals served												
Camper's name	Date:											
	B	L	S	B	L	S	B	L	S	B	L	S
1.												
2.												
3.												
4.												
5.												

Prototype Meal Count Forms for Camps

Camper's Name	Meals code	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper
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Meal Accountability Summary

- Meal counts must be taken at the time of service
- Save ***all*** meal count documentation
- Date and label the meal type and site name!
- Meals can only be claimed for children that have an approved meal benefit application for camps
- *Camp/Child eligibility documentation (Back up claiming documentation) must be saved for **3 years - plus the current year.***

Camp and Closed Enrolled Site Meal Accountability

Site Eligibility Type:

- Camp/Upward Bound: *Must obtain income eligibility information*

Projected # Enrolled (all meals)

85

Eligibility: 0.00%

Projected # Eligible for F/R Price Meals

192

Site eligibility for F/R should not exceed the "ADA" in the claim
 $680\text{meals}/8\text{days} = 85$

85 is the max enrollment of F/R for the camp session

Claim Detail

Month

ADA

Operating Days

1.	Claim Month Selected	August 2024	85	8
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Meals Served

Breakfast

AM Snack

Administrative Rate

(High)

2.	First Meals	680	0
3.	Second Meals	0	0
4.	Total Meals	680	0

Annual Requirements

Civil Rights Requirements

- USDA Civil Rights Requirements are in effect for the SFSP, include meal modification requirements.
- USDA Civil Rights training must be taken every year for all program staff
- Maine DOE Child Nutrition provides the training
 - Posted on our Civil Rights page:
<https://www.maine.gov/doe/schools/nutrition/nondiscrimination>
- You can use our PowerPoint or have staff watch our webinar

Sponsor Press Release Requirement

- Optional at sponsor level; camps/closed enrolled can notify participants only
- <https://www.fns.usda.gov/cn/expanding-awareness-and-access-summer-meals>

Make sure full federal and State of Maine statements are included

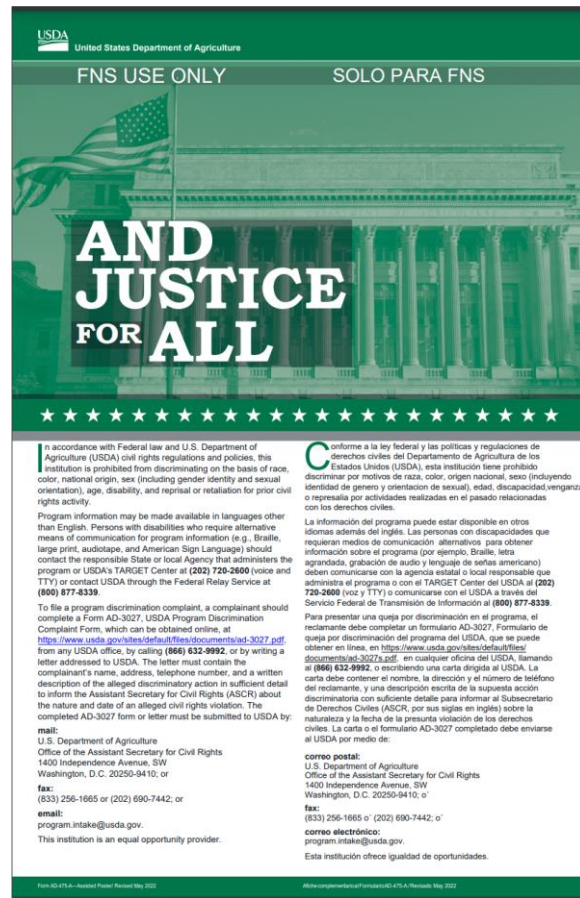


“And Justice for All” Poster

Must be prominently displayed at all SFSP sites
or on meal delivery vehicles

Email Child.Nutrition@maine.gov for poster
requests

Informs participants about federal non-
discrimination requirement and the process for
filing complaints of discrimination



Ensuring Reasonable Program Access

- Provide reasonable modifications for meal accommodations
- Ensure food service areas are accessible
- Provide auxiliary aids and services, if needed
 - Examples include:
 - Food service aides
 - Adaptive feeding equipment
 - Meal tracking assistance
 - Other effective methods



Complaint Procedure Training

- Staff should be able to identify a civil rights complaint if received
- They should know what to do if they receive a complaint
- Staff must understand that it is the basic right of persons to file a complaint of discrimination
- DOE Civil Rights training covers this process
 - Different for Maine protected bases versus federally protected
<https://www.maine.gov/doe/schools/nutrition/nondiscrimination>

Staff Training Requirements

All staff must receive Civil Rights training and training on applicable program responsibilities annually, before operations.

Other training topics might include:

Properly completing Tic Sheets (or conducting meal accountability)

- Meal pattern training
- Food safety, handling, and transportation
- Customize training as needed for various staff roles
 - Save all Staff training agendas as documentation

Question?

In addition to today's training, what additional training are you all required to complete annually?

Sponsor Guides and Training Resources

USDA's Guides
linked [here](#)



SFSP Site Monitoring Forms

Required for all sponsors to complete!

- **Pre-Operational Visit Form** - Worksheet for all new sites or sites with operational problems – Sites switching to non-congregate services are considered new sites.
- **First 2 Week Visit Form** – For new sites or sites with operational problems.
- **Site Monitoring Form**- For all sites/camp sessions during the **first four** weeks of operation *This can occur at the same time as the two week visit form .*
- **Racial and Ethnic Data collection form** – No longer allowed to use visual observation.
 - Additional methods sponsors can use to obtain this data could be from the meal benefit application, school-certified roster, or census data. Instructions found on the second page of the form.

Vended Sponsors

New! Required Form for Vended Sponsors

Vended Sponsors are required to complete delivery receipts for their vended sites for each day of service. This is in addition to the daily tic sheet. The Site Delivery Receipt can be found here:

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/SFSP%20Site%20Delivery%20Receipt.pdf>



Required Forms

- All required Forms can be found on the ME SFSP webpage.
- <https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

Non-Congregate Sites

Resources

- [Congregate vs Non-Congregate Chart](#)
- [Helpful Hints SFSP Parent Guardian Pickup](#)
- [Implementation Guidance for Rural Non-Congregate Meals](#)
- [Summer Bulk Meals](#)
- [Offering Multiple Meals as Part of the Summer Non-Congregate Meal Service](#)

Forms

- [Sample Home Delivery Household Consent Form](#)
- [Sample Application Letter to Parents for Enrolled Sites, Camps, and Conditional Non-Congregate Sites](#)
- [SFSP Eligibility Notification Letter for Sponsors Charging for Meals](#)

Resources & Required Forms

Traditional Summer Sites and Sponsors

Required forms

- [Pre-Operational Site Visit Form](#)
- [First-Week Site Visit Form](#)
- [Two-Week Visit Form](#)
- [4-Week Site Review Form](#)
- [Site Review Form Non-Congregate](#)
- [Racial and Ethnic Data Form](#)
- [Sample News Release](#)
- [Daily Meal Count Instructions](#)
- [Daily Meal Count Form \(Tic Sheet\)](#)
- [Monthly Meal Count Record - Open site](#)

Camp Sponsors

Required forms

- [2025 Meal Benefit Application](#)
- [Pre-Operational Site Visit Form](#)
- [Two-Week Visit Form](#)
- [Site Monitoring Review Form](#)
- [Racial and Ethnic Data Form](#)
- [Sample Application Letter to Parents for Enrolled Sites, Camps, and Conditional Non-Congregate Sites](#)
- [SFSP Eligibility Notification Letter for Sponsors Charging for Meals](#)
- [Meal Count Worksheet for Camps](#)
- [Monthly Meal Count Record - Camps](#)
- [Excel Consolidated Meal Count Form for Camps](#)

Summary of Annual Requirements

- ☐ Staff training
- ☐ Press release
- ☐ Meal count documentation
- ☐ Menu documentation
- ☐ Expense documentation
- ☐ Civil Rights training & And Justice For All poster
- ☐ Site monitoring forms – for all sites
- ☐ Racial and ethnic data collection form

2025 Summer Reviews

- Summer Administrative Reviews occur at least once every 3 years.
- Larger Sponsors or those that need technical assistance may be reviewed more frequently.
- Reviews will occur onsite and Sponsors will be notified in advance.
- If operating non-congregate service, this will be a part of the review.
- Claim review may be conducted offsite.

Administrative Review Process

Paperwork to Review

- ☐ Eligibility documentation used for Site approval
(if collecting meal benefit applications)
- ☐ Menus
- ☐ Production records/documentation of food served
- ☐ Invoices/receipts/food costs
- ☐ Meal count sheets
- ☐ Consolidated meal counts

Administrative Review Process

Paperwork to Review

- ☐ Pre-operational visit sheet
- ☐ Two week visit sheet
- ☐ Racial and Ethnic Data Form
- ☐ 4 week visit sheet (site monitoring form)
- ☐ Documentation of staff training
- ☐ Documentation of costs:
 - Showing Food/Labor/Other
 - ☐ All purchases made to the food service account must have back up documentation.

Non-Profit Food Service Account:

Sponsors are required to maintain a "non-profit food service account" where all revenue from food service operations conducted principally for the benefit of children is retained and used only for the operation or improvement of the non-profit food service

Claim Documentation Needed for Review

Your review period will be one summer claim period- usually the Sponsors largest claim month.

Documents to be reviewed include:

- **Daily tic sheets** and **eligibility rosters** for the review month
- **Consolidated meal count forms**



Paperwork Requirements

Ensure Unallowable Costs Do Not Occur

Indirect costs are not allowed

- You need to document the cost break-out

Includes:

- Non-program adult meals
- Other unallowable meals, such as dropped meals
- Capital expenditures
- Fixed assets, such as land, buildings, etc.

Top 5 Common Review Findings

- Claim errors and meal count records (accounted for the highest number of findings)
- Meal Pattern requirements not met (insufficient food quantities)
- Site Monitoring not conducted
- Staff Training requirements not met
- Civil Rights – Complete statement not included on materials

Common Findings - Camps

Meal Benefit Application Errors - improperly completed:

- Missing Social Security #
- Missing names from all members in the household
- Not signed

income to report.

Names Household Member (include students listed above)	Earnings from Work before deductions	Gross Income (before deductions)													
		Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
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TOTAL HOUSEHOLD SIZE:															

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

Appeal Process and Serious Deficiency

Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN Summer Food Service Program page under the [Policy and Procedures of Maine DOE Child Nutrition Section](#).

Please take the time to review so you understand your rights and responsibilities as a SFSP Sponsor.

Federal Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

(Federal statement updated 5/18/2022)

State Non-Discrimination Statement

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.



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