Summer Food Service Program
2018

Food That’s In When School’s Out
Agenda

- Program Updates
- Full Plates Full Potential and Good Shepherd Food Bank
- Civil Rights
- Meal Pattern Refresher
- NEO Refresher
- Paperwork Requirements
- Common Review Findings
- Importance of Outreach and Marketing

*This training counts towards 3 hours of continuing education
Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN website under the Summer Food Service Program section.
Justin Alfond
https://www.fullplates.org/
Summer 2017!

Summer of 2017 Sponsors provided

754,063 meals to Maine kids!

753,000 meals in 2016
## 2018 Reimbursement Rates

<table>
<thead>
<tr>
<th></th>
<th>Rural or Self Prep Sites</th>
<th>All Other Types of Sites</th>
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<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
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<td><strong>SNACK</strong></td>
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This is what it is all about!
Civil Rights
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
Civil Rights Compliance

Includes:

1. Public Notification
2. Include Non-Discrimination Statement on all publications
3. Have a plan to address Limited English Proficiency requirements
4. Educate staff and volunteers annually on civil rights and customer service, and how to respond to a request to file a civil rights complaint
LEP Language Assistance

• All organizations receiving Federal financial assistance via participation in Child Nutrition Programs have a responsibility to take “reasonable steps” to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP)

• Limited English Proficiency (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English
Language Interpreters

• Volunteers may be used, but should understand ethics for using interpreters
  – Example: Spanish teacher could assist a household in completing an application but would need to be trained on the importance of keeping all information received from the household confidential

• See www.lep.gov for more information and resources
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
• Information can be obtained from census data or public school enrollment data
• **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
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:

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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."
Maine Nondiscrimination Statement

• This institution is an equal opportunity provider. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability. (Not all prohibited bases apply to all programs.)

• Complaints of discrimination can be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. 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
Maine 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.
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?
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 Accommodations

• **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
  – 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 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. Understand that people may not know the rules or understand how programs work. They may feel uncomfortable coming to ask for help.
- 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 have option of continuing to follow SBP or NSLP meal patterns rather than the SFSP meal pattern.
- Can’t combine the two
SFSP Meal Pattern Components

• Milk

• Vegetables and/or Fruit
  – Juice must be 100%

• Grains
  – Whole-grain or enriched, or cereals can be fortified

• Meat/Meat Alternate
  – Nuts and seeds may fulfill the whole component requirement for snack, but no more than ½ of the requirement for lunch/supper
Breakfast

- **Milk** - 8 ounces/1 cup
- **Vegetables and/or Fruit** - ½ cup
- **Grains** - 1 ounce
  - 1 ounce grain of bread is a 28 gram slice
- **Meat/Meat Alternate** is optional at breakfast
  - meat, fish, cheese – 1 ounce
- Nut Butters – 1 ounce/2 tablespoons
Meat/Meat Alternate (Optional)  
1 oz. equivalent

- Lean meat/poultry/fish/other protein  
- Cheese  
- Eggs  
- Cooked dry beans or peas  
- Nut/seed butters  
- Peanuts/soy nuts/tree nuts/seeds  
- Yogurt  
- any equivalent quantity of any combination of the above meat/meat alternates.

1 oz.  
1 oz.  
½ large egg  
¼ cup  
2 tablespoons  
1 oz.  
4 oz. or ½ cup
OVS at Breakfast

• A minimum of four required food items must be offered.
• Three must be from the required components (fruit/vegetable, milk, grain).
• The fourth may be a different item from the fruit/vegetable or grain components or a meat/meat alternate.
• Students must select three different of the four required food items.
“Different”

Unlike the School Breakfast Program...

• One large item cannot count as two
• Two pieces of toast are not two items
• At breakfast and lunch/supper: Apple juice and apples are not different
Lunch/Supper

• Milk
  – 8 ounces/1 cup

• Vegetables and/or Fruit:
  3/4 cup total, 1/8 is minimum serving size
  – 1 vegetable and a different vegetable
  – 1 fruit and a different fruit
  – 1 fruit and 1 vegetable
  – up to ½ of the total requirement may be met with 100% juice
Lunch/Supper Continued

• Grains
  - Bread – 1 ounce/28 grams slice
  - Tortillas – 1 ounce/28 grams
  - Pasta or rice – ½ cup

- Use the Grain Crediting Chart and the Food Buying Guide to determine crediting
Lunch/Supper Continued

- **Meat/Meat Alternate**
  - Meat, poultry, fish, cheese – 2 ounces
  - Eggs – 1 large egg
  - Nut Butters – 4 Tablespoons; this is a lot of nut butter, often folks will offer a cheese stick too!
  - Yogurt – 8 ounces/1 cup
  - Tofu is not creditable

As a reminder to schools: be careful, it must be 2 ounces **daily**
Meat/Meat Alternate
2 oz. equivalent

- Lean meat/poultry/fish/other protein 2 oz.
- Cheese 2 oz.
- Eggs 1 large egg
- Cooked dry beans or peas ½ cup
- Nut/seed butters 4 tablespoons
- Peanuts/soy nuts/tree nuts/seeds 1 oz. = 50%
- Yogurt 8 oz. or 1 cup
- any 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:
gGuide_000.pdf
OVS at Lunch/Supper

• Must offer 5 items from the 4 components

• Must select 3 components

• Watermelon, carrot sticks, and milk is not a meal because watermelon and carrots sticks are from the same component.
Snack – Two Different Components

• **Milk** – 8 ounces/1 cup
• **Vegetable and/or Fruit** – $\frac{3}{4}$ cup
• **Grains**
  - Bread- 28 grams slice is 1 ounce
  - Cereal – 1 ounce
• **Meat/Meat Alternate**
  - Meat and cheese- 1 ounce
  - Nut butter – 2 tablespoons
  - Nuts- 1 ounce
  - Yogurt- 4 ounces/ $\frac{1}{2}$ 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
- Child Nutrition (CN) labels
- Product formulation statement
*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

• Are allowed, but meals must be kept at safe temperatures and include all the required components (including milk).

• Staff must be trained on what is a reimbursable meal and follow an acceptable meal counting procedure which is to mark each meal after it is given to a child.

• You must let the Maine DOE know in advance that a field trip is taking place.
• There are currently no Federal time limits placed on the duration of a meal service or the amount of time that passes between meal services.

• Remember Sponsors must continue to establish meal times for each site on their Site Info Sheet
• 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.
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
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)
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
Days of Operation and Meal Combinations

- Camps and migrant sites can do up to 3 meals a day, any combination there of
- Open and enrolled
  - up to 2 meals a day; cannot do lunch and supper
  - can do different combination of meals on different days
Times

• You can do weekend meals!

• Supper must begin before 7 and end by 8

• There are no time requirements between meals anymore
Meal Pattern Requirements

• 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 vs. OVS

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

• Offer vs. Serve- All meal components must be offered, but some can be declined.
Summer in NEO

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

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

• Please contact Nanci
  – Separate emails and passwords are needed for the person submitting and the person approving the claim.

• Sponsors wanting advances or commodities must complete their application packet and have it approved by the legal agent before April 27th
• Returning sponsors do not have to accept the agreement this year.

• Returning sponsors will not need to upload their 501 C
Access Your Application

Click –"Summer”, “Application Listing”, ”View Summary” (on the left-hand side)

Under “Application” – click “create”, it will bring up the application.
Application
If nothing has changed, please complete.

Applications must be completed and “saved” before filling an advance. If your organization is asking for an advance, click “save” on the application and then go to “advances” on the Annual Application Packed page.
Remember:

• 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.
Remember:
If you are contracting with a school district other than your own- answer “yes” on the application – if you are using your own district, answer “no”
Remember:
The question that asks did any personnel work for another school district – this means other than your own!
Advances:
- you need to operate 10 days or more.
  Because of snow days adding to the end of June, double check your end dates for school.

*After you have completed the application and/or advance, please submit.*
Site information sheets:

Go to NEO, then “Summer” – “Application Listing” then “View Summary”. Your Annual Application Packet and the “Add New Site Info Sheet” will be available- select from a list of already approved site locations.
NEO

• Creating a new site:
  - For all non school locations – please contact DOE in advance for site approval
  - Go to “Summer” “Site Listing” “Add New Site” make sure to look for duplicates before creating a new site.
Site Info Sheets
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.*
• Under the section that asks what type of site (open, enrolled, etc) there is a section for camps to enter the camp schedule, but this is also where nonoperating holidays are entered (4th of July)
NEO

Site Info:
Was this a site last year?

If yes, the pre-operational date & info are grayed out, because they are not required to be completed.
• Please ensure you are checking off the correct eligibility for each site.
  – You are able to look at last years info.
  – If you are unsure about what to select – please contact Adriane, Kate, or Nanci
Claims

Nothing has changed:
You may combine 2 months of operating into one claim as long as the additional month is under 10 operating days.
- you may not combine 3 months into one claim no matter how many days
Claims

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

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

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

# of days of operation – Total number of days you served in this claiming period. – not the number of days in the month!
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.
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 30th.

• 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) like a cell phone.
## Eligibility Determination

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<th>Site Type</th>
<th>Method of Eligibility Determination</th>
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<tr>
<td>Open / Open Restricted Site</td>
<td>School or Census Tract Data</td>
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<td>Closed Enrolled Site</td>
<td>Household applications</td>
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<td>Migrant Site</td>
<td>Eligibility based upon migrant status</td>
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<td>sponsors must submit information obtained from a migrant organization</td>
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<td>Residential Camp</td>
<td>Household applications, only to children that are eligible</td>
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Common Review Findings & Paperwork Requirements

Why do you think we put these two together?!
Common Findings- Camps

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

• Claiming every child who ate as income eligible children!
  – If you have any questions when you are filing your claim – call Nanci!
Instructions on Eligibility Applications

Determining Eligibility for Student Meal Benefits Webinar.

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

If you need a refresher!
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.
**Common Findings- NEO**

- Not updating *site info sheet* in NEO as dates or serving times change.
- You can update at anytime!

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<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
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Method of Meal preparation: Select ▼ | Select ▼ | Select ▼ | Select ▼ | Select ▼ | Select ▼
Common Findings - Training

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

All staff must receive Civil Rights training – (use the Site Supervisor’s Guide)

Other training topics might include:

• Handling unauthorized adults trying to eat meals
• Meals being taken off-site
• Food safety and handling
• Trash removal
Save Training Agendas!

• This is your documentation!

Have each employee/volunteer sign and date when the training took place.
Common Findings- Recipes

- Recipes/Production Records- needed or recommended for programs
  - **No**, these are not a requirement, but, you do need to provide proof you are meeting the meal pattern.
  - Having recipes provides a standard of practice
Common Findings – Forms

Forms Not Completed or Incomplete
Required Monitoring Forms

• **Pre- Operational Visit Worksheet & First Week Visit Forms** – for all new sites, and any that experienced a problem last year.

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

• **Racial and Ethnic Data collection form** - fill this out during one of your visits! It is required once a summer for every site and/or every camp session
Claim Documentation Needed for Review

Your review period will be 1 claim period
Documents to submit include:
• Daily tic sheets for the claim month
• Consolidated meal count sheet
• Documentation of costs:
  Showing Food/Labor/Other
Common Review Findings- Meal Counts/Tic Sheets

• Not recording each meal as it is served
• Copies of daily Tic Sheets not centrally located
• Tic Sheets not completed on site during/after meal service
• Incorrectly completed
<table>
<thead>
<tr>
<th>Meals received/prepared</th>
<th>Meals available from previous day</th>
<th>Total meals available</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
</tbody>
</table>

First Meals Served to Children (cross off number as each child receives a meal):

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
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</tr>
</tbody>
</table>

Total First Meals + [1]

Second meals served to children:

<table>
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<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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</tr>
</tbody>
</table>

Total Second Meals + [2]

Meals served to Program adults:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
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</tr>
</tbody>
</table>

Total Program Adult Meals + [3]

Meals served to non-Program adults:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

Total non-Program Adult Meals + [4]

TOTAL MEALS SERVED = [5]

Total damaged/incomplete/other non-reimbursable meals + [6]

Total leftover meals + [7]

Total of Items: [6] + [7] + [8] = [9]

Number of additional children requesting a meal after all available meals were served:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
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<th>15</th>
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<td></td>
</tr>
</tbody>
</table>

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

Signature: [Signature]

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

Tick marks were not given for each child getting a meal

Adults were counted as reimbursable meals
<table>
<thead>
<tr>
<th>Site Name: Loon Park</th>
<th>Meal Type (circle):</th>
<th>B</th>
<th>L</th>
<th>SN</th>
<th>SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Delivery Time:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date: 7/10/17</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Meals received/prepared: 15 + Meals available from previous day: 5 = 20 (Total meals available)

<table>
<thead>
<tr>
<th>First Meals Served to Children (cross off number as each child receives a meal):</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>41</td>
</tr>
<tr>
<td>61</td>
</tr>
<tr>
<td>81</td>
</tr>
<tr>
<td>101</td>
</tr>
<tr>
<td>121</td>
</tr>
<tr>
<td>141</td>
</tr>
</tbody>
</table>

Total First Meals + 10

Second meals served to children:

Total Second Meals + 3

Meals served to Program adults:

Total Program Adult Meals + 1

Meals served to non-Program adults:

Total non-Program Adult Meals + 4

TOTAL MEALS SERVED = 18

Total damaged/incomplete/other non-reimbursable meals + 0

Total leftover meals + 2

Total of Items: 18 + 0 + 2 = 20

Number of additional children requesting a meal after all available meals were served:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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

Signature: __________________________
Date: 7/10/17
Clarify what type of meal service – especially if you have more than one type of meal at the site.
Site Name: Looch Pine  Meal Type (circle): B ( ) SN ( ) SU

Address:  Telephone:

Supervisor's Name:  Delivery Time: 11:00  Date: 6/22/17

Meals received/prepared 15 + Meals available from previous day 20 = 15 (Total meals available)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |

First Meals Served to Children (cross off number as each child receives a meal):

Total First Meals + 1

Second meals served to children:

Total Second Meals + 1

Meals served to Program adults:

Total Program Adult Meals + 1

Meals served to non-Program adults:

Total non-Program Adult Meals + 1

TOTAL MEALS SERVED = 1

Total damaged/incomplete/other non-reimbursable meals + 0

Total leftover meals + 0

Total of Items: [1] + [7] + [8] = [9]

Number of additional children requesting a meal after all available meals were served:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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

Signature  Date 6/22/17
Leaving out the ending tic-mark.
Meal Counts

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

• At the end of each month, record your tic sheets on the consolidated meal count form, this can be done in Excel!
## Consolidated Meal Counts in Excel

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Meals</th>
<th>Eligible 1st</th>
<th>2nd Meal Count</th>
<th>Date</th>
<th>Total Meals</th>
<th>Eligible 1st</th>
<th>2nd Meal Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/16/2018</td>
<td>15</td>
<td>14</td>
<td>1</td>
<td>6/16/2018</td>
<td>14</td>
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<td>6/17/2018</td>
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<td></td>
<td>6/18/2018</td>
<td>10</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>6/19/2018</td>
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<td>6</td>
<td></td>
<td>6/19/2018</td>
<td>8</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>6/20/2018</td>
<td></td>
<td></td>
<td></td>
<td>6/20/2018</td>
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</tr>
<tr>
<td>6/21/2018</td>
<td>16</td>
<td>15</td>
<td></td>
<td>6/21/2018</td>
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<tr>
<td>6/22/2018</td>
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<tr>
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<td>17</td>
<td></td>
<td>6/24/2018</td>
<td>5</td>
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<tr>
<td>6/25/2018</td>
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<tr>
<td>6/30/2018</td>
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<td>12</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>181</strong></td>
<td><strong>170</strong></td>
<td><strong>4</strong></td>
<td><strong>Total</strong></td>
<td><strong>128</strong></td>
<td><strong>113</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

Simple addition is the most common finding!
Submitting Tic Sheets for Review

- Site / Location
  - Day of service
    - Meal type
Receipts

Have a standard practice labeling your receipts and invoices!
Food – Labor- Other

Suggestion- highlight items that are unallowable costs on your receipts.
Unallowable Costs Include

• Indirect costs
  - You need to document the cost break-out
• Non-program adult meals
• Other unallowable meals, such as dropped meals
• Capital expenditures
  – Fixed assets, such as land, buildings etc.
Common Findings – Unallowable Costs

• Food Items that are non-reimbursable/not-creditable
• Shared utilities
• Employees who have responsibilities outside of food service and are not on a time card

- You need additional funding from outside of food service to cover unallowable costs.
Examples of Cost Documentation
<table>
<thead>
<tr>
<th>DATE</th>
<th>SCHEDULED DUTY Check In Time</th>
<th>SCHEDULED DUTY Check Out Time</th>
<th>NON-SCHEDULED DUTY Check In Time</th>
<th>NON-SCHEDULED DUTY Check Out Time</th>
<th>TOTAL HOURS WORKED</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>8 HRS</td>
</tr>
<tr>
<td>9-10-17</td>
<td>5:00</td>
<td>12:30</td>
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</tr>
<tr>
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<td>5:00</td>
<td>12:00</td>
<td></td>
<td></td>
<td>7 HRS</td>
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<tr>
<td>9-12-17</td>
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<td>1:00</td>
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<td></td>
<td>8 HRS</td>
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<tr>
<td>9-13-17</td>
<td>5:00</td>
<td>12:30</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td>47 HRS</td>
</tr>
</tbody>
</table>

Total Number of Hours Worked During Week: 47 HRS

All non-scheduled hours must be explained on back of sheet.

Supervisor's Signature

Employee's Signature

47 x $11.00 = $517.00 labor
Food 42.92
### Claim Documentation

<table>
<thead>
<tr>
<th>Item#</th>
<th>Qty</th>
<th>U/M</th>
<th>Brand</th>
<th>Description</th>
<th>Pack</th>
<th>Weight</th>
<th>Price</th>
<th>Sts</th>
<th>Amount</th>
<th>Cost</th>
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<tbody>
<tr>
<td>10486</td>
<td>4</td>
<td>CS</td>
<td>Sara Lee</td>
<td>Croissant Sliced WG 2.35oz</td>
<td>4/12</td>
<td>34.5600</td>
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<td>CS</td>
<td>Aunt Jemima</td>
<td>French Toast Sticks WHL GRN</td>
<td>2/5LB</td>
<td>21.2100</td>
<td>21.21</td>
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<td>10895</td>
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<td>Flowers</td>
<td>Roll Burger Whole Grain</td>
<td>10/12CT</td>
<td>25.1100</td>
<td>50.22</td>
<td>.2093</td>
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<td>10642</td>
<td>1</td>
<td>CS</td>
<td>Brakebush</td>
<td>Chicken Patty WG BRD FC ON</td>
<td>51/3.150</td>
<td>31.8900</td>
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<td>Fresh Meats Category Total</td>
<td>Pieces:</td>
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<td>Napkin Krft Dixie Ultra EasyNap</td>
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<td>58.99</td>
<td>.0098</td>
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</tr>
<tr>
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<td>2</td>
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<td>Brown Box</td>
<td>Teaspoon Plst Med White</td>
<td>1/1000CT</td>
<td>8.8300</td>
<td>17.66</td>
<td>.0088</td>
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<td></td>
<td></td>
<td>Disposables Category Total</td>
<td>Pieces:</td>
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<td></td>
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</tr>
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<td></td>
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<td></td>
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<td><strong>System Required Category Total</strong></td>
<td>Pieces:</td>
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</table>

**Total:** 750.20

**Non:** 80.45

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

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Child Nutrition
Maine Department of Education
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.
Review Process

Summer meals paperwork to 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
What is in the Packet?

- It’s Short For
- Procedures for filling a complaint
- Sample News Release
- SFSP Meal Pattern
- Step by Step Guide to NEO
- Application Instructions
- Site Info Sheet Instructions
- Free and Reduced Price Meal Applications
- Training Staff Check List
- Pre-Operational Visit Form (new sites)
- First week visit form (new sites)
- Racial or Ethnic Data Form
- Meal Count Sheet
- Consolidated meal count form
- SFSP production records
- Agreement to furnish the food service between sponsor and school
- Sample temperature log
- Web Resources
- Volunteer resources courtesy of Good Shepherd Food Bank
- Out-reach resources
- Sample activities
Press Release

Tips

• Make sure your headline and the first paragraph are catchy and clear!
• Timing: choose a date that coincides with your operation. And choose an atypical time – like 10:08 a.m. instead of 10:00 a.m.
• Type your press release into a body of an email, do not send as an attachment.
• Send your press release to 1 publication at a time, so that they see that they are the only recipient
• Send photos when possible
Increasing Participation
Awareness

Last year’s market research showed that 75% of Mainers found out about Summer Meals through family, friends or coworkers. and 51% though school sources, like flyers, emails, and robo calls.
How to spread the word?

- **65%** would prefer to receive information in the mail and **30%** feel that “**direct mail**” is the best way to reach them.
- **47%** feel that the best way inform about Summer Meals is “**At school / School newsletter**”.
Post to Volunteer opportunities to VolunteerME
/http://getconnected.volunteermaine.org/how-to-use-volunteerme

Create a profile:
- Choose a region, then click to “register your organization” and request an account.

Thank you to Good Shepherd Food Bank for sharing their volunteer resource!
Step outside your comfort zone and outreach to one additional entity!

- WIC
- Head Start
- Pediatrician Office / Free Clinics
- Housing Authorities
- Town Office
- Food Pantry’s / Churches
- Thrift Stores
Mid-season Promotion!

Keeping the momentum, hold other events throughout the summer.
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
Questions?

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Yum!
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2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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