

Welcome!

With a Smartphone or computer go to: <http://kahoot.it/>

1. Enter Game PIN: 9419097
2. Enter your name
3. Join!

We will use this game platform throughout today's training

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Summer Food Service Program Training 2024

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Agenda



- 7 CFR 225.14 Requirements for Sponsor Participation
- 7 CFR 225.15 Management Responsibilities of Sponsor
- 7 CFR 225.16 Meal Service Requirements
- 7 CFR 225.17 Procurement Standards
- 7 CFR 225.18 Miscellaneous Administrative Provision.

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What type of Sponsor are you.



- ❖ Homeless Shelter
- ❖ Non-Residential Camp
- ❖ Residential Camp
- ❖ School / SAU
- ❖ Upward
- ❖ Not Sure

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SFSP General Requirements



No applicant sponsor shall be eligible to participate in the Program unless it:

- ❖ Demonstrates financial and administrative capability
- ❖ Has not been seriously deficient in operating the Program
- ❖ Will conduct a regularly scheduled food service for children from areas in which poor economic conditions exist, or qualifies as a camp
- ❖ Has adequate supervisory and operational personnel for overall monitoring and management of each site
- ❖ Provides an ongoing year-round service to the community which it proposes to serve under the Program
- ❖ Certifies that all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served
- ❖ Enters into a written agreement with the State agency upon approval of its application

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SFSP Sponsor Eligibility

Applicants eligible to sponsor the Program include:

- Public or nonprofit private school food authorities;
- Public or nonprofit private residential summer camps;
- Units of local, municipal, county, or State governments;
- Public or private nonprofit colleges or universities which are currently participating in the National Youth Sports Program; and
- Private nonprofit organizations as defined in §225.2.

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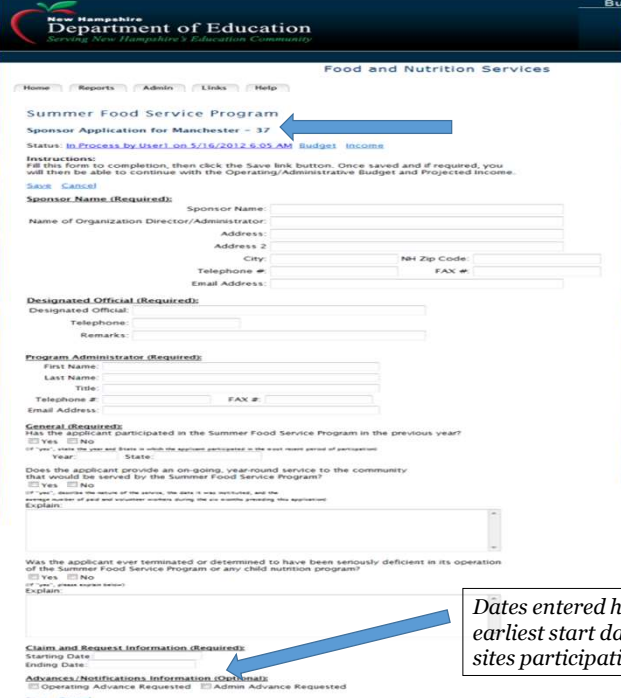


Applications

1. Sponsor Application* – *all sections completed*
2. Site Application(s) - *all sections completed*
3. Attachment Documents – *upload all pertinent documents*
4. Budget completed (n/a for public schools unless the public school is new to the SFSP)
 - Estimated Operational Costs (Food Service)
 - Estimated Administrative Costs
 - Projected Income to support your program

***Application deadline is May 15, 2024**

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On-Line Sponsor Application Page

Dates entered here must reflect the actual earliest start date and the latest ending date of sites participating.

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EXAMPLE: SITE START DATE/END DATE

Site Operating Data (Required)		
Site A	Starting Date:	Ending Date:
	7/11/2024	09/02/2024
Site B	Starting Date:	Ending Date:
	6/23/2024	7/29/2024
Site C	Starting Date:	Ending Date:
	06/28/2024	08/03/2024
Site D	Starting Date:	Ending Date:
	06/21/2024	09/01/2024
Earliest Start Date:		Latest Ending Date
06/21/2024		09/02/2024

Based on the Earliest Start Date and the Latest Ending Date of the sites listed above, the **Claim and Request Information** on the Sponsor Application **must read:**

Starting Date:	6/21/2024	NOT	Starting Date:	1/1/2020
Ending Date:	9/2/2024		Ending Date:	12/31/2023

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New Hampshire Department of Education
Serving New Hampshire's Education Community

an official **NEW HAMPSHIRE** government website

Bureau of Nutrition Programs and Services

Division of Program Support
(603) 271-3646



Choose MyPlate.gov

Food and Nutrition Services Year: FY 2012

Home Reports Admin Links Help Welcome Teresa Vincent, DOE System Administrator, NHD OE

Summer Food Service Program

Site Application for Manchester Site 1 - 12345 ←

Status: [In Process by User1 on 5/16/2012 7:05 AM](#)

Instructions:
Fill this form to completion, then click the Save link button.

[Save](#) [Cancel](#)

Site Name (Required):

Site Name:

Address:

Address 2:

City: NH Zip Code:

Telephone #: FAX #:

Email Address:

Remarks:

Site Application* – Page 1

**Some information will be rolled over from the previous year's application. Please review the information and make appropriate changes.*

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Site Contact (Required):

First Name: MI: Last Name:
 Title:
 Telephone #: FAX #:
 Email Address:
 Cell Phone #:

Fiscal Agent (Required):
 Please select a site, then select a fiscal agent from this list. Please contact the Bureau if there are no selections available.

Eligibility (Required):

Enrollment Type: **The drop down for Enrollment Type is Enrolled, Open or Restricted Open**

Program Type: **Program Type: Homeless Shelter, Non-Residential Camp, Residential Camps School, Upward Bound**

Qualification: **Qualifications: Area Eligible, Census Data, Income Application Collected, **Other Information (please don't use)**, Restricted School Data, School Data**

If open site using school data, please supply the eligible school:
 Eligible School:

If enrolled site, please supply enrolled site data:

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Requirements to Specific Types

1. If the sponsor is a residential camp, it must certify that it will collect information on participants' eligibility to support its claim for reimbursement.
2. If the sponsor administers the Program at sites that provide summer school sessions, it must ensure that these sites are open to children enrolled in summer school and to all children residing in the area served by the site.
3. Sponsors which are units of local, municipal, county, or State government, and sponsors which are private nonprofit organizations, will only be approved to administer the Program at sites where they have administrative
4. If the sponsor administers homeless feeding sites, it must: (i) Document that the site is not a residential child-care institution as defined in paragraph (c) of the definition of 'School' contained in §210.2 of this chapter; (ii) Document that the primary purpose of the homeless feeding site is to provide shelter and meals to homeless families; and (iii) Certify that these sites employ meal counting methods to ensure that reimbursement is claimed only for meals served to homeless and non-homeless children.
5. If the sponsor is a private nonprofit organization, it must certify that it:
 - a) Exercises full control and authority
 - b) Provides ongoing year-round activities
 - c) Demonstrates that the Sponsor has an adequate Management Plan & Fiscal Capability
 - d) Meets applicable State and local health, safety, and sanitation standards.

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Days of Operation:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Closed Dates can be accessed from the Site Application read-only page.

Personnel (Required):
Personnel can be accessed from the Site Application read-only page.

Meals Claimed (Required):

Meal	ADP	Wkdy Begin Meal Time	Wkdy End Meal Time	Wknd Begin Meal Time	Wknd End Meal Time	Request Waiver	CAP	State CAP
Breakfast	125	8:30 AM	9:00 AM			<input type="checkbox"/>	150	<input type="checkbox"/>
AM Snack	0					<input type="checkbox"/>	0	<input type="checkbox"/>
Lunch	0					<input type="checkbox"/>	0	<input type="checkbox"/>
PM Snack	0					<input type="checkbox"/>	0	<input type="checkbox"/>
Supper	0					<input type="checkbox"/>	0	<input type="checkbox"/>

Service/Site Data (Required):

*Type of Service: Sack/ Cold Lunch

*Rural or Metro: Metro

*Indoor/Outdoor: Indoor

*Prep Type: Select...

*FSMC or SFA Name:

If an outdoor site, where will meals be served when weather prevents the outdoor service of meals?
Give address and describe location.

(500 character limit; 500 remaining.)
Describe the meal service area:

Site Application, Page 2

Data entered must accurately reflect what the site is operating.

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Site Application:
Service/Site Data

What is entered in this section directly affects the site claim.

- **Service/Site Data (Required):**

Type of Service: Select...

Prep Type: Select...

Rural or Urban: Select...

FSMC or SFA Name:

***Urban** selection receives the lower rate of Administrative Costs.

****Vended by FSMC and Urban** receives the lower rate of Administrative Costs.

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Attachment Documents

The following attachments must be completed for you to have an approved SFSP application packet on file with the Office of Nutrition Program and Services (ONPS).

- Application Certification Signature Page
- Corrective Action Procedure
- Free Meal Policy Statement – If Charging or Not Charging for Meals (ensure correct version)
- Meal Count Consolidation
- Monitor Schedule Form
- News / Public Release
- Permanent Agreement – Required yearly
- Program Authorization Form – if changes are needed email Patty Carignan
- Department of Health Letter – a signed copy that was sent to the local health department.
- Identification of Eligibility Attestation (Site Determination)- examples: copy of 50% list or color copy of eligibility mapper
- Training Schedule
- Viability, Capability, Accountability Document
- Upward Bound Letter – this is only for Upward Bound Programs

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*The items below are for the Sponsor/Site use only.
These items should not be uploaded to the SFSP application.*

- Income Eligibility Guidelines (2024-2025) for Free & Reduced Applications
- Meal Count Worksheets
- Parent Application for 2024-2025
- Parent Application Instructions
- Parent Letter for 2024-2025
- Reimbursement Rates 2024-2025



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SFSP Eligibility Attestation

A	B	C	D	E	F	G	H	I	J	K	L
Sponsor Name:		SEPARATE BACKUP DOCUMENTATION IS REQUIRED FOR EACH SITE (ex: colored copy of Eligibility Mapper, 50% list highlighted, ETC)									
Site Name	Open/Closed	Rural or Urban	Prep Type (self-prep, Vended FSMC or Vended SFA)	Name of FSMC/Vended Meal or SFA	Eligibility (needs to match what is on Application)	Name of School	Date Eligible				

1. Please list your sites by names that are on the Site Page
2. Please list if your site is Open or Closed – this is a new column this year
3. Please list if your site is Rural or Urban
4. Please list how the meals are prepared, such as Self Prep, Satellite from SAU, Vended Meals Contract
5. Please list the name of the Food Service Management Company (FSMC) or VMC if applicable
6. Please list how the site is Eligible, such as school data (list school name) area eligible, census data
7. Please list the year the site is Eligible. You are able to qualify a site for 5 years with documentation.

Now if you site was determined and running back in 2020 and you have the documentation then you can continue for the 5 years.
 If you were determined through COVID, you must start your determination this year, you can not go backwards

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Sponsor Application Budget

SFSP sponsors must complete the on-line **annual budget** for administrative costs. The application budget is part of the sponsor application packet and must be approved by the State Agency.

N/A for public schools currently under an agreement with the State Agency.



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Sponsor Application Budget

Food and Nutrition Services

Home Reports Admin Links Help

Summer Food Service Program

Sponsor Application Operational and Administrative Budget for Manchester - 37

Instructions:
Fill this form to completion, then click the Save link button. Once saved you can work with the Projected Income or move back to the sponsor application

[Save](#) [Cancel](#)

Estimated Operational Cost (Food Service)			Estimated Administrative Costs		
	Sponsor Amount	FNS Approved Amount		Sponsor Amount	FNS Approved Amount
Food	<input type="text"/>	\$0.00	Total Administrative Salaries (See 13 above)	<input type="text"/>	\$0.00
			Rent of Office Space (Attach Contract)	<input type="text"/>	\$0.00
	Site	<input type="text"/>	Utilities	<input type="text"/>	\$0.00
		\$0.00	Office Supplies	<input type="text"/>	\$0.00
Labor			Audit Fees (Attach letter)	<input type="text"/>	\$0.00
	Kitchen	<input type="text"/>	Transportation (Administrative and Monitors)	Rental	<input type="text"/>
		\$0.00		Mileage	<input type="text"/>
Non-Food Supplies	<input type="text"/>	\$0.00	Telephone	<input type="text"/>	\$0.00
			Postage	<input type="text"/>	\$0.00
Utilities	<input type="text"/>	\$0.00	Legal Fees	<input type="text"/>	\$0.00
Kitchen or Truck Rental (Attach contract)	<input type="text"/>	\$0.00	Use Allowance	<input type="text"/>	\$0.00
Equipment Rental (Attach contract)	<input type="text"/>	\$0.00	Office Building Maintenance (Not included in Rental Agreement)	<input type="text"/>	\$0.00
Other (specify)	<input type="text"/>	\$0.00	Other (specify)	<input type="text"/>	\$0.00
			Indirect Cost (Rate) (Attach copy of cognizant agency's approval)	<input type="text"/>	\$0.00
Sub-Total		\$0.00	Sub-Total	\$0.00	\$0.00

[Save](#) [Cancel](#)

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Sponsor Application Income

No income records exist...

INCOME

Add A New Income Source:

Income Source:

Income Amount:

Income Purpose:

Max Length for Income Purpose is 500

[Save](#) [Cancel](#)

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Staying on Budget

Calculating Food Costs, You can calculate food costs for each menu by following these steps:

- Select recipe
- Determine the serving size
- Determine how many meals to prepare
- Adjust the recipes for number of servings
- Calculate the amount of food needed for the total number of meals
- Estimate the total food cost



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Advance Payments *7CFR 225.9(c)*

Advance Payments can assist sponsors in meeting operating costs and administrative expenses. The process is highly regulated and will need State Agency approval. Advances are not guaranteed.

Dates for Advance payments:

- *Operating costs:* June 1, July 15, and August 15

*A sponsor shall not receive advance operating cost payments for any month in which it will participate in the Program for **less than ten days**. Except for school food authorities, sponsors must conduct training sessions before receiving the second advance payment. Training sessions must cover Program duties and responsibilities for the sponsor's staff and for site personnel.*

- *Administrative costs:* June 1 and July 15

*A sponsor shall not receive advance administrative costs payments for any month in which it will participate in the Program for **less than 10 days**. However, if a sponsor operates for less than 10 days in June but for at least 10 days in August, the second advance administrative costs payment shall be made by August 15.*

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What is a Complete SFSP Application Packet?

1. SPONSOR APPLICATION* – ALL SECTIONS COMPLETED
2. SITE APPLICATION(S) - ALL SECTIONS COMPLETED
3. ATTACHMENT DOCUMENTS – UPLOAD ALL PERTINENT DOCUMENTS
4. BUDGET COMPLETED (N/A FOR PUBLIC SCHOOLS UNLESS THE PUBLIC SCHOOL IS NEW TO THE SFSP)
 - ESTIMATED OPERATIONAL COSTS (FOOD SERVICE)
 - ESTIMATED ADMINISTRATIVE COSTS
 - PROJECTED INCOME TO SUPPORT YOUR PROGRAM

***APPLICATION DEADLINE IS MAY 15, 2024**

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Food Inventory Records

Food Inventory Records Keep accurate and up-to-date food inventory records which includes the:

- Date the food was ordered
- Name of the supplier or vendor
- Date food was received
- Condition on arrival
- Price paid
- Amount of food left



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Management Plan

A management plan is required for sponsors of the Summer Food Service Program (SFSP) to determine compliance with performance standards

The management plan is a comprehensive description of the sponsor's management and administrative structure, including details about the sponsor's financial viability and management.

Management plans are required to be submitted annually, and a full management plan must be submitted at least every 3 years for all sponsors.

Regulations 225.6(c) is where you will find the requirements for the management plan.

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Test Your Knowledge!

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Management Responsibilities of Sponsors

- General Responsibilities
- Meal Ordering
- Training and Monitoring
- Media Release
- Application for free program meals
- Notification to household
- Food Service Management Companies (FSMC)
& Vended Meals Contracts (VMC)
- Other Responsibilities

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General Responsibilities

Sponsors must maintain documentation of a nonprofit food service

All Program reimbursement funds must be used solely for the conduct of the nonprofit food service operation.

State agency approval shall be required for net cash resources more than the requirements.



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Meal Ordering



Each sponsor shall, to the maximum extent feasible, utilize either its own food service facilities or obtain meals from a school food service facility

Sponsors shall plan for and prepare or order meals based on participation trends

The sponsor shall not order or prepare meals for children at any site in excess of the site's approved level

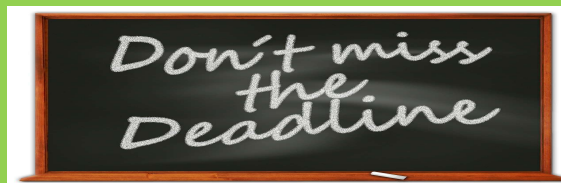
The sponsor shall not order or prepare meals for children at any site in excess of the site's approved level

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Records and Claiming

- As discussed previously in the *Sponsor Responsibility* section, the sponsor application, site application(s) and attachment documents must be updated annually.
- The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is **May 15, 2023**. (Note: *In order for your application to be processed quickly, please have your online application completed by the State Agency deadline date.*)
- 7 CFR 225.6 (b)(1) *Approval of sponsor applications*: Sponsors must submit their application to the State Agency for participation in the SFSP prior to **June 15***. However, State Agencies may establish an earlier deadline for the Program application submission.



- *Failure to meet the USDA **June 15 deadline** will result in an inability to participate in the program for the 2023 Summer Food Service Program. There are **NO** exceptions.

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Records and Claiming

To have access to the NH on-line system, **new users** must:

➤ Step 1:

Create an account in the *myNHDOE* Single Sign On System

<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

(If you already have an account in the Single Sign On, **DO NOT** create another account).

AND

➤ Step 2:

Complete and submit a SFSP *Program Authorization Form* which can be found on the SFSP page of our website and we attached it with the forms.

<https://www.education.nh.gov/program/nutrition/index.htm>

Once **both** steps have been completed, users of the system will be linked to the on-line computer security for SFSP.



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Creating a User Account in the myNHDOE Single Sign On System

Log in to: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

NH DOE Home I4SEE Contacts Helpdesk Additional Resources ▾

myNHDOE Login

Username

Password

LOGIN TROUBLE INSTRUCTIONS
Before opening a support ticket, please read below

New user? [Create an Account](#)

Existing myNHDOE user?

Forgot Username/Password
Use the [Forgot Username/Password](#) wizard

Disabled account?
Use the [Forgot Username/Password](#) wizard to re-enable your account and reset your password

Locked out of your account?
Try logging in again later using the [Forgot Username/Password](#) wizard

If you **DO NOT** already have a user account, click on “Create an Account” and follow the steps.

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SFSP Program Authorization Form

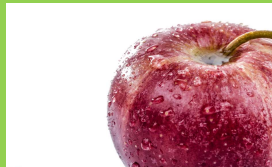
Please complete the following chart and return to Patty Carignan at patricia.j.Carignan@doe.nh.gov. We must have this completed chart **AND** you must create user accounts in the Single Sign On System of myNHDOE before applications and claims can be entered into the system. Go to <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-nutrition> for form.

SAU/RA Name: _____ Address: _____	SAU#/RA#: _____ E-mail: _____ Phone #: _____										
<p>If you do not already have an account in myNHDOE, please go to https://my.doe.nh.gov/myNHDOE/Login/Login.aspx and click on the link to "Create an Account." Once you have done that, please fill out the form utilizing your new user ID.</p> <p>When filling out this form please only add any additional permissions needed. It will be added to any permissions you already have.</p>											
<p>Entry and Submit Program Authorization for Annual Application Please check off the corresponding nutrition program(s) for this user role.</p>											
<p>Application Entry Person Name: _____ User ID: _____</p>	<table border="1"> <tr> <th>NSLP</th> <th>FFVP</th> <th>SMP</th> <th>CACFP</th> <th>SFSP</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NSLP	FFVP	SMP	CACFP	SFSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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NSLP	FFVP	SMP	CACFP	SFSP							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>Entry and Submit Program Authorization for Monthly Claims Please check off the corresponding nutrition program(s) for this user role.</p>											
<p>Claim Entry Person Name: _____ User ID: _____</p>	<table border="1"> <tr> <th>NSLP</th> <th>FFVP</th> <th>SMP</th> <th>CACFP</th> <th>SFSP</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NSLP	FFVP	SMP	CACFP	SFSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Claim Submit Person Name: _____ User ID: _____</p>	<table border="1"> <tr> <th>NSLP</th> <th>FFVP</th> <th>SMP</th> <th>CACFP</th> <th>SFSP</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NSLP	FFVP	SMP	CACFP	SFSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NSLP	FFVP	SMP	CACFP	SFSP							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p><small>The claim "entry" person CANNOT be the same as the claim "submit" person. If multiple persons will be entering claims, please submit an additional Program Authorization form as needed.</small></p>											
<p>Direct Certification Information Person Name: _____ User ID: _____</p>	<p>SAU Verification Summary Official <small>Only for NSLP *Only one Verification Summary Person assigned per SAU.*</small> Name: _____ User ID: _____</p>										
<p>Any myNHDOE users no longer active at your SAU/RA? Please enter their name here: _____</p>											

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Claims for Reimbursement

Prior to sponsors submitting claims for reimbursement, a complete application packet must be approved by the State Agency.



Claims for reimbursement must be entered and submitted to the State Agency by the 10th of the following claiming month.

- Claims require two Separate individuals:
 - Entry Person
 - Submit Person



*Failure to submit original claims or claim revisions by the 60th day following the claiming month will result in Corrective Action. Any claim past the 90th day will not be allowed. Payment will not be made until a Corrective Action Plan has been approved by the State Agency. Sponsors will be under Corrective Action for a period of three years (36 months). Subsequent late claims during this three-year (36 months) period will not be paid by the State Agency. 7CFR 225.9(d)(6)

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7 CFR 225.9(d)(6): Program Assistance to Sponsors - Reimbursement

(6) A final Claim for Reimbursement shall be postmarked and/or submitted to the State agency not later than 60 days after the last day of the month covered by the claim. State agencies may establish shorter deadlines at their discretion. Claims not filed within the 60 day deadline shall not be paid with Program funds unless FNS determines that an exception should be granted. The State agency shall promptly take corrective action with respect to any Claim for Reimbursement as determined necessary through its claim review process or otherwise. In taking such corrective action, State agencies may make upward adjustments in Program funds claimed on claims filed within the 60 day deadline if such adjustments are completed within 90 days of the last day of the month covered by the claim and are reflected in the final Program Operations Report (FNS-418). Upward adjustments in Program funds claimed which are not reflected in the final FNS-418 for the month covered by the claim cannot be made unless authorized by FNS. Downward adjustments in Program funds claimed shall always be made without FNS authorization, regardless of when it is determined that such adjustments are necessary.

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Sponsor and Site Claims

Sample Sponsor Claim

Sample Site Claim

First meals: served to Eligible Children (a) 18 years of age and under, and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

Second meals: represents only meals served. **Second meals served cannot** exceed 2% of first meals served. There is no rounding up of meals. 2nd meal counts must be supported with appropriate documentation.

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USDA 60 Calendar Rule for Submission of Claims

Late SFSP claims and claim revisions follow the FNS 60-day guidance. Sponsors may be granted a one-time per 3-year waiver for a late claim..
 7 CFR 210.8(b)(1)

January February 10th
 February March 10th
 March April 10th
 April May 10th
 May June 10th
 And so on...

USDA 60 Day Calendar

Claim Month	60 Day Federal Due Date
January	April 1
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1

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Claim Warnings/Errors (Examples)

Remarks (Required if Warnings Exist)

Warnings/Errors:



- Warning - Meal Participation Exceeds acceptable tolerance Breakfast Free
- Warning - Meal Participation Exceeds acceptable tolerance Lunch Free

Remarks:

Claim submit person verified that the claim data entered for free breakfast and free lunch meals participation is valid.

The remarks needs to be entered on the site claim AND the sponsor claim.

Errors **must be** correct prior to submitting the claim to the State Agency

Warnings/Errors:

- Error - Second breakfasts in excess of 2% of the total first breakfasts cannot be claimed.
- Error - Second lunches in excess of 2% of the total first lunches cannot be claimed.

Meals Claimed (Required):



	Firsts	Seconds	Non-Eligible Children	Total
Breakfast	285	36	0	321
Lunch	786	92	0	878
Total	1071	128	0	1199

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Disregards/Disallowances 7CFR§225.10(c)

- ***DISREGARDS – CLAIMS***
- FOR ANY FISCAL YEAR, THE STATE AGENCY CONDUCTING AUDITS OR MANAGEMENT EVALUATIONS MAY DISREGARD AN OVERPAYMENT WHICH ***DOES NOT EXCEED \$100.***
- AN OVERPAYMENT MORE THAN THE THRESHOLD OR WHEN THERE IS SUBSTANTIAL EVIDENCE OF VIOLATION OF CRIMINAL LAW OR CIVIL FRAUD STATUTES WILL ***NOT*** BE DISREGARDED.
 - WHEN THERE ARE UNPAID CLAIMS FOR THE SAME FISCAL YEAR, THE OVERPAYMENT CAN BE DEDUCTED FROM FUTURE POSITIVE CLAIMS WITHIN THE SAME FISCAL YEAR.
 - WHEN THERE ARE UNPAID CLAIMS FOR DIFFERENT FISCAL YEARS, THE SPONSOR MUST SUBMIT A CHECK IN THE AMOUNT OF THE OVERPAYMENT TO THE STATE AGENCY.

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Appeal Procedures 7 CFR §225.13

(A) EACH STATE AGENCY SHALL ESTABLISH A PROCEDURE TO BE FOLLOWED BY AN APPLICANT APPEALING:

- A DENIAL OF AN APPLICATION FOR PARTICIPATION;
- A DENIAL OF A SPONSOR'S REQUEST FOR AN ADVANCE PAYMENT;
- A DENIAL OF A SPONSOR'S CLAIM FOR REIMBURSEMENT (EXCEPT FOR LATE SUBMISSION UNDER §225.9(D)(6));
- A STATE AGENCY'S REFUSAL TO FORWARD TO FNS AN EXCEPTION REQUEST BY THE SPONSOR FOR PAYMENT OF A LATE CLAIM OR A REQUEST FOR AN UPWARD ADJUSTMENT TO A CLAIM;
- A CLAIM AGAINST A SPONSOR FOR REMITTANCE OF A PAYMENT; THE TERMINATION OF THE SPONSOR OR A SITE;
- A DENIAL OF A SPONSOR'S APPLICATION FOR A SITE;
- A DENIAL OF A FOOD SERVICE MANAGEMENT COMPANY'S APPLICATION FOR REGISTRATION, IF APPLICABLE;
- OR THE REVOCATION OF A FOOD SERVICE MANAGEMENT COMPANY'S REGISTRATION, IF APPLICABLE.
- APPEALS SHALL NOT BE ALLOWED ON DECISIONS MADE BY FNS WITH RESPECT TO LATE CLAIMS OR UPWARD ADJUSTMENTS UNDER §225.9(D)(6).

THE COMPLETE NH APPEAL PROCEDURES FOR THE SUMMER FOOD SERVICE PROGRAM CAN BE LOCATED ON THE OFFICE'S WEB PAGE LIST BELOW:

[HTTPS://WWW.EDUCATION.NH.GOV/WHO-WE-ARE/DIVISION-OF-LEARNER-SUPPORT/BUREAU-OF-STUDENT-WELLNESS/SUMMER-MEALS-RESOURCES-AND-REFERENCE-LIBRARY](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library)

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Training

Minimum Training Topics:

- The purpose of the SFSP program
- Eligibility Requirements (sponsor & sites)
- Recordkeeping Requirements
- Site operations
- Meal Pattern requirements
- Duties of a Monitor
- Meal Quality & Meal Service
- Meal Preparation/Ordering/Adjustments
- Meal County & Claim Preparation
- Documentation of nonprofit food service
- Food specifications and meal quality standards, as applicable
- Food safety and health inspection requirements
- Incorporating local foods and agriculture-based activities
- Site visits and site review requirements and forms
- Civil Rights racial/ethnic data collection
- Nondiscrimination compliance

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New Sponsor Training & Responsibilities

All potential new sponsors must provide documentation that they are financially viable to participate in the SFSP. Financial documents that will be requested during the application process will include at a minimum (additional information may also be requested):

- Balance Sheet utilizing an accrual or modified accrual accounting principles for the most current month ended;
- Bank statements (same month as balance sheet);
- Income Statement/Profit & Loss Statement for 12 months ending the same month as the balance sheet;
- If potential new sponsor is a non-profit agency, a copy of the last submitted 990 Form;
- Non-profits must have an independent board of directors.

The SFSP is funded through the United States Department of Agriculture (USDA) and administered by the New Department of Education, Office of Nutrition Programs and Services to provide reimbursement to sponsor organizations for serving healthy meals and snacks to children.

The goal of the SFSP is for sponsoring organizations to serve well-balanced meals and encourage good eating habits in all SFSP settings. Participation in the SFSP must help ensure the delivery of benefits to the neediest children in your community. All program funds come from tax dollars, all funds must be spent on food-related costs for the SFSP, and all participating agencies must account for how these funds are used.

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New Sponsor Training & Responsibilities

Who does the program serve?

- Children through age 18;

What kinds of meals are served?

SFSP facilities must follow meal patterns established by the USDA:

Breakfast: consists of a serving of fluid milk, fruit or vegetable, and a grain or bread.

Lunch or dinner: required fluid milk, grain or bread, meat or meat alternative, and a serving of fruit and vegetable.

Snacks: includes two of the four components: fluid milk, fruit or vegetable, grain or bread, or meat or meat alternative.

How does SFSP work?

SFSP reimburses participating centers for serving nutritious meals according to the USDA meal patterns. The New Hampshire Department of Education, Office for Child Nutrition Programs & Services approves sponsoring organizations to operate the program locally. They also provides training, monitors the program, and provides guidance and assistance to assure that sponsors are meeting program requirements.

Key Sponsor Responsibilities

- Maintain program eligibility;
- Serve meals that meeting program requirements;
- Keep daily records of participants and number of meals served;
- Comply with all regulations and instructions relating to the SFSP
- Civil Rights

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Conduct Monitoring Visits

- Sponsors must certify that all sites have been visited and can provide meal service for the number of children as planned.

7 CFR 225.14(c)(6) and 225.15(d)(2) and (3)

- Sponsors must ensure that the following minimum monitoring requirements are met:

- ✓ Pre-operational Visits
 - ✓ Site Visits
 - ✓ Site Reviews

[Sponsor Monitor's Guide 2017 \(azureedge.us\)](https://azureedge.us)

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Pre-Operational Visits

- Sponsors **must** visit all new and problem sites before they begin operations. These visits are required to make sure that the sites have facilities to provide meal services for the number of children expected to attend.
- This form can be found in the 2017 Sponsor Monitoring Handbook pages 22.



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1st Week Site Visits (now - in the 1st two weeks)

- The 1st week site visit form can be found in the 2017 Sponsor Monitoring Handbook, page 23.
- This visit is to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capacity.
- Your requirements to visit at the first week have now changed due to the SFSP Integrity Rule
- To require a visit in the first two weeks of operation for new sites, sites with operational problems in the prior year, and any site where the state agency determines a visit is needed. For sites that operate for a week or less, the site visit must be conducted during the period of operation, as proposed.



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Site Reviews (4th week Review)



- Sponsors must review all sites at least once during the first four weeks of program operations. After this initial period, sponsors must conduct a “reasonable” level of monitoring. If a site operates less than one week, the sponsor must still conduct a review and this site review may be conducted at the same time as the first week site visit.
- This form can be found in the 2017 Sponsor Monitoring Handbook pages 24-27.

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Media Release

- SFSP sponsors are no longer required to issue a media release prior to the start of the Program. NHED issued the media release on behalf of all sponsors.
- Camps shall annually announce to all participants the availability of free meals for eligible children.
- Sponsors that have open and restricted open sites should continue to make the community aware of the meal sites, dates of operation and times of meal services.



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Application for Free Program Meals

Purpose of application form. The application is used to determine the eligibility of children attending camps and the eligibility of sites that are not open sites

In these situations, parents or guardians of children enrolled in camps or these other sites must be given application forms to provide information

2024-2025 Child Nutrition Programs Household Application for Free and Reduced Price Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE: RETURN TO (Name): ADDRESS:

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1, Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDIPIR?

NO → Go to STEP 3. YES → Write case number here and proceed to STEP 4. CASE NUMBER (NOT EBT NUMBER): Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)
List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?				Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, VA Benefits, All Other	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults)

Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (if Applicable)

Check if no Social Security Number

Please see application's back for list of income sources.

B. Child Income
Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income \$ How often received? Weekly Every 2 Weeks 2x Month Monthly Annual

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL; Insert school address here

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Print Name of Adult Signing the Form Signature of Adult Today's Date

Mailing Address (if available) City State Zip Phone (optional) Email (optional)

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
Earnings from Work • Salary, wages, cash bonuses, tips, commissions • Net income from self-employment (farm or business) If you are in the U.S. Military: • Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) • Allowances for off-base housing, food, and clothing	Public Assistance/Alimony/Child Support • Unemployment benefits • Workers' compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veterans benefits • Strike benefits	Pensions/Retirement/All other sources of income • Social Security/Disability (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household	• A child has a regular full or part-time job where they earn a salary or wages • A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits • A friend or extended family member regularly gives a child spending money • A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino

Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school/site. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT For school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income: _____ How often? Weekly Every 2 Weeks 2x Month Monthly Annual Household size: _____ Eligibility: Free Reduced Denied

Determining Official's Signature: _____ Date: _____ Confirming Official's Signature: _____ Date: _____ Verifying Official's Signature: _____ Date: _____

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FEDERAL INCOME ELIGIBILITY GUIDELINES (Effective from July 1, 2024 to June 30, 2025)

FREE MEAL GUIDELINES (130%)					
HOUSEHOLD SIZE	INCOME (Equal to or Less Than)				
	YEARLY	MONTHLY	WEEKLY	Twice Per Month	Every Two Weeks
1	\$19,578	\$1,632	\$377	\$816	\$753
2	26,572	2,215	511	1,108	1,022
3	33,566	2,798	646	1,399	1,291
4	40,560	3,380	780	1,690	1,560
5	47,554	3,963	915	1,982	1,829
6	54,548	4,546	1,049	2,273	2,098
7	61,542	5,129	1,184	2,565	2,367
8	68,536	5,712	1,318	2,856	2,636
For each additional Household member add	+\$ 6,994	+\$ 583	+\$ 135	+\$ 292	+\$ 269

REDUCED PRICE MEAL GUIDELINES (185%)					
HOUSEHOLD SIZE	INCOME (Equal to or Less Than)				
	YEARLY	MONTHLY	WEEKLY	Twice Per Month	Every Two Weeks
1	\$27,861	2,322	536	1,161	1,072
2	37,814	3,152	728	1,576	1,455
3	47,767	3,981	919	1,991	1,838
4	57,720	4,810	1,110	2,405	2,220
5	67,673	5,640	1,302	2,820	2,603
6	77,626	6,469	1,493	3,235	2,986
7	87,579	7,299	1,685	3,650	3,369
8	97,532	8,128	1,876	4,064	3,752
For each additional Household member add	+\$ 9,953	+\$ 830	+\$ 192	+\$ 415	+\$ 383

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Dear Parent/Guardian,

The (indicate name of sponsor) serves nutritious meals to children enrolled in their programming without an additional charge to you. This is possible because federal reimbursement is received for meals served in accordance with regulations governing the USDA Summer Food Service Program (Sfsp). To document eligibility for these funds, statements of household size and income must be obtained from parents or guardians of children participating in the Sfsp. Meals are available to children 18 years of age and under and to persons over age 18 who are determined by a state or local public educational agency to be mentally or physically disabled. The information you provide will be used only to document that meals may be claimed for Summer Food Service Program assistance and will be kept confidential. If your income is higher than the amount indicated in the chart below for your household size, you do not need to complete the attached Household Application for the Summer Food Service Program.

Please complete and return the enclosed Household Application if:

A member of your household is receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).

- You have one or more foster children in your household (child under the legal responsibility of a foster care agency or court).
- The children in your household meet the definition of homeless, runaway, or migrant.
- Your household income falls at or below the income guidelines on the chart below.

Please return the enclosed Household Application to the below address:

Name of Sponsor: _____
 Address: _____

If you have questions or need help, call [phone number].

Sincerely,
 [signature]

Federal Eligibility Income Chart July 1, 2024 – June 30, 2025

HOUSEHOLD SIZE	INCOME (Equal to or Less		
	YEARLY	MONTHLY	WEEKLY
1	\$ 27,861	2,322	536
2	37,814	3,152	728
3	47,767	3,981	919
4	57,720	4,810	1,110
5	67,673	5,640	1,302
6	77,626	6,469	1,493
7	87,579	7,299	1,685
8	97,532	8,128	1,876
For each additional Household member add	+ \$ 9,953	+ \$830	+ \$ 192

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Food Service Management Contracts and Vended Meal Contract

- Any sponsor may contract with a food service management company to manage the sponsor's food service operations and/or for the preparation of unitized meals with or without milk.
- Any vended sponsor shall be responsible for ensuring that its food service operation is in conformity with its agreement with the State agency and with all the applicable provisions of this part.
- If you are interest and need to know more about Food Service Management Contract (FSMC) or Vended Meal Contracts (VMC), please contact me and we can discuss this further.

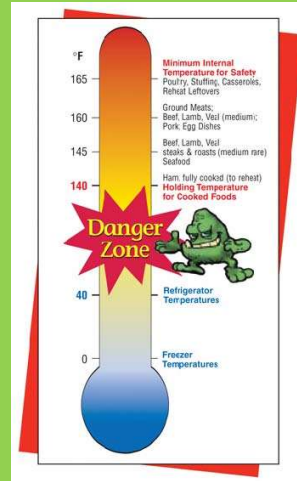
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Food Safety

Always keep Hot Foods Hot
and Cold Foods Cold

- ❖ Hot foods: must be kept at 135°F or above
- ❖ Cold foods: must be kept at 40°F or below



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Food Safety and Kitchen Rules

KEEP THESE FOOD SAFETY RULES IN MIND

- BACTERIA CAN GROW RAPIDLY BETWEEN 40°F AND 135°F, WHICH INCLUDES ROOM TEMPERATURE. THIS IS KNOWN AS THE *DANGER ZONE*.
- AVOID HOLDING FOODS IN THIS TEMPERATURE *DANGER ZONE*. DO NOT HOLD A FOOD IN THE TEMPERATURE *DANGER ZONE* FOR LONGER THAN TWO **HOURS**. AFTER TWO HOURS DISCARD THE FOOD.
- KEEP MEALS AND MILK NOT BEING SERVED AT THE TIME IN THE REFRIGERATOR OR COOLER AT A TEMPERATURE OF 40°F OR BELOW. HOT MEALS SHOULD BE IN A WARMING UNIT OR INSULATED BOX AT A HOLDING TEMPERATURE OF 135°F OR MORE.
- REMEMBER THAT YOU CANNOT DETERMINE FOOD SAFETY BY SIGHT, TASTE, ODOR, OR SMELL. IF THERE IS ANY DOUBT, THROW THE FOOD AWAY.
- TRAIN FOOD SERVICE EMPLOYEES ON SAFE FOOD HANDLING, ON THE SAFE USE OF ALL TYPES OF EQUIPMENT, AND ON PERSONAL HYGIENE.
- KEEP A FIRE EXTINGUISHER AND FIRST-AID KIT HANDY AND INSTRUCT ALL PERSONNEL IN THEIR USE.

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Core Message of Food Safety

• THE FOUR CORE MESSAGES WILL HELP YOU KEEP YOUR FOOD SAFE TO EAT.

- CLEAN
 - SEPARATE
 - COOK
 - CHILL



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Food Safety Checklist

Use the **Food Safety Checklist** found in the **2018 Nutrition Guidance for Sponsors** manual, pgs. 89– 94. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

- Personal Hygiene
- Food Preparation
- Hot Holding
- Cold Holding
- Refrigerator, Freezer and Milk Cooler
- Food Storage and Dry Storage



- CLEANING AND SANITIZING
- UTENSILS AND EQUIPMENT
- LARGE EQUIPMENT
- GARBAGE STORAGE AND DISPOSAL
- PEST CONTROL

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Hand Washing

- Proper hand washing procedures for both food preparers and children are extremely important.
- **For children:** careful hand washing with soap and warm water for 20 seconds will reduce the risk of spreading pathogens.
- **For young children:** frequent supervised hand washing with soap is particularly important. Children should always wash their hands before eating.

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Hand Washing Procedure

- WASH HANDS THOROUGHLY, PAYING SPECIAL ATTENTION TO GERMS THAT MAY BE TRAPPED UNDER NAILS AND IN CREVICES.
- RINSE WELL TO REMOVE ALL TRACES OF SOAP.
- DRY HANDS WITH PAPER TOWELS.
- USE A PAPER TOWEL TO TURN OFF THE FAUCET AFTER WASHING HANDS.
- ALLOW HANDS TO DRY THOROUGHLY AFTER CLEANSING (BEFORE CONTACT WITH ANYTHING).

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Meal Service

- ❖ The meals which may be served under the Program are breakfast, lunch, supper, and supplements, referred to from this point as “snacks”. No sponsor may be approved to provide more than two snacks per day. A sponsor may only be reimbursed for meals served in accordance with this section.
- ❖ Sponsors of camps shall only be reimbursed for meals served in camps to children from families which meet the eligibility standards for this Program. The sponsor shall maintain a copy of the documentation establishing the eligibility of each child receiving meals under the Program
- ❖ *Restrictions on the number and type of meals served.* Food service sites other than camps and sites that primarily serve migrant children may serve either: (i) One meal each day, a breakfast, a lunch, or snack; or (ii) Two meals each day, if one is a lunch and the other is a breakfast or a snack.
- ❖ The New Integrity Rules states:
 - ❖ Clarifies that meals claimed as breakfast must be served at or close to the beginning of the day and cannot be served after a lunch or supper.
 - ❖ Adds a requirement that for all sites (except residential camps) a minimum of one hour must elapse between the end of one meal service and the beginning of another
 - ❖ Adds that a state agency may approve for reimbursement meals served outside of the approved meal service time if an unanticipated event, outside of the sponsor's control, occurs.

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Meal Service

- ❖ The duration of the meal service shall be limited to two hours for lunch or supper and one hour for all other meals.
- ❖ Meals served outside of the period of approved meal service shall not be eligible for Program payments.
- ❖ Any permanent or planned changes in meal service periods must be approved by the State agency.
- ❖ Meals which are not prepared at the food service site shall be delivered no earlier than one hour prior to the beginning of the meal service (unless the site has adequate facilities for holding hot or cold meals within the temperatures required by State or local health regulations) and no later than the beginning of the meal service.
- ❖ The sponsor shall claim for reimbursement only the type(s) of meals for which it is approved under its agreement with the State agency

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Meal Pattern Requirements



<https://www.fns.usda.gov/sfsp/meal-patterns>

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Meal Pattern Requirements for Reimbursable Meals

4 Food Components

- Milk
- Vegetables and/or Fruits
- Grains and Breads
- Meat and Meat Alternates



Unitized meals. All food components (menu items) that make up the reimbursable meal are served to each child all at the same time.

Taking food off-site: Program regulations require sponsors to ensure children eat meals on site; however, sponsors may let a child take one fruit, vegetable or grain item off-site to eat later.

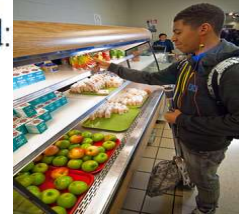
Offer Versus Serve (OVS): OVS must be indicated on the site application and absent a waiver, is only available for SFA Sponsors. OVS permits a child to refuse one or more items that they do not intend to eat. OVS helps to reduce plate waste by giving children greater flexibility to select only the foods they intend to eat.

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SFSP OVS meal service parameters:

- *Breakfast:* The following four food items must be offered:
 - One serving of fruit/vegetable,
 - One serving of bread/bread alternate,
 - One serving of fluid milk, and
 - One additional serving of fruit/vegetable, bread/bread alternate, or a serving of a meat/meat alternate.
 - All the food items offered must be different from each other.
 - A child must take at least three of any of the four food items offered and may choose to take all four items.



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- One serving of meat/meat alternate,
- Two servings of fruit and/or vegetables (two different food items),
- One serving of bread/bread alternate, and
- One serving of fluid milk.
- All the food items offered must be different from each other.
- A child must take at least three food components and may choose to take all five items.



Lunch or Supper OVS: The following four food components must be offered through at least five different food items.

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This form will need to be filled out & uploaded to your 2024 SFSP Online Application

2024 Offer vs. Serve				
SAU Name:				
NAME OF SITE	ADDRESS	TOWN	START DATE OF SITE	REASON FOR REQUEST

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Breakfast Meal Pattern

Serve Food ITEMS from all 3 Required Food COMPONENTS

REQUIRED:

- **MILK:** 8 FL. OZ. OR 1 CUP (STAND ALONE FOOD COMPONENT)
- **VEGETABLE OR FRUIT OR FULL STRENGTH JUICE:** 1/2 CUP
- **GRAINS AND BREAD**
 - BREAD: 1 SLICE
 - CORNBREAD, BISCUITS, ROLLS, MUFFINS: 1 SERVING
 - COLD DRY CEREAL: 3/4 CUP OR 1 OZ.

OPTIONAL:

- **MEAT/MEAT ALTERNATE**
 - LEAN MEAT, POULTRY, FISH OR CHEESE: 1 OZ.
 - EGG: 1/2 LARGE EGG
 - PEANUT BUTTER: 2 TBSP.
 - YOGURT: 4 OZ. OR 1/2 CUP



NOTE: BACON IS **NOT** CONSIDERED A MEAT/MEAT ALTERNATE.

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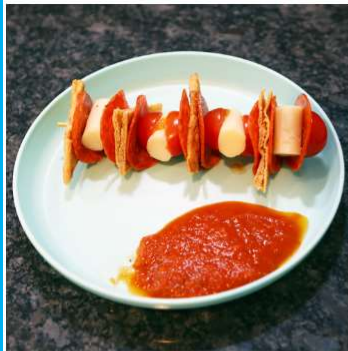
Lunch or Supper Meal Pattern

- + **Milk:** 8 fl. oz. or 1 cup (*stand alone food component*)
- + **Vegetables and/or Fruits:** 3/4 cup total
2 different types to equal 3/4 cup
 - + 2 different vegetables = 3/4 cup
 - + 2 different fruits = 3/4 cup
 - + 1 vegetable and 1 fruit to = 3/4 cup
- + **Grains and Bread**
 Bread: 1 slice
 Cornbread, biscuits, rolls, muffins: 1 serving
 Pasta or rice: 1/2 cup
- + **Meat/Meat Alternate (M/MA)**
 Lean meat, poultry, fish or cheese: 2oz.
 Eggs: 1 large egg
 Cooked dried beans/peas (legumes): 1/2 cup
 Alternate protein product: 2 oz.
 Peanut butter: 4 Tbsp.
 Yogurt: 8 oz. or 1 cup
 Nuts or seeds 1 oz. = 50% (only counts for 1/2 of the M/MA requirement)

Serve Food Items from all 4 food COMPONENTS



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Pizza Kebab

Lunch/Supper Crediting for Ages 3-5



Total Time
10 minutes



Serving Size
1 kebab



Servings
8



Components
Meat/Meat Alternate,
Grains, Vegetable

Ingredients

- 4 oz eq turkey pepperoni*
- 8 (1 oz) mozzarella string cheese sticks
- 2 - 100% whole wheat pita bread
- 24 cherry tomatoes, halved
- 8 dull kebab sticks
- 1 cup marinara tomato sauce
- 16 fresh basil leaves (optional)

*Need CN Label or PFS to determine correct serving size for ounce equivalency

Directions

1. Cut string cheese into 4 pieces each.
2. Cut pita breads in half and then cut each half into 8 triangles.
3. On the kebab stick, alternate sliding on pepperoni, cheese piece, pita bread and half a cherry tomato. Repeat until kebab has 1/2 oz eq of turkey pepperoni, 4 pieces of cheese, 3 cherry tomatoes, and 4 pita triangles. Add two basil leaves to each kebab if desired. Continue this pattern for the other 7 kebabs.
4. Serve 1 kebab with a 1/8 cup of marinara tomato sauce for dipping!

One kebab provides 1/2 oz eq grains, 1 1/2 oz meat/meat alternate and 1/4 cup vegetable.

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Snack Meal Pattern

Serve 2 of the 4 Food Components

Milk: 8 oz. or 1 cup (*stand alone food component*)

Vegetable or Fruit : 3/4 cup or 6 fl. oz. of full 100% strength juice

Please note: That you can not do OVS for the Snacks

Grains and Bread

Bread: 1 slice
Cornbread, biscuits rolls, muffins: 1 serving
Cold dry cereal: 3/4 cup or 1 oz.
Cooked pasta: 1/2 cup

Meat/Meat Alternate

Lean meat, poultry, fish or cheese: 1oz.
Large egg: 1/2
Alternate protein product: 1 oz.
Peanut butter: 2 Tbsp.
Nuts or seeds: 1 oz.
Yogurt: 4oz. or 1/2 cup



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How Can I Make Mealtime More “FUN” for the Children I Serve?

- Get to know the children, talk to them about meal, what are their goals, what do they like to do in the summer
- Remember Children eat in the own way.
- Never force a child to eat and give them enough time.
- Make sure the environment is appropriate
- Present Attractive Meals at the proper Temperatures.
- Offer a variety of foods at the meal.
- Have the children help clean up.

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Tuscan Grilled Cheese Sandwich



Tuscan Grilled Cheese Sandwich USDA Recipe for Schools

We added tomatoes, spinach and Italian spices to a classic grilled cheese to create our Tuscan Grilled Cheese Sandwich. Sure to become a favorite!

NSLP/SBP CREDITING INFORMATION

1 sandwich provides 0.5 oz equivalent meat alternate, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and 2.0 oz equivalent grains.

<https://theicn.org/cnrb/pdfs/schools/Tuscan-Grilled-Cheese-Sandwich.pdf>
https://fns-prod.azureedge.us/sites/default/files/resource-files/smt-sample_menus.pdf

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Test Your Knowledge!

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Viable, Capable and Accountable (VCA)

What does it mean to be VCA?

The federal regulations require all participating institutions to be financially **viable**, administratively **capable**, and have controls for **accountability**. This is to make sure that taxpayer's money is being used effectively for the intended purpose.

+ Financial viability means that the institution has adequate financial resources to maintain operations, even if there is a disruption in normal income or a delay in a SFSP reimbursements. You should be able to document your institution's financial viability through audit reports or financial statements.

+ Administrative capability means that the institution has enough qualified staff members to meet all SFSP requirements. Also, the institution has management procedures in place to ensure that SFSP requirements are met.

+ Accountability means that the institution follows sound management and accounting practices. Systems must be in place to ensure fiscal integrity and prevent improper financial activities. In addition, non-profit organizations must have an independent board of directors that has the power to replace the executive director.

Sponsors already participating in the SFSP must continue to be viable, capable and accountable. The State Agency will monitor viability, capability and accountability by requesting updates on program operations and conducting administrative reviews. Institutions that do not demonstrate viability, capability and accountability may be subject to financial penalties or termination from the SFSP.

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Demonstrate Financial & Administrative Capability

1. Financial and Administrative Capability
2. Allowable Costs
3. Unallowable Costs
4. Procurement
5. *Minority Business Enterprise*
6. *What are affirmative steps*

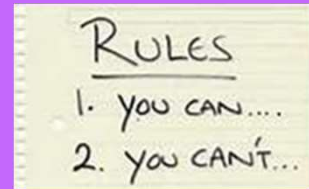


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Financial & Administrative Capability

Potential and returning sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. They must accept final financial and administrative responsibility for all their sites.



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Conduct a Nonprofit Food Service

Sponsors must conduct not-for-profit food services through the Summer Food Service **Conduct a Nonprofit Food Service** Program.

A sponsor is operating a nonprofit food service if:

- the food service operations conducted by the institution are principally for the benefit of participating children, and
- all of the program reimbursement funds are used solely for the operation or improvement of such food service.

This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a nonprofit summer food service.



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Exercise Management Control Over the Sites

- Management control of the meal service means that the sponsor is responsible for:
 - maintaining contact with meal service site staff,
- ensuring that there is adequately trained meal service staff on site, and
- monitoring site operations throughout the period of program participation.



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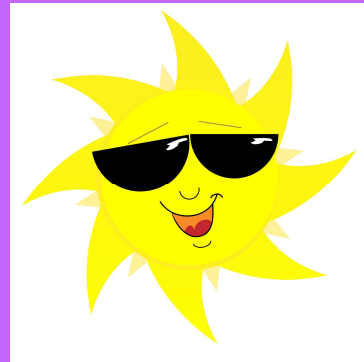
Allowable Costs

Those costs that are necessary and reasonable.

- **Direct -**
Allowable cost that is necessary and reasonable and can be identified as allocable to the program.

Examples of Direct Allowable Costs

- Labor to prepare and deliver meals, order food, prepare menus
- Purchase of food and non-food items



Indirect -

Allowable cost that is necessary and reasonable but is not identified as directly allocable to the program. Therefore, it is pro-rated appropriately among all other programs and only a portion is allocated to the meals program.

Example of Indirect Allowable Cost

- Utilities to run a site that cannot be separated from the meals program.

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Unallowable Costs

Those costs that are incurred but may not be covered by federal funds.

Those costs that are **NOT** necessary nor reasonable, even if they can be identified as Direct Costs.

Example of Unallowable costs



- Purchase of food for year-end staff party.
- Transfer of funds to cover year-round program's deficit.
- Not taking the low-bid and not maintaining document justification for the purchase
- Purchase of unneeded items "just because it was a good price."

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Procurement



The purchase of anything such as food, equipment, non-food products, or services.

2 CFR 200 is now in effect and covers purchases made for all meal programs.

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Procurement Process

- Planning
- Writing Specifications
- Advertising the Procurement
- Awarding a Contract
- Managing the Contract



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Good Procurement Principles

- FAIR AND OPEN COMPETITION
 - FAIRNESS AND INTEGRITY
 - RESPONSIVE AND RESPONSIBLE CONTRACTORS
 - TRANSPARENCY



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Procurement

Contracted Meals



If the site is provided meals by a Food Service Management Company or a vended meals contractor, the contract must be approved by the State Agency PRIOR to the delivery of service.

Failure to have State Agency approval of a Food Service Management Contract or a Vended Meals Contract prior to the delivery of service will result in the inability to claim the meals served.

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Minority Business Enterprise

- All sponsors are encouraged to take affirmative steps to ensure that minority firms and women's business enterprises are used whenever possible.
- For services and assistance regarding minority business enterprises, please contact the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.
- <https://www.commerce.gov/bureaus-and-offices/mbda>

What are affirmative steps?

- Placing minority firms or women's businesses on solicitation lists.
- Ensuring these businesses are solicited whenever they are deemed potential sources.
- When economically feasible, sponsors may wish to divide their total procurement needs into smaller quantities to facilitate participation by minority business enterprises.
- Sponsors may also establish delivery schedules that will help minority businesses meet deadlines.

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Test Your Knowledge!

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Serve Low-Income Children

THE MAPPING TOOLS CAN BE USED TO IDENTIFY ELIGIBLE SITES, ENHANCE OUTREACH EFFORTS, AND BOOST THE CREDIBILITY OF OTHER SUMMER MEAL EXPANSION EFFORTS.

[HTTPS://WWW.FNS.USDA.GOV/SFSP/MAPPING-TOOLS-SUMMER-MEAL-PROGRAMS](https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs)



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Mapping Tools for Summer Meals Program

There are four mapping tools designed to assist State Agencies, partners and sponsor interested in using data to build summer meal capacity.

[Mapping Tools for Summer Meal Programs | Food and Nutrition Service \(usda.gov\)](https://www.fns.usda.gov/areaeligibility)



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Area Eligibility Mapper

- Yes or NO
- Draw
- Search
- Instruction
- Printing

CACFP Day Care Home (Tier I) and SFSP Summer Meal Site Eligibility for FY20: 330130325002	
SEOID	330130325002
State	New Hampshire
FY 2020 Area Eligible?	NO
CBG: Percentage of children (0-18) eligible for F/RP meals	41.00
CBG: Number of children (0-18) eligible for F/RP meals (Numerator)	160.00
CBG: Total children (0-18) (Denominator)	390.00
Percentage of children (0-12) eligible for F/RP meals	48.30
CBG: Number of children (0-12) eligible for F/RP meals (Numerator)	140.00
CBG: Total children (0-12) (Denominator)	290.00
Census Tract: Percentage of children (0-18) eligible for F/RP meals	17.20
Census Tract: Percentage of children (0-12) eligible for F/RP meals	20.70

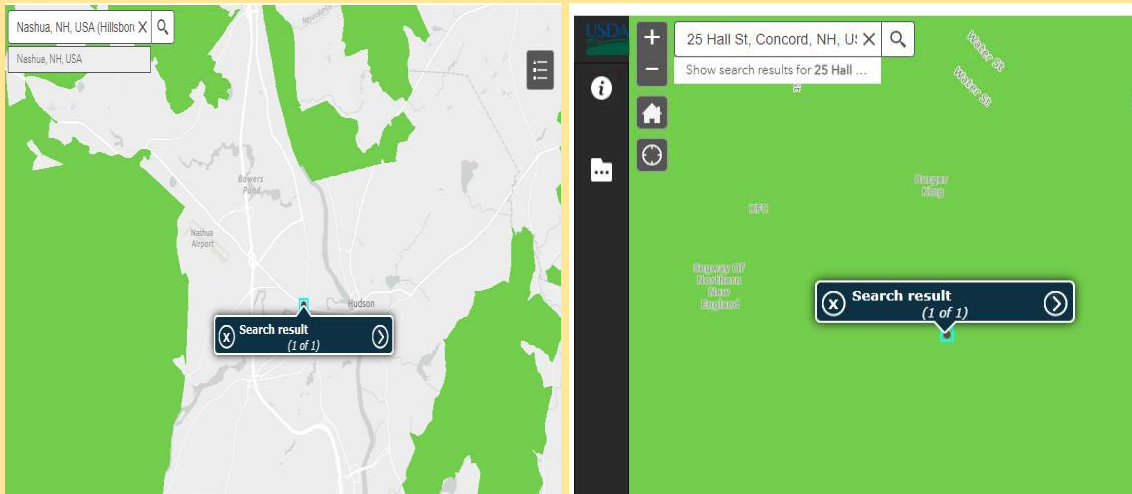
<https://www.fns.usda.gov/areaeligibility>

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Rural Designation

This tool is used to determine if a proposed site may be designated as rural for purposes of SFSP. <https://www.fns.usda.gov/rural-designation>



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Non-Congregate Feeding

Reaching Children in Rural Areas:

SFSP Sponsors may provide non-congregate meals in rural areas when a congregate meal service is not operating.

Eligibility Requirements:

1. The sponsor applying to provide non-congregate meals may be any service institution that meets the definition of sponsor in Program regulations (7 CFR 225.2).
2. The site must be located in a Rural Area. If the rural area is 'area eligible,' meaning it is located within the attendance area of a school that has 50% of its children eligible for free and reduced-price meals OR within a census tract that qualifies, then meals for all children may be claimed for reimbursement.

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Examples of Non-congregate Meal Service

- After summer programming has ended (i.e., summer school, recreation program, etc.) it may not be feasible to continue to offer summer meals as children do not have easy access to the site.
- When a rural area does not have a facility to use to host a congregate site, non-congregate meals could be offered all summer.
- When a sponsor can only provide one congregate meal (i.e., provides a congregate lunch, but cannot provide a congregate breakfast).
- When the only other summer meal sites nearby are closed to community participation and there are no other means to host a congregate site.
- When a sponsor cannot staff a congregate program but has enough resources to prepare and provide non-congregate meals once or twice a week.
- When congregate meals are not available all days of the week, non-congregate meals may be provided for days of the week that the congregate site is not operating (i.e., the weekend).

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Non-congregate Meal Delivery Methods

1. Home Delivery

2. Meal Pick-up

Other requirements

Allowable meal combinations

Meal pattern

Meal service time requirements

Meal accommodations

Civil Rights

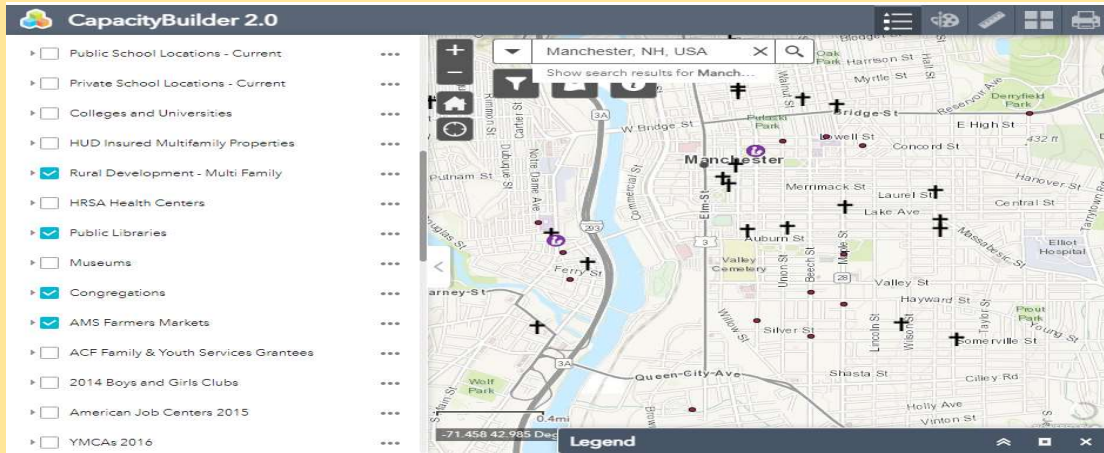
Monitoring Sites

Meal counting

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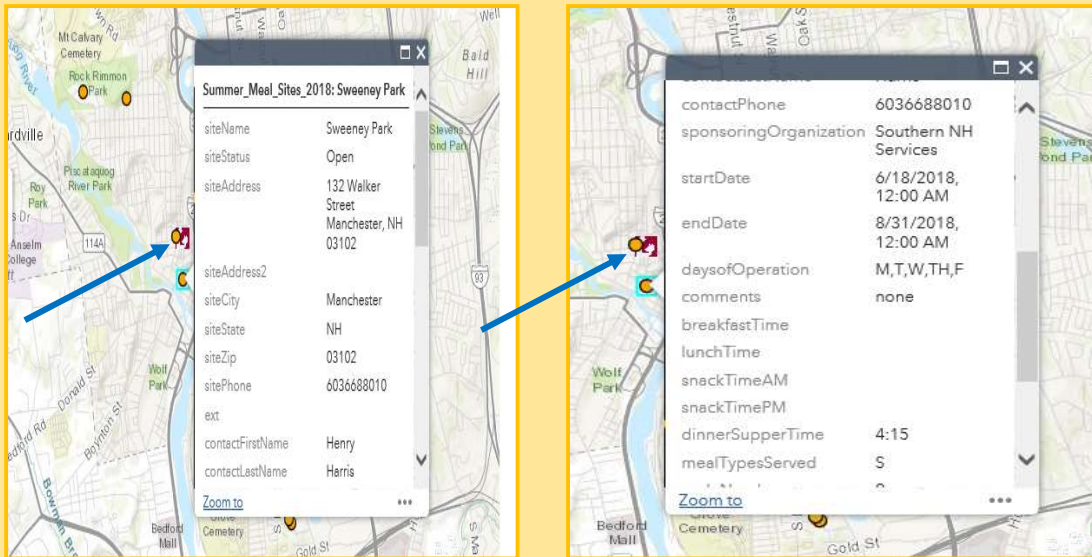
Capacity Builder

This map allows users to visualize “layers” of information, such as area eligibility data, existing sites and potential site locations (multi-family housing units, libraries, museums, and schools and more). The map is located at <https://www.fns.usda.gov/capacitybuilder>



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To Show Sites in the Capacity Mapper

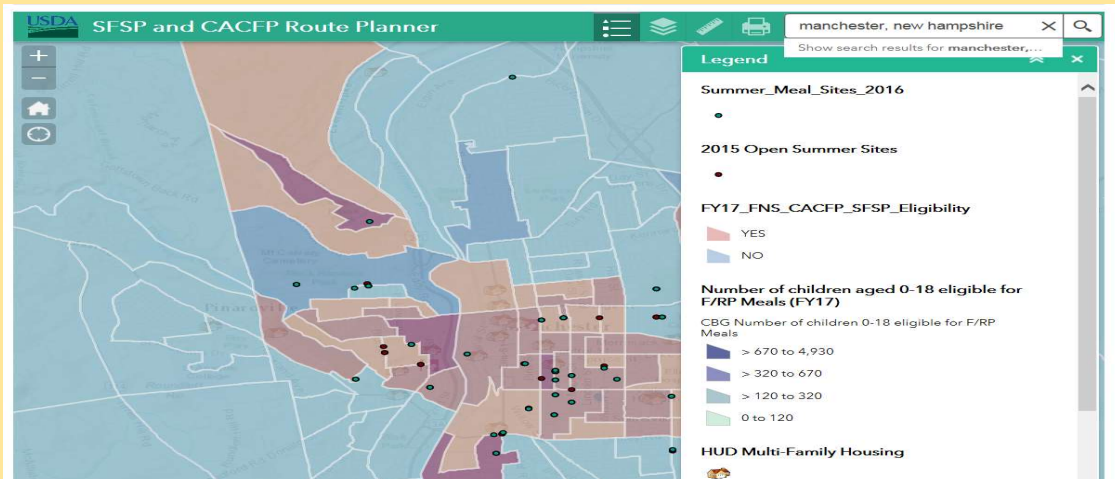


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Mobile Route Maker

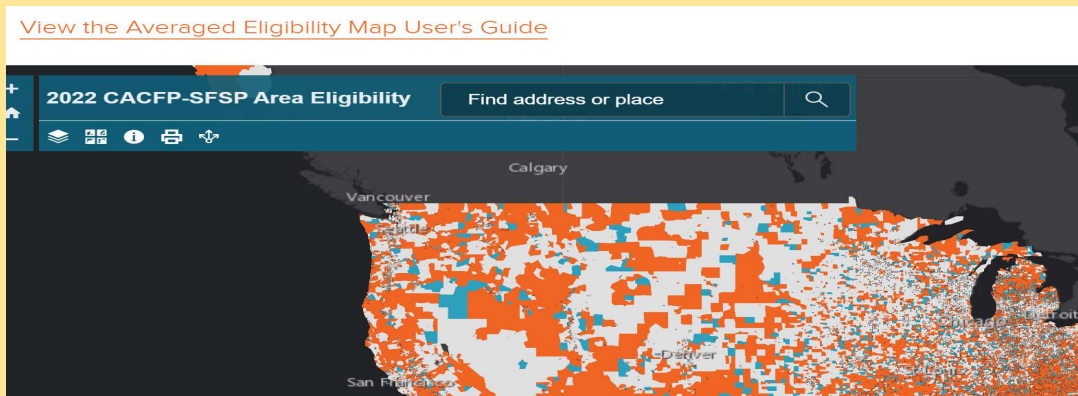
This tool helps in routing the less densely populated areas, such as rural areas. Will help to allocate resources efficiently and in a cost-effective way. <https://www.fns.usda.gov/mobile-route-maker>



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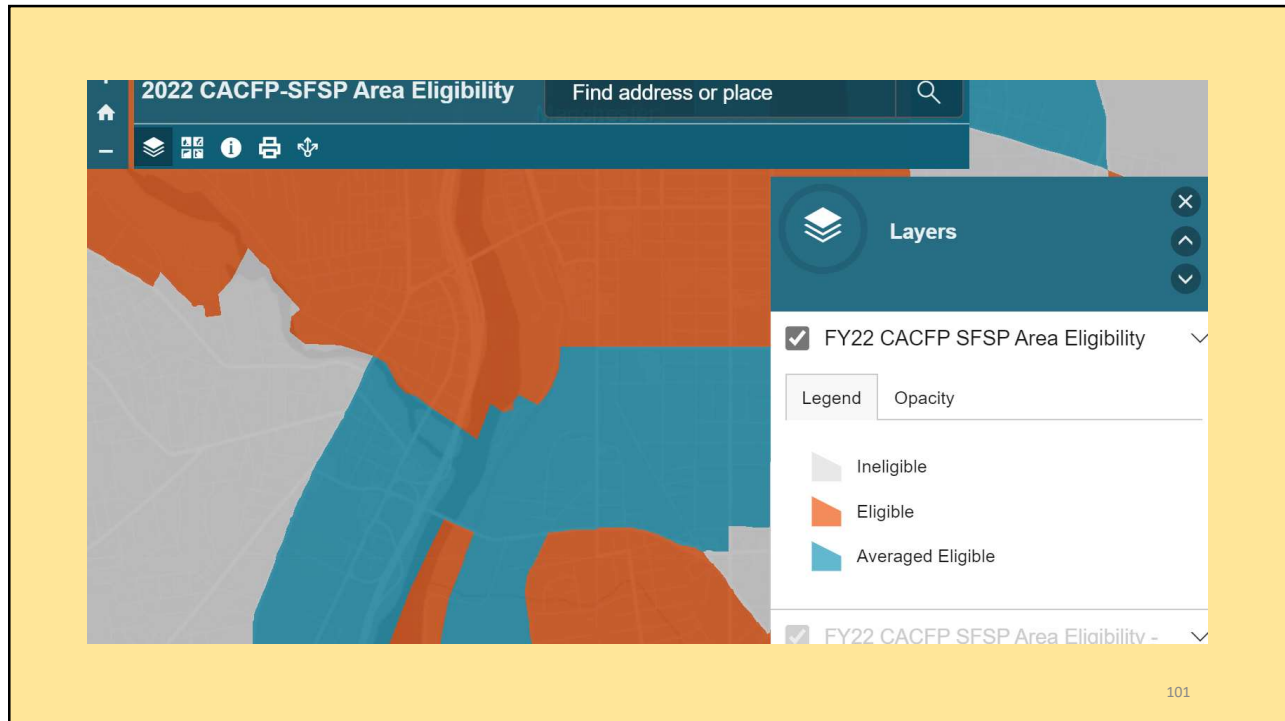
No Kid hungry averaged eligibility map

The No Kid Hungry Averaged Eligibility Map will show you if your summer meal site or day care home is located in an area eligible location based on the [USDA Food and Nutrition Service's averaging policy](#).



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Serve Low-Income Children

- *Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas (called “areas in which poor economic conditions exist”) or*
- *They must agree to serve low-income children.*

Note: Residential and Non-residential camps do not need to meet this criterion.*

7 CFR 225.2 Definitions, Attachment 1

(found in 2016 Administrative Guidance for Sponsors; pages 16-18)

**Unlike open, restricted open and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain on site individual Free and Reduced-Price School Meals Family Applications. Camps are reimbursed only for those enrolled children who meet the free and/or reduced-price eligibility standards.*

area data of children eligible for free or reduced-price meals, including school or census data.

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Closed Enrolled Sites

Closed enrolled sites are usually established where:

- ❖ An identified group of needy children live in a “pocket of poverty”
- ❖ Identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children
- ❖ A program provides recreational, cultural, religious, or other types of organized activities for a specific group of children
- ❖ All children eat for free once it is determined that 50% of the children are income or area eligible
- ❖ Only allowed to serve 2 meal types

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Academic Summer School Programs



Schools offering academic summer school programs may be reimbursed for serving meals during the summer in three ways, through the NSLP and SBP, the SFSP, or the NSLP Seamless Summer Option (SSO). Schools wishing to serve meals only to children enrolled in summer school programs may only receive reimbursement through the NSLP and SBP.

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Closed Enrolled Camps

- + Camps mean residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children.
- + Nonresidential camp sites shall offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.
- + Meals are reimbursed only for those children that meet the free or reduced-price eligibility standards provided through a household application.
- + Camp Sponsors must collect and maintain individual household applications, or seek out the eligibility of a child through the child's school

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Civil Rights and Federal Protected Classes

United States Department of Agriculture (USDA) statutes and regulations prohibit discrimination in Child Nutrition Programs based on:

- | | |
|-------------------|---|
| ❖ Race | ❖ Disability |
| ❖ Age | ❖ Sex |
| ❖ National Origin | ❖ Reprisal or Retaliation for prior civil rights activity |
| ❖ Color | |



Not all prohibited bases will apply to all Programs and/or employment activities.

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services-and-programs/civil-rights-information>

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Civil Rights and the State Protected Classes

- THE STATE OF NEW HAMPSHIRE HAS ADDITIONAL PROTECTIONS FOR INDIVIDUALS. THE CLASSES PROTECTED UNDER THE STATE OF NH ARE:

- SEXUAL ORIENTATION
- RELIGION
- MARITAL STATUS
- FAMILIAL STATUS
- PHYSICAL OR MENTAL DISABILITY
- GENDER IDENTITY



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Limited English Proficiency (LEP)

- NH COMMISSION FOR HUMAN RIGHTS OFFERS TELEPHONE INTERPRETATION OF 150 LANGUAGES FOR IMMEDIATE OR SCHEDULED INTAKE SERVICES OR GENERAL QUESTIONS. THE CONTACT INFORMATION IS: 603-271-2767, PRESS #0 TO REQUEST A LANGUAGE INTERPRETER, OR THE INDIVIDUAL MAY EMAIL THE COMMISSION AT HUMANRIGHTS@NH.GOV AND MAKE AN APPOINTMENT FOR LANGUAGE INTERPRETATION.



I SPEAK

[HTTPS://WWW.LEP.GOV/TRANSLATION#TOC-LANGUAGE-IDENTIFICATION-AND-I-SPEAK-CARDS](https://www.lep.gov/translation#toc-language-identification-and-i-speak-cards)

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Sponsor Civil Rights Requirements

- AT EACH SITE AND THE SPONSOR'S OFFICE, THE USDA'S NON-DISCRIMINATION, "***AND JUSTICE FOR ALL***" POSTER MUST BE DISPLAYED IN A PUBLIC LOCATION AND HIGHLY VISIBLE TO PARTICIPANTS AND FAMILIES.
- MAKE REASONABLE EFFORT TO PROVIDE TRANSLATION INFORMATION REGARDING THE AVAILABILITY AND NUTRITIONAL BENEFITS OF THE PROGRAM.

FOR MORE INFORMATION, PLEASE REFER TO THE MOST CURRENT ADMINISTRATIVE GUIDANCE FOR SPONSORS.

<HTTPS://WWW.FNS.USDA.GOV/SFSP/HANDBOOKS>

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Sponsor Civil Rights Requirements

HOW DO YOU MAKE CIVIL RIGHTS REQUIREMENT INFORMATION AVAILABLE TO THE PUBLIC?

- **PROGRAM INFORMATION:** INCLUDE THE NON-DISCRIMINATION STATEMENT AND INSTRUCTIONS FOR FILING A COMPLAINT IN PUBLIC RELEASE AND IN ANY PROGRAM, INFORMATION DIRECTED TO PARENTS OR GUARDIANS OF CURRENT OR POTENTIAL PARTICIPANTS.
- **WHILE AT THE SITE:** ENSURE THAT ALL CHILDREN HAVE EQUAL ACCESS TO SERVICES REGARDLESS OF THEIR RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, SEX, REPRISAL OR RETALIATION FOR PRIOR CIVIL RIGHTS ACTIVITIES.
- **WHILE VIEWING MEALS:** ENSURE THAT MEALS ARE SERVED TO ALL ATTENDING CHILDREN REGARDLESS OF THEIR RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, SEX, REPRISAL OR RETALIATION FOR PRIOR CIVIL RIGHTS ACTIVITIES.

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Civil Rights Requirements: Training

- ALL staff working with the SFSP must receive Civil Rights Training annually
- Not required for staff who already received this training through a different Child Nutrition Program (NSLP, CACFP)
- Institute of Child Nutrition (ICN) provides a free online [Civil Rights in Child Nutrition Programs course](#) that may be used to complete this requirement. Keep the certificate of completion for documentation.
- Civil Rights Training Topics:
 - Collection and use of data
 - Effective public notification system
 - Complaint procedures
 - Requirements for language assistance
 - Conflict Resolution
 - Customer Service
 - Requirements for reasonable accommodation of persons with disabilities

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Racial/Ethnicity data collection

- IF AN APPLICANT/PARENT DOES NOT CONSENT TO THE SELF-IDENTIFICATION METHOD, THE ORGANIZATION WILL NEED TO USE OTHER RACIAL/ETHNICITY DATA TO REPORT THIS DATA.
- INFORMATION TO COMPLETE THIS REQUIREMENT CAN BE GATHERED FROM AREA SCHOOLS OR WEBSITES.
- [HTTPS://WWW.CENSUS.GOV/LIBRARY/VISUALIZATIONS/INTERACTIVE/RACE-AND-ETHNICITY-IN-THE-UNITED-STATE-2010-AND-2020-CENSUS.HTML](https://www.census.gov/library/visualizations/interactive/race-and-ethnicity-in-the-united-state-2010-and-2020-census.html)
- [CHILDREN ARE NOT TO BE SURVEYED.](#)
- STATE AND LOCAL AGENCIES SHOULD COMPARE THEIR PARTICIPANT DATA WITH POTENTIALLY ELIGIBLE PERSONS WITHIN THEIR SERVICE AREAS

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SFSP Site application page

Provide an estimate of the racial/ethnic makeup of the population to be served from sources as census tract data, public school data, housing authority data, etc.

513 Youth Total, 420 Caucasian, 40 African American, & 53 Asian American

Whatever you want to use to obtain your data, you must put that data at the bottom of the Site Page, and you must keep records of where you obtain this data as I will want to see it when I come out for an Administrative Review.

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Public Notification and Outreach

- THE USDA NON-DISCRIMINATION STATEMENT MUST BE INCLUDED ON ALL MATERIALS THAT MENTION USDA CHILD NUTRITION PROGRAMS – THIS INCLUDES WEBSITES, MENUS AND PRINTED MATERIALS.
- **SPECIAL NOTE:** IF THE AREA FOR PLACEMENT IS TOO SMALL TO PERMIT THE FULL NON-DISCRIMINATION STATEMENT, THE MATERIAL WILL AT A MINIMUM INCLUDE THE STATEMENT, IN PRINT SIZE NO SMALLER THAN THE DOCUMENT TEXT THAT ***“THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.”***

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Reasonable Modifications to the Meal Pattern



- A CHANGE OR ALTERATION IN POLICIES, PRACTICES, AND PROCEDURES TO ACCOMMODATE A DISABILITY
- DUTY TO NEGOTIATE OVER MODIFICATION. THIS MEANS SIMPLY SAYING “NO” IS ALMOST NEVER APPROPRIATE.
- PROVIDING APPROPRIATE MODIFICATIONS – NOT FERRETING OUT WHETHER THE CHILD HAS A DISABILITY OR ANY POSSIBLE ABUSE OF THE PROCESS – IS THE PRIMARY OBJECTIVE
- ON A CASE-BY-CASE BASIS

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Reasonable Modifications

- THE MODIFICATION REQUESTED SHOULD BE RELATED TO THE DISABILITY OR LIMITATIONS CAUSED BY THE DISABILITY
- THE MODIFICATION REQUESTED DOES *NOT* HAVE TO BE THE MODIFICATION PROVIDED
- PROVIDERS MUST STILL ACCOMMODATE EVEN WHERE THE PERSON REQUESTING MODIFICATION BELIEVES MORE SHOULD BE DONE



EXCEPTION: MODIFICATIONS ARE NOT REQUIRED THAT WOULD FUNDAMENTALLY ALTER THE NATURE OF THE PROGRAM. PROVIDERS ARE ADVISED TO CONSULT WITH FNS BEFORE RELYING ON THIS EXCEPTION.

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Reasonable Modifications: Key Considerations

- CONSIDER THE COSTS/RESOURCES AVAILABLE AND AGE OF THE CHILD.
- “STEREOTYPES” REGARDING CERTAIN CONDITIONS OR INDIVIDUALS CAN NEVER DRIVE DECISIONS. ONLY FACTS.
- LIFESTYLE CHOICES (EX. VEGETARIAN) ARE NOT CONSIDERED DISABILITIES AND NEED NOT BE ACCOMMODATED UNLESS RELATED TO AN UNDERLYING DISABILITY.

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Special Dietary Medical Statement

- THE FORM HAS BEEN REVISED TO INCLUDE ONLY THREE ESSENTIAL COMPONENTS:
 1. THE FOOD TO BE AVOIDED
 2. BRIEF EXPLANATION OF HOW EXPOSURE TO THE FOOD AFFECTS THE CHILD. NO DISABILITY LISTED.
 3. RECOMMENDED SUBSTITUTE(S)
- THE FORM HAS TWO SECTIONS – MODIFICATIONS OUTSIDE THE MEAL PATTERN (NEEDS MEDICAL PROF. SIGNATURE) AND MODIFICATIONS WITHIN THE MEAL PATTERN.

[HTTPS://WWW.EDUCATION.NH.GOV/WHO-WE-ARE/DIVISION-OF-LEARNER-SUPPORT/BUREAU-OF-STUDENT-WELLNESS/OFFICE-OF-NUTRITIONAL-SERVICES-AND-PROGRAMS/CIVIL-RIGHTS-INFORMATION](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services-and-programs/civil-rights-information)

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SPECIAL DIETARY MEDICAL STATEMENT
Please send to Student's School/Institution as listed above

Student Full Name: _____ Date Completed: _____

School and Grade: _____

MEAL MODIFICATIONS MADE OUTSIDE THE MEAL PATTERN
(Accommodation that alters the USDA meal pattern; ex. fruit cannot be served to student)

Foods to be Avoided: _____

Brief explanation of how exposure to this food affects the student:

Recommended Substitute to this Food:

Signature of Licensed Medical Professional _____ Printed Name of Licensed Medical Professional _____

MEAL MODIFICATIONS MADE WITHIN THE MEAL PATTERN
(Accommodation within one of the 5 food items; ex. orange served instead of an apple)

Foods to be Avoided: _____

Brief explanation of how exposure to this food affects the student:

Recommended Substitute to this Food:

Signature _____ Printed Name _____ Title _____

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*Accommodating Children
with Disabilities Manual
revised 7/25/2017*

[2017 EDITION OF ACCOMMODATING
CHILDREN WITH DISABILITIES IN THE
SCHOOL MEAL PROGRAMS | FOOD
AND NUTRITION SERVICE \(USDA.GOV\)](#)



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NH Commodity Foods

Katie Daley, Surplus Food Distribution
Manager

Kathleen.E.Daley@das.nh.org

Valerie Sargent, Program Assistant II

Valerie.E.Sargent@das.nh.gov

**State of New Hampshire
Department of Administrative Service
603-271-7838**

Please note: **THAT IF YOU CHECK OFF
COMMODITIES BUT DIDN'T WANT
THEM, WE WILL NOT BE ABLE TO
AMEND YOUR APPLICATION FOR THE
CHANGE., so be really careful**



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WRITTEN AGREEMENTS

- APPROVED SPONSORS MUST SIGN A WRITTEN PERMANENT AGREEMENT WITH THE STATE AGENCY.
- SFSP MEMORANDUM 03-2011, CHILD NUTRITION REAUTHORIZATION 2010: PERMANENT AGREEMENTS, JANUARY 14, 2011.

[HTTPS://WWW.EDUCATION.NH.GOV/WHO-WE-ARE/DIVISION-OF-LEARNER-SUPPORT/BUREAU-OF-STUDENT-WELLNESS/SUMMER-MEALS-RESOURCES-AND-REFERENCE-LIBRARY](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library)



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WRITTEN AGREEMENTS CONTINUED . . .



Deadline for Submitting On-Line Applications

- 7 CFR 225.6 (b)(1) *Approval of sponsor applications* states that sponsors must submit their application electronically to the State Agency for participation in the SFSP prior to **June 15***. However, State Agencies may establish an earlier deadline for the Program application submission.
- The NH deadline for submitting the **online** application to the State Agency to participate and operate the Summer Food Service Program is **MAY 15, 2024**. (Note: *In order for your online application to be processed quickly by the State Agency, please have your online application completed and submitted by the deadline date.*)
- When the sites for the program are known, please contact the schools in the attendance area so that they can fulfill their outreach requirements (*and help boost your numbers for feeding kids.*)

DON'T MISS
THE DEADLINE!

- * Failure to meet the USDA **June 15th deadline** will result in an inability to participate in the program for the 2024 Summer Food Service Program. There are **no** exceptions!
- * Failure to have an approved application prior to meal service will result in loss of claims. Meals can only be claimed for from the date the application is **fully approved** by NHED ONPS and forward, claims **can not** be backdated.

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Not Be Seriously Deficient

WHAT DOES IT MEAN



- To be approved, applicants must not have been declared seriously deficient* or terminated from the SFSP or any other Federal Child Nutrition Program in previous years.
- However, such an applicant may be approved if the State Agency determines that they have taken appropriate corrective actions to prevent recurrence of the deficiencies and has repaid any outstanding debts.

Seriously deficient* - the status of an institution that has been determined to be **non-compliant in one or more aspects of its operation of the Program.



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USDA Summer Food Service Program (SFSP) Toolkit

[Summer Meals Toolkit | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/foodandnutritionservice/summer-meals-toolkit)

Summer meal programs rely on innovation and collaboration to reach children who need good nutrition when school is out of session. This toolkit gives state administrators, program operators, and community partners creative ideas and resources to make summer meal planning easy, raise awareness, overcome barriers, and serve nutritious food that is appealing to children.



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USDA Summer Food Service Program (SFSP) Toolkit – cont.



GETTING STARTED:
HOSTING & RECRUITING SITES
NUTRITIOUS MEALS
PARTNERSHIPS
POLICY & ADMINISTRATION
RAISING AWARENESS
SPONSOR OPERATIONS

<https://www.fns.usda.gov/sfsp/summer-meals-toolkit>

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MEALS4KIDS



www.fns.usda.gov/meals4kids

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UNH Cooperative Extension – NH Food Access Map

- 🍴 The map is a central resource for those needing food, and those looking to donate or volunteer in their community.
- 🍴 We will be working with UNH Cooperative Extension to add Summer Food Service Program Meal Locations to this map to assist families in finding where they can get meals for children 18 and under.
- 🍴 UNH Cooperative Extension is currently adding fields to their Survey page to include questions regarding Summer Food Meals.
- 🍴 When Cooperative Extension has added the SFSP questions, we will ask you to complete the survey online and put your site information into the mapper. This is another way that we can provide families of NH locations of meals being served through the Summer Food Program.
- 🍴 This is the link: extension.unh.edu/resource/new-Hampshire-food-access-map

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LEARN MORE ABOUT PROPER FOOD SAFETY

FOOD PICKUP SITES
These sites provide food that must be picked up from the site

PICK UP | ANY FOOD
Any type of food

PICK UP | NON-PREPARED FOOD
Non-perishable: canned, boxed, dried
Perishable: fruit, vegetables, bread, eggs, dairy, meat

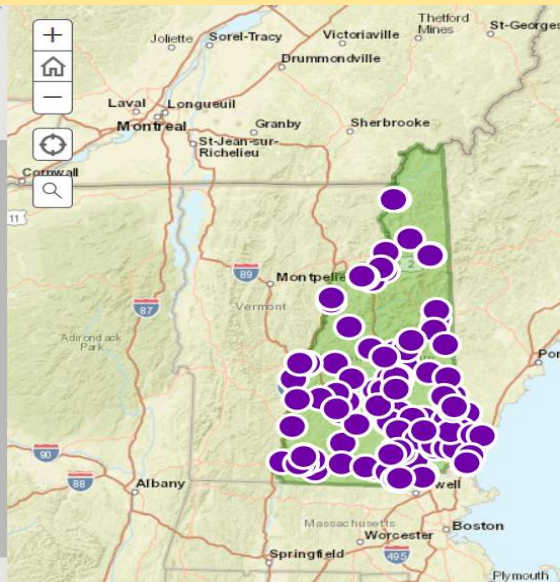
PICK UP | PREPARED FOOD
Meals, ready-to-eat food

FOOD DELIVERY SITES
These sites provide food that can be delivered to your home

DELIVERY | ANY FOOD
Any type of food

DELIVERY | NON-PREPARED FOOD
Non-perishable: canned, boxed, dried
Perishable: fruit, vegetables, bread, eggs, dairy, meat

DELIVERY | PREPARED FOOD
Meals, ready-to-eat food



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Retention of Records 7 CFR 225.8(a)



As a sponsor, you must maintain all records for **three years** after the end of the fiscal year of operation, or longer if required by the State agency. These records must be accessible to Federal and State agency personnel for audit and review purposes. Further, these records can only be disposed of after three years if there are no unresolved audit findings or the program is not under investigation.

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SFSP Review Schedule 2024

THE ADMINISTRATIVE REVIEWS
WILL BE CONDUCTED ON SITE
THIS YEAR. I DO NOT HAVE A
LISTING OF WHO WILL BE
REVIEWED BUT HOPE TO HAVE
THAT SOON.



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Turnip the Beet Award

- The Turnip the Beet Award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high quality meals to children that are appetizing, appealing, and nutritious during the summer months.
- The Turnip the Beet Award was created to showcase sponsors who are going above and beyond to ensure that children in their care are receiving high-quality meals that are both nutritious and appetizing.
- Who is eligible, and how do they apply? All Summer Meal Programs sponsors in good standing, including Summer Food Service Program (SFSP) sponsors and National School Lunch Program Seamless Summer Option (SSO) sponsors, may be eligible for a Turnip the Beet Award. Sponsors may self nominate or be nominated by another party. Each State agency determines their own deadline for nominations. The nomination must include a completed Nomination Form and a detailed one-month menu. FNS evaluates and scores the nominations and notifies the winners in writing. The Nomination Form is available on the Turnip the Beet webpage <https://www.fns.usda.gov/sfsp/turnip-the-beet>.
- How are nominations evaluated? Nominations must clearly illustrate how the meals are appetizing, appealing, and nutritious. The Nomination Form includes short-answer questions and menu criteria based on the Dietary Guidelines for Americans. The criteria include serving local foods, a variety of vegetables and fruit, whole grains, and low-fat and fat-free milk. For more detailed information on the Turnip the Beet Award and the evaluation criteria, check out the Turnip the Beet webpage.

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Test Your Knowledge!

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A PERFECT MATCH!

Summer Food Service Program & Farm to School

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 NH Department of Education
Office of Nutrition Programs & Services

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Procuring Local Foods

- In New Hampshire, summer is our primary growing season. Items such as carrots, broccoli, cucumbers, zucchini, salad greens and tomatoes are readily available as local product! All are great items to include in your summer meals!
- There are different options for sourcing local foods and finding the right fit for your program is important.



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Some ways to procure local foods



DIRECT FROM THE FARM

Some farms may be able to offer direct delivery or to set up a weekly pick up at the farm or at another convenient location.



EXISTING DISTRIBUTOR

Ask your distributor what local products they currently provide. Clearly communicate what your definition of local is, example grown in NH or 20 miles from the meal site.



A FARMERS' MARKET

A farmers' market can be a great fit if you are purchasing a small volume. Be sure to keep your receipts to fully document your purchases.



FOOD HUB

Food hubs help distribute product from local farmers. Similarly, to working with a distributor, a small purchase model could be used to partner with a food hub throughout the summer.

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How to purchase your local produce

Small Purchase

Use the small purchase model if you are comparing prices. You need to compare or receive quotes from a minimum of two producers or distributors to have your purchase qualify as a small purchase.

Example: If you compare cost of carrots per pound from Farmer A and carrots per pound from Farmer B, you're already under a small purchase model! Be sure to document your comparisons.

Micro purchase

Use the micro-purchase model if no cost comparisons are being made. Each transaction is a one-time purchase under your locally determined micro-purchase threshold.

If you use this model throughout the summer, be sure to document fair and equitable distribution of purchases. Remember to run the RAN test to make sure the produce is Reasonable, Allowable, and Necessary.

The federal small purchase threshold is \$250,000 and the federal micro-purchase threshold is \$10,000. Please refer to your governing body to find out what your thresholds are for small and micro-purchases.

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USDA Farm to School Resources
[The Patrick Leahy Farm to School Program](#) | [Food and Nutrition Service](#)
[usda.gov](https://www.usda.gov)

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RESOURCES

NH Office of Nutrition Programs and Services
 Summer Food Service Program
[Summer Food Service Program \(SFSP\) | Department of Education \(nh.gov\)](http://www.nh.gov)

THE FOLLOWING SLIDES WILL PROVIDE YOU WITH A WEALTH OF INFORMATION TO HAVE A SUCCESSFUL 2024 SUMMER FOOD SERVICE PROGRAM SEASON.

AS ALWAYS, IF YOU SHOULD HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT THE OFFICE OF NUTRITION PROGRAMS AND SERVICES AT (603) 271-3862.



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Resources



We recommend every sponsor access the handbooks for ease of program responsibilities and to assist you with the day-to-day operations of running a successful Summer Food Service Program.

[Summer Food Service Program \(SFSP\) | Department of Education \(nh.gov\)](http://www.nh.gov)

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Resources

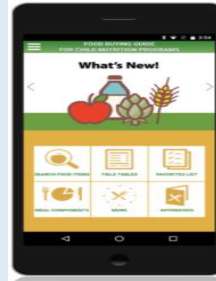
Eligibility Manual for School Meals Determining and Verifying Eligibility School Year 2017-2018



<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library>

Food Buying Guide for Child Nutrition Programs

<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>



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Additional Summer Resources

[HTTPS://WWW.FNS.USDA.GOV/TN](https://www.fns.usda.gov/tn)



<https://theicn.org/>

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Resources

FNS has an abundance of resources available for sponsors to help make the summer meals they serve more appetizing, appealing, and nutritious:

- The Nutrition Guide for Sponsors (<https://www.fns.usda.gov/sfsp/2018-nutrition-guide>) includes tips for serving high quality meals and incorporating local foods, as well as sample cycle menus.
- The Farm to Summer Fact Sheet (<https://www.fns.usda.gov/cfs/farm-summerripe-local-foods>) describes how to “bring the farm” to summer sites.
- The Summer Meals Toolkit (<http://www.fns.usda.gov/sfsp/summer-mealstoolkit>) offers healthy menu planning ideas and tips for serving meals family style.
- The Team Nutrition Resource Library (<https://www.fns.usda.gov/tn/resourcelibrary>) has free nutrition education materials.

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Resources

+ ***Food Item and Component Definitions***

<https://www.fns.usda.gov/meal-service-requirements-summer-meal-programs-questions-and-answers-%E2%80%93-revised>



+ ***How to Do Offer Versus Serve (OVS)***

<https://fns-prod.azureedge.net/sites/default/files/sfsp/SMT-OfferVersusServe.pdf>

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Resources

+ **Offering Multiple Meals as Part of SFSP Non-Congregate Meal Service**

[Offering Multiple Meals as Part of Summer Non-Congregate Meal Service | Food and Nutrition Service \(usda.gov\)](https://www.fns.usda.gov/sfsp/summer-meals-toolkit)



+ **Interim Final Rule amending the SFSP and SSO regulations to codify the flexibility for rural program operators to provide non-congregate meal service.**

[Summer EBT and Rural Non-congregate Summer Meals Option Interim Final Rule \(IFR\)](https://www.fns.usda.gov/sfsp/summer-meals-option-interim-final-rule)

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Summer Food Service Program Resources and Guidance Links

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/summer-meals-resources-and-reference-library>

Description
USDA Summer Toolkit: https://www.fns.usda.gov/sfsp/summer-meals-toolkit
USDA Summer Food Handbooks: https://www.fns.usda.gov/sfsp/handbooks
How to be a Summer Meals Champion: https://www.fns.usda.gov/sfsp/best-practices
USDA Summer Food Service Program Meal Patterns: https://www.fns.usda.gov/sfsp/meal-patterns
USDA Summer Food Mapping Tools: https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs
USDA Summer Meals Webinars & Videos: https://www.fns.usda.gov/sfsp/2015-summer-meals-webinars
USDA SFSP Fact Sheet: https://www.fns.usda.gov/sites/default/files/sfsp/SFSP-Fact-Sheet.pdf
USDA SFSP Asked Questions: https://www.fns.usda.gov/sfsp/frequently-asked-questions
USDA SFSP Federal Register Documents: https://www.fns.usda.gov/sfsp/federal-register-documents
USDA SFSP Legislation: https://www.fns.usda.gov/sfsp/legislation
USDA SFSP Policy: https://www.fns.usda.gov/sfsp/policy
USDA SFSP Regulations: https://www.fns.usda.gov/sfsp/regulations

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Evaluate this
Training!

