



Maine Department Of Education Summer Food Service Program



2023 Annual Training

Ice Breaker!



**What are you most looking forward to
this summer?**



Agenda

- 2023 Maine SFSP Overview
- Rural Non-Congregate Meals
- SFSP Meal Pattern Review and Purchase Requirements
- SFSP Meal Service
- Meal Counting and Accountability
- Civil Rights Reminders
- Training, Administrative Reviews and Paperwork Requirements





Program Purpose

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

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

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





SFSP Staff

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Key Websites

Maine DOE SFSP website

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

Required forms and guidance:

- Monitoring forms
- Meal accountability forms
- Guides to meal pattern
- Training links and materials
- Additional resources

Maine CNPweb

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

- Complete annual application packet online
- File claims
- USDA foods

Key Websites

Maine Bright Track

<https://mainebrighttrack.com/>

- SFSP online training platform
- Topic specific modules can be used for staff training
- This is not inclusive of all potential USDA updates
 - We will have a USDA SFSP updates webinar in May with a review of rural non-congregate operations
- Access Code: maine111
- Not required for sponsors who have received in person training

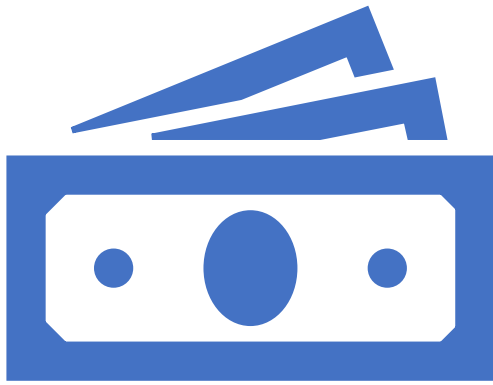




Sponsor Responsibilities

- Complete an application and accept an agreement with Department of Education Child Nutrition
- Oversee personnel/volunteers and make sure the site(s) operate in compliance with regulations
- Serve meals that meet the UDSA meal pattern and insure proper accountability of meals serve to children
- File claims for reimbursement

2023 Reimbursement Rates



	Rural & Self-Prep	All Other Types of Sites
Breakfast	2.825	2.7725
Lunch or Supper	4.95	4.87
Snack	1.1675	1.14



Summer 2023 Program Changes *at a glance*

Back to pe-pandemic requirements for operations:

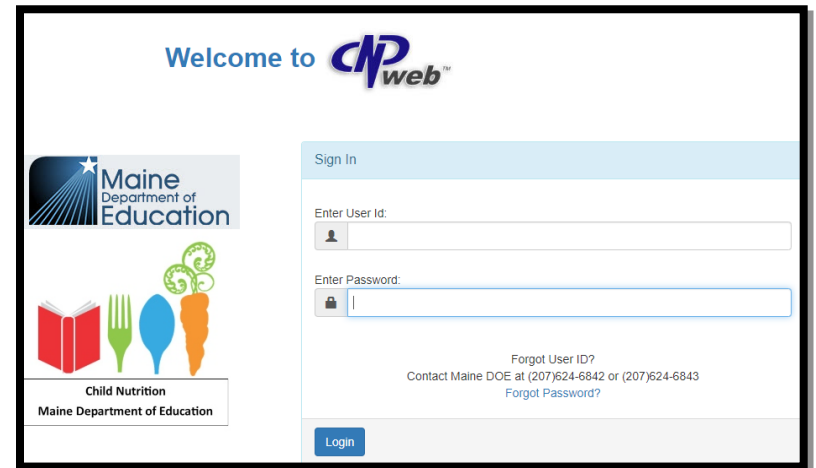
- Traditional methods of determining 50% eligibility of site
 - 5 year carryover still in place (exception sites that used waivers)
- Site time restrictions for all congregate sites (with the exception of residential camps)
- Opportunities for Rural Sponsors to Operate Non-Congregate Rural Sites
- School Sponsors with accredited/academic summer school may operate under NSLP if they do not qualify under traditional site eligibility requirements



Program Administration

SFSP applications can be found at: <https://me.cnpus.com/cnp>

- What's in the Annual Participation Packet?
 - Sponsor application
 - Budget
 - Site information sheets
 - Checklist forms
- Monthly Claims
- Resources on how to complete the packet are [here](#) or click the “help” tab in CNPweb

A screenshot of the CNPweb login interface. At the top, it says "Welcome to" followed by the "CNPweb" logo. On the left, there is a logo for the "Maine Department of Education" featuring a star and sunburst, and below it, a logo for "Child Nutrition" featuring a fork, a spoon, and a carrot. The main area on the right is titled "Sign In" and contains two input fields: "Enter User Id:" with a person icon and "Enter Password:" with a lock icon. Below these fields are links for "Forgot User ID?", "Contact Maine DOE at (207)624-6842 or (207)624-6843", and "Forgot Password?". At the bottom right is a blue "Login" button.

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 Users

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

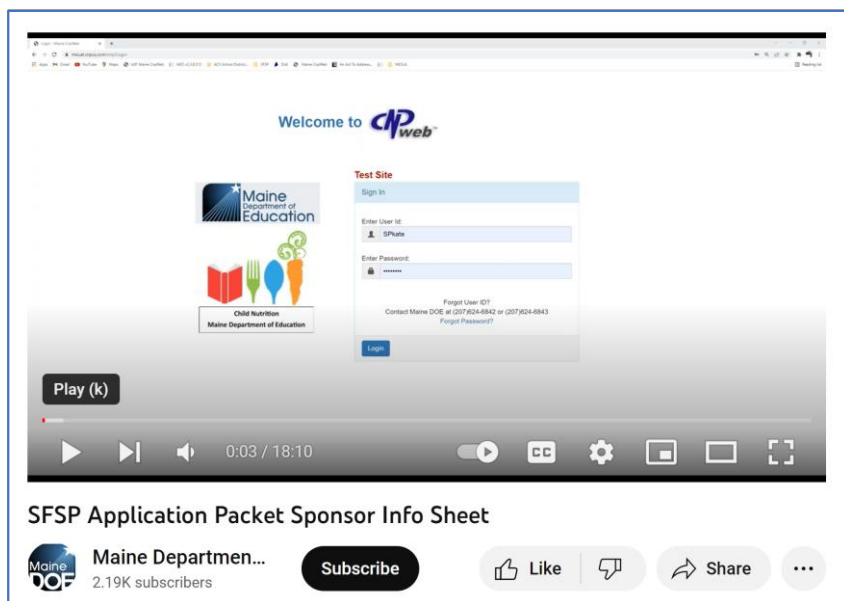
If you do not have access to CNPweb contact Child.Nutrition@maine.gov

CNPweb Instructions

User Guides for the Application, Budget, and Site Info Sheets can be found under the “**help**” tab in CNP web

Addition instructional **YouTube** videos can be found on the Maine CN SFSP website:

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





Annual Deadlines

Annual Deadlines:

- SFSP Annual Participation Packet in CNPweb due **June 2, 2023**
 - USDA Foods for SFSP deadline **April 21, 2023**
- 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 2023 claim must be completed by August 29, 2023
 - July 2023 claim must be completed by September 29, 2023
 - August 2023 claim must be completed by October 30, 2023
- If one operating month is less than 10 days, it can be combined with the following month
For example, June – 5 days of operations can be included in the July claim.
- If you need help revising you claim, contact **Jodi Truman** in the Nutrition Office



Required for Non-School Sponsors

- UEI numbers
- - Federal Identification number

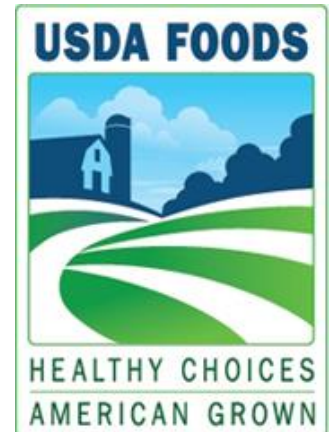
Process on SAM.gov for businesses that must register their entity

USDA Foods in SFSP

- Sponsors with submitted SFSP applications by **April 21** are eligible for USDA foods
- Ordering is in CNPweb **May 1 – 15**
- Step by step instructions can be found under the CNPweb “help” tab
- If you don't see FDP in CNPweb contact DOE CN

Tentative offerings:

strawberry cups, applesauce cups, WW tortillas



USDA Delivery Sites

- Select your SFSP name in the Food distribution program site

Number	Name	NSLP	CACFP	SFSP	FDP
<u>1464</u>	RSU 25	✓		✓	✓
SFSP-1464	RSU 25				✓

- If you wish to add a delivery site, complete this [MS form](#)
 - Enter the name of the delivery site and address

Reminder - Leftover Funds

- Can be put towards the next year's Summer Meals Program
- Can be used in other USDA Child Nutrition Programs

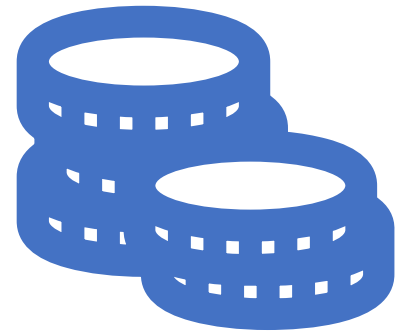
**If sponsor ceases program operation,
excess money must be returned to
Maine Department of Education Child
Nutrition**



Net Cash Resources

Balance Too High

- A sponsor's net cash resources may not exceed one month's average expenses for SFSP in the nonprofit food service account
- If NSLP or CACFP are operating during the year, three months' average expenses cannot be exceeded
- Contact DOE CN if a balance too high is expected



Reminder – One time Exceptions

- 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 audit findings are exempt



Types of Summer Food Sites

THE SITE IS:	IF:	BASED ON:
OPEN	At least 50 percent 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
CLOSED ENROLLED	At least 50 percent of the children enrolled in the program are eligible for free or reduced price school meals or the site is area eligible.	<ul style="list-style-type: none">• School data• Census data• Income eligibility forms or list of income eligible children provided by the school district
CAMP	A residential or non-residential day camp program which offers a regularly scheduled food service as part of an organized program for enrolled children.	<ul style="list-style-type: none">• Income eligibility forms or list of income eligible children provided by the school district

Mobile Sites – Either a mobile route that services multiple meal sites or meals provided to a pre-determined set of children who are eligible



Establishing Summer Food Sites

- **School Data** - Meal site(s) must be located in the attendance area of a school where at least 50% of the children are eligible for free or reduced price school meals. A list of these school will be posted to:
<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>
- **Census** - When using census data to determine eligibility, the proposed site must be located 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.
fns.usda.gov/cacfp/about-area-eligibility
- **Meal Benefit Applications** - Student apps are utilized for closed enrolled or camp sites, can either be distributed by the SFSP Sponsor, or the SFSP sponsor may reach out to the applicant's School for eligibility status. Sites that are not residential camps 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 5 years

School Data



From Maine Department of Education

% Free and Reduced School Lunch Report - ED 534 By District

Filter Criteria :

Fiscal Year

District

2023

ALL

Site Number	District Name	School Name	Enroll	Free	Reduced	Eligible	Eligible %	Provision
	District Totals		300	99	11	110	36.67%	
45	Bangor Public Schools	Abraham Lincoln School	161	66	0	66	40.99%	CEP
52	Bangor Public Schools	Bangor High School	1121	341	23	364	32.47%	
48	Bangor Public Schools	Downeast School	300	300	0	300	100.00%	CEP
43	Bangor Public Schools	Fairmount School	241	182	0	182	75.52%	CEP
49	Bangor Public Schools	Fourteenth Street School	165	56	0	56	33.94%	CEP
44	Bangor Public Schools	Fruit Street School	329	108	0	108	32.83%	CEP
50	Bangor Public Schools	James F. Doughty School	377	271	0	271	71.88%	CEP
46	Bangor Public Schools	Mary Snow School	239	55	7	62	25.94%	
47	Bangor Public Schools	Vine Street School	203	139	0	139	68.47%	CEP
51	Bangor Public Schools	William S. Cohen School	369	84	15	99	26.83%	

Census

(x) CACFP Day Care Home...
(1 of 1)



(1 of 1)

CACFP Day Care Home (Tier I) and SFSP Summer Meal Site Eligibility for FY23: 230270460022

GEOID	230270460022
State	Maine
FY 2023 Area Eligible?	YES
CBG: Percentage of children (0-18) eligible for F/RP meals	42.20
CBG: Number of children (0-18) eligible for F/RP meals (Numerator)	135.00
CBG: Total children (0-18) (Denominator)	320.00
CBG: Percentage of children (0-12) eligible for F/RP meals	53.20
CBG: Number of children (0-12) eligible for F/RP meals (Numerator)	125.00
CBG: Total children (0-12) (Denominator)	235.00
Census Tract: Percentage of children (0-18) eligible for F/RP meals	36.80
Census Tract: Percentage of children (0-12) eligible for F/RP meals	40.50

Eligibility Apps

income to report.

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

Don't forget!

✓ Name of
house hold
members

✓ Adult
signature

✓ Last 4 of SS#

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: _____



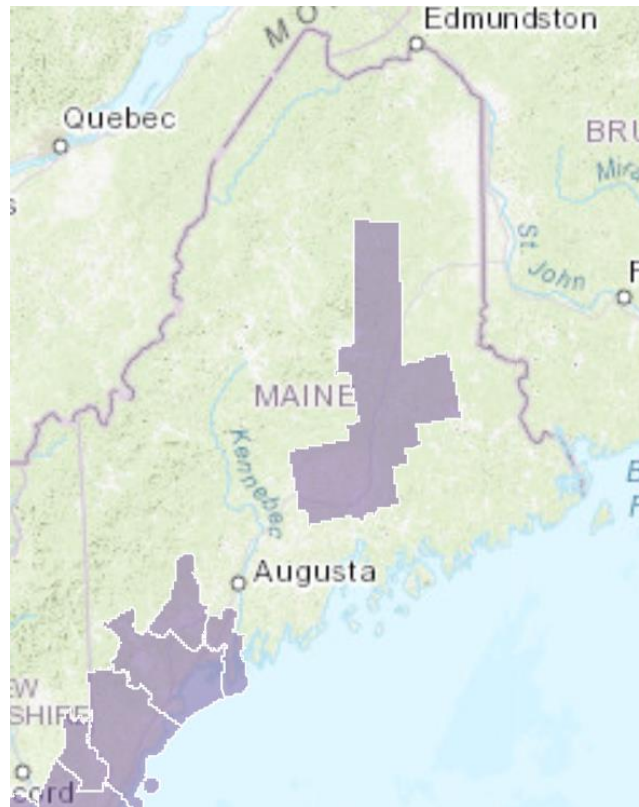
What about SSO?

- Seamless Summer Option offers SFAs an opportunity to operate a hybrid program
 - Combines SFSP and NSLP
 - Uses NSLP annual application rather than SFSP
 - Same eligibility requirements for sites as SFSP
 - Uses NSLP free reimbursement rate and meal pattern
 - Comparison chart: https://fns-prod.azureedge.us/sites/default/files/SFSP_SeamlessComparisonChart.pdf

Urban & Rural

If your site is located in the following counties your site may be considered Urban

- York
- Cumberland
- Androscoggin
- Sagadahoc
- Penobscot





Urban & Rural

Urban counties have rural pockets

DOE CN can assist with checking another resource to verify and approve rural status

<https://nces.ed.gov/programs/maped/LocaleLookup/>

Urban Sites

- Urban sites that receive vended meals will be paid a smaller reimbursement rate

	All Other Types of Sites
Breakfast	2.7725
Lunch or Supper	4.87
Snack	1.14

- Are not eligible for non-congregate feeding unless a pocket of rurality can be established





Summer 2023 Non-Congregate Meal Service in Rural Areas

The Consolidated Appropriations Act, 2023 (P.L. 117-328) established a permanent non-congregate meal service

Option for rural areas with no congregate meal service available

Option for SFSP or SSO operations

We will have a separate training on this





Am I eligible for non-congregate meals?

- Must be an approved SFSP Sponsor
- Sites must be in rural areas
- Sites are established where congregate service is unavailable
- Open 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
 - Rural meal delivery may be an option to consider



Non-Congregate Sites

Reminder! How to determine which areas are rural?

- FNS developed the Rural Designation Map to assist State agencies and sponsors in designating sites as rural <http://www.fns.usda.gov/rural-designation>
- National Center for Education Statistics has a more detailed map that should be used to look for rural pockets in urban counties <https://nces.ed.gov/programs/maped/LocaleLookup/>

If an area is not rural on the FNS Rural Designation Map, does that mean it is not eligible for non-congregate meal service? No...

Any rural “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNS concurrence, can be determined to be geographically isolated from urban areas. And approved as sites.





Non-Congregate Sites

Can non-congregate meals be provided in non-rural areas if Program access is limited because of lack of transportation, safety concerns, lack of a location to serve meals, or other similar reasons?

- **No** Non-congregate meal service is only allowed in rural areas where no congregate meal service is available
- State agencies and sponsors should work together to determine how best to leverage community resources to provide a congregate meal service that meets the needs of children in non-rural areas





Non-Congregate Sites

Can existing rural sites switch from congregate to non-congregate meal service?

- Yes. However, the non-congregate option is not intended to replace congregate meal service. **Priority goes to those rural areas that the congregate SFSP cannot reliably reach.**

May a non-congregate site operate in close proximity to a congregate site that is closed enrolled or a camp?

- Under some circumstances, yes, State agencies must ensure that the congregate and non-congregate sites will not serve the same population of children for the same meal service on the same day.





Non-Congregate Sites

How should State agencies identify whether an area has “no congregate meal service” for the purpose of determining if non-congregate meal service is allowable?

- The State agency must ensure that the area the site proposes to serve is not or will not be served by a congregate meal service
- Must prevent overlap between meal services to reasonably ensure children are not receiving more than the **maximum allowance of SFSP meals per day**
- Must follow the priority system required by Program regulations at 7 CFR 225.6(b)(5) when approving applicants proposing to serve children same area.





Non-Congregate Sites

If sponsors offer non-congregate meal service in rural areas, are they still required to follow existing SFSP program requirements?

Yes. All SFSP program requirements in regulations (7 CFR 225) and other related regulations and instructions apply to both congregate and non-congregate meal service, unless otherwise specified in this memorandum.





Non-Congregate Site Eligibility

- Sites must be located in an eligible area.
 - Data from approved sources that indicate that 50 percent of the children in the site's area are eligible for free or reduced price school meals.
 - Eligibility determinations are good for 5 years
- Residential and Day Camps cannot offer non-congregate meals





Non-Area Eligible Rural Service

- Individual eligibility for free or reduced price meals may be determined by using school data or the meal benefit application
- Only meals served to children eligible for free or reduced price school meals may be claimed for reimbursement for non-congregate meals



Combination Sites

Can a site provide a combination of non-congregate and congregate meal services?

- Yes, non-congregate meal service may be provided when congregate meal service is not available
- There can be no overlap in service to children
 - Up to two meals, or one meal and one snack, per child, per day
- You must work with DOE Child Nutrition on approval for all non-congregate sites, including combination sites



Combination Sites - Examples

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

Combination Sites – Site Info Sheets

Site info sheets must still accurately reflect the days and meals being provided for

Meal Service														
	Meal Type S = Self-Prep V = Vended	Offer vs Serve	Begin Time	End Time	Days Meals Served							Estimated Attendance	Est. # Eligible (Camps Only)	CAP
					M	T	W	T	F	S	S			
22.	Breakfast	<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	0	0
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"/>	0	0	0
24.	Lunch	<input checked="" type="checkbox"/>	11:30 AM	12:30 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	120	0	120
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"/>	0	0	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"/>	0	0	0



Non-congregate Meal Service Times

- Meal service times still need to be established for each site. These requirements may be met through **State agency approved pick-up schedules or delivery plans with designated times for distribution.**
- The State agency must approve any changes in meal service times. Sponsors offering a non-congregate meal service are not required to serve breakfast in the morning or allow one hour between the end of one meal service and the start of the next.





Non-Congregate Service Models

Meal Pick-Up

- Provides packaged meals that are taken home for children to eat later
- “Grab and go,” curbside service, or take-home backpacks
- Meal pick-up is available to all children when the pick-up site is in an area-eligible rural area, or to children who are eligible for free or reduced price school meals when the pick-up site is in a rural area that is not area-eligible



Non-Congregate Service Models

Home Delivery

- SFA Sponsors can operate home delivery or non-SFA sponsors can with a Memorandum of Understanding (MOU) with the applicable SFA(s) for data sharing purposes
- Signed consent forms will be required from parents/guardians
- Recurring preorder form
- Eligibility established for each household
- Reimbursement for children who qualify for free/reduced price meals
- Food safety concerns must be considered
- Work with DOE CN staff



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

Utilize food safety COVID-19 resources already developed



Non-Congregate Sites

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

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

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





Reporting Requirements

- Required to report to USDA FNS the total number of congregate and non-congregate sites and meals
- All non-congregate meals will be claimed at reimbursement rates for Rural sites
- Standard meal counting and reporting procedures apply to both congregate and non-congregate meal service





Recap: Non-Congregate Sites

- Rural areas
- Traditional eligibility
- No overlap with congregate sites
- Meal times still need approval
- Can have hybrid models of congregate and non-congregate
- Can have mobile meals
- **Ensure one meal type per child per day up to SFSP maximum**





Questions?



Break!

Suggested discussion topic:

Will your Sponsor be eligible or consider non-congregate meals? What concerns do you have?

Summer Food Service Program Meal Pattern

Meal Components and Quantities





SFSP Meal Pattern

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

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



Breakfast Meal Pattern

Milk	1 cup fluid milk
Fruit/Vegetable	1/2 cup juice, fruit and/or vegetable canned/frozen/fresh
Grains/Bread	1 oz equivalent baked grain item 3/4 cup cold dry cereal 1/2 cup hot cooked cereal



Question

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

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





Lunch/Dinner Meal Pattern

Milk	1 cup fluid milk
2 Fruits/Vegetables	3/4 cup total of two different items - juice, fruit and/or vegetable any combination
Grains/Bread	1 oz equivalent grain item 1/2 cup hot cooked cereal 1/2 cup pasta or noodles or grains
Meat/Meat Alternate	2 oz lean meat or alternate protein (examples below) 2 oz cheese 1 large egg (2 oz equivalent) 4 tbsp peanut butter/nut or seed butter 8 oz yogurt

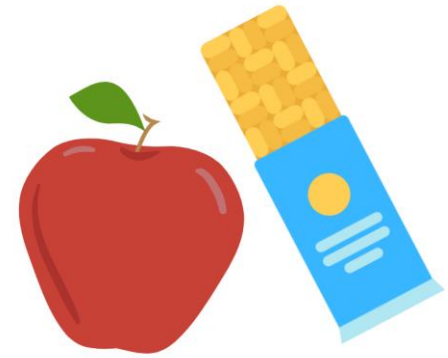


Question

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

- A. 1 types
- B. 2 types
- C. 3 types
- D. 3/4Cup





Snack Meal Pattern

Choose 2 of
the 4 meal
components
for a
complete
snack

Milk	1 cup fluid milk
Fruit/Vegetable	3/4 cup juice, fruit and/or vegetable
Grains/Bread	1 slice 1 serving bread or cornbread or biscuit or roll or muffin 3/4 cup cold dry cereal 1/2 cup hot cooked cereal 1/2 cup pasta or noodles or grains
Meat/Meat Alternate	1 oz lean meat or poultry or fish or alternate protein product 1 oz cheese 1/2 large egg 2 Tbsp peanut butter/seed butter 1 oz nuts or seeds 4 oz yogurt



Meal Components

Milk

Breakfast	Lunch/Supper	Snack
1 Cup	1 Cup	Optional

1 Cup / 8oz

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



Grains

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



- Grains can be whole or enriched
- Grains do not always credit ounce for ounce
The serving size of some grains need to be more than 1 oz to make the item 1 oz equivalent

Examples of **1 oz** equivalents include:

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

Consult the Exhibit A, NSLP Grain Crediting Chart or ounce equivalencies

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

Meat/Meat Alternate

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

Some Meat items also do not credit ounce for ounce.

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

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

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

Nuts/Seeds

Currently nuts/seeds can only credit up to 1 oz in the meat/meat alternate group

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





Non-creditable Meat/Meat Alternates

- Bacon
- Salami
- Mixed product sausage
- Pepperoni





Fruit/Vegetable

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

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



Fruit/Vegetable Component

2 Different types of fruit/vegetable

- One of the types can be no less than $\frac{1}{4}$ Cup
- Cannot serve the same item in different forms such as sliced apples and apple juice

Fruit and Vegetable Variety





Question

What is the only meal type where the fruit/vegetable component must be two different items?

- A. Breakfast
- B. Snack
- C. Lunch/Dinner





Question

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

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





Offer Versus Serve (OVS)

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

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

In 2023, Maine has an Offer Vs Serve waiver allowing Non-School Sponsors to operate OVS.





OVS

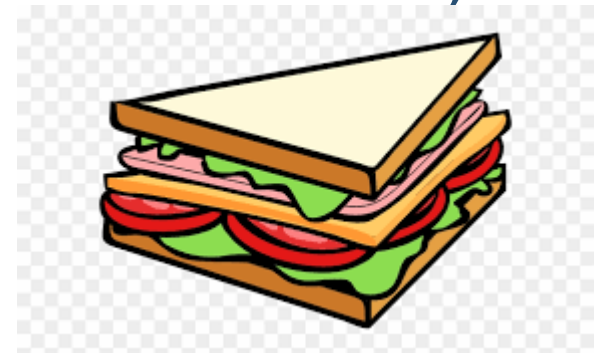
Terms to Know:

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

OVS

Terms to know:

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





OVS at Breakfast

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

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



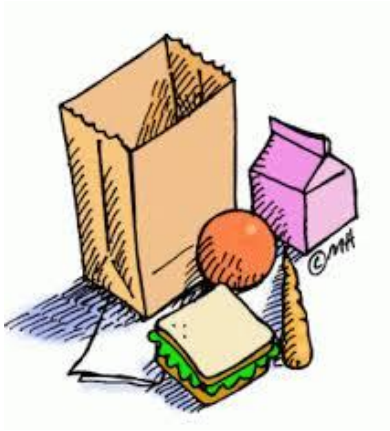
Example of OVS at Breakfast

Sponsor offers the required components

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

Plus in addition an additional fruit option of a banana (1/2 cup fruit)
The child may take the following combinations.

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



OVS Lunch/Dinner

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



Example of OVS at Lunch/Dinner

A Sponsor offers the required components:

- Chicken 2 oz meat/meat alternate
- Rice $\frac{1}{2}$ cup or 1 oz
- Broccoli $\frac{1}{4}$ cup, apple slices $\frac{1}{2}$ cup (two different fruit/vegetable offerings)
- Milk 8 oz

The Sponsor offers a 5th item, a 1 oz Roll

The child may take the following combinations:

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



Question

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



Chips!



Potatoes chips are not allowable in SFSP.

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



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



Meal Pattern Key Points

- Serving sizes are the minimum amount you need to serve, you can/should always serve/offer more
- M/MA is a 2 ounce equivalent, grains are 1 oz
- Serve a variety of fruits and vegetables
- Children must take 2 components to have a reimbursable snack



Feeding Infants?



SFSP Meal Pattern for Infants

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



Type of Meal Service

- **Family Style** option for camps and closed enrolled sites
 - Sufficient amounts 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.
- **Cafeteria Style**
- **Unitized Meals**
- **OVS**



Documentation of food items

Sponsors must keep documentation of food and quantities served

- Production records
- Detailed menu
- Recipes
- Receipts

Buy American



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

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



Food Procurement

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

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

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

Allowable Meal Combinations



Open Sites and Closed Enrolled
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

Allowable meal combinations



Camp or Migrant Sites

Allowed up to 3 meals per day

Allowable combinations include:



Breakfast, lunch, and supper

Breakfast, lunch, and snack

Breakfast, supper, and snack

Lunch, supper, and snack



Time Requirements for Congregate Sites Program Update

- 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
- Additionally, 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



Off Site Consumption of Food Items - Program Update

Food items allowable for children to take off site for later consumption:

- A single fruit
- A single vegetable
- A single grain item



Share Tables

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

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

Keep foods on ice when appropriate





Reimbursement Claims for Meals Served Away from Approved Locations Program Update

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. This procedure is similar to the notification requirements for field trips.



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
- You must let the Maine DOE know in advance that a field trip is taking place





Meal Counting/Meal Accountability

- Meals can only be counted for reimbursement **during or immediately after it is received**
- Approved accountability methods for tracking meal:
Meal count sheets or tic sheets
- School POS system or other approved POS system
- Roster with child names –needed *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/Meal Accountability

Meal Counting 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

- 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: _____

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 _____

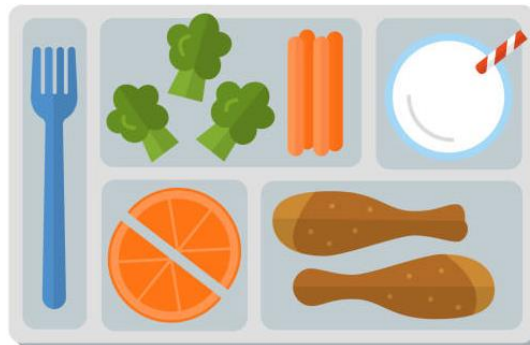


Question

If you lose a meal count sheet what happens?

Serving Second Meals

- It is **allowable for congregate sites only**
- Only **2%** of the first meals served are eligible for reimbursement
- Second meals must be a complete meal, in order to be counted for claiming
- Practical when wishing to use up left over food before a weekend



Meal Accountability 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

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

Sponsor Name _____ Site Name _____ Site Supervisor _____

REQUIRED FORM

Day of Month	BREAKFAST				LUNCH				SNACK			
	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Second Meals Served	Non-Program Adult Meals Served	Total Adult Meals Served
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2												
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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

Meal Accountability

Rosters

Meal counts capture:

- Meal type
- Date
- Child's name

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

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



Meal Accountability Summary

- Meal counts must be taken at the time of service
- Save all meal count documentation
- Date and label everything!
- Meals can only be claimed for children that have an approved meal benefit application

Break!

Suggested discussion topic:

How do you handle participants trying to leave with meals at congregate sites? Share best practices.





Civil Rights Requirements

- USDA Civil Rights Requirements are in effect for the SFSP, including meal modification requirements
- USDA Civil Rights training must be taken every year
- 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



Civil Rights Training

- Specific subject matter required but not limited to:
 - Public notification systems
 - Collection and use of data
 - Requirements for language assistance
 - Requirements for reasonable accommodation
 - Complaint procedures
 - Civil Rights reviews
 - Resolution of noncompliance
 - Customer Service
 - Conflict resolution



Civil Rights – Public Notification

- The purpose of public notification is to inform persons of:
 - Program availability
 - Program rights and responsibilities
 - The nondiscrimination policy
 - The procedure for filing a complaint

Press Release Requirement

Press release is required each summer

There will be a sample press release on Maine DOE's - SFSP webpage

More important now with Non-Congregate sites!

For tips visit:

<https://www.wikihow.com/Write-a-Press-Release>

Please include the full civil rights statement on your press release



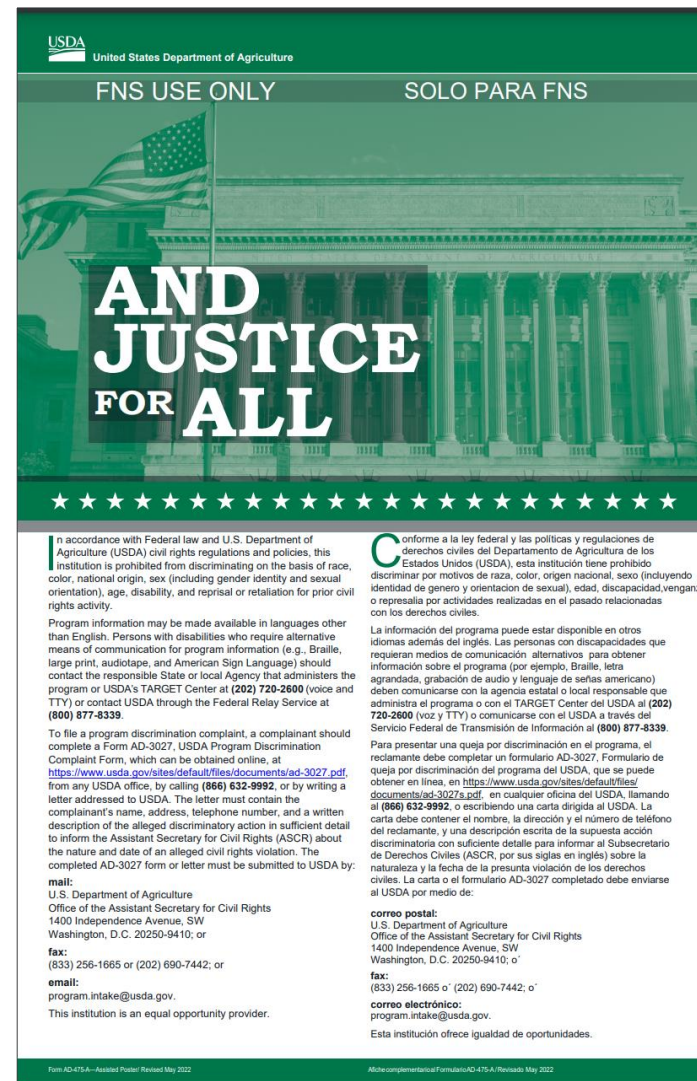
“And Justice for All” Poster

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 process for
filing complaints of
discrimination





Access to the Program

- 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



Training on Complaint Procedure

- 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

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 SFSP Staff Training Agendas!

Have program staff sign & date the agenda for your records.



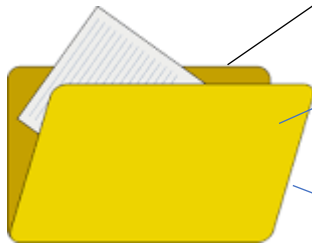


Monitoring Forms

- **Pre- Operational Visit** - Worksheet for all **new** sites
- **First 2 Week Visit Forms** – **For all sites**. Must be done for each site. (this has changed from the first week)
- **Site Monitoring Form** - **For all sites/camp session** during the **first four** weeks of operation (required for everyone). This can occur at the same time as the two week visit.
- **Racial and Ethnic Data collection form** -fill this out during one of your visits! It is required once a summer for every site and/or every camp session



Paperwork for Each Site



First 2 week form

Site monitoring for (4 week form)

- Can be done at the same time as 2 week form

Racial and Ethnic data collection

Civil Rights And Justice For All poster




Summary of Annual Requirements

- ☐ Staff training
- ☐ Press release
- ☐ Meal count documentation
- ☐ Menu documentation
- ☐ Expense documentation
- ☐ Civil rights poster
- ☐ Site monitoring forms
- ☐ Racial and ethnic data collection form



Welcome Back Hot Lunch Summer!

Make it a
Hot Lunch Summer

School may be out, but kids can still eat free meals all summer long!



Find a site near you:
Scan this QR Code, visit hotlunchsummer.com, or text "Summer Meals" to (914) 342-7744

brought to you by
  

The Maine Department of Education is an Equal Opportunity Provider.

Make it a
Hot Lunch Summer

School may be out, but kids can still eat free meals all summer long!

Featuring school cafeteria favorites, plus summer-only specials

Easy Breakfasts	REFRESHING FEEL-GOOD SNACKS	Brown Bag Classics	NICE HEARTY SANDWICHES
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ALL Kids Eat Free

ALL Across Maine

To find a location near you, scan this QR Code, visit hotlunchsummer.com, or text "Summer Meals" to (914) 342-7744

Continue Eating all your favorite meals and snacks from school

Discover New healthy summer meals made with Maine-grown fruits and veggies

The Maine Department of Education is an Equal Opportunity Provider.

Make it a
Hot Lunch Summer

School may be out, but kids can still eat free meals all summer long!

Featuring everyone's favorite meals and snacks from the school year

Plus seasonal specials made with Maine-grown fruits & vegetables

ALL Kids Eat Free

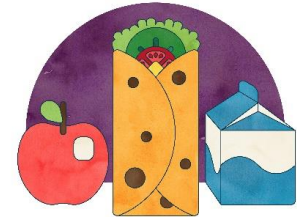
ALL Across Maine - find a location near you!

Scan this QR Code, visit hotlunchsummer.com, or text "Summer Meals" to (914) 342-7744

brought to you by
  

The Maine Department of Education is an Equal Opportunity Provider.

Grab some graphics for your outreach materials!



Maine's Site Finder



- We are promoting the website: hotlunchsummer.com
- USDA texting hotline:
 - Text “summer meals” to (914) 342-7744

Hot Lunch Summer



2023 Summer Reviews

Summer Administrative Reviews occur at least once every 3 years.

Larger Sponsors may be reviewed more frequently.

Reviews will occur onsite this year and Sponsors will be notified in advance.

If operating non-congregate service, this will be a part of the review.



Administrative Review Process

Summer meals paperwork to review

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



Review Process Continued

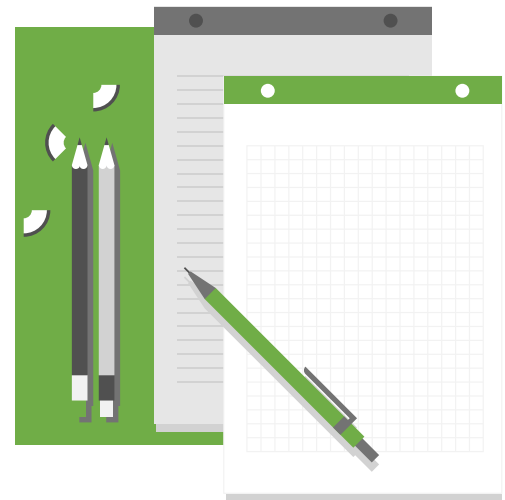
- ☐ Pre-operational visit sheet
- ☐ Two week visit sheet
- ☐ Racial and Ethnic Data Form
- ☐ 4 week visit sheet (site monitoring form)
- ☐ Documentation of staff training
- ☐ Documentation of costs:
Showing Food/Labor/Other

Claim Documentation Needed for Review

Your review period will be one summer claim period.

Documents to be reviewed include:

- Daily tic sheets for the review month
- Consolidated meal count sheet



Paperwork Requirements

Cost Documentation



Have a standard practice labeling your receipts and invoices!

Food - Labor- Other (Costs)

Keep all documentation for 3 years + the current year!

Suggestion - highlight items that are unallowable costs on your receipts and make sure you have an outside funding source for unallowable costs



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.

Paperwork Requirements Camps/Upward Bound



- Camps and Upward Bound Sponsors need to document meals served
 - Breakfast/Lunch/Dinner for each income eligible child or those that have an approved income application

Do not include non-eligible children in the claim for reimbursement!



Top 5 Common Review Findings

- Claim errors and meal count record (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



Common Findings - Camps

Meal Benefit Application Errors - improperly completed:

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

Claiming every child who ate as income eligible children (claims for camps should only count eligible children)



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 Civil Rights Statment

- 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)



Maine Civil Rights 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.



Thank you for attending!

What additional questions do you have?