

A background image showing a line of students in a cafeteria. A boy in a red jacket is in the foreground, looking down at a food tray. Other students are visible behind him, smiling and waiting. The image is overlaid with a dark blue semi-transparent filter.

MAINE DEPARTMENT
OF EDUCATION

Serving Meals to Students Off-Site in the NSLP

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Objective

To provide guidance regarding reimbursement for meals served to students “off-site” meaning not at the school/SAU where they are enrolled.

Guidance Documents

- [FNS Instruction 776-7 Rev.1](#): Eligibility of Schools and Institutions to Participate in School Nutrition Programs
- [SP 17-2025](#): Reimbursement for Off-Site Meal Consumption
- [USDA Memo 11/1/2002](#): Meals Served to Students Placed in Schools Not Participating in the National School Lunch Program
- [Maine DOE Schools and SAUs](#): a listing of Maine schools and SAUs

Definitions

- Child – A student in high school grade or under enrolled in an educational unit of high school or under.... (7 CFR §210.1)
- Student Eligibility -
 - A person who will be five years old on October 15 of the school year may enroll in school
 - A person who will be at least four years old on October 15 of the school year may enroll in a public preschool program, if offered (State of Maine Title 20-A: Chapter 213: §5201)

Definitions

- Local Education Agency (LEA) - public board of education...or a public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit [school] (7 CFR §210.1)
- School Administrative Unit (SAU) – A state-approved unit of school administration (State of Maine Title 20-A: Chapter 1)
- The LEA/SAU has administrative authority over a school
 - Determined by the organization ID # that [can be found on the Maine DOE website](#).

Definitions

- School –
 - (1) An educational unit of high school grades or under, recognized as part of the educational system in the State ...
 - (2) Any public or nonprofit private classes of pre-primary grade when they are conducted in the aforementioned schools...
 - (3) Residential child care institution (7 CFR §210.1)

Situations

- There is a “program” nearby and you are being asked to feed the students.
- Such as...
 - Regional program
 - Alternative education program
 - Pre-K program

Meals can only be served and claimed for reimbursement by a SAU when...



Students are enrolled in the SAU, and



the meal is consumed at a school building in that SAU, and



it is an in-person academic school day, and



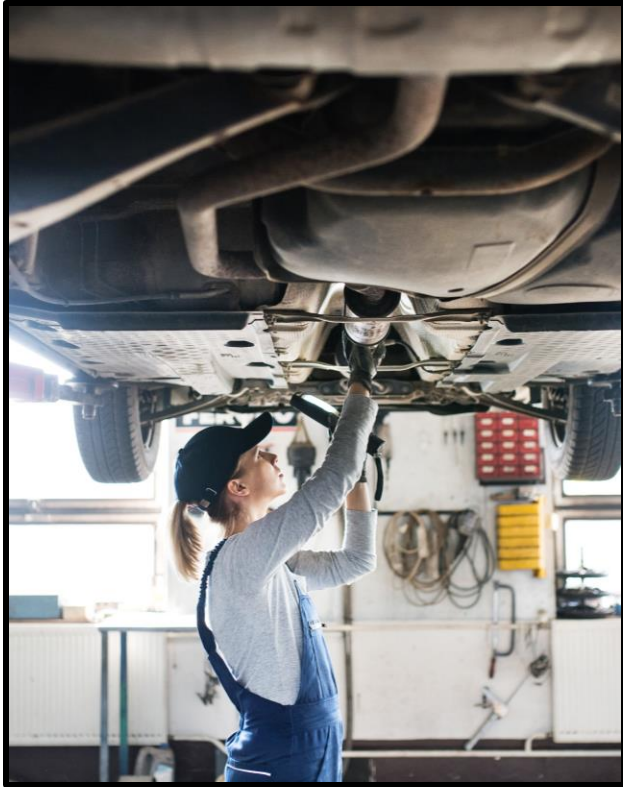
in a congregate setting.

Public Pre-K

To participate in the NSLP:

- the pre-K program must be in a building on school grounds that is under the legal authority of an SAU.
- Students must be four years of age on October 15 of the school year or a three-year-old with an IEP.
- Students must be enrolled in and in regular attendance at the public pre-K program.





Career & Technical Education (CTE)

If the CTE school participates in the NSLP/SBP and students attend the CTE school during the part of the school day that includes meal service, the CTE school may feed and claim the students in attendance.

F/R eligibility is determined by the sending school where the student is enrolled.



Career & Technical Education (CTE)

If the CTE school does not participate in the NSLP/SBP, the sending school may provide a reimbursable take-out meal that meets program requirements for only their enrolled students that attend the CTE school.



Field Trips

Occasional school-sponsored events occurring during the school day. Meals may be sent for students and claimed for reimbursement if:

- Meal pattern requirements are met
- Meals are documented on the food production record
- Lunches are served between the hours of 10 a.m. and 2 p.m.
- Meals are counted and documented by staff the complete meal is distributed to students. This is referred to as “point of service.”
- Only meals served to students may be claimed.
- Appropriate food safety practices must be followed

Key Considerations for Serving Meals “Off-site”

- Are the students enrolled in your SAU?
 - Is the program in a school building on the school campus?
 - Is the site where they are attending part of the SAU or is it under the legal authority of another entity?
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- This FAQ document can be found on the front page of our website under Child Nutrition Resources:
 - [“Serving Meals to Students Off-Site in the NSLP”](#)

Child Nutrition Home

Programs

CNPWeb/NEO

Student Eligibility &
Applications

Financial

Legal References

Webinars and Training

Contact Us

Child Nutrition



A hungry child cannot learn. The Maine Department of Education Child Nutrition is proud to support several federal programs for the health and well-being of Maine's children and youth. Each of these programs helps fight hunger and obesity by reimbursing organizations such as schools, childcare centers, and after-school programs for providing healthy meals to children. Resources for school food service professionals as well as access to guidance and regulatory information, are provided here to support these programs. Child Nutrition oversees several United States Department of Agriculture (USDA) Food and Nutrition Services programs and initiatives that provide healthy food to children.

[Join the Child Nutrition Mailing List](#)

[Join the CACFP Mailing List](#)

[Civil Rights Training, Non-Discrimination Statement and Civil Rights Information](#)

Child Nutrition Resources

- [SUN Bucks](#)
- [Off Site Meal Notice](#)
- [Serving Meals to Students Off-Site in the NSLP](#)
- [SY28 Unanticipated School Closure Guidance and FAQ](#)
- [Thursday Update](#)
- [CACFP Monthly Update](#)
- [Child Nutrition Data Reports](#)
- [Online Free & Reduced Meal Application](#)



Questions?



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