



MAINE DEPARTMENT
OF EDUCATION

2026 Annual Summer Food Service Program Training For Experienced Sponsors

Presented by: Maine DOE Child Nutrition Team



Presenters

Adriane Ackroyd

Child Nutrition 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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Paula Nadeau, SFSP Administrative Support
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2026 Agenda

2026 Maine SFSP Administration

Rural Non-Congregate Meals Overview

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

2026 Reimbursement Rates

	Rural or Self-Prep	All Other Types of Sites
Breakfast	\$3.1975	\$3.1375
Lunch or Supper	\$5.6000	\$5.5100
Snack	\$1.3250	\$1.2950

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



Nonprofit Food Service Account

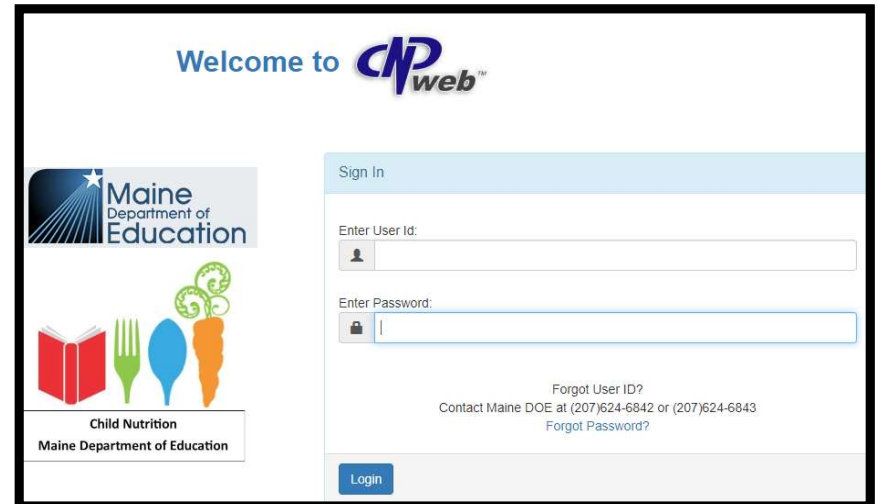
- **Nonprofit Food Service** – All revenue is to be used solely for the operation or improvement of such food services to Program children
- **Nonprofit Food Service Account** – Restricted account in which all revenue from food service operations conducted by the sponsor for the benefit of children is 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

Welcome to  CNPweb™

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

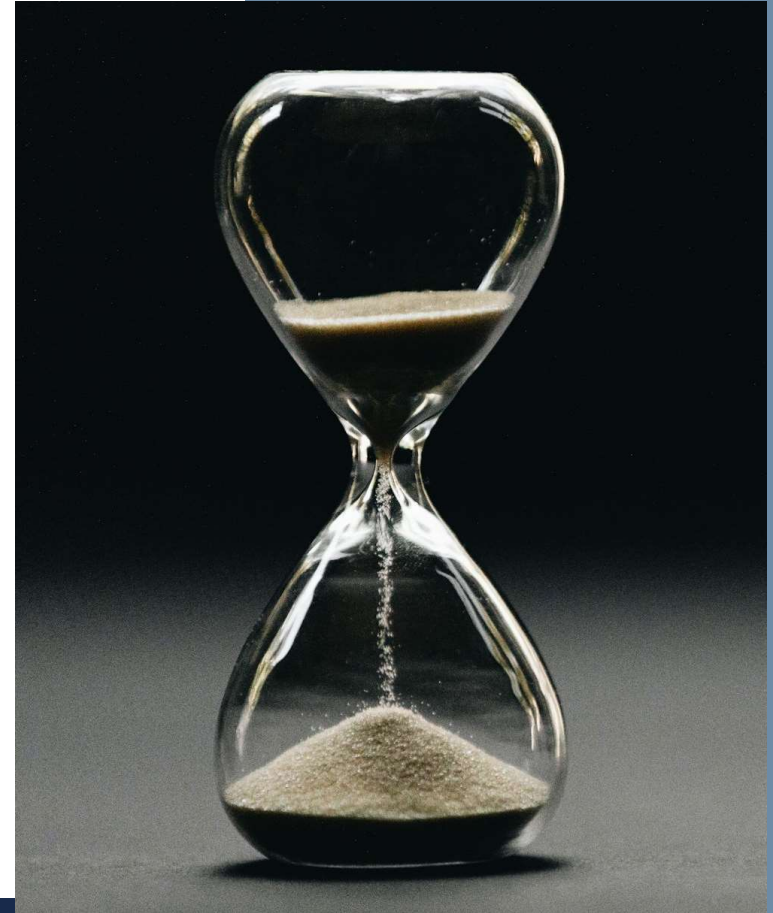
- **Sponsor Administrator** – Files/submits the application and site claims
- **Claim Approver** (formally known as Legal Agent) – Approves site claims and submits the annual application for DOE

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, 2026](#)
- 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 2026 claim must be completed by August 31, 2026
 - July 2026 claim must be completed by September 29, 2026
 - August 2026 claim must be completed by October 30, 2026
- *If you need help revising your claim, contact [Jodi Truman](#) in the Nutrition Office*



SFSP USDA Foods

Orders open May 1st at 7:30AM
and close May 15th at 4:00PM

Delivery locations need to be entered
into a [MS Form](#)
-must be completed by April 24th

*2026 Items include Strawberry Cups
and Cran-Rasins*

Sponsors New to FDP in SFSP-
Contact: Terri Fitzgerald, SFSP USDA
Foods
terri.fitzgerald@maine.gov 207-624-
6882



SFSP Finances



Jodi Truman
Child Nutrition Finance Specialist
207-624-6877
jodi.truman@maine.gov

Reminder! Claims Cannot 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 CNPweb

Help Documentation

Document Type: ▾

Program Year: 2026

Sort	Program	Form Description	PDF	DOC	XLS	TXT	Last Updated
1	SFSP	2026 SFSP Annual Application Packet Reference Guide					Last Updated Date
2	SFSP	2026 SFSP Sponsor Application Guide					Last Updated Date
3	SFSP	2026 SFSP Sponsor Budget Guide					Last Updated Date
4	SFSP	2026 SFSP Site Info Sheet Guide					Last Updated Date
5	SFSP	2026 Completing Checklist Documents Guide					Last Updated Date
9	SFSP	School District's over 50%- October Survey ED534 Report most recent					Last Updated Date
10	SFSP	SFSP Site Classification and Eligibility Types (Site Info Sheets)					Last Updated Date
10	SFSP	SFSP USDA Foods Guide					Last Updated Date
12	SFSP	CNPWeb User Access Request Form					Last Updated Date

Checklist Applications Activities

Item	Required	On-Line Forms Description
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet
2.	<input checked="" type="checkbox"/>	Sponsor Budget Form
3.	<input checked="" type="checkbox"/>	Site Information Sheets
4.		Forms Submitted to State for Approval
5.		Forms Approved by State

Item	Required	Off-Line Forms Description
1.	<input checked="" type="checkbox"/>	Agreement for Summer Food Service Program
2.	<input checked="" type="checkbox"/>	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.		Non-Congregate Service SFSP and Attestation
11.	<input checked="" type="checkbox"/>	Free Meal Policy Statement for Non-Pricing Programs
12.		Policy Statement for Camp or Conditional Non-Congregate Sponsors Wh Charge for Meals
13.		Camp or Conditional Non-Congregate Site Hearing Procedures - Upload Document
14.		Sponsor Management Plan - Upload Document
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 - Upl 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

Help Documentation

Document Type: Help Documents

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Help Documents for CNPweb

Sponsor Type

School Food Authority

Form Name	Required
1 Agreement for Summer Food Service Program	Required for all
2 501C (For non -SFA's)	Required for non-profit sponsors.
3 CNPWeb User Access Annual Certification Form	Required for all
4 Sponsor-Site Agreement for unaffiliated Sites	If there are unaffiliated sites the sponsor serves
5 Copy of Food Service Management Contract	Any Sponsor purchasing meals from a third party (FSMC or 3rd party School)
6 Civil Right Pre-Award Questionnaire	Required for all
7 Reason for Selecting the Chosen FSMC	If there is a FSMC or price / justification for choosing school
8 Copy of bids received	If there is a FSMC
9 Certificate of independent price comparison	If there is a FSMC
10 Non-Congregate Service SFSP and Attestation	Required if sponsor operates non-congregate sites
11 Free Meal Policy Statement for Non-Pricing Programs	Required for sponsors who do not charge children for meals - Most sponsors
12 Policy Statement for Camp or Conditional Non-Congregate Sponsors Who Charge for Meals	If sponsor operates a camp or conditional non-congregate site and charges for children's meals
13 Camp or Conditional Non-Congregate Site Hearing Procedures	If sponsor operates a conditional non-congregate site and charges for children's meals
14 Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
15 Board Member List - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
16 Organizational Chart - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
17 Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
18 Wage/Salary Scale - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
19 Single Audit Report - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
20 SFSP Policies and Procedures - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
21 SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document	Only required for Non-profit sponsors that only operate the SFSP
22 Profit and Loss Statement	Only required for Non-profit sponsors that only operate the SFSP



Management Plan

Required for Non Profit- SFSP Sponsors (who only operate SFSP)

SFSP Only Non-Profit Sponsor	
Form Name	Required
1 Agreement for Summer Food Service Program	Required for all
2 501C (For non -SFA's)	Required for non-profit sponsors.
3 CNPweb User Access Annual Certification Form	Required for all
4 Sponsor-Site Agreement for unaffiliated Sites	If there are unaffiliated sites the sponsor serves
5 Copy of Food Service Management Contract	Any Sponsor purchasing meals from a third party (FSMC or 3rd party School)
6 Civil Right Pre-Award Questionnaire	Required for all
7 Reason for Selecting the Chosen FSMC	If there is a FSMC or price / justification for choosing school
8 Copy of bids received	If there is a FSMC
9 Certificate of independent price comparison	If there is a FSMC
10 Non-Congregate Service SFSP and Attestation	Required If sponsor operates non-congregate sites
11 Free Meal Policy Statement for Non-Pricing Programs	If sponsor operates a camp or conditional non-congregate site and charges for children's meals
12 Policy Statement for Camp or Conditional Non-Congregate Sponsors Who Charge for Meals	If sponsor operates a conditional non-congregate site and charges for children's meals
13 Camp or Conditional Non-Congregate Site Hearing Procedures	yes
14 Sponsor Management Plan - Upload Document	yes
15 Board Member List - Sponsor Management Plan - Upload Document	yes
16 Organizational Chart - Sponsor Management Plan - Upload Document	yes
17 Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document	yes
18 Wage/Salary Scale - Sponsor Management Plan - Upload Document	yes
19 Single Audit Report - Sponsor Management Plan - Upload Document	yes
20 SFSP Policies and Procedures - Sponsor Management Plan - Upload Document	yes
21 SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document	yes
22 Profit and Loss Statement	yes

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 offers a scheduled food service as a part of an continuous schedule of organized cultural or recreational activities 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

Closed Enrolled Sites (SFSP)

Serve meals only to enrolled children or an identified group, not the general public.

Who is being served?

Serving local residential children?

Serving non-local (children do not attend local schools or live in area?)

Is the site area eligible?

Area Eligible

Not Area Eligible

YES

NO

Must use school or census data to meet $\geq 50\%$ free/reduced

Must collect meal benefit applications

Must collect meal benefit applications

In all cases:

$\geq 50\%$ of enrolled children must be eligible for free/reduced meals

Key Points:

- Area eligibility only works for local residential children
- 50% minimum eligibility threshold always applies
- Must collect meal benefit applications if not area eligible

Day Camp Sites

Nonresidential (day) Camp- provides a continuous schedule of organized cultural or recreational activities for enrolled children between meal services.

Camps must collect applications and claim only those that are eligible for free/reduced meals

- The site must operate as public or private *nonprofit* program
- Camps may charge a separate fee for non-income eligible children where meals served would not be claimed for reimbursement.
- **Does your site identify itself publicly as a "day camp"?**



Fee-Based Programming

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:

- May be asked 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 data Census data Rural 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 required Meal 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. Children must consume meals at the location 	<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

USDA Participants Eligible for Free and Reduced Price for CACFP (tier I Day Care Homes) and SFSP for Fiscal Year 2026

Participants Eligible for Free and Reduced Price FY 26

- YES
- NO

Find address or place

CACFP Tier I and SFSP Eligibility FY2026: YES

FY 2026 Area Eligible?	YES
State	Maine
County	Penobscot County
GEOID	230190090001
Census Block Group Information	
CBG: Total children (0-18) (Denominator)	205
CBG: Number of children (0-18) eligible for F/RP meals (Numerator)	125
CBG: Percentage of children (0-18) eligible for F/RP meals	61 %
CBG: Total children (0-12) (Denominator)	155
CBG: Number of children (0-12) eligible for F/RP meals (Numerator)	115
CBG: Percentage of	

Esri, NASA, NGA, USGS | Esri Community Maps Contributors, Province of New Brunswick, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NA... Powered by Esri

<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 .

School Data Used for Sites

Site Info Sheet

	A	B	C	D	E
1		2026 School Data District Name	School ID number	School	Eligible %
175		RSU 33/MSAD 33	729	Wisdom Middle High School	51.33%
176		RSU 33/MSAD 33	727	Dr Levesque Elementary School	62.18%
177		RSU 34	8	Alton Elementary School	56.25%
178		RSU 34	332	Old Town High School	57.17%
179		RSU 34	331	Leonard Middle School	62.73%
180		RSU 34	333	Old Town Elementary School	72.56%
181		RSU 37/MSAD 37	757	Narraguagus High School	74.20%
182		RSU 37/MSAD 37	754	Daniel W Merritt School	77.65%
183		RSU 37/MSAD 37	759	Milbridge Elementary School	93.60%
184		RSU 37/MSAD 37	758	Harrington Elementary School	93.81%
185		RSU 39	2085	Caribou Community School	62.84%
186		RSU 40/MSAD 40	766	Friendship Village School	54.84%
187		RSU 40/MSAD 40	767	Union Elementary	57.89%
188		RSU 40/MSAD 40	770	Medomak Valley High School	58.14%
189		RSU 40/MSAD 40	771	Warren Community School	69.29%
190		RSU 40/MSAD 40	773	Medomak Middle School	71.53%
191		RSU 40/MSAD 40	768	Miller School	74.37%

Area Eligibility:

School Data

October Survey Other Month

Free/Reduced Eligible Students %

School Number/Site ID:

School Name:

District Name:

Help Documentation

Document Type: Help Documents

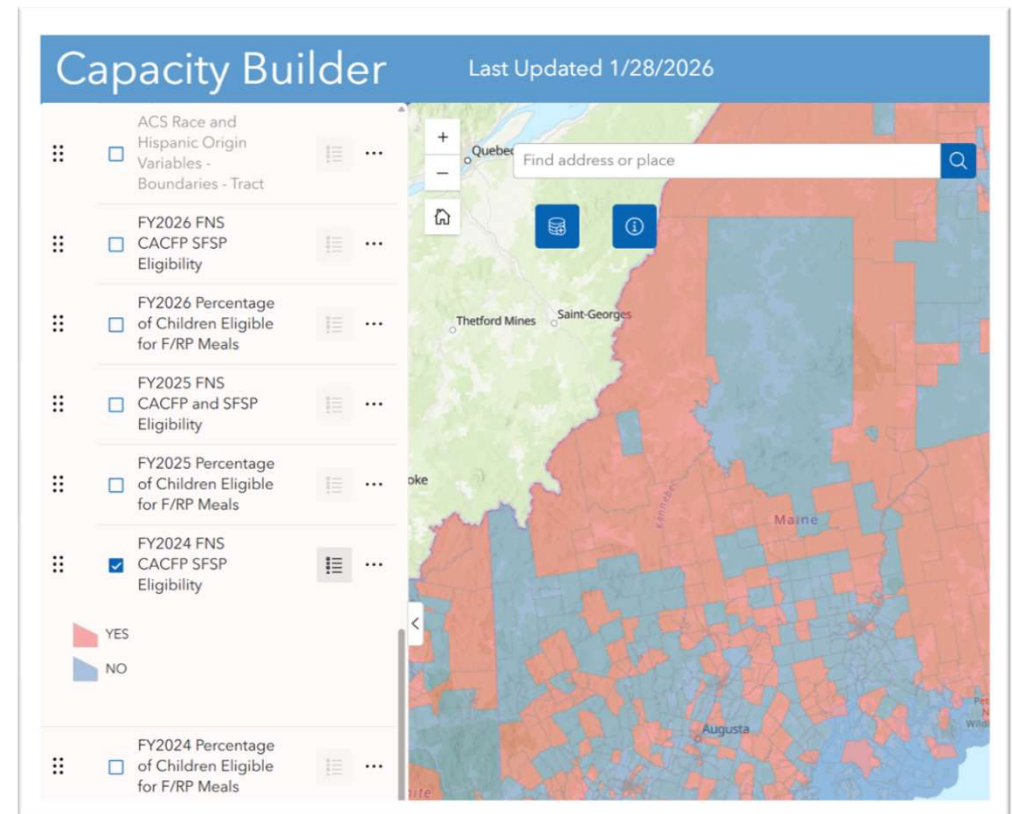
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When using past year's eligibility- reference the USDA Capacity Builder Tool

Check to see that census numbers have carried over correctly from year to year in your site applications

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



Meal Benefit Applications- Camps/ Closed Enrolled Sites

F R D
□ EP

<https://www.maine.gov/doe/schools/nutrition/student-eligibility>.

HOUSEHOLD APPLICATION FOR FREE & REDUCED PRICE SCHOOL MEALS – SY2026

Complete one application per household. Return completed form to: [INSERT INFORMATION]

You may apply online at: [INSERT WEB ADDRESS OR DELETE]

STEP 1: STUDENT INFORMATION List ALL students living in the household.

Student Last Name	Student First Name	School	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name	Student First Name	School	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name	Student First Name	School	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>
Student Last Name	Student First Name	School	Foster Child <input type="checkbox"/>	Homeless/Migrant <input type="checkbox"/>

STEP 2: ASSISTANCE PROGRAMS Do any household members (including you) participate in SNAP, TANF or FDPIR?

No → Go to STEP 3.

Yes → Write name and SNAP/TANF number here and skip to STEP 4.

Name: _____

SNAP or TANF Number _____ Letter _____

STEP 3: HOUSEHOLD INCOME List all household members including yourself & students listed above. List gross income for each person. By entering '0' or leaving blank, you certify (promising) there is no income to report.

Names	Gross Income														
	Earnings from Work before deductions	Weekly	Every 2 weeks	2 times/month	Monthly	Public Assistance, 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
All Household Members (including students listed above)															



Site Application Reminders

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
- Require forms

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

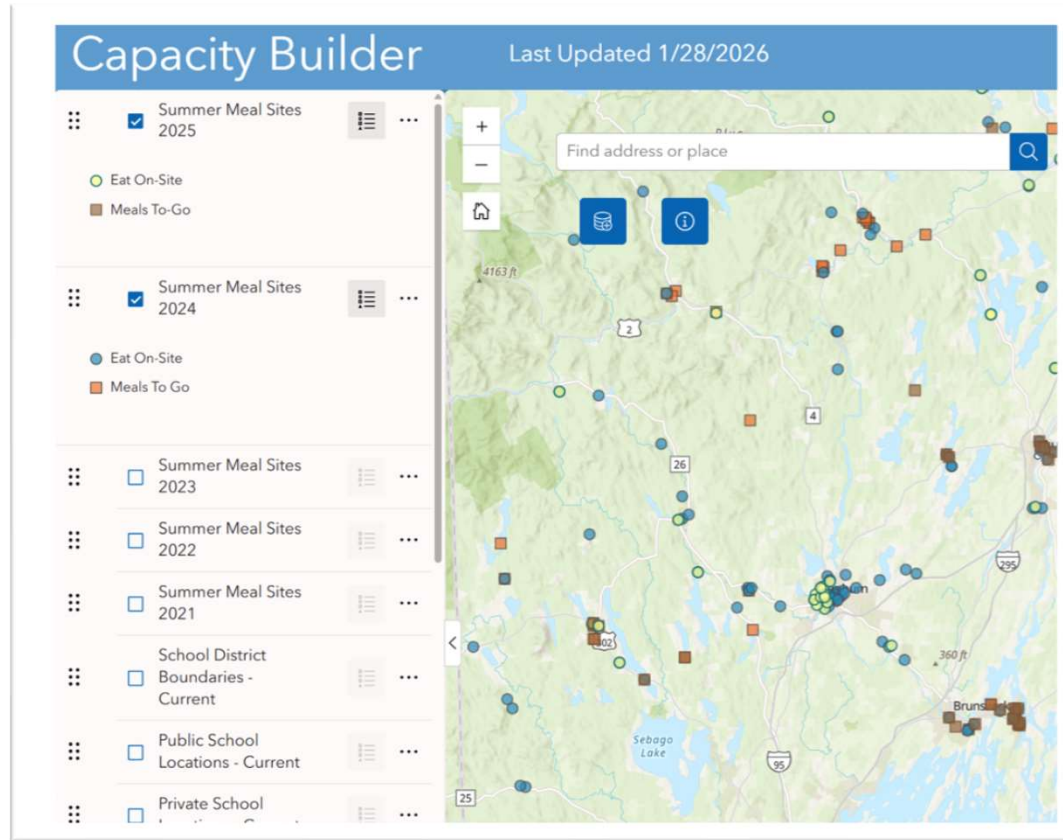
Tool <https://www.fns.usda.gov/sfsp/capacitybuilder> to assess site proximity. Before filling out site applications.

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

•

USDA Capacity Builder Tool

Find nearby sites



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

Site Proximity

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
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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!*
- *Justification is needed for all sites in proximity (both congregate and non-congregate)*

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.

Operating Dates & Days in the Site Information Sheets

Operating Dates

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="18"/>	Aug: <input type="text" value="13"/>	Sep: <input type="text" value="0"/>

Operating dates in #20 must be indicated #27 to ask for an increase in operating days the date must not have occurred

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 below.

June-21-22-24-26
 July 20-21-22-23-24-24
 Aug 1-2-3-4-5

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

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

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

	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)

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

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.

Camps / closed enrolled site eligibility information **Edit Checks**

Each Camp/enrollment session is required to have a separate site info sheet/ applications depicting enrollment and operating days with that group of children.

-Sites using applications to establish eligibility (camps and closed enrolled sites) must have their Site information sheets that match enrollment/eligible match the claim

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

Enrolled (all meals)

100

Eligibility: %

Eligible for F/R Price Meals

50

*New Claim Detail

Claim Detail		Month	ADA	Operating Days	Actual # Enrolled (all meals)	Actual # Eligible for F/R Price Meals
1.	Claim Month Selected	July 2025	38	<input type="text" value="18"/>	<input type="text" value="100"/>	<input type="text" value="50"/>

Meals Served		Breakfast	AM Snack	Lunch	Supper	PM Snack
<i>Administrative Rate</i>		<i>(High)</i>		<i>(High)</i>		<i>(High)</i>
2.	First Meals	<input type="text" value="99"/>	<input type="text" value="0"/>	<input type="text" value="189"/>	<input type="text" value="0"/>	<input type="text" value="179"/>
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	99	0	189	0	179

Camps and closed enrolled site edit checks

Site Info Sheet

Closed Enrolled

Enrolled (all meals)

Eligibility: %

Eligible for F/R Price Meals

Site Claim

Claim Detail	Month	ADA	Operating Days	Actual # Enrolled (all meals)	Actual # Eligible for F/R Price Meals
<p>Please correct the following errors:</p> <ul style="list-style-type: none"> The Actual # Enrolled entered in the claim does not match the approved number in the Site Information sheet. Please update the Site Info. Sheet to reflect the actual enrollment numbers. The Actual # Eligible for F/R Price Meals entered in the claim does not match the approved number in the Site Information sheet. Please update the Site Info. Sheet to reflect the actual enrollment numbers. 					
1. Claim Month Selected	March 2026	0	<input type="text" value="5"/>	<input type="text" value="102"/>	<input type="text" value="52"/>
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

Created By: Jodi/Sponsor Date Created: 3/4/2026 10:00:49 AM

New **edit checks** in 2026

Site information sheets must

match claim information for

Actual# Enrolled and Actual

Eligible numbers in Claim Detail

Update site info sheets to match

enrollment numbers of

Free/reduced eligible children

inorder to submit

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.

Closed enrolled sites and camp sites – site info sheet for each session

Claims much match enrollment on site info sheets

Non-Congregate Meal Service in Rural Areas

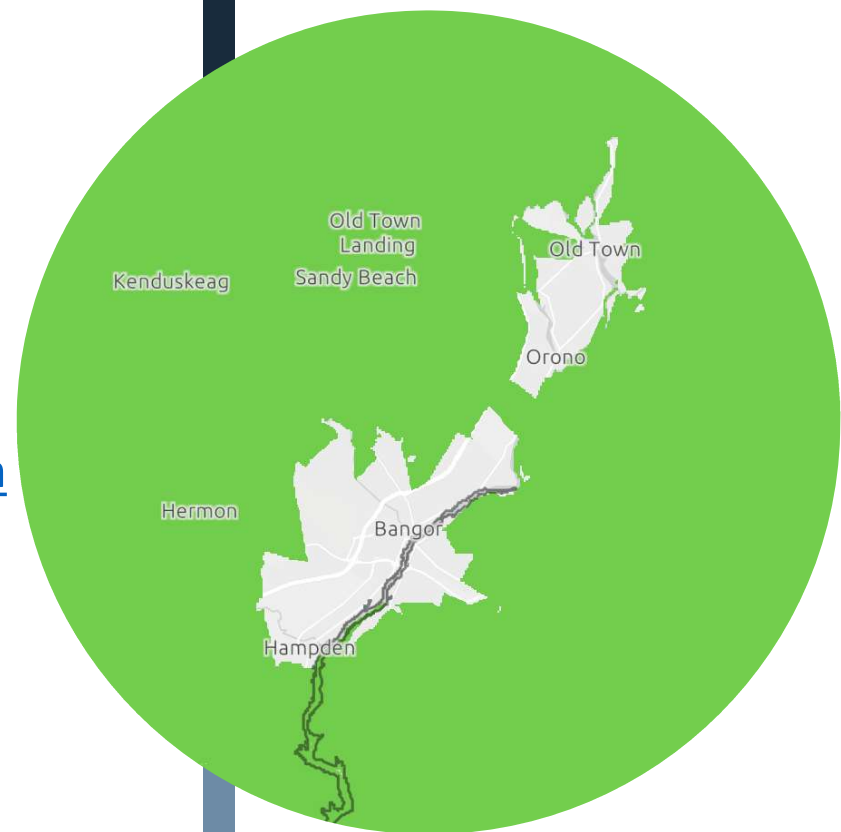


Rural/Non-Congregate Sites

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

Non-Congregate Training

Separate training required for sponsors to operate non-congregate sites

- Step by Step instructions and requirements
- Site Types
- Service Models
- Meal Allowances and Claiming
- Training is available on the DOE SFSP page



Questions?

Summer Meal Pattern

Meal Components and Quantities



SFSP Meal Pattern Components

1. Fluid Milk
2. Vegetables and/or Fruit
3. Grains
4. Meat/Meat Alternate



SFSP Breakfast Meal Pattern Requirements

Milk, fluid	1 cup (8 ounces)
Fruit/Vegetable	1/2 cup
Grains/Bread	1 serving/ 1 oz eq

SFSP Lunch/Dinner Meal Pattern Requirements

Milk, fluid	1 cup (8 ounces)
Fruits/Vegetables	$\frac{3}{4}$ cup total of two different items
Grains/Bread	1 serving/1 oz eq
Meat/Meat Alternate	2 oz equivalent

SFSP Snack Meal Pattern requirements

Offer any 2 of
the 4 meal
Components

(cannot offer juice &
milk in the same snack)

Milk, fluid	1 cup (8 ounces)
Fruits/Vegetables	$\frac{3}{4}$ cup (6 oz for 100% juice)
Grains/Bread	1 serving/1 oz eq
Meat/Meat Alternate	1 oz equivalent

Meal Components



Fluid Milk Component



- Unflavored or flavored
 - whole milk
 - reduced-fat milk (2%)
 - low-fat milk (1%)
 - fat-free or skim milk
- Lactose-free milk
- Fluid milk is a required component for breakfast & lunch. No substitution of juice, water or other dairy products is allowable.

Fruit and Vegetable Component

- Fruit and vegetable is one component in SFSP
- Lunch:
 - Must offer two different items that total $\frac{3}{4}$ cup
 - Two forms of the same item is not allowable (apple sauce, apple juice and an apple)
- Beans/peas cannot credit as both a vegetable and meat/meat alternate in the same meal
- Fruit sold within commercially prepared yogurt do not count
- 100% juice cannot be served with a snack of milk is the only other component



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



Grain Component



- Allowable grain items may be whole grain or enriched
 - No whole grain-rich requirement in SFSP
- Grain items do not always credit ounce for ounce
 - .8 oz pretzels
 - 1 oz dinner roll
 - Pancakes/Waffles: 1.2 oz
 - Muffins/Cereal bars: 2 oz

Consult the Exhibit A NSLP Grain Crediting Chart
for ounce equivalencies

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

Exhibit A Grain Chart

https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit_A_Grain_Requirements_For_Child_Nutrition_Programs.pdf

Group A	Ounce Equivalent (oz eq) for Group A	Minimum Serving Size for Group A
Bread type coating Bread sticks (hard) Chow Mein noodles Savory Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing	1 oz eq = 22 gm or 0.8 oz ¾ oz eq = 17 gm or 0.6 oz ½ oz eq = 11 gm or 0.4 oz ¼ oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz ¾ serving = 15 gm or 0.5 oz ½ serving = 10 gm or 0.4 oz ¼ serving = 5 gm or 0.2 oz
Group B	Ounce Equivalent (oz eq) for Group B	Minimum Serving Size for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers ⁵ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz ¾ oz eq = 21 gm or 0.75 oz ½ oz eq = 14 gm or 0.5 oz ¼ oz eq = 7 gm or 0.25	1 serving = 25 gm or 0.9 oz ¾ serving = 19 gm or 0.7 oz ½ serving = 13 gm or 0.5 oz ¼ serving = 6 gm or 0.2 oz
Group C	Ounce Equivalent (oz eq) for Group C	Minimum Serving Size for Group C
Cookies ³ (plain - includes vanilla wafers) Cornbread	1 oz eq = 34 gm or 1.2 oz ¾ oz eq = 26 gm or 0.9 oz	1 serving = 31 gm or 1.1 oz ¾ serving = 23 gm or 0.8 oz

Group E	Ounce Equivalent (oz eq) for Group E	Minimum Serving Size for Group E
Cereal bars, breakfast bars, granola bars ⁴ (with nuts, dried fruit, and/or chocolate pieces) Cookies ³ (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts ⁴ (cake and yeast raised, frosted or glazed) French toast Sweet rolls ⁴ (frosted) Toaster pastry ⁴ (frosted)	1 oz eq = 69 gm or 2.4 oz ¾ oz eq = 52 gm or 1.8 oz ½ oz eq = 35 gm or 1.2 oz ¼ oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz ¾ serving = 47 gm or 1.7 oz ½ serving = 31 gm or 1.1 oz ¼ serving = 16 gm or 0.6 oz
Group F	Ounce Equivalent (oz eq) for Group F	Minimum Serving Size for Group F
Cake ³ (plain, unfrosted) Coffee cake ⁴	1 oz eq = 82 gm or 2.9 oz ¾ oz eq = 62 gm or 2.2 oz ½ oz eq = 41 gm or 1.5 oz ¼ oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz ¾ serving = 56 gm or 2 oz ½ ½ serving = 38 gm or 1.3 oz ¼ ¼ serving = 19 gm or 0.7 oz
Group G	Ounce Equivalent (oz eq) for Group G	Minimum Serving Size for Group G
Brownies ³ (plain) Cake ³ (all varieties, frosted)	1 oz eq = 125 gm or 4.4 oz ¾ oz eq = 94 gm or 3.3 oz ½ oz eq = 63 gm or 2.2 oz ¼ oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz ¾ serving = 86 gm or 3 oz ½ serving = 58 gm or 2 oz ¼ serving = 29 gm or 1 oz
Group H	Ounce Equivalent (oz eq) for Group H	Minimum Serving Size for Group H
Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) ^{6,7} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice	1 oz eq = ½ cup cooked or 1 ounce (28 gm) dry	1 serving = ½ cup cooked or 25 gm dry

Meat/Meat Alternate Component

- Meat Sources: Beef, poultry, pork & fish
- Meat Alternate Sources: eggs, yogurt, cheese, legumes, tofu, nut butters
- Beans/legumes may count as either M/MA or vegetable
- Lunch – must offer 2 oz eq of MMA
 - Deli ham - 1.22 oz to = 1 oz eq
 - Deli turkey - 1.6 oz to = 1 oz eq
 - Nut butter – 2 Tbsp = 1 oz eq
 - Tofu - 2.2 oz = 1 oz eq



How to Credit MMA in a Product

- Food Buying Guide (FBG)
- Documentation from manufacturer:
 - Child Nutrition (CN) Labels
 - Product Formulation Statement (PFS)
- USDA Foods Information Sheets (for 'brown box' items)

MMA Tip Sheet

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











Menu Planning Tools

- [Calculating Weekly Minimums for Grains/Meat](#)
- [Exhibit A: Grain Requirements for Child Nutrition Programs](#)
- [Food Buying Guide](#) link to USDA; food purchasing and crediting guidance.
- [USDA Foods Product Information Sheets](#) link to USDA
- [USDA Foods Crediting Guide](#)
- [Menu Planner for School Meals](#) link to USDA
- [NSLP Meal Pattern](#)
- [NSLP Quick Guide](#)
- [Offer versus Serve Manual](#), link to USDA
- [Serving School Meals to Preschoolers](#)
- [USDA Whole Grain Resource](#)
- [Vegetable Subgroup Chart](#)

Tip Sheets - Links to USDA

- [Fruit Tip Sheet](#)
- [Meat/Meat Alternate Tip Sheet](#)
- [Milk Tip Sheet](#)
- [Vegetable Tip Sheet](#)
- [Grain Part 1](#)
- [Grain Part 2](#)
- [Grain Part 3](#)

Common Creditable Meat Alternates* (oz eq)

	Bean soup (Ready-to-Serve) • Check the "Food Buying Guide for Child Nutrition Programs" (FBG) for specific items that are creditable. Some commercially prepared products, such as bean soup, are listed in the FBG.**	½ cup = 1 oz eq
	Cheese • Natural and processed cheese and cheese substitutes such as: – American, Cheddar, Mozzarella, Provolone, Swiss, Feta, Brie, Parmesan, Romano • Cottage cheese, Ricotta cheese • Cheese food, cheese food substitutes, cheese spread***	1 oz = 1 oz eq 2 oz (or ¼ cup) = 1 oz eq 2 oz = 1 oz eq
	Eggs, whole (fresh, frozen, dried)	½ large egg = 1 oz eq
	Beans, peas, and lentils cooked • Beans, peas, and lentils may credit as a meat alternate or vegetable, but not as both for the same item at the same meal. However, schools have the option to count beans, peas, and lentils offered as a M/MA at lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.	¼ cup = 1 oz eq
	Nuts & seeds ⚠️ Serve with caution to children under age 4 and older adult participants in the CACFP. See: https://www.fns.usda.gov/tn/reducing-risk-choking-young-children-meal-times	1 oz = 1 oz eq
	Pasta or noodles made from 100 percent bean/legume flour • To credit as a M/MA, it must be served with an additional visible M/MA of at least 0.25 oz eq per serving. For example, 0.25 oz eq cheese sprinkled over the pasta. • It can also credit as a vegetable, but not as both a vegetable and M/MA in the same meal. Schools have the option to count beans, peas, and lentils offered as a M/MA at lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.	¼ cup cooked = 1 oz eq
	Peanut butter & other nut or seed butters	2 tablespoons = 1 oz eq
	Tempeh (commercially prepared) • Crediting applies to tempeh with ingredients limited to soybeans, other legumes, water, or tempeh culture, but may also contain vinegar, seasonings, and herbs. • Documentation needed for other formulations.**	1 oz = 1 oz eq
	Tofu (commercially prepared) • 1 oz eq serving must contain at least 5 grams of protein. • Must be visually recognizable.	2.2 oz or ¼ cup = 1 oz eq
	Yogurt or soy yogurt (commercially prepared): plain or flavored, unsweetened or sweetened • Yogurt served in CACFP and Preschool must contain no more than 23 grams of total sugars per 6 ounces of yogurt**** • Yogurt drinks that meet the Food and Drug Administration's Standard of Identity for yogurt. • Yogurt is the only creditable M/MA allowed in a smoothie. Smoothies can be prepared in-house or commercially (documentation required).	½ cup (4 oz) = 1 oz eq

*Not an exhaustive list ** See page 4 for Items That May Be Creditable With Proper Documentation ***Not creditable in the infant meal pattern. ****Effective July 1, 2025 in NSLP, SBP, Preschool, and NSLP afterschool snacks, and October 1, 2025 in CACFP, yogurt is limited to no more than 12 grams of added sugars per 6 ounces. 3

Additional Foods (non-creditable)

- **Non-creditable foods cannot be paid for with SFSP funds**
 - Bacon
 - Salami
 - Pepperoni
 - Cheese sauce (without a CN label)
 - Ice cream
 - Potato chips
- Condiments served with a creditable food are allowed
 - Ketchup
 - Jam
 - Cream cheese

Let's talk Chips!

Potato 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."



Offer Versus Serve (OVS)

- OVS is a meal service option for SFAs* in the SFSP
- Allows children to decline some of the foods offered in a reimbursable breakfast, lunch, or supper.
 - Not allowed during Snack
- The intent is to reduce food waste and allow children to choose the foods they want to eat.
- All meal pattern requirements must always be offered

**Maine has applied for an Offer Vs Serve waiver allowing Non-School Sponsors to operate OVS. Work with Maine DOE if this waiver is needed.*

OVS: Component vs Item

Component

The food groups that comprise reimbursable meals

- MMA
- Grain
- Fruit/Vegetable
- Milk

Item

A specific food offered within the food components

- Slice of toast
- Egg
- Carton of milk

OVS at Breakfast

SFSP Meal Pattern

Offer 4 food different items from the 3 required components.

- ½ cup fruit or vegetable
- 1 oz grain
- 8 oz milk
- Additional item (MMA, Fruit/Veg, Grain)

The child must take at least 3 food items for a reimbursable meal

Note: the child may take all 4 items

OVS at Breakfast

SFSP Meal Pattern

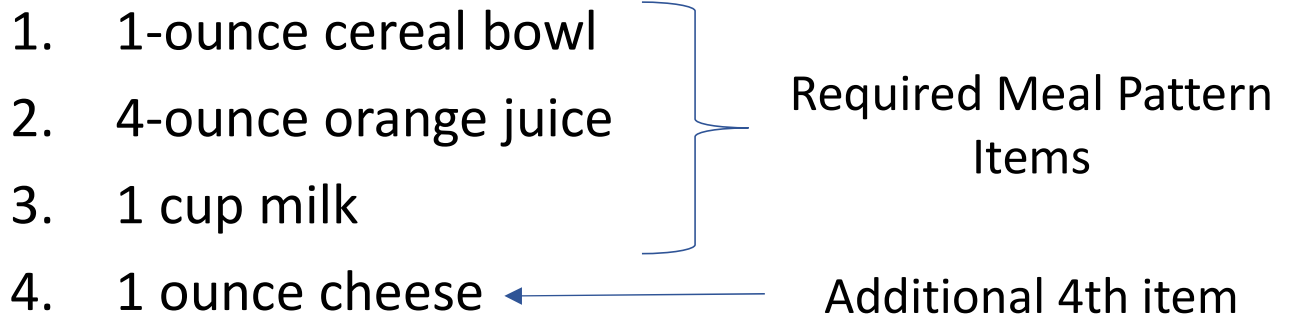
The 4 items offered must be different items

- Regardless of size an item counts as 1
- Example:
 - $\frac{1}{2}$ cup applesauce & $\frac{1}{2}$ cup apple juice = 1 item
 - 2 oz Grain = 1 item
 - 2 pieces of toast = 1 item

OVS at Breakfast

SFSP Meal Pattern

Menu Example

1. 1-ounce cereal bowl
 2. 4-ounce orange juice
 3. 1 cup milk
 4. 1 ounce cheese
- Required Meal Pattern
Items
- Additional 4th item
- 

The child must take 3 of the 4 items offered but can take all 4 if they would like.

Example of OVS at Breakfast

Offer 4 items from the 3 required components

- Orange Juice - ½ cup F/V
- Banana – ½ cup F/V
- Cereal - 1 oz Grain
- Milk - 8 oz Milk

With OVS, the child may take the following combinations

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

OVS at Lunch & Dinner

SFSP Meal Pattern

Offer 5 different items from the 4 required components.

- $\frac{3}{4}$ cup of 2 different fruit or vegetable
- 1 serving Grain
- 2 oz MMA
- 8 oz milk
- Additional item (MMA, Fruit/Veg, Grain)

The child must take at least 3 food components out of the 5 food items offered for a reimbursable meal

Note: the child may take all 5 items

Example of OVS at Lunch/Dinner

Offer 5 items from the 4 required components:

- 3.4 oz Fajita Chicken - 2oz MMA
- Rice - 1oz eq Grain
- WG dinner Roll – 1 oz eq Grain
- $\frac{1}{4}$ c Broccoli & $\frac{1}{2}$ c apple slices - $\frac{3}{4}$ cup fruit/veg
- 1% Milk - 8oz Milk

With OVS, the child may take the following combinations.

- Chicken, rice, milk
 - Roll, apple slices, milk
 - Rice, broccoli, and chicken
-
- Broccoli, apple slices, milk is NOT reimbursable*

*2 servings of fruits/vegetables are one component

Meal Pattern Key Points

- **School Food Authorities** operating the SFSP can choose to follow the SFSP meal pattern or the SBP/NSLP meal pattern
- Children must take all menu items unless the site is approved for Offer Versus Serve
- 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

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 **camp**s 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

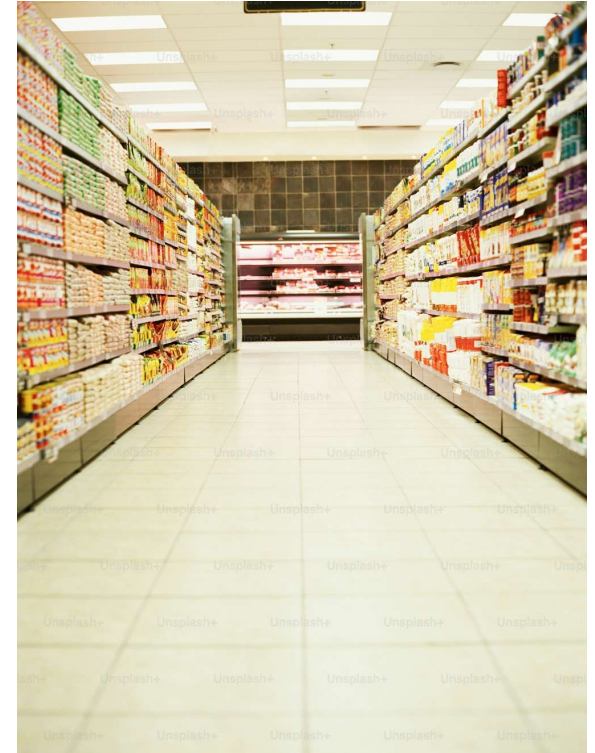
- Production records
- Detailed menus
- Recipes
- Receipts

Procurement

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

- Must be competitively purchased
- 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

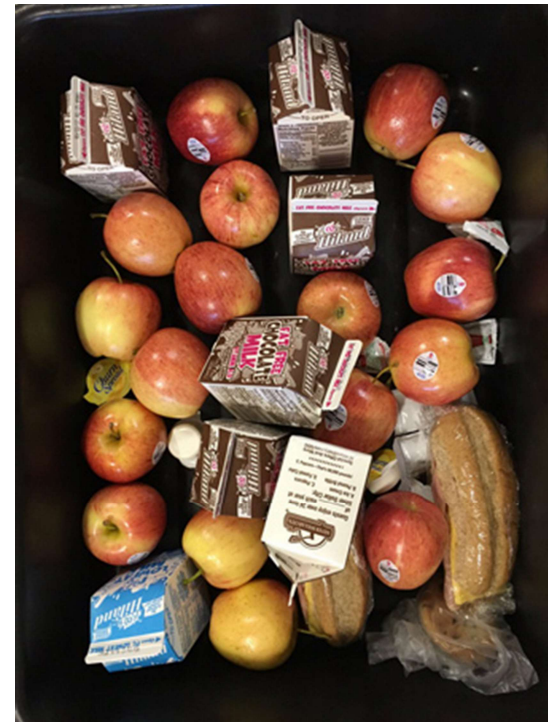


Share Tables

Sponsors may designate a “share table” or stations where children may return whole or wrapped 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.



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

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 _____

Day of Month	BREAKFAST				LUNCH				SNACK			
	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adults Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adults Meals Served	Total Adult Meals Served
1												
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3												
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31												
Total Days Served	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults

REQUIRED FORM

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																	
		Date:																	
Camper's name		B	L	S	B	L	S	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
		<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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		<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

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*

Enrolled (all meals)

Eligible for F/R Price Meals

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	<input type="text" value="8"/>

Meals Served	Breakfast	AM Snack
<i>Administrative Rate</i>	<i>(High)</i>	
2. First Meals	<input type="text" value="680"/>	<input type="text" value="0"/>
3. Second Meals	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Total Meals	680	0

Annual Requirements

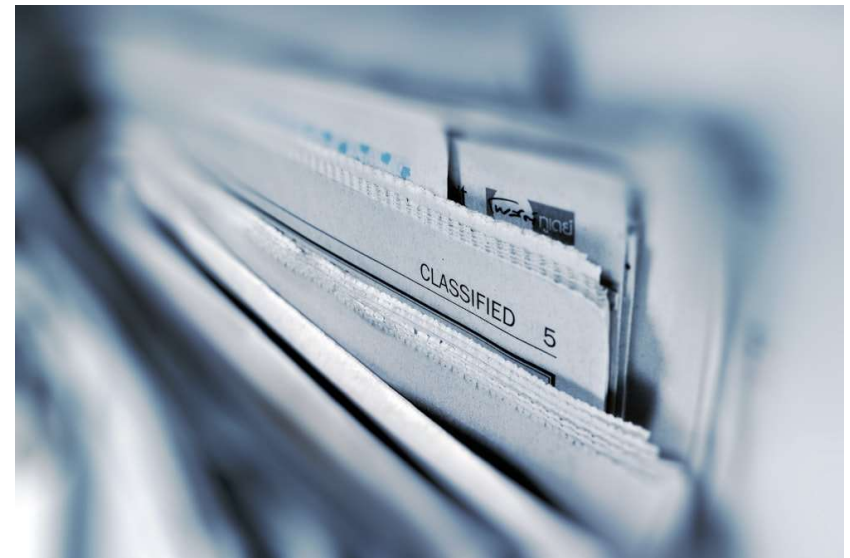
Civil Rights Requirements

- 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

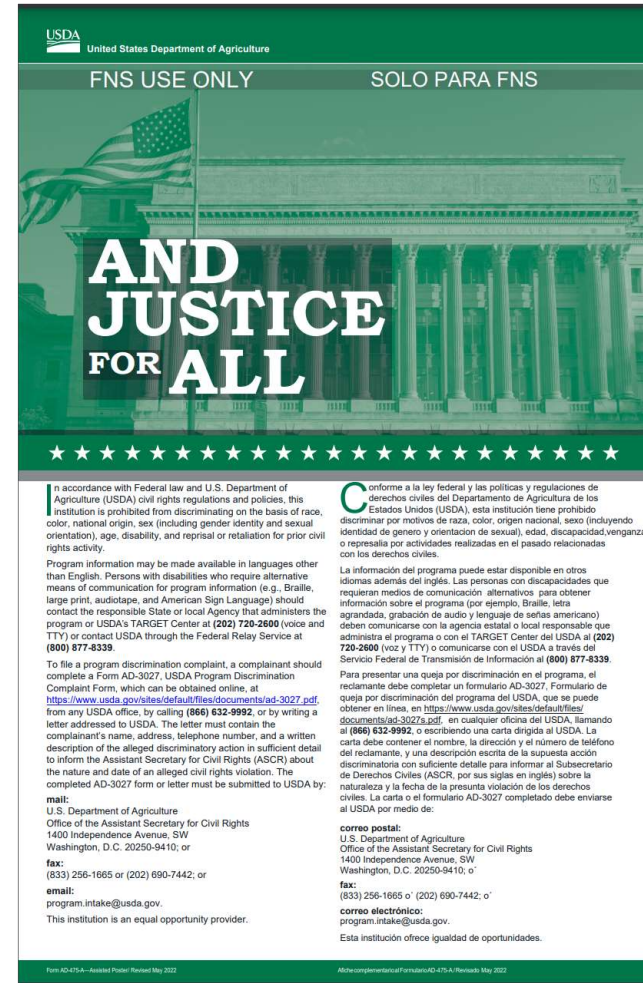


“And Justice for All” Poster

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

Required Form

- 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 under "Additional Resources" on the Maine DOE SFSP Program page.



Required Forms

- All required forms can be found on the ME SFSP webpage.
- <https://www.maine.gov/education/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

2026 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 Sponsor's 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
	\$	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	\$	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	\$	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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, audiotope, 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.



FULL PLATES' SUMMER SPIKE EVENT MINI GRANT

Coming late June, Full Plates will be offering a mini-grant of up to \$500 to support Summer Spike Events.

These are community events that remind kids and families about how to access meals during the summer months and can be a great way to host a fun event and boost participation.

Your event could be a barbeque, a picnic, a field day, or any other community event! Funds can be used for incentive items, games, staff time related to the event, food for taste tests or non-reimbursable snacks, supplies, and more. Applications will be reviewed on a rolling basis throughout the month of July and the application is quick and easy.



Full Plates' Grant Webpage

**The grant application will be available in late June.
Contact Finn at fmadden@fullplates.org with questions.**



Have a great summer!
Thank You!