Summer Food Service Program
2020
Agenda

• Summer Food Service Program Updates
• Meal Pattern Refresher
• NEO
• Paperwork Requirements
• Reviews
• Questions

Disclaimer: This information is current as of May 19, 2020; due to the COVID-19 pandemic, updates and changes may occur. We thank you for understanding.
Additional Training Resources

• **Maine DOE CN SFSP website** has handouts and resources
• Civil Rights Training on [DOE CN Civil Rights](#) page
• Zoom Open Office Hours for SFSP Transition
  – Wednesday, May 20, 2-4 – New Sponsor Support
  – Tuesday, May 26, 2-3 – Transitioning to SFSP
  – Tuesday, June 2, 2-3 – Transitioning to SFSP
Email Paula.Nadeau@maine.gov for Zoom meeting access
• [USDA FNS COVID-19 Resources](#)
Sponsors Resources

Summer Food Service Program

To find a summer meals site near you, click on this link and follow the instructions.

The Summer Food Service Program was established to ensure low-income children have access to free meals during the summer months when school is not in session. Free meals that meet the nutritional needs of children 18 years old and younger at approved SFSP sites in areas with significant numbers of economically disadvantaged children are provided by the USDA.

Schools may review the Seamless Summer Option to reduce paperwork.

2020 Summer

COVID-19 SFSP Resources
Bulk Food Delivery vs Multi-Day Service
Bulk Food-Menu Ideas
Bulk Meal Guidance
Mobile Routes in Area Eligible Locations
SFSP OVS Meal Services Guidelines

During Operations
2020 Daily Meal Count Instructions
Complaint Data Form

Summer 2020 Training Resources
- COVID-19 SFSP Resources
- During Operations
- Filing a Claim for Reimbursement
- Meal Pattern and Supporting Resources
- Pre-Operational Planning
Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN website under the Summer Food Service Program section.

Please take the time to review so you understand your rights and responsibilities as a SFSP Sponsor.
## Current Operations During the 2020 Unanticipated School Closure

<table>
<thead>
<tr>
<th>Date</th>
<th>Lunches Served</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr-19</td>
<td>1,436,520</td>
<td>National School Lunch Program</td>
</tr>
<tr>
<td>Apr-20</td>
<td>1,080,386</td>
<td>Summer Food Service Program</td>
</tr>
<tr>
<td></td>
<td>9,204</td>
<td>National School Lunch Program</td>
</tr>
<tr>
<td></td>
<td>1,089,590</td>
<td>Total Lunches</td>
</tr>
</tbody>
</table>

### Summer 2019:
- 727,612 meals served; 122 Sponsors; 467 Sites

Thank you!!!
## 2020 Reimbursement Rates

<table>
<thead>
<tr>
<th></th>
<th>Rural or Self Prep Sites</th>
<th>All Other Types of Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td>2.375</td>
<td>2.330</td>
</tr>
<tr>
<td><strong>LUNCH or SUPPER</strong></td>
<td>4.1525</td>
<td>4.0875</td>
</tr>
<tr>
<td><strong>SNACK</strong></td>
<td>0.9775</td>
<td>0.9550</td>
</tr>
</tbody>
</table>
WAIVERS
USDA Approved Waivers

• #17 Nationwide Waiver of Meal Service Time Restrictions in the Summer Food Service Program

• #22 Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – EXTENSION

• #25 Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children - EXTENSION
USDA Approved Waivers

- #14 Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites in the Summer Food Service Program

- #15 Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program

- #16 Nationwide Waiver to Allow Offer Versus Serve Flexibilities in the Summer Food Service Program
Nationwide Waivers #17 & 22

#17 Meal Service Time Flexibilities
• Waiver removes time restrictions
• Allows multiple meals to be provided at once
  – Ex. breakfast and lunch together
  – Multiple days of meals at once
• Sponsors must still establish mealtimes
• Expires September 30, 2020

#22 Non-Congregate Feeding Waiver
• Waiver allows meals to be taken and eaten offsite to minimize exposure to COVID-19
• Expires August 31, 2020
Nationwide Waiver #25

Parent and Guardian Pick Up Waiver

• Allows for meal pick-up without the child needing to be present
• Meals distributed only to parents and guardians of eligible children
• Accountability and program integrity must be maintained
• Duplicate meals (seconds) may not be distributed
• Expires August 31, 2020
Nationwide Waiver #14

Using Area Eligibility to Qualify Enrolled Sites

• Closed enrolled site eligibility may be established through area eligibility rather than applications
• Work with DOE CN to qualify
• Expires September 30, 2020
First Week Site Visit Waiver

- Removes the requirement that sponsors visit each of their sites during the first week of operation
  - Experienced sponsors in good standing
  - Sites that operated successfully in Summer 2019
- Expires September 30, 2020
Nationwide Waiver #16

Offer Versus Serve (OVS) Flexibility

• Allows SFA and Non-SFA sponsors to use OVS
• Can be used with the SFSP meal pattern
• OVS is not intended to be a way to avoid meal pattern requirements
• COVID-19 safety requirements must be considered
• Expires September 30, 2020
Pending Waivers

50% Area Eligibility Waiver Extension

• Maine DOE CN applied for an extension to allow sites to operate in non-area eligible locations with a plan to target children in need

• Current waiver expires June 30, 2020
Pending Waivers

Onsite Monitoring Requirements

- Maine DOE applied for an extension to waive onsite requirements for State Agency reviews and Sponsor reviews
- Desk audits would still be done
- Onsite monitoring valuable for program integrity if able to do so safely
- Current waiver expires June 30, 2020
Waivers and Flexibilities

A comprehensive list of waivers accepted by Maine DOE can be found on our website:

- [https://www.maine.gov/doe/schools/nutrition/laws](https://www.maine.gov/doe/schools/nutrition/laws)

Guidance for bulk meals, multi-day meal provision, delivery routes and more on the DOE CN SFSP website under the COVID-19 section.
Safety Reminders

• Utilize CDC and Maine CDC guidance
• Food Safety guidelines continue
• COVID-19 safety considerations
  – theicn.org/prevent
  – SNA has member COVID-19 resources
  – Lunchassist.org/covid-19
Safety Reminders

Use meal distribution strategies that maintain social distancing and avoid the formation of groups or tight lines. Consider “drive-through” style meal pick-up or staggered pick-up times.

Provide parents and guardians with food safety information related to the safe transportation, storage, and re-heating of foods provided.

Follow Federal, State, and local food safety requirements and guidelines. Visit the Centers for Disease Control and Prevention website at https://www.cdc.gov/coronavirus/2019-ncov/community/index.html for more information on how to:

- Encourage staff to clean their hands often.
- Clean and disinfect surfaces.
- Remind staff not to work if they are sick.
- Remind parents and guardians not to come to meal distribution sites if they are sick.
Summer 2020 Resources

• Full Plates Full Potential Grants
  – Anna Korsen akorsen@fullplates.org

Enrichment
• UMO Cooperative Extension
• Let's Go
• Susan L Curtis Foundation
  – Camp Activity Camps and social distancing activities
• DOE working with a group that is interested in further support
• And more including SNAP-ED partnerships
Meal Pattern
School Sponsors

- Schools Food Authorities have option of continuing to follow SBP or NSLP meal patterns rather than the SFSP meal pattern.

- Combining the two meal patterns at one site is not allowed.
The SFSP Meal Pattern has 4 Components

• Milk
• Vegetables and/or Fruit (*considered 1 component*)
• Grains
• Meat/Meat Alternate
  – Nuts and seeds may fulfill the whole component requirement for snack, but no more than ½ of the requirement for lunch/supper
# Breakfast Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Serving</th>
<th>Serve all three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>1 Cup</td>
<td>Required</td>
</tr>
<tr>
<td>Vegetables or Fruit</td>
<td>½ Cup or 4 oz. Juice</td>
<td>Required</td>
</tr>
<tr>
<td>Grains</td>
<td>1 oz. Equivalent</td>
<td>Required</td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td>1 oz. Equivalent</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Breakfast

Milk

1 Cup/8oz

• Unflavored or flavored whole milk, reduced-fat milk, low-fat milk, fat-free.

• Must be served as a liquid.
½ 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 fruit)
Breakfast
Grain Items

1 oz. (Equivalent)

Can be whole-grain or enriched and cereals can be fortified.

Examples of 1 ounce equivalents include:

• Bread: 1 (28g) Slice
• Cereal: 1 oz. (often ¾ cup or 1 cup)
• Pancakes/Waffles: 1.2 oz.
• Muffins/Cereal bars: 2 oz.

You can always serve more than 1 of the item if the item alone does not credit to 1 oz.

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

http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/pubdocs/ExhibitA.pdf
Breakfast
Meat/Meat Alternate (Optional)

1 oz. Equivalent
Serving Meat/Meat Alternate is optional at breakfast.

Examples of 1 ounce equivalents include:
• Lean meat/poultry/fish/other protein 1 oz.
• Cheese 1 oz.
• Eggs ½ large egg
• Cooked dry beans or peas ¼ cup
• Nut/seed butters 2 tablespoons
• Peanuts/soy nuts/tree nuts/seeds 1 oz.
• Yogurt 4 oz. or ½ cup

https://foodbuyingguide.fns.usda.gov/
Offer Versus Serve (OVS)

OVS is designed for congregate feeding and, if used in a non-congregate setting, must be done so with thoughtful planning.

The ability to follow appropriate safety measures when providing OVS meals are factors to consider.
Safety Concerns - OVS

COVID-19 and OVS

• Food items/components would need to be declined BEFORE the family or student receives them.

• Once the child or parent/guardian has taken the food the chance to decline is gone.
How Offer Vs Serve Works at Breakfast?

Offer 4 food items, at least one from each required component.

- Milk
- Fruit
- Grains
- Meat/Meat Alternate

All food items offered must be different from each other.

<table>
<thead>
<tr>
<th>REQUIRED FOOD COMPONENT</th>
<th>YOU OFFER THESE FOOD ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Low-fat (1%) milk</td>
</tr>
<tr>
<td>Fruit and vegetable</td>
<td>Apple slices</td>
</tr>
<tr>
<td>Grains</td>
<td>Whole-wheat toast</td>
</tr>
<tr>
<td>Additional Food Item (meat/meat alternate, fruit/vegetable, grains)</td>
<td>Peanut butter</td>
</tr>
</tbody>
</table>

A child must take at least 3 different food items out of the 4 food items offered, with the option to take all 4.
“Offer Different Items With OVS”

Unlike the School Breakfast Program...

- One large item does not count as two
- Two pieces of toast are not two items
- But -flaked cereal and a puffed cereal are two types of cereals and would count as two different items offered.
# Lunch/Supper Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Serving</th>
<th>Serve all 5 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>1 Cup</td>
<td>1 item required</td>
</tr>
<tr>
<td>Grain</td>
<td>1 oz. equivalent</td>
<td>1 item required</td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td>2 oz. equivalent</td>
<td>1 item required</td>
</tr>
<tr>
<td>Vegetable/Fruit</td>
<td>¾ Cup total, 2 different Items</td>
<td><strong>2 items</strong> required, items must total ¾ cup, and can be no less than 1/8 cup per item</td>
</tr>
</tbody>
</table>
Lunch/Supper
Vegetables and/or Fruit

Different from the breakfast meal pattern-

**3/4 cup total combination of:**
- 2 different vegetables
- 2 different fruits
- 1 fruit and 1 vegetable combination

1 of the 2 items offered may be 100% juice. The second item must be a whole fruit or vegetable

**Example** ¼ Cup Celery ½ Cup Carrots

*Remember items must be over 1/8 cup to credit.*
Lunch/Supper
Grains

1 Ounce Equivalent

• Bread – 1 ounce/ 28 grams slice
• Tortillas – 1 ounce/28 grams
• Pasta or rice – ½ cup = 1 oz. equivalent

https://foodbuyingguide.fns.usda.gov/
Meat/Meat Alternate

2 oz. equivalent

• Lean meat/poultry/fish/other protein 2 oz.
• Cheese 2 oz.
• Eggs 1 large egg
• Cooked dry beans or peas ½ cup
• Nut/seed butters 4 tablespoons
• Peanuts/soy nuts/tree nuts/seeds 1 oz. = 50%
• Yogurt 8 oz. or 1 cup
• Any combination of the above meat/meat alternates that equal 2oz equivalent
Remember!

Items like deli meats, pulled pork, & hamburger, do not credit oz. for oz.

Example:
2 oz. of Deli Turkey is only 1.6 oz. equivalent
You need to provide 3.2 oz. to equal 2 oz. equivalent!

Consult the USDA foods crediting guide:

Or
https://foodbuyingguide.fns.usda.gov/
OVS at Lunch/Supper

• Must offer 5 items from the 4 components

• Must select 3 components

• Watermelon, carrot sticks, and milk is not a meal because watermelon and carrots sticks are from the same component.
OVS at Lunch or Supper

Offer five food items from the four food components:

- Milk
- Fruits & vegetables
- Fruits & vegetables
- Grains
- Meat/meat alternate

All food items offered must be different from each other. For example, orange slices and orange juice are two types of oranges that are not identical, but they are the same food item.

<table>
<thead>
<tr>
<th>REQUIRED FOOD COMPONENT</th>
<th>YOU OFFER THESE FOOD ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Fat-free (skim) milk</td>
</tr>
<tr>
<td>Fruits and vegetables</td>
<td>Green beans</td>
</tr>
<tr>
<td>Fruits and vegetables</td>
<td>Orange slices</td>
</tr>
<tr>
<td>Grains</td>
<td>Whole-wheat roll</td>
</tr>
<tr>
<td>Meat/meat alternate</td>
<td>Grilled chicken</td>
</tr>
</tbody>
</table>
A child must take at least 3 food components out of the 5 food items offered.

*The child may select all 5 food items*
Two Different Components, in any combination

- **Milk** – 8 ounces/1 cup
- **Vegetable and/or Fruit** – $\frac{3}{4}$ cup
- **Grains** - 1-ounce equivalent
- **Meat/Meat Alternate** - 1-ounce equivalent
  - Meat and cheese - 1 ounce equivalent
  - Nut butter – 2 tablespoons
  - Nuts - 1 ounce
Snack

• Milk and juice only cannot be a snack
  – This is a “liquid” snack and kids need something more substantial

• Sweet grain-based foods should not be served as part of a snack more than twice per week

"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."

“Limit the frequency and amounts you serve for foods such as chips, ice cream, and pastries. If a site chooses to purchase food with SFSP funds, it must be creditable under the meal pattern requirements."
Meal Pattern Documentation

• Production Records are not required, but highly recommended!
• Documentation of what was served must be maintained.
• Remember, the documentation is proof you met the meal pattern.

Keep:
• Child Nutrition (CN) labels
• Product formulation statements
• Food purchase receipts
Allowable meal combinations for Open Sites:

Two meals are allowed at each site, with the exception of Lunch and Dinner.

Allowable combinations include:
- Breakfast and lunch
- Breakfast and supper
- Breakfast and snack
- Lunch and snack
- Supper and snack
Meal Flexibilities and Disallowances
SFSP 06-1017

With State Agency approval, Residential Camp or migrant sponsors may serve up to 3 meals each day.

Allowable combinations for 3 meals include:

- Breakfast, lunch, and supper
- Breakfast, lunch, and snack
- Breakfast, supper, and snack
- Lunch, supper, and snack
Unitized vs. OVS

• Unitized meals- All meal components are packaged, delivered, and served as a unit. Milk can be packaged separately.

• Offer Versus Serve- All meal components must be offered, 3 Items (breakfast) or components (lunch) must be taken, the rest may be declined.
Meal Pattern Requirements

• Family Style – camps and closed enrolled sites have this option but must consider safety during COVID-19 operations
  – CDC: plate each child's meal to avoid contact with serving utensils
  – Sufficient amounts must be available to ensure that everyone has access to the required portions of each food component
  – Should encourage children to take full serving
• Cafeteria Style
• Unitized
• OVS
Share Tables

Share Tables are currently not allowed during operations due to COVID-19.

OVS may help with food waste but must be done safely, with planning as explained in prior slides.
Field Trips

• Meals must be kept at safe temperatures and include all the required components (including milk).
• Staff must be trained on what is a reimbursable meal and follow an acceptable meal counting procedure which is to mark each meal after it is given to a child/distributed.
• You must let the Maine DOE know in advance that a field trip is taking place.
Summer in NEO

• NEO – Maine DOE web-based system used for applications, site information sheets, claims and commodities

• Go to gals:
  – Nanci Kittredge
    • 624-6877
    • Nanci.kittredge@maine.gov
  – Terri Fitzgerald USDA Foods Coordinator
    • 624-6882
    • Terri.Fitzgerald@maine.gov
New Sponsors will need access to NEO.

- Please contact Nanci
  - Separate emails and passwords are needed for the person submitting and the person approving the claim (legal agent).

Once you have been provided a username and password please reference the Step by Step guides to the Application and Site Info Sheets found [here](https://neo.maine.gov/DOE/NEO/Accounts) please contact Kate or Nanci if you need further assistance with the application and site info sheets.

- [https://neo.maine.gov/DOE/NEO/Accounts](https://neo.maine.gov/DOE/NEO/Accounts)
<table>
<thead>
<tr>
<th>Steps to Complete Before Operations</th>
<th>Where to go in NEO</th>
</tr>
</thead>
</table>
| **1. Accept the Summer Food Agreement**  
(Agreement between Maine DOE and the Sponsoring organization) the Legal agent needs to accept the agreement before the application | Summer Food tab-Agreement listing- View Agreement- “Accept” at the bottom LEA approve |
| **2. Complete Application**  
(separate from the agreement, the application consists of for program operating budgets) | Summer Food tab-Application Listing- View Summary – Application – View – Save/Submit/LEA approve |
| **3. Sponsor Requests an Advance (optional)**  
(- you need to operate 10 days or more. To be eligible for an advance.) | -Follow the steps for application above. When filling out the application, select “yes” for “are you requesting an advance” – save the application and go back to the annual application packet page, and click “view Advances” when you are finished complete and submit both the Application and the |
## Summer in NEO Continued

<table>
<thead>
<tr>
<th>Steps to Complete Before Operations</th>
<th>Where to go in NEO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 Create a Meal Service Site Address.</strong> <em>(if this site has operated historically check the drop-down list under “site listing” to see if it is there. If it is new, create a name and address and &quot;save&quot;.)</em></td>
<td>Summer Food tab- Site Listing- “Add New”</td>
</tr>
<tr>
<td><strong>5. Fill out a Site Info Sheet</strong> <em>(dates, times eligibility for all locations serving meals)</em></td>
<td>Summer Food tab- Application Listing- View- Add New Site Info Sheet (at the bottom of the page)</td>
</tr>
</tbody>
</table>

The Application and Site Info Sheets need to be submitted by the Sponsor and then LEA or Legal Agent Approved every time a change has been made!
Types of Meal Sites

- **Open** - Serve everyone 18 and under

- **Closed enrolled** - Serve a defined group of children where 50% are qualified through census or income applications

- **Residential Camp** - Overnight camps are allowed 3 meals a day instead of 2. Meals claimed are only for those with income applications. All Children who receive a meal must be checked off by name. Only meals served to eligible children can be claimed for reimbursement.
Site Eligibility
Every location meals are served must have a Site Info Sheet
The site must qualify as a location servicing a “low income” population by the following eligibility criteria.

- Local School Data
- Census data
- Collection of meal benefit applications by the sponsor (Camps/Enrolled Sites)

- 50% Eligibility Waiver currently allows meals to be offered non-eligible areas, but expires June 30th, 2020;
  DOE has applied for an extension
## Site Eligibility
(Site Info Sheet)

<table>
<thead>
<tr>
<th>Site Type</th>
<th>Method of Eligibility Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>School or Census Tract Data</td>
</tr>
<tr>
<td>Closed Enrolled Site</td>
<td>Household applications/ Area eligibility</td>
</tr>
<tr>
<td>Migrant Site</td>
<td>Eligibility based on information obtained from a migrant organization</td>
</tr>
<tr>
<td>Residential Camp</td>
<td>Household applications collected. Camps can only claim children that are eligible for free/reduce meals</td>
</tr>
</tbody>
</table>
Instructions on Eligibility Applications

For Camps

Determining Eligibility for Student Meal Benefits - Webinar.

http://maine.gov/doe/nutrition/resources/DeterminingEligibilityforStudentMealBenefits.mp4

Other names for this form:
-Student Application
-Meal Benefit Application
-Eligibility Application
-Free/Reduced Lunch Form
-Lunch App
NEO Creating a New Site info sheet

• For all non-school locations – contact DOE in advance to obtain site eligibility

• Please ensure you are checking off the correct eligibility on the Site Info Sheet.
  – If you are unsure about what to select – please contact Adriane, Kate, or Nanci
  – If you need to make edits to the site address, find the site in the "Site Listing" and select “Update” rather than creating a new site altogether.
Not Acceptable Eligibility

Not Acceptable Eligibility Descriptions for "other"
Don’t Write: "operated in SY 19 or SY 18"

Instead indicate the most recent qualifying year and how it qualified.

Write: "SY 17 – Pine Tree Middle School 65%F/R"

Don’t Write: Covid19 or Pandemic

For those of you operating under the 50% eligibility waiver your eligibility will have to be reassessed for operations after June 30th
Changes Needed in NEO For Those That Are Operating During Emergency Feeding

• Changes/Corrections are needed on Site Info Sheets for those Sponsors that are currently operating March-June

• Changes to Site Info Sheets need to be completed/approved before June 1st
Site Info Sheets edits for sites operating March /April/May/June

- Double check for an accurate Start and End Date
- Number of Meal Service Days in each month  
  Serving days should represent all days you have provided meals to children. (not how many days are in a month)
- Serving Times
  - Meal times must reflected the duration of time you are serving meals. NEO now allows you to put the same time for two different meals.
  - **Multiple Meal Distribution**- Use the text box designated for a Camp's schedule and non-operating Holidays to write your distribution schedule. if you are serving multiple days worth of meals at once. (example: “we are distributing Mon, Wed, Fri for 7 days worth of meals”)
Site Info Sheets edits for sites operating March /April/May/June

• Monitoring Dates
  If your Site is going to continue to operate past June 30th, enter monitoring dates
    - Pre-Operational Form (for all new sites)
    - 4-week Monitoring form ( all Sites)
    - The 1st week visit has been waived

• OVS -indicate if you are doing offer vs serve
You may combine 2 months of operating into one claim as long as the additional month is under 10 operating days.

- you may not combine 3 months into one claim no matter how many days
NEO Claims

Be careful to select the correct month when filing. *Example you will be filing in July for the June claim – select June.*

Make sure to “submit”, “save” is not submit- then the Legal Agent can approve the claim.

*Legal agent must “Approve” or the claim will not be paid.*
# Days of operation – Total number of days you served/provided meals in this month

Total Number of Meals Served – if you are an enrolled camp that collects applications, you may record all meals served– you will only be reimbursed for eligible meals, if you are an open site, record adults meals served along with children.

Eligible 1st meals – the Sum of all meals served during the claiming period to eligible students – do not include adults/or Camp residents not eligible.

2nd meals- the total number of second meals served to eligible students – Neo will do the 2% calculation for you, and it will be reflected in the Reimbursable Count
Paperwork Requirements

• Copy of Public Notification/Press Release if done by the sponsor
• Staff training agendas (including Civil Rights)
• Onsite Monitoring forms: Pre-visit, first week (if applicable), monitoring form (4 week visit)
• Racial and ethnic data collection form
• Documentation for meals served daily at each site
• Documentation of food purchases and receipts, labor, and other expenses

https://www.maine.gov/doe/schools/nutrition/programs/sfsp
Mandatory Press Release

• Maine DOE CN will be submitting the press release on sponsors' behalves this year.
• Sponsors may also submit one; it is recommended but not required.
• Must include the full non-discrimination statement. If a publication does not run your press release or does not include the non-discrimination information that is fine, but there must be documentation that efforts were made to do so.
• If you submitted one, post to your organization’s website and keep a copy on file!
Civil Rights Reminders

• All staff must receive Civil Rights training prior to the start of program operations.
  - Maine DOE CN has a recorded training available on website.
• Materials must contain both the Maine and Federal non-discrimination statements.
• Racial and Ethnic Data Collection Forms must be completed once per site.
• Reasonable accommodations are made when needed.
Public Notification

All FNS assistance programs must include a public notification system

The purpose of this system is to inform applicants, participants, and potentially-eligible persons of:

• Program availability
• Program rights and responsibilities
• The **policy of nondiscrimination** and
• The **procedure for filing a complaint**
Sponsors must:

• Make program information available to the public upon request
• Prominently display the “And Justice for All” poster even on mobile routes
• Inform potentially eligible persons, and participants of changes to programs.
• Convey the message of equal opportunity in all photos and other graphics that are used to provide program or program-related information
• Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for LEP persons.
Staff Training Requirements

All staff must receive Civil Rights training – Webinar recorded on our website

Other training topics might include:

• SFSP 2020 COVID-19 operational needs
• Communicating that meals are for children only
• Accountability of meals being served
• Food safety and handling
• Trash removal
Save Training Agendas!

• This is your documentation!
Have each employee/volunteer sign and date the agenda when the training took place, keep this documentation on file for 3 years + the current year.
Site Monitoring Forms
Required Monitoring Forms

Please update your Site Info Sheets for monitoring dates if you are continuing to operate past June 30th.

Site Monitoring Forms:

• **Pre-Operational Visit**— For all new sites, and any that experienced a problem last year.

• **First Week Visit**— For all new sites, and any that experienced a problem last year.

• **Site Monitoring Form**— To be completed at each site/camp during the first four weeks of operation (required for everyone).

• **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.
Documentation of Meal Counts/Tic Sheets

- Record (count) each meal as it is served
- Keep all copies of daily Tic Sheets centrally located
- Tic Sheets completed on site during/after meal service
- Type of meal and date indicated on each sheet!
Daily Meal Count Record Form (Tic Sheet)

- Name of site
- Date
- Type of meal (breakfast/Lunch/Dinner)
- Mark off the numbers as a child receives a meal
<table>
<thead>
<tr>
<th>Mealtimes</th>
<th>Meals Served</th>
<th>Total Meals Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
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<td>5</td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<td>2</td>
<td></td>
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<tr>
<td>1</td>
<td></td>
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<tr>
<td>Total Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Total damaged/incomplete/other non-reimbursable meals:**

**Total leftover meals:**

**Total items:**

1. Number of additional children requesting a meal after all available meals were served:
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

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

Signature: [Signature]
Date: 7/10/17
Date of Service ≠ Date of Signature

Tick marks were not used for each child receiving a meal

Adults were counted as reimbursable meals
Meal Counts

• PLEASE – have a tic mark representing every child who ate! *Not just one number circled on the tic sheet.*

• At the end of each month, consolidate your daily Tic Sheets onto one form (the Consolidated Meal Count Form or an excel spreadsheet)
## Consolidated Meal Counts in Excel

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Meals</th>
<th>Elegible 1st</th>
<th>2nd Meal Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/16/2018</td>
<td>15</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>6/17/2018</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>6/18/2018</td>
<td>13</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>6/19/2018</td>
<td>6</td>
<td>6</td>
<td></td>
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<tr>
<td>6/20/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/21/2018</td>
<td>16</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>6/22/2018</td>
<td>16</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>6/23/2018</td>
<td>14</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>6/24/2018</td>
<td>17</td>
<td>17</td>
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<tr>
<td>6/25/2018</td>
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<tr>
<td>6/26/2018</td>
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<tr>
<td>6/27/2018</td>
<td>18</td>
<td>18</td>
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</tr>
<tr>
<td>6/28/2018</td>
<td>20</td>
<td>19</td>
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<tr>
<td>6/29/2018</td>
<td>15</td>
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<td>1</td>
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<tr>
<td>6/30/2018</td>
<td>14</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 181 170 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Meals</th>
<th>Elegible 1st</th>
<th>2nd Meal Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/16/2018</td>
<td>14</td>
<td></td>
<td>13</td>
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<tr>
<td>6/17/2018</td>
<td>12</td>
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<td>6/18/2018</td>
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<tr>
<td>6/19/2018</td>
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<td>6/20/2018</td>
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<tr>
<td>6/21/2018</td>
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<td>6/22/2018</td>
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<td>6/23/2018</td>
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<td>6/24/2018</td>
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<td>6/26/2018</td>
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<td>6/28/2018</td>
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<td>12</td>
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<tr>
<td>6/29/2018</td>
<td>13</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>6/30/2018</td>
<td>7</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 128 113 2

Simple addition is the most common finding!
Examples of Cost Documentation
Receipts

Have a standard practice labeling your receipts and invoices!

Food – Labor- Other are the three categories broken out on your claim to report expenses.

Suggestion- highlight items that are unallowable costs on your receipts, so they are not charged to your food service account.
Unallowable Costs

• Indirect costs
  – Any costs/charges that not directly related to production.
  – Meals that cannot be claimed:
    Adult meals or dropped meals
  – Document the cost break-out on invoices

• Capital expenditures
  – Fixed assets, such as land, buildings etc.
Cost Documentation
## Cost Documentation

<table>
<thead>
<tr>
<th>Item#</th>
<th>Qty</th>
<th>U/M</th>
<th>Brand</th>
<th>Description</th>
<th>Pack</th>
<th>Weight</th>
<th>Price</th>
<th>Sts</th>
<th>Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10486</td>
<td>4</td>
<td>CS</td>
<td>SARA LEE</td>
<td>CROISSANT SLICED WG 2.35oz</td>
<td>4/12</td>
<td>34.5600</td>
<td>138.24</td>
<td>.7200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33096</td>
<td>1</td>
<td>CS</td>
<td>Aunt Jemima</td>
<td>FRENCH TOAST STICKS WHL GRN</td>
<td>2/5LB</td>
<td>21.2100</td>
<td>21.21</td>
<td>.1326</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10895</td>
<td>2</td>
<td>CS</td>
<td>FLOWERS</td>
<td>ROLL BURGER WHOLE GRAIN</td>
<td>10/12CT</td>
<td>25.1100</td>
<td>50.22</td>
<td>.2093</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10642</td>
<td>1</td>
<td>CS</td>
<td>BRAKEBUSH</td>
<td>CHICKEN PATTY WG BRD FC O</td>
<td>51/3.15</td>
<td>31.8900</td>
<td>31.89</td>
<td>.6253</td>
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<tr>
<td>73336</td>
<td>2</td>
<td>CS</td>
<td>KayemFoods</td>
<td>BEEF POT ROAST FRESH</td>
<td>2/8 lb</td>
<td>33.14</td>
<td>4.8500</td>
<td>160.73.3031</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Weights: 16.90</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>FRESH MEATS CATEGORY TOTAL</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td>CS</td>
<td>Allowance #15104</td>
<td><strong>FRESH MEATS CATEGORY TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9744</td>
<td>1</td>
<td>CS</td>
<td>EASYNAP</td>
<td>NAPKIN KRFT DIXIE ULTRA EASYNAP</td>
<td>24/250CT</td>
<td>58.9900</td>
<td>58.99</td>
<td>.0098</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11402</td>
<td>2</td>
<td>CS</td>
<td>BROWN BOX</td>
<td>TEASPOON PLST MED WHITE</td>
<td>1/1000CT</td>
<td>8.8300</td>
<td>17.66</td>
<td>.0088</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td><strong>DISPOSABLES CATEGORY TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREIGHT</td>
<td>1</td>
<td>CS</td>
<td>Dennis</td>
<td>FUEL SURCHARGE</td>
<td>1/1</td>
<td>3.8000</td>
<td>3.80</td>
<td>.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>System Required CATEGORY TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Food**: 750.20  
**Non**: 80.45

<table>
<thead>
<tr>
<th>Dry: 9</th>
<th>Refr: 12</th>
<th>Froz: 13</th>
<th>PIR: 0</th>
<th>Total: 34</th>
<th>Subtotal</th>
<th>Tax</th>
<th>Bottle Deposit</th>
<th>Total</th>
</tr>
</thead>
</table>

AN

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Child Nutrition  
Maine Department of Education
Serving Seconds

• Non-congregate sites may not serve seconds
• Serving seconds is an option for all other sites
• A second serving must be a complete meal and provided only after all attending children have been served first meals
• You are only reimbursed for 2% of first meals served
• Document on the consolidated meals sheet
• Some programs will do this on Fridays when leftovers will not last over the weekend
Procurement/Purchases

- During the COVID-19:
"Federal procurement regulations at 2 CFR 200.320(f) allow procurement by noncompetitive proposals when there is a public emergency."

Recommendations:
- Compare prices between suppliers and shop around for the best price
- Shop with Ethics – fairness
- Local foods when available
Join Harvest of the Month (HOM) this summer!

- Serve local Maine products and support our farmers and economy
- Expose students to new and healthy foods
- Improve overall quality of food served
- Serve the local HOM product at least 2x per month (local = Maine grown, caught or harvested)
  - Summer is the best and easiest time of year to source locally in Maine!
  - Summer squash and cucumbers are the July and August highlights, but don’t limit yourself to just these when so much is available!
- We will mail you HOM promotional and educational materials to use how you’d like
Our commitment to you...

- **Free marketing materials and artwork:**
  - Posters
  - Fact and recipe sheets
  - Stickers
- **DOE Farm and Sea to School Website:** full of recipes, resources, and videos!
- **Monthly e-newsletter:** includes up-to-date list of farm information to help you source each month’s highlighted ingredient
- **Farmer contact assistance:** our Farm and Sea to School Coordinator will help connect you with local farms based on your specific needs and interest!
There are many ways to source locally...

(Local is defined as grown or caught in Maine)

- Farmers market
  - This is a great place to meet your local farmer and start a conversation/partnership!
- Direct from the farmer
- Through food distributor
- Farm cooperative
  - (ie. Daybreak Growers Alliance is a cooperative of several farms working together to consolidate their offerings and deliveries)
- School gardens/greenhouse
Springworks lettuce for June (leafy greens month) in Falmouth!
Pledge to participate this summer!

- Pledge online at: https://www.maine.gov/doe/harvestofthemonth/summer
- Contact the DOE Farm and Sea to School Coordinator for questions or support
  - Robin.Kerber@maine.gov
  - 592-0820
Leftover Funds

- Can be put towards the next year’s Summer Meals Program
- Can be used for other Child Nutrition Programs

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

Summer meals paperwork to review

• Inventory
• 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
- First week visit sheet
- Ethnic and Racial Data Form
- 4 week visit sheet
- Documentation of staff training
- Employee time attributed to the program
Claim Documentation Needed for Review

Your review period will be 1 claim period

Documents to submit include:

• Daily tic sheets for the claim month
• Consolidated meal count sheet
• Documentation of costs:  
  Showing Food/Labor/Other  
  (subject to change if emergency feeding continues)
Common

REVIEW FINDINGS
Common Findings - Residential Camps

- Meal Benefit Application Errors - improperly competed:
  - Missing SS#
  - Missing names from all members in the household
  - Not signed

- Claiming every child who ate as income eligible without documentation
• Serving meals at a site that *hasn’t* been created and approved in NEO
  – New meal sites must be created in NEO and approved by DOE *before* service.
  – DOE needs to make sure the site is eligible before you serve meals at the site.
Common Findings - NEO

- Not updating **Site Info Sheet** in NEO as dates or serving times change.
- You can update at anytime!
Common Findings- Training

• Staff Training Not Conducted
  – Not training all applicable program staff
  – Documentation is missing/ incomplete regarding staff training
  – Training conducted after program operations began
Common Findings – Unallowable Costs

• Food items purchased that are not a part of the meal pattern
• Shared utilities
• Employees who have additional responsibilities outside of food service and are not on a timecard

- You need additional funding from outside of food service to cover unallowable costs.
Common Findings- Recipes

- Recipes/Production Records- needed or recommended for programs
  - **No**, these are not a requirement, but you do need to provide proof you are meeting the meal pattern.
  - Having recipes provides a standard of practice
Now is the time to promote your program!

- Whether you are continuing your program as is, or if it will look different after June 30th, now is the time to advertise with your captive audience.

- If you know of a program in your area that is not continuing to operate after June, ask the local sponsor to help to promote your program at this time.
State Level Outreach and Promotion

• We advertise all open meal sites on the website **Summer Food Rocks***

• You can also find meal sites near you and their operating times by **texting** “summer meals” to **97779**

*This was used in 2019; if it changes, we will let you know.

Current closure sites advertised on USDA Meals for Kids Site Finder [https://www.fns.usda.gov/meals4kids](https://www.fns.usda.gov/meals4kids)
Contacts

Adriane Ackroyd
adriane.ackroyd@maine.gov
624-6726

Kate Fayle
kaitlin.fayle@maine.gov
624-6666

Nanci Kittredge
624-6877
nanci.kittredge@maine.gov
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(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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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.
Questions?

What questions do you have?