

The background of the slide features a dark blue gradient with silhouettes of children sitting and reading books. The text is overlaid on this background.

MAINE DEPARTMENT
OF EDUCATION

2026 Annual Summer Food Service Program Non-Congregate Training

Presented by: Maine DOE Child Nutrition Team





- **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

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Agenda

- Rural Status
- Site Proximity
- Non-Congregate Meal Service Type
- Non-Congregate Service Models
- CNPweb Site Info Sheets
- Non-Congregate Attestation and Plan
- Documentation Requirements
- Recording Meal Counts
- Common Findings

Non-Congregate Meal Service in Rural Areas



Non-Congregate Definition

- *Non-congregate meal service* means a food service at which meals are provided for children to consume all of the components off site.
- Non-congregate meal service must only be operated at sites designated as “Rural” **with no “Congregate meal service,”** as determined in [§ 225.6\(h\)\(3\)](#) and [\(4\)](#).

Step 2 - Calculate Site Proximity

Site proximity analysis is crucial.

The proposed food service site must not already be served in whole or in part by another site, avoiding redundant meal services.

Sites within close proximity must demonstrate they serve different children or offer different meal types.

Site Proximity Continued.

Assessment: please determine if the following distances affect your site(s) – if so justification is required

- 2 miles apart for stand-alone non-congregate sites
- 1 mile for non-congregate mobile routes
- 0.5 miles congregate sites

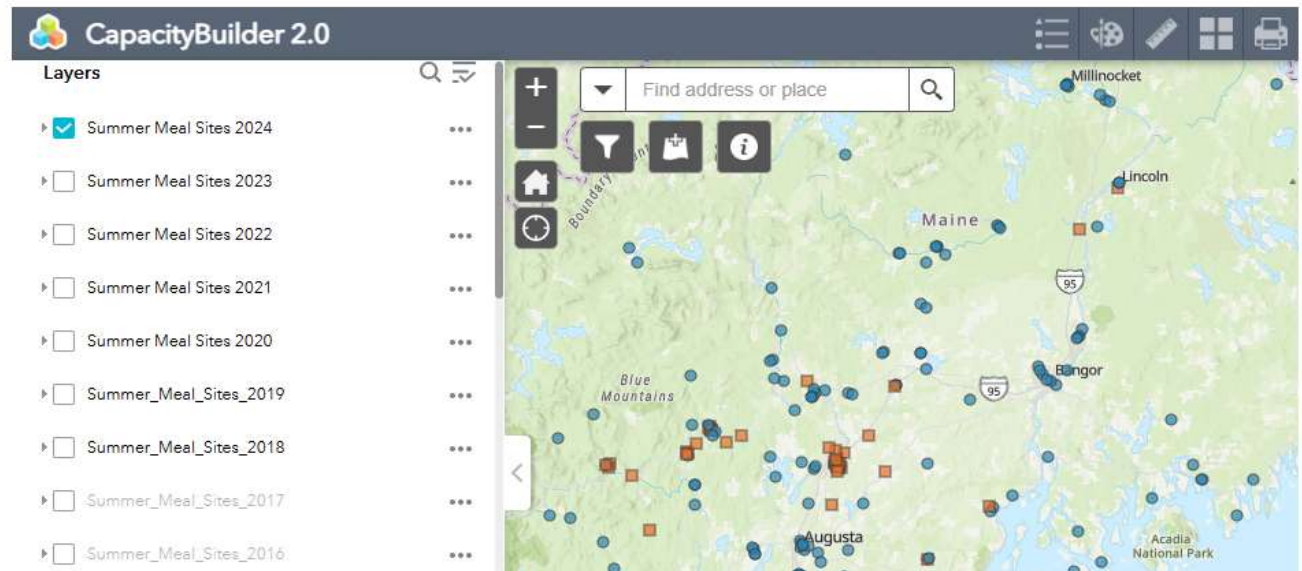
Sponsors may use the USDA's Capacity Builder

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>

Use the **Capacity Builder Tool** to have a glimpse of sites that may need to be assessed for site proximity especially when sites may be operated by other sponsors in the same area.

If you are potentially operating close to another sponsor, contact DOE before moving forward with the application process



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

Mobile Route Maker

This tool is primarily a routing tool for summer meal sponsors, vendors and state agencies that is overlaid on the [Capacity Builder](#).

Sponsors can identify potential summer sites for mobile feeding by identifying gaps in service in the neediest areas and plan the most efficient monitoring routes.

Self-prep central kitchens and vendors can find the best route to deliver meals to each summer meal site.

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

Site Proximity Special circumstance

Site Proximity Justification is included in the **SFSP non-congregate** attestation as an additional upload document within CNPweb checklist documents in the SFSP Annual Application Packet.

If sites are within close proximity, a justification and procedure must be documented to prevent duplicate claiming of meals.

Some examples of justification may include:

*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.

Step 3- Determine the non-congregate meal service type and eligibility needed to establish the site

The Site is:	If:	Based on:	Who Can You 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 <i>still required to have rural designation</i> 	<ul style="list-style-type: none"> Meal Benefit Applications Rural Data required 	<ul style="list-style-type: none"> Only those with F/R status 18 and under with income applications

Types of Non-Congregate SFSP Sites

Distribution types	Definition	Eligibility	Who Can You Claim?
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 <i>Individual houses are not sites! - but DOE must verify each address is in an eligible location</i> 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

Non-Congregate Mobile Meal Sites

If you are delivering to multiple **Public sites** along a route, each site needs a separate approved site info sheet and meal count form.

If you are delivering to residential **homes**, the route is one site

Must have written household consent

Children are eligible in area eligible locations
- Home addresses will need to be documented that they are in eligible areas

Must confirm free/reduced status in ineligible rural areas

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.



Non-Congregate Service Models

Home Delivery

- Signed consent forms will be required from parents/guardians
- Recurring preorder form (*not 1 –n- done*)
- 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



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.*

Summary 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 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.

Key Websites

Maine DOE SFSP

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

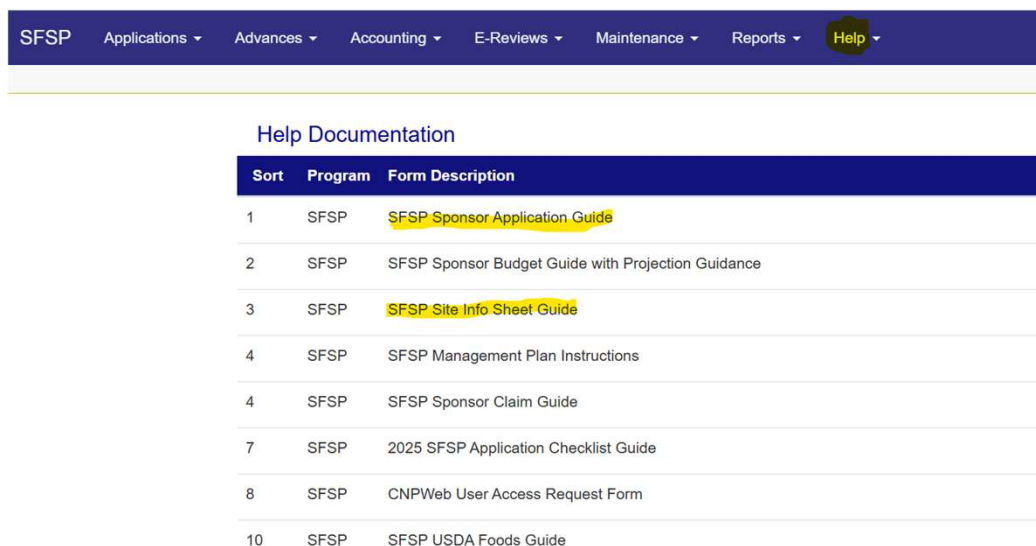
- Forms and program guidance:
 - Monitoring forms
 - Meal accountability forms
 - Guides to meal pattern
 - School data report

Maine CNPweb

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

- Site info sheets require non-congregate information
- Non-congregate meal attestation in CNPweb check list document
- Additional site proximity justification if applicable

Step 4 - Complete the CNPweb Site Info sheets



Help Documentation

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

Complete the packet and follow the step-by-step instructions found in the help tab in CNPweb.

Step 4 continued

Site Information Sheets in CNPweb

- **Non-congregate hybrid sites** – those that have both non-congregate and congregate meals will need two separate site sheets. One for congregate services and one for the non-congregate.
- Contact Child Nutrition to have sites added to CNPweb.
- You can find the complete instructions for completing the SFSP site information sheets under the “**Help**” tab in CNPweb.

Site Info Sheets – 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

CNPweb annual application packet guide will walk you through what is required to overlap serving times and document days meals are provided for.

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)

Overlapping meal times with Non-congregate

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:

Indicating "Non-Congregate" in #10 allows for meal times to overlap in the site info sheet

	Meal Type S = Self-Prep V = Vended	Offer vs Serve	Begin Time	End Time
22.	Breakfast	S <input type="button" value="v"/>	<input type="button" value="07:30 AM v"/>	<input type="button" value="10:30 AM v"/>
23.	AM Snack	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
24.	Lunch	S <input type="button" value="v"/>	<input type="button" value="07:30 AM v"/>	<input type="button" value="10:30 AM v"/>
25.	PM Snack	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
26.	Supper	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Step 5 - Complete the CNPweb Attestation and plan

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 Who 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

In addition to adjustment to site info sheets, sponsors must also complete and upload the Attestation and Non-congregate meal plan in the CNPweb check list.

Step 5 - Continued

CNPweb Non-congregate Attestation and Plan:

- All sites operating Non-congregate meals must be referenced in the plan.
- Include procedures for parent guardian pick up if applicable.
- Procedures for food safety.
- If a non-congregate site is added later, then the plan must be resubmitted to include the site.

For help, contact Child Nutrition

Step 5 - Continued Non-congregate Attestation and Plan: 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
More on parent/guardian pickup- click [here](#) .*

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.

Documentation Required for Each Type

Site is:	Monitoring Forms & Site Application	Parent/Guardian Pick-Up	Meal Count Procedure
Mobile Meals (Non-Congregate/rural area)	<p>A site application is needed for each location in CNPweb</p> <p>1 monitoring form per route – but route must be completed</p>	Parent garden pick-up allowed with procedure to verify children in household	1 tic sheet per location/site
Home Delivered Mobile Meals (Non-Congregate/rural area)	<p>1 Site info sheet under closed enrolled status-work directly with DOE/CN to complete this application</p> <p>1 monitoring form per route</p>	Meal drop off required /parent gradian pick-up procedures	Documentation by family name - number of meals
Mobile Meals (Conditional Non-Congregate/rural area)	<p>With written household consent;</p> <p>1 site info sheet required, all households must be eligible - work directly with DOE/CN to complete this application</p> <p>1 monitoring form per route</p>	Meal drop off required/ parent guardian pickup procedures	Documentation by family name - number of meals

Monitoring

- Non-congregate sites require **full meal service review**
- Sites switching from congregate → non-congregate are treated as **“new sites”**

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.

Meals for multiple children should not be distributed to a single child.

Combination/Hybrid Sites

Congregate and Non-Congregate – Need separate site info sheets

Sites can be both congregate and non-congregate, but:

Not at the same time

Examples:

Congregate breakfast + non-congregate lunch

Congregate weekdays + non-congregate weekend

Question

- For sponsors proposing to provide both congregate and non-congregate meal services at the same site (hybrid), is it acceptable to offer a non-congregate meal during congregate meal service, if the non-congregate meal is intended for a different meal service time?

Answer

- Non-congregate meals can be provided after a child receives and consumes their congregate meal. For instance, if a hybrid site plans to offer a congregate breakfast and a non-congregate lunch because they lack activities to keep children onsite for both meals, they could serve the congregate breakfast and then provide the non-congregate lunch as the children are leaving the site.
- However, it would not be acceptable to provide the non-congregate lunch and congregate breakfast simultaneously. Additionally, the sponsor must have a system in place to prevent meal service overlap, ensuring children do not receive more than the maximum daily meal allowance as required. In the above example, participants should be informed that the meal being provided is intended to be consumed for lunch that same day.

Question

- Is it permissible for a school sponsor to provide a congregate breakfast and lunch to children enrolled in summer school, while simultaneously providing a non-congregate meal service for children in the community?

Answer:

- No. Non-congregate meal service is only allowed when the site is not providing a congregate meal service (7 CFR 225.6(h)(4)(ii)). Per 7 CFR 225.14(d)(2), sites which provide **summer school sessions** must ensure that meal sites are open to both the children enrolled in the summer school as well as those that reside in the area served by the site. Furthermore, **schools offering accredited summer school programs cannot enroll in the SFSP as a restricted open site solely to serve non-congregate meals to summer school attendees.**
- Schools wanting to provide meals exclusively to students enrolled in **academic summer school** programs retain the option to operate and receive reimbursement through the National School Lunch Program (NSLP) and School Breakfast Program (SBP). For instance, a school can offer NSLP and SBP meal service to students enrolled in the academic summer school program and also provide SFSP non-congregate meal service to children in the community. However, SFAs, should have an integrity plan in place to prevent meal service overlap.

Rural Non-Congregate Camp Meals

Camps

Non-congregate meal service allows rural camp operators to provide meals for off-site consumption—such as a third meal, weekend meals, or "grab-and-go" bags—when traditional congregate meals are not served. These meals must meet safety regulations, and the site must ensure no meal service overlap exists.

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

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 meal distribution is capped at **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/cheese</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 of bulk meals can be provided in one distribution
- 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

As a reminder, to properly implement OvS you must offer additional items

Breakfast: At least four **(4)** different food items from the required food components must be offered for OVS in SFSP

Lunch or Supper: At least five **(5)** different food items from the required food components must be offered for OVS in SFSP

https://www.isbe.net/Documents/sfsp_offer_vs_serve.pdf

You cannot use OvS for milk only, but you may utilize a share table/cooler for unwanted milk

Second Meals

Second Meals are **not allowed** to be claimed with non-congregate services

Non-Congregate May Be Disallowed

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

- Are not financially and administratively capable of operating a non-congregate meal service
- Propose 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.

Recording Meal Counts

- Sites operating both congregate and non-congregate meals must track, record, and claim these meal types separately to ensure accurate reimbursement
- Sequential Meal Services: A site may offer congregate and non-congregate meals, but **not simultaneously**. For instance, a site could provide a congregate breakfast followed by a non-congregate lunch, ensuring each meal service type occurs at different times.
- Distinct Participant Groups: If a site intends to serve both meal types concurrently, it must demonstrate that each service caters to different groups of children. This ensures the same children do not receive multiple meals beyond the allowable limits. State Agency Approval: Prior approval from the ADE is required. Sponsors must provide a comprehensive plan detailing how they will prevent service overlap and ensure compliance with meal distribution regulations.

Samples of NC Meal Counting

Prototype Non-Congregate Meal Count Form

Site name: _____ Supervisor's name: _____

Site address: _____ Delivery time: _____

Site telephone number: _____ Date: _____

Meal type:

Breakfast Lunch Snack Supper

Total meals available: _____

(Total meals available = meals received/prepared + meals available from previous day)

A. How many breakfasts, lunch, snacks, or suppers (circle one) is the child receiving at one time?

(Please note that children may not receive more than 5 days' worth of meals at one time)

1	2	3	4	5
---	---	---	---	---

B. Children Served (each mark = 1 meal pack of 1, 2, 3, 4, or 5 meals as stated in Section A):

(Note that all meals recorded on this sheet are for children 18 and younger only)

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130

You can find samples of Non-Congregate meal count forms on the Maine DOE SFSP webpage

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"/>

First meals enter *all meals served both NC and Congregate added together*

Non-congregate meals recorded below is to record how many of the meals were Non-congregate out of the total of all meals

Claim Detail		Month	ADA	Operating Days	Actual # Enrolled (all meals)	Actual # Eligible for F/R Price Meals
1.	Claim Month Selected	July 2025	67	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Meals Served		Breakfast	AM Snack	Lunch	Supper	PM Snack
<i>Administrative Rate</i>		<i>(High)</i>		<i>(High)</i>		
2.	First Meals	<input type="text" value="1,685"/>	<input type="text" value="0"/>	<input type="text" value="1,661"/>	<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	1,685	0	1,661	0	0

In this section, report information related to any meals served under the provisions of Rural Non-Congregate Meal Service. Data entered will not impact reimbursement. All values should be the "total" values for the claiming period.

Rural Non-congregate Meal Service		Breakfast	AM Snack	Lunch	Suppers	PM Snack
5.	Number of Non-Congregate Meals Served	<input type="text" value="1,685"/>	<input type="text" value="0"/>	<input type="text" value="1,661"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6.	Number of Days NC Meals Distributed	<input type="text" value="16"/>	<input type="text" value="0"/>	<input type="text" value="16"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7.	Number of Days NC Meals Provided	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The CNPweb claim will require:

- Number days that meals were distributed &
- Number of Days meals were provided

This should align with what has been entered in your site information sheets

CNPweb Claim - Sample **Warning** **Messages**

Please pay attention to warning messages, it indicates that you may have entered incorrect information, please verify that the information entered is truly correct before proceeding further.

Sample Notifications

Number of Non-Congregate Meals Served" is greater than 0, then the Lunch "Number of Days Non-Congregate Meals were Distributed" must be greater than 0.

Number of Non-Congregate Meals Served" is 0, then the Lunch "Number of Days Non-Congregate Meals were Distributed" must be 0.

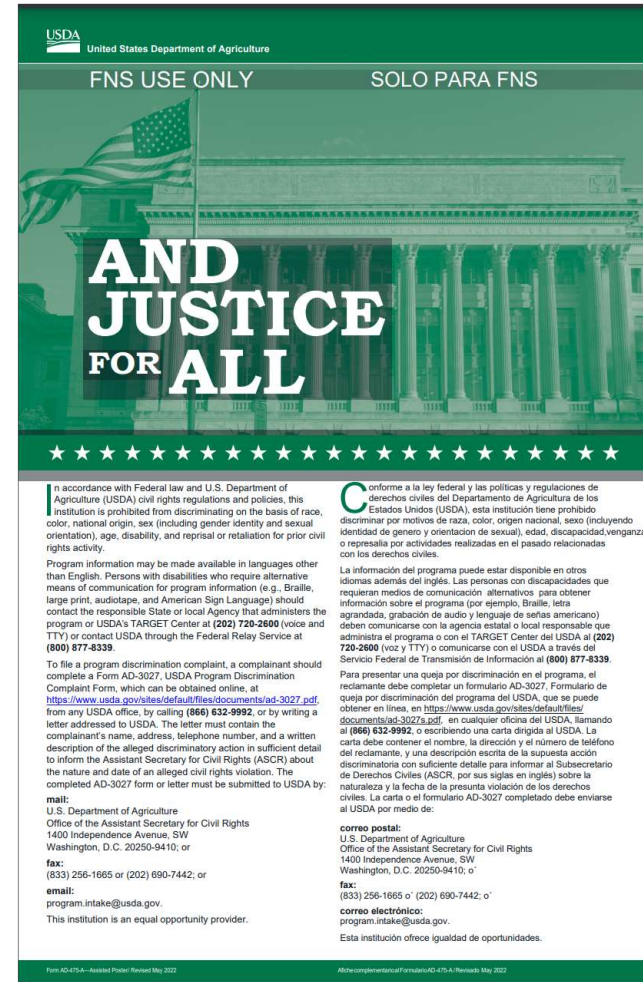
Number of Days Non-Congregate Meals were Distributed" exceeds days "distributed in non-congregate operation" for the operating dates on the application.

“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



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

Most Common Non-Congregate Review Findings

- No procedure for parent guardian pick-up
- Not recording NC meals separately
- Claim errors and meal count records (accounted for the highest number of findings)
- Meal Pattern requirements not met (insufficient food quantities) not implementing OvS correctly
- Site Monitoring not conducted
- Civil Rights – Complete statement not included on materials

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.



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