Summer Food Service Program
2019
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
Agenda

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

*This training counts towards 2.75 hours of continuing education
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!
## 2019 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>BREAKFAST</td>
<td>2.2975</td>
<td>2.255</td>
</tr>
<tr>
<td>LUNCH or SUPPER</td>
<td>4.0325</td>
<td>3.9675</td>
</tr>
<tr>
<td>SNACK</td>
<td>0.9525</td>
<td>0.9325</td>
</tr>
</tbody>
</table>
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• USDA rescinded some flexibilities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
USDA Updates

Important Change
Starting Summer 2019, all sponsors must complete the first week visit monitoring form for all sites.
# USDA Resources


<table>
<thead>
<tr>
<th>What Resource?</th>
<th>Content</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Guidance for Sponsors</td>
<td>Detailed overview of SFSP</td>
<td>2016</td>
</tr>
<tr>
<td>Sponsor Monitor’s Guide</td>
<td>Guidance for staff who act as liaisons between the sponsor and sites</td>
<td>2017</td>
</tr>
<tr>
<td>Nutrition Guidance for Sponsors</td>
<td>Menu planning, nutrition information, record-keeping and more</td>
<td>2018</td>
</tr>
<tr>
<td>Site Supervisor’s Guide</td>
<td>Guidance for staff who oversee sites</td>
<td>2017</td>
</tr>
</tbody>
</table>
New Promotional Materials
Promotional Materials

New for 2019
- Lawn Signs - New design
- Rack Card Fliers - New design
- Extra bookmarks
- Customizable electronic fliers - be on the lookout
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
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)
<table>
<thead>
<tr>
<th>Month</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Maine Potatoes</td>
</tr>
<tr>
<td>February</td>
<td>Maine Root Vegetables</td>
</tr>
<tr>
<td>March</td>
<td>Maine Protein</td>
</tr>
<tr>
<td>April</td>
<td>Maine Dairy</td>
</tr>
<tr>
<td>May</td>
<td>Maine Wild Blueberries</td>
</tr>
<tr>
<td>June</td>
<td>Maine Leafy Greens</td>
</tr>
<tr>
<td>July</td>
<td>Maine Summer Squash</td>
</tr>
<tr>
<td>August</td>
<td>Maine Cucumbers</td>
</tr>
<tr>
<td>September</td>
<td>Maine Tomatoes</td>
</tr>
<tr>
<td>October</td>
<td>Maine Apples</td>
</tr>
<tr>
<td>November</td>
<td>Maine Brassicas</td>
</tr>
<tr>
<td>December</td>
<td>Maine Winter Squash</td>
</tr>
</tbody>
</table>
HOM Resources

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

Old Orchard Beach High School
April Lunch Menu

1. Tangerine Chicken w/ Brown Rice
   Cheese Pizza
   Steamed Carrots
   Diced Peas
2. French Toast Sticks with Cheese Omelet or Sausage
   Chicken Strip Basket
   Hash Brown Rounds
   Celery
   Mixed Fruit
3. Early Release Day
   Bozo Sticks
   Chicken Strip & Fries
   Carrots
   Fresh Apples
4. Cheesy Spaghetti Bake with Dinner Roll
   Pepperoni Pizza
   Steamed Broccoli
   Strawberries
5. Chicken Tenders with Biscuit
   Bozo Sticks with Marinara
   Baked Beans
   Oranges
6. Cheeseburger or Hamburger
   Cheese Pizza
   Potato Smiles
   Diced Peas
7. Cheesy Fazio Bread with Marinara
   Chicken Strip Basket
   Green Beans
   Mixed Fruit
8. Hot Dogs
   Chicken Parmesan Sandwich
   Sweet Potato Fries
   Fresh Broccoli
   Crazins
9. Ground Beef Tacos with Brown Rice
   Pepperoni Pizza
   Refried Beans
   Diced Peaches
10. No School!

School Vacation Week!

21. Nacho Day!
    Nachos with Homemade
    Chips and Cheese Sauce
    Chicken Strip Basket
    Steamed Broccoli
    Mixed Fruit
22. BBQ Chicken with Dinner Roll
    Chicken Parmesan Sandwich
    Mashed Potatoes
    Corn on the Cob
    Diced Peaches
23. Shepherd’s Pie with Dinner Roll
    Pepperoni Pizza
    Steamed Carrots
    Oranges
24. Big Daddy’s Pizza
    Bozo Sticks with Marinara
    Green Beans
    Bananas
25. We have partnered with Maine Harvest of the Month!
    This month’s feature is Maine Dairy Products!
    Check out the milk icon to see what’s made
    with Maine Dairy—yummy Oatmeal!
26. Monday
    Chicken Caesar
    Ranch Chicken
    BLT Salad
    Greek Salad
    Spring Salad
   Tuesday
    Cobb Salad
    Greek Salad
    Spring Salad
   Wednesday
    Tuesday
    Greek Salad
    Spring Salad
HOM Website

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

• Disability
  ▶ Age Discrimination Act of 1975
  • Age

▶ Title IX of the Education Amendments of 1972
• Sex
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
- USDA Departmental Regulation 4330-2
- FNS Instruction 113-1
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.
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.
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
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
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
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
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
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.
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
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
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
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!
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.

This institution is an equal opportunity provider.
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.
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."
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.
“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
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
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.
Civil Rights Complaints Process

USDA Discrimination Complaint Form

English
AD-3027

Spanish
AD-3027 (Spanish)
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
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.
State agencies, subrecipient agencies, and local sites must be in compliance with Civil Rights requirements prior to approval for Federal financial assistance.
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?
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.
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)
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?
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
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.
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.
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!
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
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)
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
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
# 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

Serving Size 1 Cup
• Unflavored or flavored whole milk, reduced-fat milk, low-fat milk, fat-free. Must be served as a liquid.
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)
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/
How Offer Vs Serve Works at Breakfast?

Offer 4 food items, 1 item from each required component.

- Milk
- Fruit
- Grains
- Meat/Meat Alternate

<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.
A child must take at least 3 food items out of the 4 food items offered.
“Different”

Unlike the School Breakfast Program all food items offered must be different from each other...  
• 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.
# 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, <strong>2 different</strong> 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 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.
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/
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.
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: 
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!
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.
OVS at Lunch or Supper

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

The child may select all 5 food items!
Snack Components

Two Different Components, in any combination

- **Milk** – 8 ounces/1 cup
- **Vegetable and/or Fruit** – $\frac{3}{4}$ 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
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
Meal Pattern Documentation

• Production Records are not required, but highly recommended!

Keep
Child Nutrition (CN) labels
Product formulation statement
*Chips*

According to the Nutrition Guide for Sponsors:

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."
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.
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!*
• Breakfast or a three component meal will not be reimbursable if it is served after lunch.
• 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.
Open Sites

Allowable combinations include:

- Breakfast and lunch
- Breakfast and supper
- Breakfast and snack
- Lunch and snack
- Supper and snack
- Two snacks
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
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.
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
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
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
The Legal Agent has to accept the Agreement this year (2019) due to language updates from the previous agreement.
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.
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
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!*
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.
The question that asks “Did any of the personnel work for another SFSP or FSMC?”
– this means other than your own!
“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.
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.*
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
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.
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.
# 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.

### Summer Reimbursement Sponsor Claims

<table>
<thead>
<tr>
<th>Meal</th>
<th># Days of Operation</th>
<th>Total Number of meals served (Eligible and Ineligible including adults)</th>
<th>Eligible 1st Meal Count</th>
<th>2nd Meal Count</th>
<th>Reimbursable Count</th>
<th>ADA (Average Daily Attendance)</th>
<th>Operational Reimbursement</th>
<th>Administrative Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>16</td>
<td>260</td>
<td>0</td>
<td>260.00</td>
<td>17.00</td>
<td>$323.00</td>
<td>$96.85</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>15.00</td>
<td>260.00</td>
<td>0.00</td>
<td>260.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Claim Adjustments

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

<table>
<thead>
<tr>
<th>Site Type</th>
<th>Method of Eligibility Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open / Open Restricted Site</td>
<td>School or Census Tract Data</td>
</tr>
<tr>
<td>Closed Enrolled Site</td>
<td>Household applications Waivers may be provided on special occasions (Contact us)</td>
</tr>
<tr>
<td>Migrant Site</td>
<td>Sponsors must submit information from a migrant organization</td>
</tr>
<tr>
<td>Residential Camp</td>
<td>Household applications, reimbursement only for children that are eligible</td>
</tr>
</tbody>
</table>
Paperwork Requirements
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
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
Paperwork Requirements
Save Training Agendas!

This is your training documentation!

Have each employee/volunteer sign and date when they attended training.
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
<table>
<thead>
<tr>
<th>SUMMER FOOD SERVICE PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEAL COUNT RECORD</td>
</tr>
</tbody>
</table>

**Site:**
**Meal (please circle one):** Breakfast  Lunch  Snack  Dinner
**Day and Date:**
**Supervisor:**
**Delivery Time:**
**Meal Service Time:** to

<table>
<thead>
<tr>
<th>Total Meals Received/Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Meals to Children:</strong> Please circle a number for each complete meal provided to children (3 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.</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>11 12 13 14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>21 22 23 24 25 26 27 28 29 30</td>
</tr>
<tr>
<td>31 32 33 34 35 36 37 38 39 40</td>
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<td>71 72 73 74 75 76 77 78 79 80</td>
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<tr>
<td>81 82 83 84 85 86 87 88 89 90</td>
</tr>
<tr>
<td>91 92 93 94 95 96 97 98 99 100</td>
</tr>
<tr>
<td><strong>Total First Meals:</strong></td>
</tr>
</tbody>
</table>

| **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:** |

**Total non-reimbursable meals (adults and program adults):**

**Total Leftover Meals:**

**Comments**

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

**Site Supervisor’s Signature**
- Use Consolidated Forms when applicable
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
• Receipts for food costs
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.
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.
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!
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!
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
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
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
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
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
Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN website under the Summer Food Service Program section.
Reminder!
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
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.
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
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.
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.
16 County Summer Competition

<table>
<thead>
<tr>
<th>Androscoggin</th>
<th>Gateway Tutor Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aroostook</td>
<td>RSU 50</td>
</tr>
<tr>
<td>Cumberland</td>
<td>RSU 15/MSAD 15</td>
</tr>
<tr>
<td>Franklin</td>
<td>RSU 58/MSAD 58</td>
</tr>
<tr>
<td>Hancock</td>
<td>Deer Isle/Stonington CSD</td>
</tr>
<tr>
<td>Kennebec</td>
<td>RSU 18</td>
</tr>
<tr>
<td>Knox</td>
<td>RSU 13</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Healthy Lincoln County</td>
</tr>
</tbody>
</table>

| 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!
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
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**
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
Parties Rock!

• Don’t forget about kick-off and mid-season spike events!

• Invite us! We like to dance.
Questions?

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

Kate Fayle
Kaitlin.Fayle@maine.gov
624-6666
Federal
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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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State
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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!". USDA is an equal opportunity provider and employer.