Child Nutrition
Maine Department of Education

Summer Food Service Program 2019

SUMMER PROGRAM

We Have Moved
in more ways than 1!

Send Mail to: 136 State House Station
Augusta, Maine 04333

Physical address: 90 Blossom Ln, Augusta
in the 1st floor of Deering Building!

Our New Web Address
https://www.maine.gov/doe/schools/nutrition/programs

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Agenda

- Program Updates
- Civil Rights
- Meal Pattern Options
- SFSP in NEO
- Paperwork Requirements
- Outreach

***This training counts towards 2.75 hours of continuing education**

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Summer 2018!

Summer of 2018, 123 Sponsors provided 727,238 meals and snacks throughout Maine at 450 sites!

In July, the Average Daily Attendance was 15,050 participants!

Thank you!

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2019 Reimbursement Rates

	Rural or Self Prep Sites	All Other Types of Sites
BREAKFAST	2.2975	2.255
LUNCH or SUPPER	4.0325	3.9675
SNACK	0.9525	0.9325

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USDA Updates

- USDA rescinded some flexibilities
- Maine was approved to continue the following:
  - Meal time flexibilities
  - Offer versus Serve flexibilities
  - Area eligibility for closed enrolled sites with DOE permission

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USDA Updates

Important Change

Starting Summer 2019, all sponsors must complete the first week visit monitoring form for all sites.

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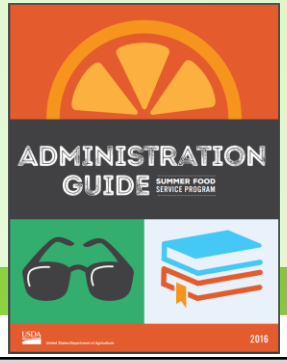

USDA Resources

https://www.fns.usda.gov/sfsp/handbooks

What Resource?	Content	Last Update
Administrative Guidance for Sponsors	Detailed overview of SFSP	2016
Sponsor Monitor's Guide	Guidance for staff who act as liaisons between the sponsor and sites	2017
Nutrition Guidance for Sponsors	Menu planning, nutrition information, record-keeping and more	2018
Site Supervisor's Guide	Guidance for staff who oversee sites	2017

New Promotional Materials

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Promotional Materials

New for 2019

- Lawn Signs - New design
- Rack Card Fliers - New design
- Extra bookmarks
- Customizable electronic fliers - be on the lookout

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Summer 2019

Site Expansion

- Maine State Parks
- WIC/Rural Health Centers
- Any other ideas?

Expansion Partners

All of you!!!!

- Maine Credit Union League
- Full Plates Full Potential
- Good Shepherd Food Bank
- SNAP-Ed
- UMaine Cooperative Extension
- Maine Dairy and Nutrition Council

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Maine Harvest of the Month

March 29th, 2019

HOM Program Background & Goals

- Harvest of the Month (HOM) is a marketing campaign that has been adopted by states nationwide to help promote the use of seasonally available, local products

- A different unique crop or product is highlighted each month.

- Goals:
  - To increase the consumption & purchasing of local products
  - To support Maine's farmers, producers, and local economy

HOM Program Overview

- Pilot Program—April, May & June
  - Full roll out of program beginning Sept 2019
- 165 Maine schools participating in HOM
- 85+ producers signed up to sell HOM products

HOM Pledge—expectations

- Serve the local HOM product at least 2x per month (local = Maine grown or caught)
- Display promotional HOM materials provided by DOE
- Track local purchases
- Take part in pre-and post-evaluations

HOM Pledge—additional optional activities

- Conduct educational activities, such as taste tests or incorporation into classroom lessons

- Send monthly updates (photos and stories, which may be featured in our newsletters, website, social media)

HOM Calendar

Month	Product
January	Maine Potatoes
February	Maine Root Vegetables
March	Maine Protein
April	Maine Dairy
May	Maine Wild Blueberries
June	**Maine Leafy Greens**
July	**Maine Summer Squash**
August	**Maine Cucumbers**
September	Maine Tomatoes
October	Maine Apples
November	Maine Brassicas
December	Maine Winter Squash

HOM Resources

- Free Marketing Materials
- Website
- Regional Trainings
- Technical assistance

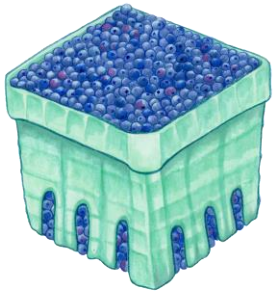
HOM Marketing Materials

What you'll get each month:

- 2 posters per participating organization per month
- 2 HOM Product Fact Sheets per month
- Stickers for students
- Artwork

HOM Artwork

- Use HOM artwork to promote!
  - Menus
  - Menu boards
  - Newsletters



Available Daily:
- Yogurt & Cheese Stick with Homemade Granola
- Chicken Patty
- Baby Carrots
- Fresh Apples
- Applesauce
- Salad Bar

Old Orchard Beach High School

April Lunch Menu

Milks Choices:
1% Milk
Skim Milk
Chocolate Milk
(selections may vary

1 Tangerine Chicken w/ Brown Rice Cheese Pizza Steamed Carrots Diced Pears	2 Brunch for Lunch! French Toast Sticks with Cheese Omelet or Sausage Chicken Strip Basket Hash Brown Rounds Celery Mixed Fruit	3 Early Release Day Bosco Sticks Chicken Strips & Fries Carrots Fresh Apples	4 Cheesy Spaghetti Bake with Dinner Roll Pepperoni Pizza Steamed Broccoli Strawberries	5 Chicken Tenders with Biscuit Bosco Sticks with Marinara Baked Beans Oranges
8 Cheeseburger or Hamburger Cheese Pizza Potato Smiles Diced Pears	9 Cheesy Pazzo Bread with Marinara Chicken Strip Basket Green Beans Mixed Fruit	10 Hot Dogs Chicken Parmesan Sandwich Sweet Potato Crinkle Fries Fresh Broccoli Craisins	11 Ground Beef Tacos with Brown Rice Pepperoni Pizza Refried Beans Diced Peaches	12 No School!
15	16 School Vacation Week!	17	18	19
22 Popcorn Chicken with Dinner Roll Cheese Pizza Cinnamon Roasted Chick Peas Diced Pears	23 Nacho Day! Nachos with Homemade Chili and Cheese Sauce Chicken Strip Basket Steamed Broccoli Mixed Fruit Cheese sauce made with Oakhurst Milk!	24 BBQ Chicken with Dinner Roll Chicken Parmesan Sandwich Mashed Potatoes Corn on the Cob Diced Peaches	25 Shepherd's Pie with Dinner Roll Pepperoni Pizza Steamed Carrots Oranges	26 Big Daddy's Pizza Bosco Sticks with Marinara Green Beans Bananas
29 Grilled Cheese Cheese Pizza Tomato Soup Diced Pears	30 Homemade Macaroni and Cheese with Dinner Roll Chicken Strip Basket Santa Fe Black Beans Mixed Fruit Cheese sauce made with Oakhurst Milk!	MAINE Harvest of the Month	We have partnered with Maine's Harvest of the Month! This month's feature is Maine Dairy Products! Check for a milk icon to see what's made with Maine dairy– from Oakhurst!	

Entree Salad of the Day:

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Caesar	Ranch Chicken BLT Salad	Cobb Salad	Greek Salad	Spring Salad

This institution is an equal opportunity employer.

Menu is subject to change.

HOM Website

- Maine DOE Child Nutrition > Programs > Harvest of the Month
  - www.maine.gov/doe/harvestofthemonth
- Interactive Map
- Downloadable marketing materials
- Recipes
- Featured stories about HOM schools and producers!

HOM Homepage

Maine Harvest of the Month | De

https://www.maine.gov/doe/harvestofthemonth

Apps Gmail Home - Asana Spotify MFSN Mailchimp HOM Canva The Visual Food En... HOM Website Excel>Outlook Email

Education

About | Maine Educators | Teaching & Learning | Maine Schools | Testing & Accountability | Data & Reporting | Funding

Home → Maine Harvest of the Month

- HOM Home
- HOM for Schools
- HOM for Producers
- HOM Materials
- HOM Calendar
- HOM Map
- Maine Child Nutrition

Maine Harvest of the Month

ABOUT THE PROGRAM

The Maine Harvest of the Month (HOM) is a campaign that helps to promote the use of seasonally available, local products in schools, institutions, and communities. The program, which highlights a different Maine product each month, aims to provide students with local and healthy produce, while supporting Maine's farmers and producers.

HOW TO GET INVOLVED

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HOM - Schools

Harvest of the Month - Schools

https://www.maine.gov/doe/harvestofthemonth/schools

Apps | Gmail | Home - Asana | Spotify | MFSN | Mailchimp | HOM | Canva | The Visual Food En... | HOM Website | Excel>Outlook Email

EDUCATION

About | Maine Educators | Teaching & Learning | Maine Schools | Testing & Accountability | Data & Reporting | Funding

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Harvest of the Month - Schools

To participate in Harvest of the Month (HOM), we are asking districts/schools to take a pledge to:

- Serve the local HOM product at least 2x per month (local = Maine grown or caught)
- Display promotional HOM materials provided by DOE
- Track local purchases
- Take part in pre-and post-evaluations

Optional:

- Conduct educational activities, such as taste tests or incorporation into classroom lessons
- Send monthly updates (photos and stories, which may be featured in our newsletters, website, social media)

We will provide you with:

- Printed marketing materials (IE: posters, recipe cards, stickers)
- Program training and ongoing technical support, as needed
- Monthly newsletter
- Recognition in participating in HOM

Take the pledge by March 5th!

Maine Harvest of the Month Pledge

Join the Maine Harvest of the Month (HOM) program and take the pledge and join dozens of

2:52 PM
3/5/2019

HOM Map

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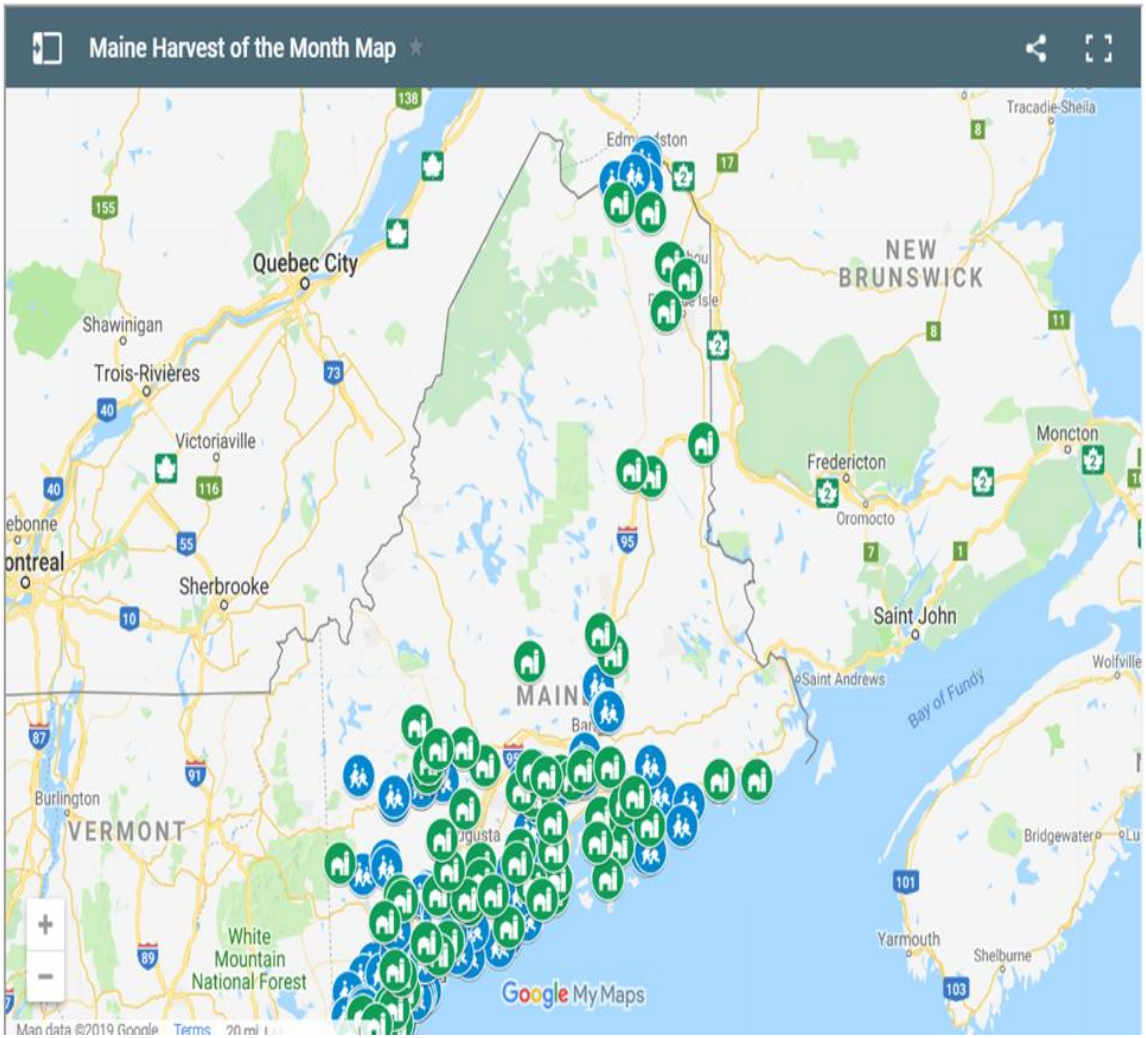
Harvest of the Month Map



HOM Map Expanded

Home → Maine Harvest of the Month → Harvest of the Month Map

- HOM Home
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Harvest of the Month Map

Winterberry farm

Business Name
Winterberry farm

Type of Business
Farm

Contact First Name
Mary

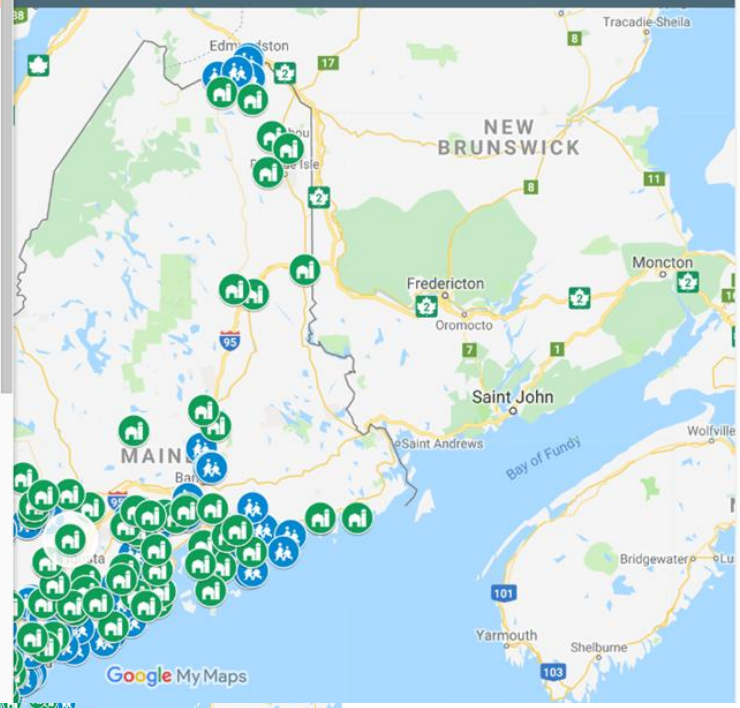
Contact Last Name
Perry

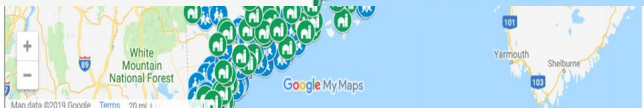
Contact Job Title
Owner of Winterberry farm

Email Address
info@winterberryfarmstand.com

Available HOM Products
Maine Root Vegetables (February), Maine Leafy Greens (June), Maine Summer Squash (July), Maine Cucumbers (August), Maine Tomatoes (September), Maine Brassicas (November), Maine Winter Squash (December)

Are you already selling to schools?





HOM Social Media & Communications

Share your stories and pictures to be featured!

- Maine Harvest of the Month Facebook Page
- Maine Harvest of the Month Instagram @mainehom & #mainehom
- Monthly HOM Newsletter Feature
- Maine DOE Website Feature

Let us know if you'd like us to visit your school on an HOM day!

Questions & Contact Information

Jenn So, Harvest of the Month Program Manager

Jenn.So@maine.gov

207-624-6639

Stephanie Stambach

Stephanie.Stambach@maine.gov

207-624-6732

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Civil Rights

Federal and State of Maine Regulations and Requirements

Civil Rights Legal Authorities

Title VI of the Civil Rights Act of 1964

- Race, Color, and National Origin

Civil Rights Restoration Act of 1987

- Clarifies the scope of the Civil Rights Act of 1964

Section 504 of the Rehabilitation Act of 1973 & Americans w/Disabilities Act of 1990 (ADA); ADA Amendments Act of 2008.

- Disability

Age Discrimination Act of 1975

- Age

Title IX of the Education Amendments of 1972

- Sex

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Civil Rights Program Authorities

- 7 CFR Parts 15, 15a and 15b Nondiscrimination, Education, Disability
- 7 CFR Parts 210, 215, & 220 (NSLP, SMP, SBP) 7 CFR Parts 225 & 226 (SFSP, & CACFP)
- 28 CFR Part 35: Nondiscrimination on the Basis of Disability in State/Local Government Services
- 28 CFR Part 42: Nondiscrimination in Federally Assisted Programs
- Executive Order 13166 – “Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000)
- USDA LEP Policy Guidance (79 Fed. Reg. No. 229. Friday, November 28, 2014)
- USDA Departmental Regulation 4330-2
- FNS Instruction 113-1

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Equal Opportunity for Religious Organizations

7 CFR Part 16:

- This regulation ensures a religious organization is eligible, on the same basis as any other eligible private organization, to access and participate in USDA assistance programs.

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What is Discrimination?

Different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on a protected class.

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Complaints of Discrimination

Complaints are based on one or more of the six Federally protected bases:

1) Race
2) Color
3) National Origin
4) Age
5) Sex
6) Disability

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Protected Classes Under Maine State Law

- Adds protections for persons with regard to religion, ancestry, and sexual orientation
- All Federal Child Nutrition Programs operating in public school districts in the State of Maine must adopt both Federal and State protected classes

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Equal Access

- To ensure all children are served
- All children have equal access to services and facilities
- Reasonable accommodations are made for persons with disabilities and for those needing language assistance

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LEP Language Assistance

- SFSP Sponsors must take “reasonable steps” to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP)

- LEP: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English

www.lep.gov for more information

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Civil Rights Training

- Subrecipient agencies are responsible for training their local sites, including “frontline staff” who interact with applicants or participants on an **annual basis**
- New employees before participating in Program activities
- Volunteers must receive training appropriate to their roles and responsibilities

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Civil Rights Training

All staff should receive training on all aspects of Civil Rights compliance, including:

- Collection and use of data;
- Effective public notification systems;
- Complaint procedures;
- Compliance review techniques;
- Resolution of noncompliance;
- Requirements for reasonable accommodation of persons with disabilities;
- Requirements for language assistance;
- Conflict resolution; and
- Customer service.

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Racial/Ethnic Data Collection

- Every sponsor must determine the number of potentially eligible participants by racial/ethnic category for the area served

- **Purpose:** To determine how effectively FNS programs are reaching potentially-eligible persons and beneficiaries
- Applicants shall be assured that the information is required for and used for statistical purposes only and has no effect on eligibility criteria
- All income application information is confidential
- Can share aggregated data, like percentages, with the public
- Children must not be surveyed

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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

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Elements of Public Notification

Sponsors must:

- Make program information available to the public upon request
- Prominently display the “And Justice for All” poster
- Inform potentially eligible persons, applicants, participants and grassroots organizations of programs or changes in 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

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Mandatory Press Release

- The press release is mandatory for every single sponsor
- It must be sent out before program operation
- It must include the full non-discrimination information. 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.
- It is also recommended this be shared on a website
- Keep a copy on file!

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Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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Nondiscrimination Statement *(Spanish)*

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) correo: 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;
(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

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Nondiscrimination Statement

USDA Nondiscrimination Statement (NDS)

When in doubt get State Agency approval prior to use of the short version.

"This institution is an equal opportunity provider."

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Maine Nondiscrimination 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.

If you wish to file a discrimination complaint electronically, please select File a Complaint and complete an intake questionnaire. Before completing this process it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to, you please review the publication "What It Is! How It Works!". Maine is an equal opportunity provider and employer.

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“And Justice for All” Poster

- Display the poster in a prominent location for all to view

- AD-475A
  - New required version for all Supplemental Nutrition and School Meals programs
  - Poster reflects new graphic

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Complaints of Discrimination

- Complaints based on Federally protected bases shall be accepted and forwarded to the USDA/FNS Regional Office of Civil Rights
- Complaints based on Maine's protected classes must be sent to Maine Human Rights Commission
- Maine Department of Education Child Nutrition must be notified
- Complaints must be filed within 180 days from the alleged act of discrimination
- Complaints may be written, verbal, or anonymous

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Complaints of Discrimination

- State agencies or subrecipient agencies may develop their own complaint forms, but the use of such forms cannot be a pre-requisite for acceptance
- A **separate** Civil Rights complaint log shall be maintained by the State & subrecipient agency
- Confidentiality is extremely important and must be maintained

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Civil Rights Complaints Process

USDA Discrimination Complaint Form

English
AD-3027
Spanish
AD-3027 (Spanish)

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Contact Information

Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333-0051
Telephone (and via Relay): 207-624-6290
Facsimile: 207-624-8729
Website: www.maine.gov/mhrc

Steve Miliano

Civil Rights Director, Northeast Regional Office

Food and Nutrition Service

10 Causeway St. Suite 501

Boston, MA 02222

POC stephen.miliano@fns.usda.gov

Office: (617) 565-642

FAX: (617) 565-6473

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Compliance Reviews

- Examine the activities of State agencies, subrecipients, and local sites to determine Civil Rights compliance
- FNS Civil Rights and Program staff review State agencies
- FNS staff and State agencies review subrecipients. Subrecipients review local sites.
- Significant findings must be provided in writing to the reviewed entity and to FNS

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Pre-award Compliance Reviews

State agencies, subrecipient agencies, and local sites must be in compliance with Civil Rights requirements prior to approval for Federal financial assistance.

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Routine/Post-Award Compliance Reviews

FNS and State agency must conduct routine compliance reviews as identified by FNS Instruction 113-1 and program-specific regulations, policies

Sample post-award review questions

- Do printed materials contain the nondiscrimination statement?
- Is the *And Justice For All* poster displayed appropriately?
- Are program informational materials available to all?
- Is data on race and ethnicity collected appropriately?
- How are applicants and participants advised of their right to file a Civil Rights complaint of discrimination?
- Are reasonable accommodations appropriately made for people with disabilities?

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Resolution of Non-Compliance

- A factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction, or guidelines, is not being adhered to by a State agency, subrecipient agency, or a local site.
- Steps must be taken immediately to obtain ***voluntary*** compliance.
- A finding's effective date is the date of notice to the reviewed entity.

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Accommodating Disabilities

What is the definition of *disability*?

- A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

- Major life activity means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
  - functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, and reproductive functions. (ADA Amendments Act of 2008)

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Reasonable Modifications

- Meal Modifications (Memo CACFP 14-2017, SFSP 10-2017)
  - Sponsors are required to provide reasonable accommodations for children whose disability restricts their diet on a case-by-case basis
  - Written Statement from a State licensed healthcare professional required. DOE has sample form.
  - Make sure you know what it is in the food and can communicate that to folks – use a team approach
  - Try to utilize offer versus serve
  - How can very small entities accommodate?

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Reasonable Modifications

The modification provided:

- should be related to the disability or limitations caused by the disability
- does not have to be the modification requested
- must (generally) be free of charge
- should be implemented even where the person requesting modification believes more should be done

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Reasonable Modifications

- Decisions must be based on facts.
- Meal accommodations do not need to mirror the meal or meal item substituted.
- “Lifestyle” choices (e.g. vegetarian) are not considered disabilities and need not be accommodated unless related to an underlying disability

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Fundamental Alteration

If the modification requested would cause undue financial burden on the program or activity that would make continued operation of the program unfeasible, the modification need not be provided.

Work with the DOE Child Nutrition team on this.

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Reasonable Accommodations

- Meals must be provided in the most integrated setting appropriate to the needs
- Food service areas must be accessible and food service aids available when needed
- Sponsors must ensure communication with people with disabilities is as equally effective as communication with people without disabilities
- The team approach can't be emphasized enough!

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Complaints and Conflict Resolution

- Be patient, be polite, and breathe
- Avoid sarcasm
- Be empathetic.
- Smile when appropriate - help people to feel welcome and valued
- Explain policy and let them know you will get in trouble if you do anything that violates the rules
- Don’t be afraid to apologize
- Don’t feel you need to have the last word
- File a complaint form, if needed

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Customer Service

- All students must be allowed equal opportunities to participate in CN programs regardless of race, color, national origin, sex, age, disability, or other State protected classes

- All participants must be treated in the same manner (i.e. seating arrangements, serving lines, services and facilities, assignment of eating periods, methods of selection for application approval and verification processes)

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Meal Pattern

School Sponsors

- Schools Food Authorities have option of continuing to follow SBP or NSLP meal patterns rather than the SFSP meal pattern.
- Individual sites **can't** combine two meal patterns

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The SFSP Meal Pattern has 4 Components

- Milk
- Vegetables and/or Fruit (*considered 1 component*)
- Grains
- Meat/Meat Alternate (not required for breakfast)
  - Nuts and seeds can be used to meet whole component requirement for snack, but no more than ½ of the requirement for lunch/supper

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Breakfast Components

Serve all three!

Component	Serving	Serve all three
Milk	1 Cup	Required
Vegetables or Fruit	½ Cup or 4 oz. Juice	Required
Grains	1 oz. Equivalent	Required
Meat/Meat Alternate	1 oz. Equivalent	Optional

Child Nutrition
Maine Department of Education

Breakfast
Milk

Serving Size 1 Cup

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

Child Nutrition
Maine Department of Education

Breakfast
Fruit/Vegetable Items

Serving Size ½ Cup

- A serving of fruit, vegetable, or 100% juice, or an equivalent quantity in any combination.

- Dried fruits, may be used to meet the requirement. Dried fruit is credited based on volume served

  (1/4 cup dried fruit = 1/2 cup)

Child Nutrition
Maine Department of Education

Breakfast
Grain Items

Serving Size 1 oz. Equivalent

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

Consult the Exhibit A, NSLP Grain Crediting Chart.

Examples of 1 ounce equivalents include:

- Bread: 1 (28g) Slice
- Cereal: 1 oz. (often ¾ cup)
- Pancakes/Waffles: 1.2 oz. will equal a 1 oz. equivalent
- Muffins/Cereal bars: 2 oz. will equal a 1 oz. equivalent

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

http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/pubdocs/ExhibitA.pdf

Breakfast
Meat/Meat Alternate (Optional)

Serving Size 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/

Child Nutrition
Maine Department of Education

How Offer Vs Serve Works at Breakfast?

Offer 4 food Items, 1 Item from each required component.

- Milk
- Fruit
- Grains
- Meat/Meat Alternate

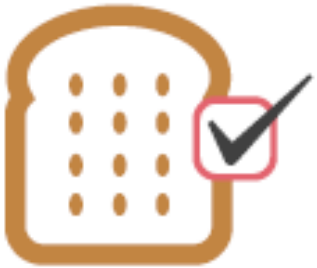
REQUIRED FOOD COMPONENT	YOU OFFER THESE FOOD ITEMS
Milk	Low-fat (1%) milk
Fruit and vegetable	Apple slices
Grains	Whole-wheat toast
Additional Food Item (meat/meat alternate, fruit/vegetable, grains)	Peanut butter

A child must take at least 3 different food items out of the 4 food items offered, with the option to take all 4.

Child Nutrition
Maine Department of Education

OVS at Breakfast

A child must take at least 3 food items out of the 4 food items offered.



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“Different”

Unlike the School Breakfast Program all food items offered <u>must be different from each other</u>…

- One large item cannot count as two
- Two pieces of toast are not two items

For example, a flaked cereal and a puffed cereal are two types of cereals that are not identical, but they are the same food item.

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Lunch/Supper Components

Component	Serving	Serve all 5 items
Milk	1 Cup	1 item required
Grain	1 oz. equivalent	1 item required
Meat/Meat Alternate	**2 oz**. equivalent	1 item required
Vegetable/Fruit	¾ Cup total, **2 different** Items	**2 items** required, items must total ¾ cup, and can be no less than 1/8 cup per item

Child Nutrition
Maine Department of Education

Lunch/Supper
Vegetables and/or Fruit Component

Different from the breakfast meal pattern

3/4 cup total combination of:

-2 different vegetables

-2 different fruits

-1 fruit and 1 vegetable combination

If 1 of the 2 items offered is 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.*

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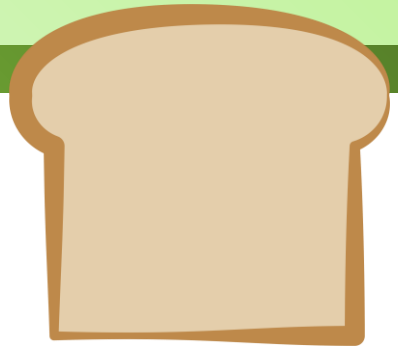
Lunch/Supper
Grain Component



Serving Size 1 Ounce Equivalent

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

- Use the Grain CredBuying Guide to determine crediting.or the exhibit a crediting chart

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

Child Nutrition
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Lunch/Supper Meat/Meat Alternate Component

2 oz. equivalent *different from breakfast*

- 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 equivalent quantity of any combination of the above meat/meat alternates.

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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.

You need to provide 3.2 oz. to equal 2 oz. equivalent!

Consult the USDA foods crediting guide:
http://www.maine.gov/doe/nutrition/resources/documents/2018USDAFoodsCreditingGuide_000.pdf

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OVS at Lunch/Supper

- Must offer 5 items from the 4 components

- Must select 3 components

Selecting watermelon, carrot sticks, and milk is not a meal because watermelon and carrots sticks are from the same component!

Child Nutrition
Maine Department of Education

OVS at Lunch or Supper

Offer five food items from thefour food components:

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

REQUIRED FOOD COMPONENT	YOU OFFER THESE FOOD ITEMS
Milk	Fat-free (skim) milk
Fruits and vegetables	Green beans
Fruits and vegetables	Orange slices
Grains	Whole-wheat roll
Meat/meat alternate	Grilled chicken

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.

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Maine Department of Education

OVS at Lunch or Supper

A child must take at least 3 food <u>components</u> out of the 5 food <u>items</u> offered.

The child may select all 5 food items!

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Snack Components

Two Different Components, in any combination

- **Milk** – 8 ounces/1 cup
- **Vegetable and/or Fruit** – **¾ cup**
- **Grains**

- Bread- 28 grams slice is 1 ounce equivalent
- Cereal – 1 ounce

- **Meat/Meat Alternate**

- Meat and cheese- 1 ounce equivalent
- Nut butter – 2 tablespoons
- Nuts- 1 ounce
- Yogurt- 4 ounces/ ½ cup

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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

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Meal Pattern Documentation

- Production Records are not required, but highly recommended!

Keep

Child Nutrition (CN) labels

Product formulation statement

Child Nutrition
Maine Department of Education

Chips

According to the Nutrition Guide for Sponsors:
https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf

No Potato Chips!

"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 foods such as chips, ice cream, and pastries. If a site chooses to purchase additional food with SFSP funds, the food must be creditable under the meal pattern requirements."

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Maine Department of Education

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, Meals might differ from your normal operation
- You must let the Maine DOE know in advance that a field trip is taking place.

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Maine Department of Education

Meal Service Requirements
Meal Service Times (SFSP 06-1017)

- We currently have a waiver for the Federal time limits placed on the duration of a meal service or the amount of time that passes between meal services.
- Supper must begin before 7 and end by 8
- *Remember Sponsors must continue to establish meal times for each site on their Site Info Sheet and keep them up to date!*

Child Nutrition
Maine Department of Education

Meal Flexibilities and Disallowances SFSP 06-1017

- Breakfast or a three component meal will <u>not</u> be reimbursable if it is served <u>after lunch</u>
- Sponsors can advertise and serve a breakfast later in the day if they feel it will attract more participants.

For example- Serve breakfast around 11:00 a.m., and serve lunch later in the afternoon, around 3:00 p.m.

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Meal Flexibilities and Disallowances
SFSP 06-1017

Open Sites

Allowable combinations include:

- Breakfast and lunch
- Breakfast and supper
- Breakfast and snack
- Lunch and snack
- Supper and snack
- Two snacks

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Meal Flexibilities and Disallowances SFSP 06-1017

With State agency approval

Camp or migrant sponsors may serve up to three meals each day.

Allowable combinations include:

- Breakfast, lunch, and supper
- Breakfast, lunch, and snack
- Breakfast, supper, and snack
- Lunch, supper, and snack

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Feeding Infants ?

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

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Share Tables

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

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Meal Service

- Family Style – camps and closed enrolled sites have this option
  - Sufficient amounts must be on the table to ensure that everyone has access to the required portions of each food component
  - Should encourage children to take full serving
- Cafeteria Style
- Unitized Meals
- OVS – Maine has a waiver to allow this using SFSP meal pattern

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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

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NEO

- The Legal Agent has to accept the Agreement this year (2019) due to language updates from the previous agreement.

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Steps in NEO

1. Legal Agent Approves the Agreement

2. Create the current year's Application (2019)

–Applications must be completed and "saved" before filling an advance. If you are asking for an advance, click "save" on the application and then go to "advances" on the Annual Application Packed page.

3. File an Advance (optional)

- After the advance is filed got back to the Application page and submit

4. Create a new site under "Site Listing"(if it has never operated before)

5. Complete a Site Info Sheet for each site you are operating.

6. Save and Submit each site info sheet for Legal Agent approval.

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NEO

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.
- Sponsors wanting advances or commodities must complete their application packet and have it approved by the legal agent before **April 26th**

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NEO Advances:

As a sponsor need to operate 10 days or more in a claiming period to request an advance.

If you are operating less than 10 days in June, you may combine your June and July claims.

After you have completed the application and/or advance, please click submit!

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NEO Site Info Sheet Reminders

- On the application, it asks for “training date”, this is the date you train your staff not the day you attend *this* training.

  Unless you are a staff of 1 or you have brought your whole staff with you.

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NEO Site Info Sheet Reminders

The question that asks “Did any of the personnel work for <u>another</u> SFSP or FSMC?”

– this means other than your own!

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NEO Site Info Sheet Reminder

"Was this a site last year?" If you select yes, the pre-operational date & info are grayed out, because they are not required to be completed if they were a site that had already operated.

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NEO Site Info Sheet Reminder

Double check:

- If the number of operating days is correct.
- If the dates and times are correct in NEO before service.

These are subject to change if you are filling out info sheets early.

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NEO Site Info Sheet Reminder

Please ensure you are checking off the correct eligibility for each site.

- You are able to look at last year's info.
- If you are unsure about what to select – please contact Adriane, Kate, or Nanci

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NEO Creating a New Site

- For all non school locations – **please contact DOE in advance for site approval!**

- When adding a new site first go to “Site Listing” check to see if the address is already exists in the drop-down. If you need to make edits to the Site address, please select “Update” rather than creating a new site altogether.

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NEO Claims

- Make sure to “submit”, “save” is not submit- then the legal agent can’t approve the claim.

- you can not combine 3 months into one claim no matter how many days!

Legal agent must “approve” or the claim will not be paid.

Child Nutrition
Maine Department of Education

Maine DOE Nutrition

From Maine Department of Education

Dashboard | USDA | Reimbursement | Summer Food | Reports Dashboard

Summer Reimbursement Sponsor Claims

Sponsor : RSU 18
Effective Month/Year : 8/2017
Status : Paid
 # Approved Sites : 5
Revision : 0

Atwood Primary School

Meal	# Days of Operation	Total Number of meals served (Eligible and Ineligible including adults)	Eligible 1st Meal Count	2nd Meal Count	Reimbursable Count	ADA(Average Daily Attendance)	Operational Reimbursement	Administrative Reimbursement
Lunch	15		260	0	260.00	17.00	$ 923.00	$ 96.85
Totals	15.00	0.00	260.00	0.00	260.00		$ 923.00	$ 96.85

Days of Operation – Total number of days you served in this claiming period.

Total Number of Meals Served – if you are a 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.

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

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Claim Adjustments

If you are making Adjustments to Meal Counts in NEO, please contact Nanci before you do so!

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To Order USDA Foods

- To be able to order USDA foods you must complete your **application, site information** sheets, and have it all in and approved by us and your legal agent by **April 26th.**
- You will be able to order from **May 1st – May 15th**

There is no second chance ordering this year

- Deliveries will be the first week of June

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USDA Foods

- **Do not use a PO Box** – must be a physical address for shipping purposes.

- Use an easily reachable phone number(s)

  IN THE SUMMER!!!!

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Eligibility Determination

Site Type	Method of Eligibility Determination
Open / Open Restricted Site	School *or* Census Tract Data
Closed Enrolled Site	Household applications Waivers may be provided on special occasions (Contact us)
Migrant Site	Sponsors must submit information from a migrant organization
Residential Camp	Household applications, reimbursement only for children that are eligible

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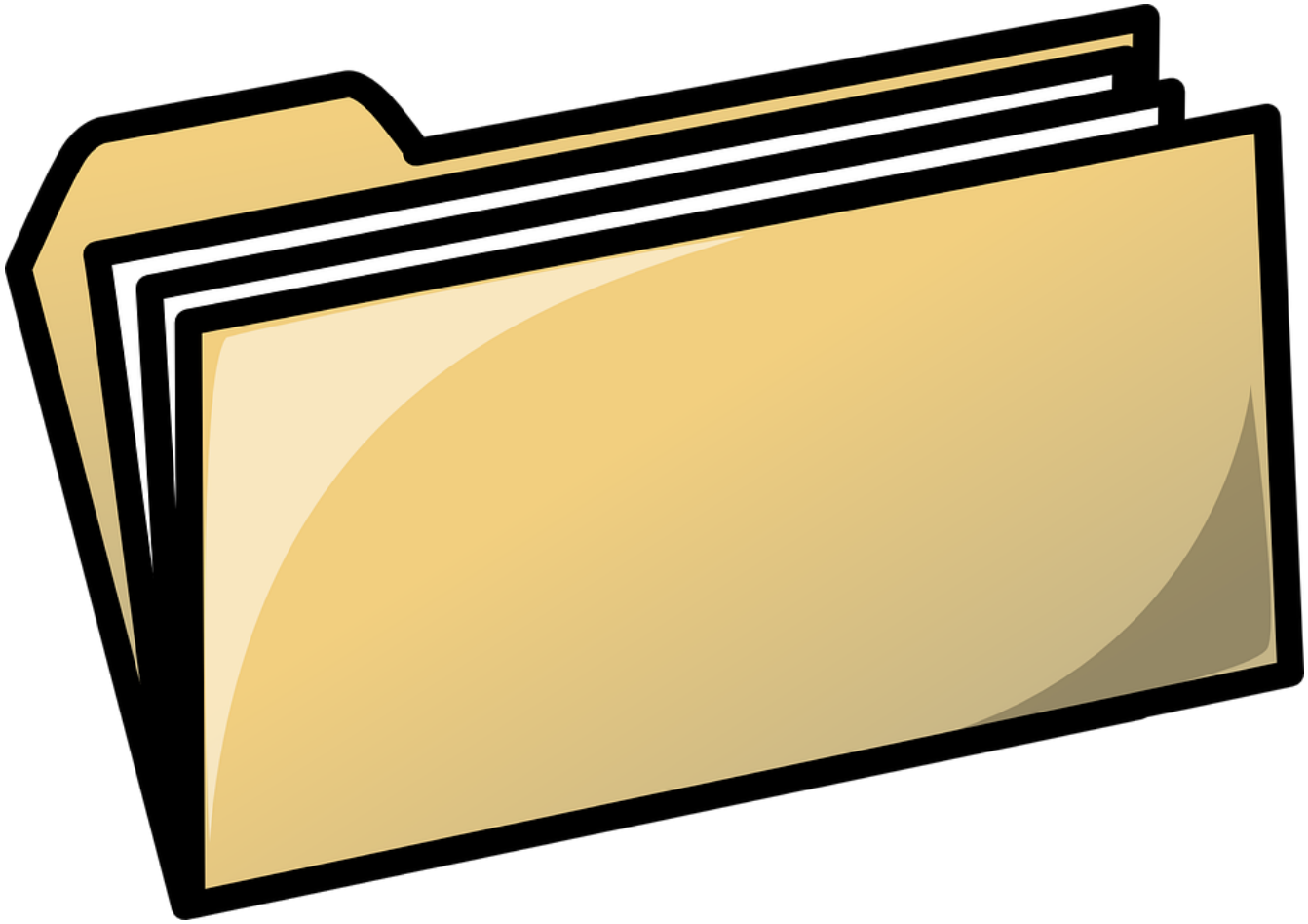
Paperwork Requirements



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Paperwork Requirements
Press Release

All Sponsors are required to have a Press Release!

There will be a sample press release on Maine DOE's- SFSP webpage, and there is one in your packet!

For tips visit:
https://www.wikihow.com/Write-a-Press-Release

Please include the full civil rights statement on your press release

Child Nutrition
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Paperwork Requirements
Staff Training Requirements

All staff must receive Civil Rights training –
(reference the Site Supervisor's Guide)

Other training topics might include:

- Explaining why adults cannot be served
- Meals being taken off-site
- Food safety and handling
- Trash removal

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Paperwork Requirements
Save Training Agendas!

This is your training documentation!

Have each employee/volunteer sign and date when they attended training.

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Paperwork Requirements Monitoring Forms

- **Pre- Operational Visit Worksheet** for all new sites
- **First Week Visit Forms** – For all Sponsors. Must be done for each site.
- **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

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Paperwork Requirements
Daily Tic Sheet

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

Total non-reimbursable meals (adults and program adults) _____

Total Leftover Meals _____

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

Site Supervisor's Signature

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Paperwork Requirements
Consolidated Meal Counts

- Use Consolidated Forms when applicable

SFSP

MEAL COUNT RECORD FOR MONTH OF _____

(For Open Sites)

REQUIRED FORM

Sponsor Name_____ Site Name_____ Site Supervisor_____

Day of Month	*BREAKFAST*				*LUNCH*				*SNACK*			
	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adults Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adults Meals Served	Total Adult Meals Served
1												
2												
3												
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31												
Total Days Served	**Total Eligible First Meals**	**Total Second Meals**	**Total Non-Program Adults**	**Total Adults**	**Total Eligible First Meals**	**Total Second Meals**	**Total Non-Program Adults**	**Total Adults**	**Total Eligible First Meals**	**Total Second Meals**	**Total Non-Program Adults**	**Total Adults**

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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
- Recipts for food costs

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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 unallowables

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Paperwork Requirements
Insure 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 ect.

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Instructions on Eligibility Applications

Needed for all Residential Camps and Upward Bound Sites

Determining Eligibility for Student Meal Benefits Webinar.

https://www.youtube.com/watch?v=s9fzaWCwlxM&feature=youtube

If you need a refresher!

FREE AND REDUCED PRICE SCHOOL MEAL APPLICATION – SY 2018 F R D

1. For each household, complete, sign and return the application to the school. Please read the instructions. Call the school if you need help completing this form.

Child's Last Name _____ First _____ M.I. ____ Grade _____ Room _____ School _____
SNAP Number _ _ _ _ _ _ _ _ ☐ Letter TANF Number _ _ _ _ _ _ _ _ ☐ Letter ☐ Foster Child

Child's Last Name _____ First _____ M.I. ____ Grade _____ Room _____ School _____
SNAP Number _ _ _ _ _ _ _ _ ☐ Letter TANF Number _ _ _ _ _ _ _ _ ☐ Letter ☐ Foster Child

Child's Last Name _____ First _____ M.I. ____ Grade _____ Room _____ School _____
SNAP Number _ _ _ _ _ _ _ _ ☐ Letter TANF Number _ _ _ _ _ _ _ _ ☐ Letter ☐ Foster Child

Child's Last Name _____ First _____ M.I. ____ Grade _____ Room _____ School _____
SNAP Number _ _ _ _ _ _ _ _ ☐ Letter TANF Number _ _ _ _ _ _ _ _ ☐ Letter ☐ Foster Child

2. TOTAL NUMBER IN HOUSEHOLD: CHILDREN & ADULTS _____
ALL OTHER HOUSEHOLD MEMBERS: List all household members, other than those listed above. List all income.

ANNUAL INCOME CONVERSION: WEEKLY X 52, BI-WEEKLY X 26, SEMI-MONTHLY X 24, MONTHLY X 12

Names	Current Monthly Income				
All Other Household Members	Monthly Earnings from Work (Before Deductions) Job 1	Monthly Welfare, Child Support, Alimony	Monthly Payments from Pensions, Retirement, Social Security	Monthly Earnings from Job 2 or any Other Monthly Income	Check if NO Income
1._____	$_____	$_____	$_____	$_____	☐
2._____	$_____	$_____	$_____	$_____	☐
3._____	$_____	$_____	$_____	$_____	☐
4._____	$_____	$_____	$_____	$_____	☐
5._____	$_____	$_____	$_____	$_____	☐

3. SIGNATURE: **An adult household member must sign the application and list the last 4 digits of his/her social security number before it can be approved.**

PENALTIES FOR MISREPRESENTATION: *I certify that all of the above information is true and correct and that the SNAP or TANF number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and that the deliberate misrepresentation of the information may subject me to prosecution 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:_____ **Home Phone:**_____ **Work Phone:**_____

_____

Home Address _____ **Zip Code** _____ **Date** _____

Child Nutrition
Maine Department of Education

Paperwork Requirements
Camps / Upward Bound

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

Meals claimed for reimbursement can only be those provided to eligible children

There is a section of the claim to report total meals served to all children, this is to capture food costs more accurately!

Child Nutrition
Maine Department of Education

Review Process

Summer meals paperwork we review:

- Inventory
- Eligibility documentation
- Menu
- Production records (not required in summer)
- Invoices/receipts/food costs
- Meal count sheets
- Consolidated meal counts

Child Nutrition
Maine Department of Education

Review Process Continued

- Press release
- 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

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Top 5 Common Review Findings

- Claim errors (accounted for the highest number of findings)
- Meal count record errors
- Meal Pattern requirements not met
- Training requirements not met
- Civil Rights

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Common Findings- Camps

- Meal Benefit Application Errors- improperly completed:
  - Missing SS#
  - Missing names from all members in the household
  - Not signed
- Claiming every child who ate as income eligible children
  - If you have any questions when you are filing you claim please call Nanci

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Common Findings- NEO

- 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!
  - If you have questions about approving a site - email us with the site's address and we can approve it.
- Site Info Sheets not updated

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Appeal Process and Serious Deficiency

Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN website under the Summer Food Service Program section.

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Serving Seconds

- Serving seconds is an option
- You are only reimbursed for 2% of first meals served
- Document on the monthly consolidated meals sheet
- Some programs will do this on Fridays when leftovers will not last over the weekend

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Procurement

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

- Must be competitively purchased
- Ethics – fairness
- Local foods when available

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

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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

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Congregate Feeding Requirement

- All meals are consumed on-site

This is for food safety and to ensure the child is the one benefitting from the meal.

- Can take **one** fruit **or** vegetable **or** packaged grain off-site. This is up to sponsor discretion.

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Increasing Participation

Our Mission

Full Plates Full Potential is a statewide non-profit working to end child hunger in Maine through USDA child nutrition programs. We believe that no child should grow up hungry, and school meals are the best way to reach children with the nutrition they need to grow, learn, and thrive.

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Full Potential

16 County Summer Competition

Androscoggin	Gateway Tutor Academy
Aroostook	RSU 50
Cumberland	RSU 15/MSAD 15
Franklin	RSU 58/MSAD 58
Hancock	Deer Isle/ Stonington CSD
Kennebec	RSU 18
Knox	RSU 13
Lincoln	Healthy Lincoln County

Oxford	RSU 56
Penobscot	Penobscot Nation
Piscataquis	Town of Milo
Sagadahoc	West Bath Public Schools
Somerset	RSU 82/MSAD 12
Waldo	RSU 71
Washington	Indian Township
York	Sanford Public Schools

Congratulations to our winners!

Full Plates Full Potential

Full Plates
Full Potential

Good Shepherd
FOOD BANK OF MAINE

2019 Summer Food Service Program Grants Available

Does Your Organization Have Innovative Ideas On How To Increase Summer Meal Participation In Your Community?

Start your application at:
https://tinyurl.com/2019summergrant

The deadline to apply is April 12, 2019

Full Plates
Full Potential

Questions?

contact **Anna Korsen** at
akorsen@fullplates.org
or
207.653.6301.

State Level Outreach and Promotion

- We advertise all open meal sites on the website **Summer Food Rocks** https://www.fns.usda.gov/summerfoodrocks
- You can also find meal sites near you and their operating times by **texting** "**summer meals**" to **97779**

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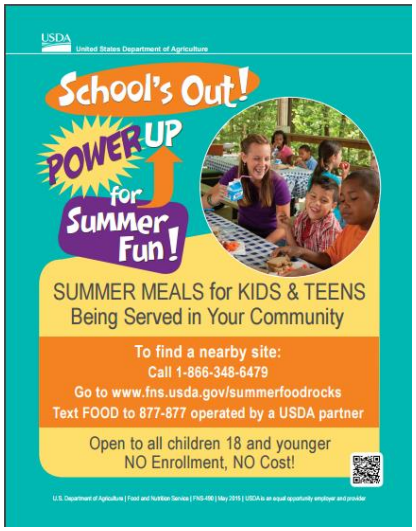
Summer Meals Promotion Materials

https://www.fns.usda.gov/sfsp/raise-awareness

- Flyer
- Postcard
- Bookmark
- Business Card
- Tear-Off Flyer
- Customizable Flyer
- Yard Signs
- Social media



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Parties Rock!

- Don’t forget about kick-off and mid-season spike events!
- Invite us! We like to dance.

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Questions?

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624-6726

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Non-Discrimination Information

Federal

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency ere they applied for benefits. Individuals who are deaf, heard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

State

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.

If you wish to file a discrimination complaint electronically, please select File a Complaint and complete an intake questionnaire. Before completing this process it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to, you please review the publication "What It Is! How It Works!". Maine is an equal opportunity provider and employer.