



Summer Food Service Program Regulations

May 9, 2024

Connecticut State Department of Education
Bureau of Child Nutrition Programs

Shannon Yearwood, Bureau Chief
Terese Maineri, Education Consultant
Caroline Cooke, Education Consultant



Annual Summer Meal Programs Training



- Next training will cover Local Foods, USDA Foods, and Food Safety
 - CSDE encourages sponsors to participate in the live webinars
 - All trainings are Thursdays from 2:00 to 3:00 pm
- ~~March 28, 2024~~
 - ~~April 11, 2024~~
 - **May 9, 2024**
 - **May 23, 2024**
 - **June 6, 2024**
 - **June 20, 2024**





SFSP Application Timeline



- **Application Opened: April 17th**
- **Connecticut Deadline: May 15th**
- **Federal Deadline: June 15th**
 - **Must submit full application packet at least 2 weeks** prior to anticipated first day of summer operations
 - **Submission after May 15th requires advance written approval of an application extension**



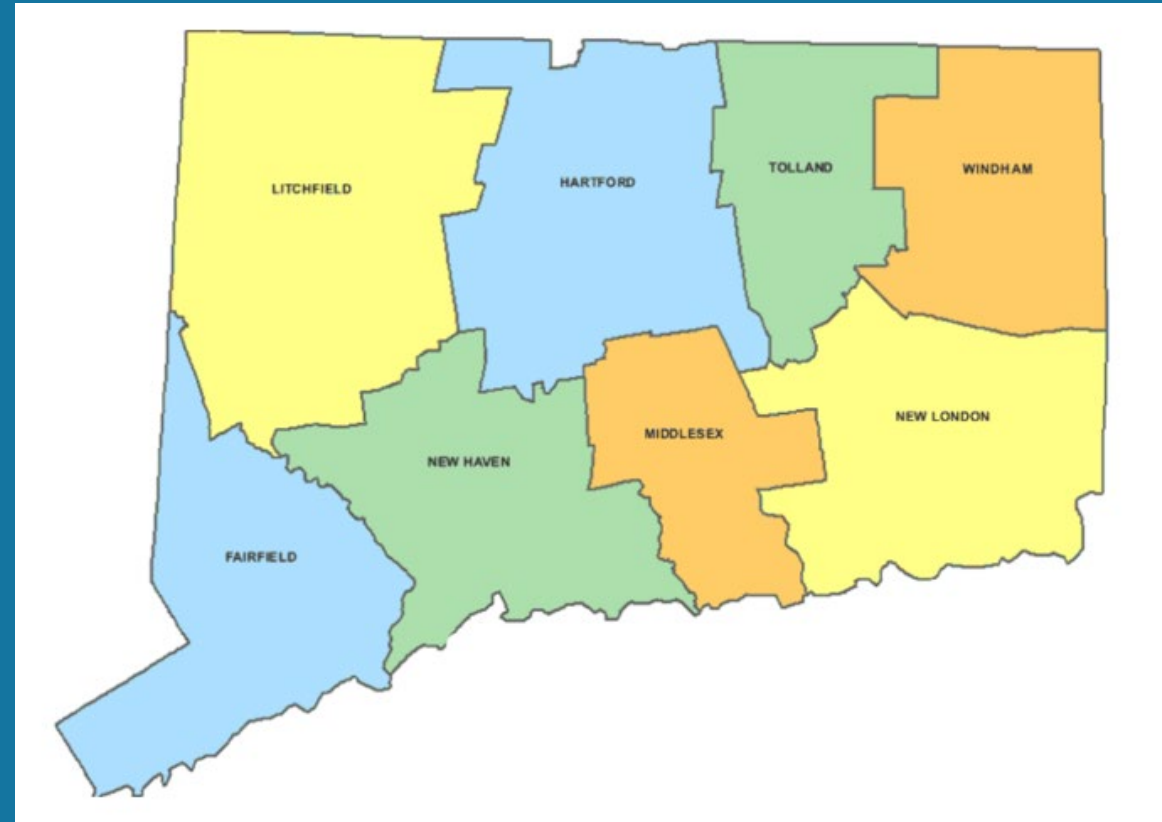


CSDE Summer Meal Programs Team Members



Caroline: Northern CT

Terese: Southern CT



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/contact>



Summer Food Service Program Regulations



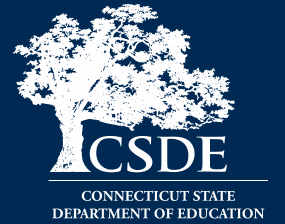
Valuable Resources

- CSDE SFSP/SSO webpages
- SFSP Regulations (7 CFR 225)
- USDA SFSP Web page
- U.S. Department of Agriculture (USDA) SFSP Handbooks
- USDA and CSDE Operational Memoranda





CSDE SFSP Webpage



ct.gov Connecticut's Official State Website Search Connecticut Government... Language + Settings

CT.gov Home / Department of Education / K-12 Education / Nutrition / Summer Meals / Summer Food Service Program (SFSP)

Summer Food Service Program (SFSP)

- Overview
- Eligibility
- Apply
- Documents/Forms
- Related Resources
- Laws/Regulations
- Contact

Overview

[Child Nutrition Programs](#) | [Program Guidance](#) | [Resources](#) | [Nutrition Education](#)


Children in your community do not need to go hungry this summer. During the school year, nutritious meals are available through the [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#). These programs end when school ends for the summer. The U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) helps fill the hunger gap by providing nutritious meals and snacks for children ages 18 and younger.

[Site Locator](#) | [Meal Patterns](#) | [Meal Service](#) | [Menu Planning](#) | [Quick Links](#)

Provided by:
[Department of Education](#)

Site Locator

[Find a Summer Meal Location](#)



Meal Patterns for the SFSP

- [Meal Patterns for the SFSP](#) (CSDE)
- [Overview of Meal Pattern Components for the SFSP](#)
 - [Requirements for the Grains/Breads Component of the SFSP Meal Patterns](#) (CSDE)
 - [Requirements for the Milk Component of the SFSP Meal Patterns](#) (CSDE)
 - [Requirements for the Meat/Meat Alternates Component of the SFSP Meal Patterns](#)

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program>



USDA SFSP Regulations (7 CFR 225)



The screenshot shows the Code of Federal Regulations website. At the top, it says "Code of Federal Regulations" and "A point in time eCFR system". Below that, it says "Title 7". A search bar is present with the placeholder text "Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)". Below the search bar, it says "Title 7 / Subtitle B / Chapter II / Subchapter A / Part 225". The main content area is titled "PART 225—SUMMER FOOD SERVICE PROGRAM". It includes the "Authority" (Secs. 9, 13 and 14, Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 1758, 1761 and 1762a)), the "Source" (54 FR 18208, Apr. 27, 1989, unless otherwise noted), and the "Subpart A—General" section. Under "Subpart A—General", there is a section for "§ 225.1 General purpose and scope." which states: "This part establishes the regulations under which the Secretary will administer a Summer Food Service Program. Section 13 of the Act authorizes the Secretary to assist States through grants-in-aid to conduct nonprofit food service programs for children during the summer months and at other approved times. The primary purpose of the Program is to provide food service to children from needy areas during periods when area schools are closed for vacation." Below this is a section for "§ 225.2 Definitions." which states: "2 CFR part 200, means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published by OMB. The part reference covers applicable: Acronyms and Definitions".

<https://www.ecfr.gov/current/title-7/part-225>



USDA SFSP Webpage

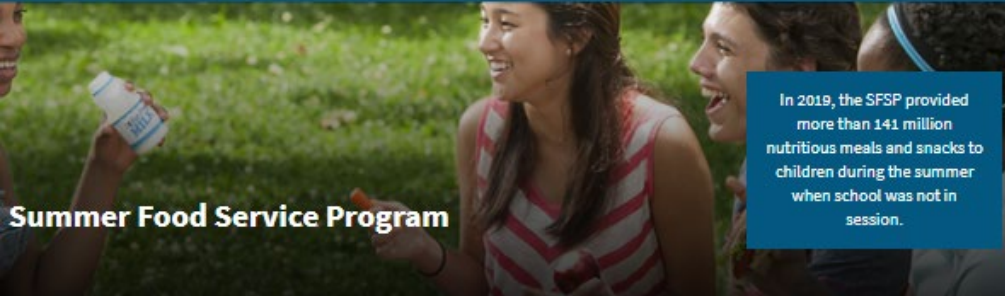


An official website of the United States Government. Here's how you know.

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

COVID-19 CONTACT US REPORT FRAUD ASK USDA USDA.GOV

HOME DATA & RESEARCH GRANTS NEWSROOM RESOURCES OUR AGENCY PROGRAMS




Summer Food Service Program

PROGRAMS > SUMMER FOOD SERVICE PROGRAM

Ensuring Children have Access to Nutritious Meals and Snacks When School is not in Session

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas.

[Program Fact Sheet](#)

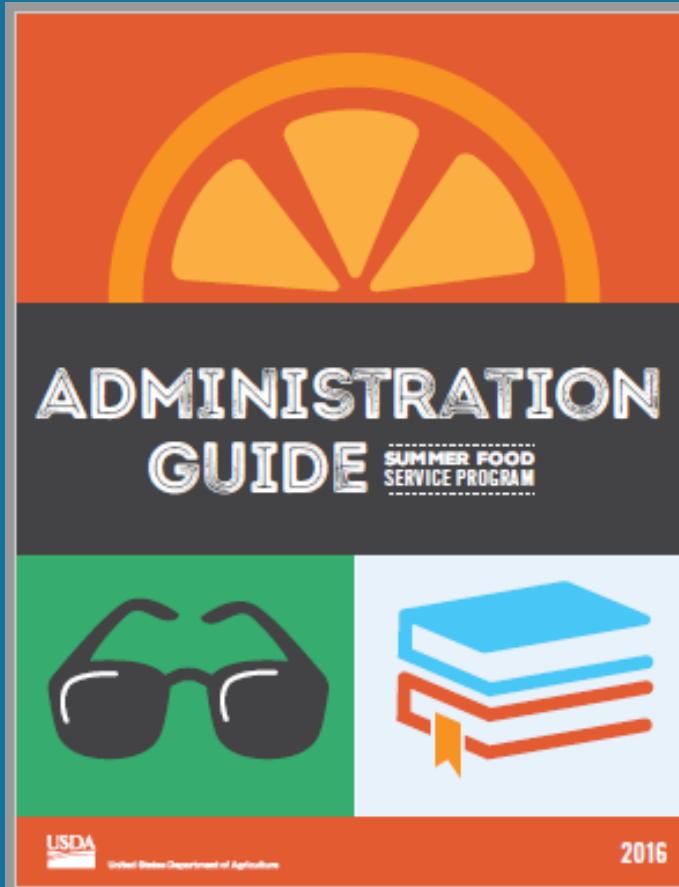
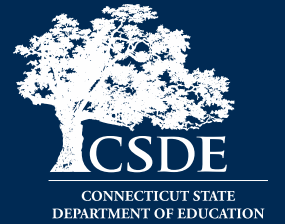


I am a... State Agency Program Operator Household

<https://www.fns.usda.gov/sfsp/summer-food-service-program>



USDA SFSP Handbooks



An official website of the United States Government. Here's how you know

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

HOME DATA & RESEARCH GRANTS NEWSROOM RESOURCES OUR AGENCY PROGRAMS

SUMMER FOOD SERVICE PROGRAM

Program Guidance

HOME > SUMMER FOOD SERVICE PROGRAM

- Home
- Data & Research
- Grants
- Newsroom
- Resources
- Our Agency

State agencies that use USDA's prototypes and templates [Nondiscrimination Statement](#).

- [Administrative Guidance for Sponsors](#)
- [State Agency Monitoring Guide](#)
- [Sponsor Monitor's Guide](#)
- [Nutrition Guidance for Sponsors](#)
- Site Supervisor's Guide [\[English\]](#) [\[Spanish\]](#)

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



CSDE and USDA OMs



- SFSP Memos 2024 >
 - SFSP Memos 2023 >
 - SFSP Memos 2022 >
 - SFSP Memos 2021 >
 - SFSP Memos 2020 >
 - SFSP Memos 2019 >
 - SFSP Memos 2018 >
 - SFSP Memos 2017 >
 - SFSP Memos 2016 >
 - SFSP Memos 2015 >
 - SFSP Memos 2014 >
 - SFSP Memos 2013 >
 - SFSP Memos Earlier Years >
- Search Department of Education

CONNECTICUT STATE DEPARTMENT OF EDUCATION

[CT.gov Home](#) / [Department of Education](#) / [Operational Memoranda for the SFSP](#) / SFSP Memos 2024

2024 CSDE SFSP Memos >

2024 USDA SFSP Memos >

Search Operational Memoranda for the SFSP

by Keyword

SFSP Memos 2024

Page 1 of 1

[Operational Memorandum No. 01-24 – SFSP](#)
2024 SFSP Reimbursement Rates and Schedule for Submitting Online Reimbursement Claim Data

[USDA Memo SFSP 03-2024 and SP 05-2024](#)
Implementation Guidance for the Rural Non-congregate Option Provisions of the Interim Final Rule, Establishing the Summer EBT Program and Rural Non-Congregate Option in the Summer Meal Programs

[USDA Memo SFSP 04-2024 and SP 06-2024](#)
Rural Designations in the Summer Meal Programs - Revised

[USDA Memo SFSP 07-2024 and SP 13-2024](#)
Non-Congregate Meal Service in Rural Areas Questions and Answers

[USDA Memo SFSP 08-2024 and SP 15-2024](#)
Non-Congregate Meal Service in Rural Areas: Q&As #2



Federal Policy Guidance



Topic Specific Guidance

- **Assessing Costs in the Summer Food Service Program**
<https://www.fns.usda.gov/sfsp/assessing-costs-summer-food-service-program>
- **Site Caps in the Summer Food Service Program**
<https://www.fns.usda.gov/site-caps-summer-food-service-program-revised>
- **Rural Designation in the Summer Food Service Program**
<https://www.fns.usda.gov/sfsp/rural-designations-summer-food-service-program>



Federal Policy Guidance



Topic Specific Guidance

- **Super-Circular 200**

<https://www.fns.usda.gov/cn/office-management-and-budget-super-circular-2cfr-part-200>

- **Procurement Standards**

<https://www.fns.usda.gov/cn/procurement-standards-and-resource-management-requirements-related-franchise-agreements>

- **Local Foods in the Summer Meal Programs**

<https://www.fns.usda.gov/cn/local-foods-and-related-activities-summer-meal-programs-questions-and-answers>



General Program Requirements



USDA defines “CHILDREN” as

- persons 18 years of age and under
- persons 19 years of age or older who are determined by a state or local public educational agency to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped





Eligible Sponsor Types



- **Public or private non-profit school food authority**
- **Unit of local, county, municipal, state or federal government**
- **Private non-profit organization**
- **Public or private non-profit residential summer camp**
- **Public or private non-profit college or university**





Meal Site Eligibility



AREA ELIGIBILITY

- An area in which 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals





Meal Site Eligibility



AREA ELIGIBILITY can be conferred by

- **School Data**
 - Area Eligible List (and Site Eligible List) distributed by CSDE each winter
- **Census Data**
 - Census Block Groups (CBGs)
 - Census Tracts
- **Documentation from other approved sources, i.e., welfare or education agencies, zoning commissions, housing authorities**



Meal Site Eligibility



Welcome to the CACFP and SFSP Area Eligibility Mapper. Please zoom in to the map to see the data. This map displays census data and can be used for tiering of participating CACFP day care homes and eligibility of SFSP summer sites. A guide to using this map can be found by clicking on the ⓘ and more information about area eligibility and the data can be found below the map.

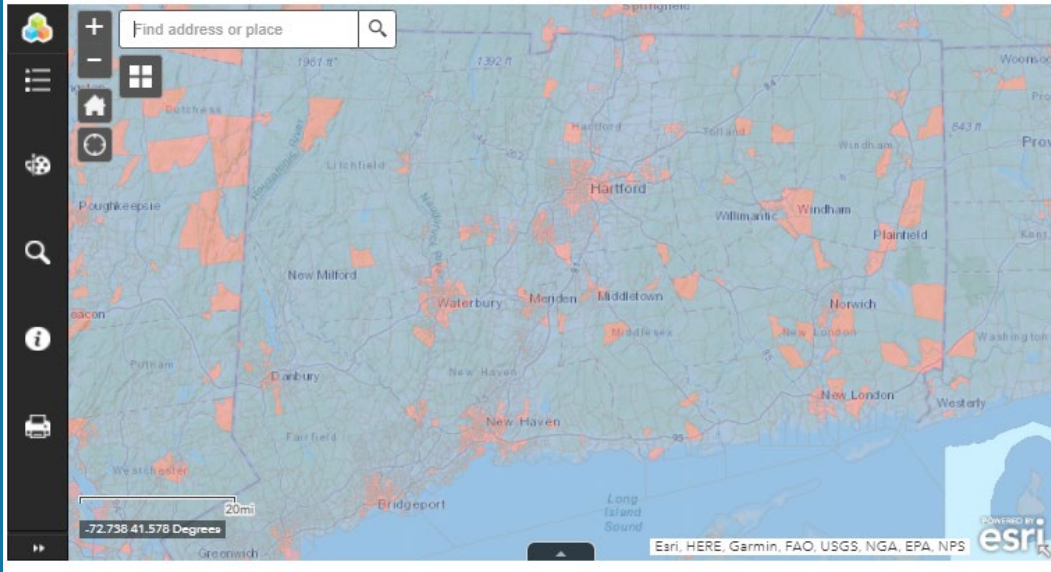
(1 of 1)	
CACFP Day Care Home (Tier I) and SFSP Summer Meal Site Eligibility for FY23: 090035021001	
GEOID	090035021001
State	Connecticut
FY 2023 Area Eligible?	YES
CBG: Percentage of children (0-18) eligible for F/RP meals	0.00
CBG: Number of children (0-18) eligible for F/RP meals (Numerator)	0.00
CBG: Total children (0-18) (Denominator)	15.00
CBG: Percentage of children (0-12) eligible for F/RP meals	0.00
CBG: Number of children (0-12) eligible for F/RP meals (Numerator)	0.00
CBG: Total children (0-12) (Denominator)	15.00
Census Tract: Percentage of children (0-18) eligible for F/RP meals	52.40
Census Tract: Percentage of children (0-12) eligible for F/RP meals	42.10

CENSUS DATA

- **Must use most recent Census Data**
 - Annual projections released each October
- **Can use two Geographical Units**
 - **Census Block Groups (CBGs)**
Can be combined to calculate a weighted average if each of the CBGs averaged have a minimum 40% free/reduced eligible population of children
- **Census Tracts**
 - Cannot be combined



Meal Site Eligibility



CENSUS DATA

- **USDA Food and Nutrition Service (FNS)**
 - **Area Eligibility Map**
<https://www.fns.usda.gov/area-eligibility>
 - **Capacity Builder Map**
<https://www.fns.usda.gov/sfsp/capacitybuilder>



Meal Site Eligibility



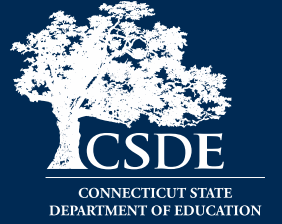
ELIGIBILITY DURATION

- Open meal site eligibility based on school data or census data is **five years**
 - CSDE encourages sponsors to assess and reset the five-year duration of determination each year, if possible
 - Meal site eligibility based on other sources (i.e., income eligibility applications, migrant organizations) must be **updated annually**





Meal Site Types



Most Common

- Open Site
- Restricted Open Site
- Closed Enrolled Site
- Residential Camp

Less Common in Connecticut

- Migrant Site
- Tribal Site
- National Youth Sports Program Site
- Nonresidential/Day Camp





Meal Site Types: OPEN



- Located where 50 percent or more of children residing in the area are eligible for free or reduced-price school meals; and
- Meals are made available to all children in the area on a first-come, first-served basis





Meal Site Types: OPEN



Meal service access to all children requesting a meal at the site

- Must be publicized in the community served

Area eligibility is established using

- school or census data
- documentation from other approved sources





Meal Site Types: RESTRICTED OPEN



- Circumstances restrict or limit the feeding site's attendance for reasons of **space, security, safety, or control**





Meal Site Types: RESTRICTED OPEN



- Sponsors must publicize that the site is **OPEN** to all children in the community
- Area eligibility is established using
 - school or census data
 - documentation from other approved sources (welfare or education agencies, zoning commissions, housing authorities)





Meal Site Types: CLOSED ENROLLED



- Only serve meals to children enrolled in programming or to an identified group of children, as opposed to the community at large
- Must receive prior written approval from the CSDE to operate as a Closed Enrolled Site and must not negatively impact program access in the area that the site is located





Meal Site Types: CLOSED ENROLLED



Closed Enrolled Site in an Area Eligible Location

- **USDA SFSP regulations now allow the use of Area Eligibility to determine site eligibility for Closed Enrolled sites**
- **Similar to Open and Restricted Open sites, eligibility determinations for Closed Enrolled Sites can be based on school or census data**
- **This may be utilized if programming is taking place in an area eligible location, but is not appropriate to be accessed by the public as an Open site**



Meal Site Types: CLOSED ENROLLED



Closed Enrolled Site Not in Area Eligible Location

- At least 50% of children enrolled at the site are eligible for free or reduced-price school meals
- Free/reduced-price school meal eligibility status as obtained from their school
- Household Income Application completed by the child's family





Meal Site Types: CLOSED ENROLLED



Closed Enrolled Sites Not in Area Eligible Locations are usually established where

- an identified group of at-risk children live in a “pocket of poverty”
- the identified children are transported to a congregate meal site located where less than 50 percent of the children are eligible for free or reduced-price school meals, and
- a program provides recreational, cultural, religious, or other types of organized activities for the identified group of children





Meal Site Types: CAMP



Residential Camps

In residential camps, participants spend the duration of the organized program in a 24-hour supervised care setting and receive regularly scheduled food service as part of the program





Meal Site Types: CAMP



Nonresidential Camps

Nonresidential camp sites must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services





Meal Site Types: CAMP



- Camp sites cannot be established through area eligibility
- Reimbursed only for enrolled children who meet the free and reduced-price school meal standards
 - household income applications, or
 - individual eligibility status as determined by the child's school
- May charge ineligible children for meals, ensuring overt identification is not made
- Must be licensed by Connecticut Office of Early Childhood: <https://portal.ct.gov/oec>





Academic Summer School



- Academic summer school students cannot be fed via a Closed Enrolled SFSP or SSO meal site
- If a school site is area eligible and opens its meal program to the community, all meals can be served at no cost to the families under the SFSP or SSO
- An alternative option to serve just academic summer school students is via an extension of NSLP and SBP





Common Summer Meals Site Locations



- Schools
- Summer Programs
- Parks
- Churches
- Libraries
- Playgrounds
- Community Pools/Splash Pad
- Housing Complexes
- Community/Recreation Centers
- Any place where children congregate



Staff Training Requirements



Civil Rights PowerPoint

Administrative and site staff must be trained (including Civil Rights) prior to beginning their SFSP duties

- Sample training forms
<https://portal.ct.gov/SDE/Nutrition/Summer-FoodServiceProgram/Apply#TrainingCertification>
- Civil Rights PowerPoint
https://portal.ct.gov//media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Presentation.ppt





Staff Training Requirements



Civil Rights PowerPoint

Administrative and site staff must be trained (including Civil Rights) prior to beginning their SFSP duties

- Sample training forms

<https://portal.ct.gov/SDE/Nutrition/Summer-FoodServiceProgram/Apply#TrainingCertification>

- Civil Rights PowerPoint

https://portal.ct.gov//media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Presentation.ppt





Staff Training Requirements



- **Training must be documented**
 - **Date**
 - **Topics**
 - **Attendees/Summer Meals site assignment**

- **If any staff miss the scheduled training, make-up training must be provided and documented prior to staff beginning their SFSP duties**





Staff Training Requirements



ADMINISTRATIVE STAFF

- **General explanation of program**
 - Program duties and responsibilities of staff
 - Purpose of the program
 - Site eligibility
- **Recordkeeping requirements**
- **Site operations**
 - Meal pattern requirements
 - Delivery schedule
 - Meal storage
- **Duties of monitors**
- **Civil Rights requirements**
- **Miscellaneous sponsor specific topics**



Staff Training Requirements



ADDITIONAL topics for SITE STAFF

Responsibilities of site supervisor

- Receive and account for delivered meals
- Serve meals
- Ensure safe and sanitary conditions at site
- Ensure that children eat all meals onsite
- Take accurate point of service meal counts
- Clean up after meals
- Plan for inclement weather





Civil Rights Requirements



- **Serve meals to all attending children regardless of race, color, national origin, sex, age or disability.**
- **Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age or disability.**
- **Display poster in a prominent place at each meal site and in the administrative office**
- **Make program materials available to the public upon request, accommodating language needs**





Civil Rights Requirements



- Instructing staff to post “...And Justice for All” poster is not sufficient
 - Must train on content
- Display posters prominently in all administrative and meal service locations
 - <https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>
- Annual civil rights training required for administrative and frontline staff
 - https://portal.ct.gov//media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Presentation.ppt

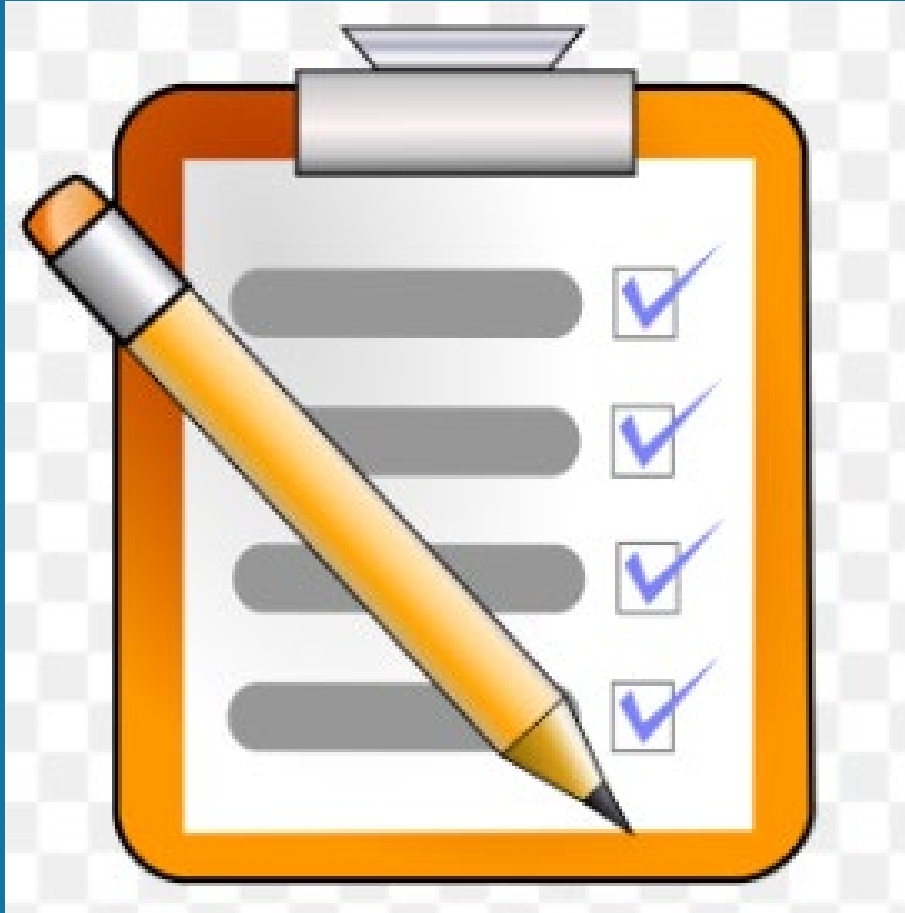




Attendance Survey



<https://forms.office.com/g/ABLFAwshYp>

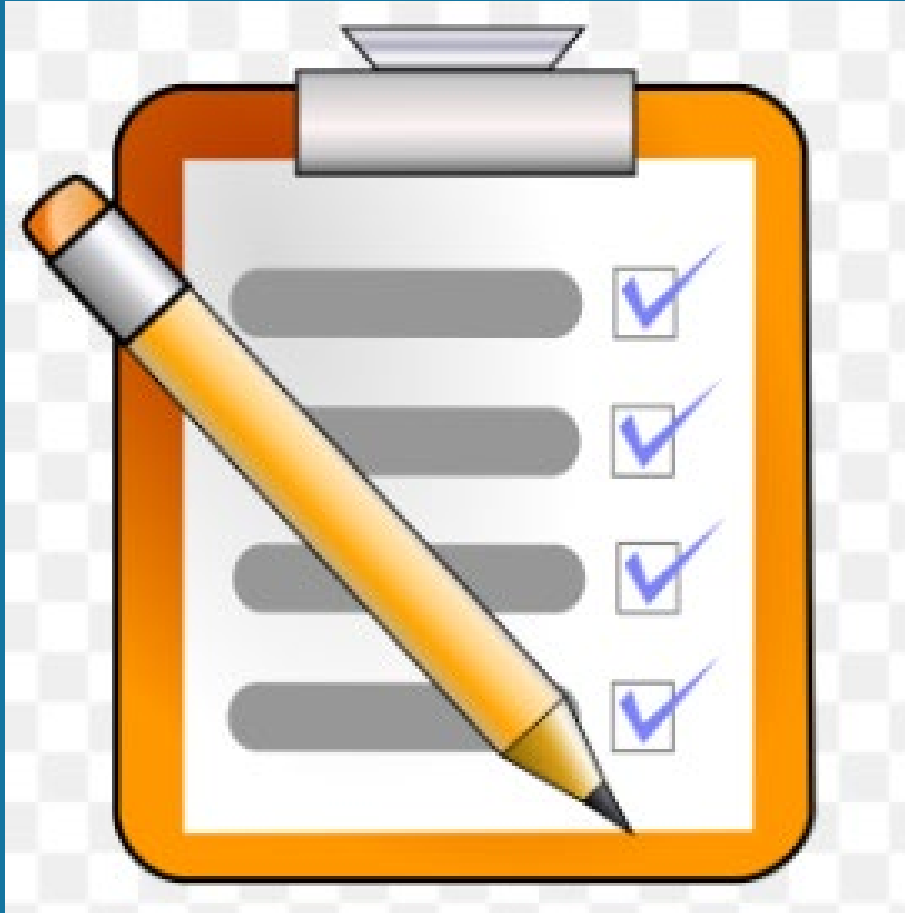


Monitoring ensures that

- Sites operate according to federal requirements
- Accurate records are available
- Children in the community are getting safe, nutritious meals



Monitoring Requirements



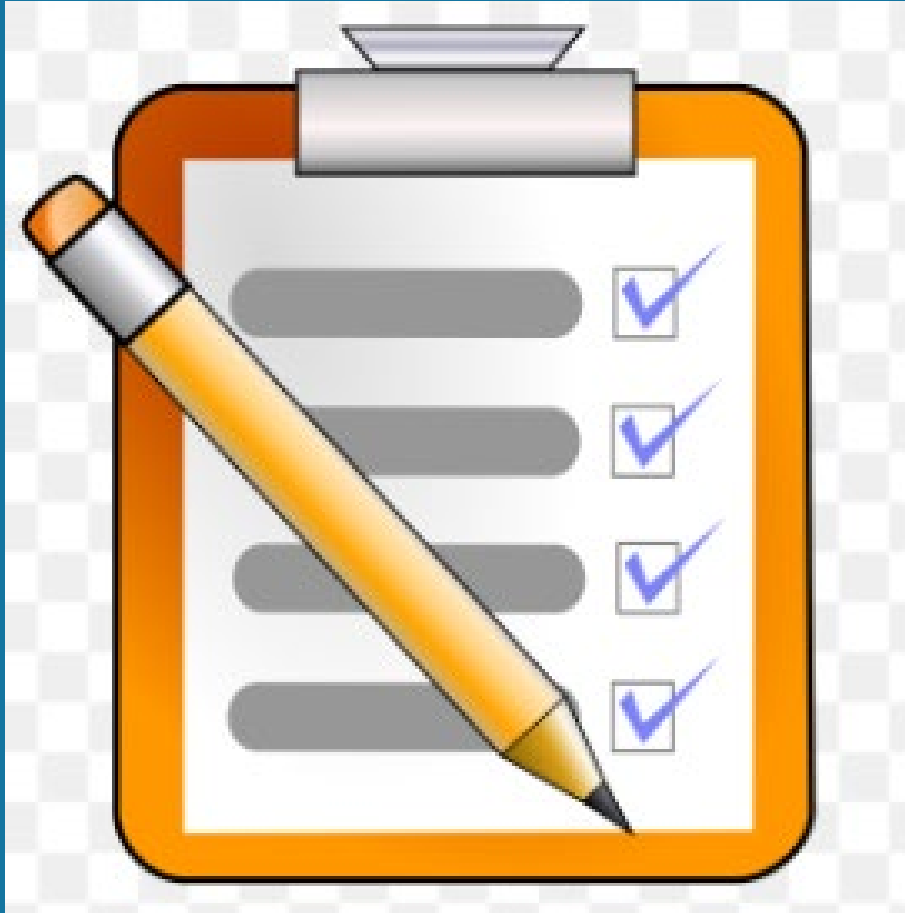
PRE-OPERATIONAL SITE VISIT

- Determines that a site has the necessary facilities and capability to conduct the proposed meal service for the projected number of participants
- Form available on CSDE webpage

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Site_Visit_Form_SFSP_Preoperational.pdf



Monitoring Requirements

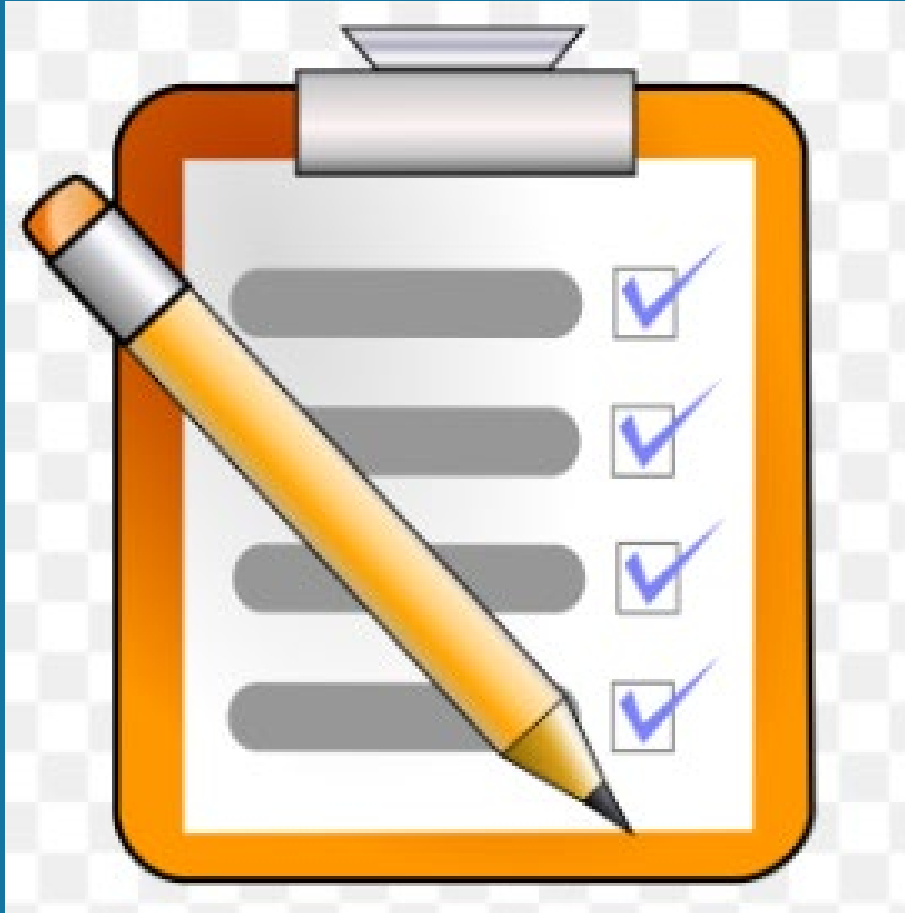


INITIAL SITE VISIT

- Conducted within the first two weeks of SFSP operation regardless of length of program
- Determines if site is meeting all program requirements
- Form available on CSDE webpage



Monitoring Requirements



FOOD SERVICE REVIEW

- Determines if site is meeting all program requirements
- Conducted within the first four weeks of SFSP operation regardless of length of program
- Sample forms available

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Monitor_Site_Review_Form_SFSP.pdf



Meal Counting and Claiming



- SFSP sponsors can claim breakfast, AM snack, lunch, PM snack, supper
- All sites except camps, can claim up to two meals per day (snacks are considered a meal)
- Camps can claim up to three meals per day (snacks are considered a meal)
- Open, Restricted Open and Closed Enrolled sites cannot claim lunch and supper meals on the same day





Meal Count Requirement



- **Count and record the number of meals as they are given out**
 - Cannot obtain meal count by subtracting meals leftover from beginning balance of meals on hand, counting trays before/after service
- **Serve only one meal to each child during the meal service**
- **Serve second meals (SFSP) only after all children present have been offered a first meal**





Meal Count Requirement



- If sponsor allows second meals, count second meals separately
 - Second meals must be served as a complete unit
- Record meal counts daily at end of each meal
- Meals counts must be submitted by site to sponsor at least weekly





Meal Count Requirement



CAMPS

- Must record meal counts by individual camper for each meal
- Camp sponsors only receive reimbursement for meals served to eligible campers
- As meal counts are completed weekly, sponsor determination should be made for eligible and ineligible campers





Meal Pattern Requirements



- Success of Summer Meal Programs depends on nutritious meals that meet meal pattern requirements and are appetizing to children
 - Careful menu planning required to meet this goal





Meal Pattern Requirements



- Assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs
- Establish minimum portions of the various meal components that sponsor must serve to each child to receive reimbursement for each meal





Meal Pattern Requirements



- All menus submitted by sponsors will be reviewed for compliance by CSDE
- One meal pattern for breakfast
- One meal pattern for both lunch and supper
- SFAs must use online application to notify CSDE of their intent to implement offer versus serve (OVS)





Meal Pattern Requirements



In certain cases, CSDE may approve SFSP sponsors to serve meals that meet the meal pattern requirements of other Child Nutrition Programs

Infant meals

- CACFP meal pattern

Meals for children ages 1 to 6

- CACFP meal pattern
- Smaller portion sizes

Meals for children ages 12 to 18

- CACFP meal pattern
- Adult portion sizes



Meal Pattern



Summer Food Service Program (SFSP) Meal Patterns			
Food Component ¹	Breakfast	Lunch and Supper	Snack ² Serve <i>any two</i> of the four components (must be two <i>different</i> components)
Milk, fluid ³ <i>Age 1: whole milk recommended</i> <i>Ages 2 and older: low-fat (1%) or fat-free milk recommended</i>	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)	0
Vegetables and Fruits ⁴ Vegetables, fruits, or any combination or Full-strength 100% juice (fruit, vegetable, or combination) ⁵	½ cup	¾ cup ^{4,5}	¾
Grains and Breads ^{6,7,8} Bread	1 slice	1 slice	1
Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1
Cold dry ready-to-eat (RTE) breakfast cereal ⁹	¾ cup or 1 ounce	¾ cup or 1 ounce	¾
Cooked breakfast cereal ⁹ or cereal grains ¹⁰	½ cup	½ cup	½
Cooked pasta or noodle products	½ cup	½ cup	½
Meat and Meat Alternates Lean meat, poultry, or fish ¹¹	Optional	2 ounces	1
Alternate protein products (APPs) ¹²		2 ounces	1
Cheese (<i>low fat or reduced fat recommended</i>)		2 ounces	1
Cottage cheese (<i>low fat or reduced fat recommended</i>)		½ cup	½
Eggs		1 large egg	½
Cooked dry beans or peas ¹³		½ cup	½
Peanut butter or soy nut butter or other nut or seed butters		4 tablespoons	2 tab
Peanuts or soy nuts or tree nuts or seeds ¹⁴		1 ounce = 50 percent	1
Yogurt, plain or flavored, unsweetened or sweetened (<i>low fat or reduced fat recommended</i>) ¹⁵	8 ounces or 1 cup	4 ounces or ½ cup ¹⁵	

◀ See page 2 for important menu planning notes ▶

Summer Food Service Program (SFSP) Meal Patterns			
Food Component ¹	Breakfast	Lunch and Supper	Snack ² Serve <i>any two</i> of the four components (must be two <i>different</i> components)
Milk, fluid ³ <i>Age 1: whole milk recommended</i> <i>Ages 2 and older: low-fat (1%) or fat-free milk recommended</i>	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)
Vegetables and Fruits ⁴ Vegetables, fruits, or any combination or Full-strength 100% juice (fruit, vegetable, or combination) ⁵	½ cup	¾ cup ^{4,5}	¾ cup
Grains and Breads ^{6,7,8} Bread	1 slice	1 slice	1 slice



Vegetables and Fruits



- Full-strength vegetable or fruit juice cannot count for more than **HALF** of fruit/vegetable requirement
- Fruit and vegetables are measured in **VOLUME** (cups), not weight
- Two **DIFFERENT** fruits and/or vegetables must be served each day at lunch or supper to equal at least $\frac{3}{4}$ cup





Vegetables and Fruits



BEST PRACTICE

- Offer a **variety** of fruits and vegetables with summer meals
- Incorporate school vegetable subgroup categories
 - Red/orange, dark green, starchy, legumes and other
- Use Connecticut Grown fruits and vegetables which are plentiful when school is out





Grains and Breads



- Use Serving Sizes for Grains in the Summer Food Service Program to determine proper **serving size**
- **BEST PRACTICE**
Incorporate **whole grain-rich** grains into summer meals for consistency with meals served throughout the school year

Requirements for the Grains/Bread Component of the SFSP Meal Patterns

Grain-based desserts often contain more fat and added sugars than traditional grains. The CSDE recommends limiting the total servings of all grain-based desserts and animal/graham crackers to no more than twice per week, between all SFSP meals and snacks served to children. For example, a SFSP menu that offers cookies at snack on Monday and granola bars at breakfast on Thursday should not include any other grain-based desserts that week.

Crediting hominy



(field corn) that have been soaked in an alkaline solution. Hominy is a whole grain-based product and can be used in the grains/breads component. Hominy offered in a meal. A ½-cup cooked or 25 grams dry credits as

one serving. For information on crediting hominy as the source, [Requirements for the Vegetables/Fruits](#)

(ounce) of plain popped popcorn credit as one serving. The minimum creditable amount is ¾ cup (¼ serving). For information on crediting popcorn, see [Requirements for the Grains/Breads](#).

Table 1. Grains contribution of popped popcorn

Cups (popped)	Weight (popped)	Grains/breads contribution
¾ cup	0.25 ounces or 7 grams	¼ serving (minimum creditable amount)
1½ cups	0.5 ounces or 14 grams	½ serving
2¼ cups	0.75 ounces or 21 grams	¾ serving
3 cups	1 ounce or 28 grams	1 serving



Offer Verses Serve (OVS) SFSP Meal Pattern



Breakfast

- Children must take **THREE** of four offered food items

Lunch/Supper

- SFSP meal pattern is the same for lunch and supper, including OVS requirements
- Must offer **FIVE** food items from the four food components
- For a reimbursable meal, children must take **THREE** of the four food components





Additional Foods



- May offer extra foods in addition to the items required for a reimbursable meal
- Foods that are **CREDITABLE** as part of a reimbursable meal are an allowed expenditure of SFSP funds
- Foods that are **NOT CREDITABLE** must have documentation available to reflect the income source (non-CNP funds) that is supporting their expense





A La Carte Sales



- Are allowable but are generally discouraged
- Eliminating a la carte maximizes participation in balanced, reimbursable meals
- Recordkeeping is much cleaner





Off-site Consumption



- Children may take ONE fruit, vegetable OR grain item off site for later consumption
- Sponsors must use the online site application to notify CSDE of their intent to implement this practice
- Can be done only if
 - complies with state and local health and sanitation code
 - sponsor has sufficient supervisory capacity
 - item is from the child's own meal or a share table





Notification of Site Changes



Sponsors must **notify CSDE** regarding any site changes and receive written CSDE approval prior to changes being implemented

- Location
- Meal times
- Menu changes
- Opening dates
- Closing dates
- Enrollment figures
- Holidays and other days that will require closing





Notification of Site Changes



FIELD TRIPS

- Field Trips are entered and approved in the online application system; they must be approved prior to the day of the Field Trip
- Please provide regular training to your site staff to ensure that they notify you in a timely manner about field trips





Outreach Requirements



- All SFSP sponsors must advertise the availability of Summer Meals in their community
- SFAs participating in NSLP must conduct Summer Meals outreach





2024 SFSP Reimbursement Rates



2024 Combined Operating and Administrative Rates		
Type of meal	Self-preparation or rural sites	Other types of sites (vended)
Breakfast	\$ 2.9775	\$ 2.9225
Lunch/Supper	\$ 5.2125	\$ 5.1300
Snack	\$ 1.2350	\$ 1.2050

<https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Memos/OM2023/OM01-23sfsp.pdf>



Maintaining a Nonprofit Food Service



- **Not required to maintain a separate nonprofit food service account for the SFSP**
- **Sponsors must be able to document that they have maintained a nonprofit food service:**
 - **Retaining records of all revenues received**
 - **Retaining records of all expenses paid**
 - **Records do not have to be regularly submitted, but must be retained on file, available for State agency and auditor review**
 - **Expenses paid from the nonprofit food service account must be allowable costs that are necessary, reasonable, and properly documented**



Excess Funds vs Unused Reimbursements



Excess Funds

The difference between any advance funding and reimbursement funding, when advance funds received by a sponsor are greater than the reimbursement amount earned by the sponsor

- These funds must be collected by the state agency

Unused Reimbursements

The difference between the amount claimed for reimbursement and actual costs, should reimbursement exceed costs

- FNS expects management of resources that does not result in a significant amount of unused reimbursement
- Can be used for start-up funds the following year
- Can be used to improve the meal service or management of the Program
- Can be used to pay allowable costs of other Child Nutrition Programs
- **Cannot** be used to fund activities or parent meals



Records Retention



- Records must be retained for the **current year** and the **three preceding years**
- **SFSP Application**
Instructions identify items that sponsors should update and retain in files each year





Records Retention



Self-prep sponsors

- Maintain menus
- Keep accurate inventory records
- Daily meal count forms
- Itemized receipts of food purchased

Vended sponsors

- Daily meal count forms
- Delivery receipts
- Invoices for meals purchased





Reimbursement Claim Details



NOT Reimbursable Meals

- Meals not served as a complete unit (unless implement OVS)
- Meal patterns or types not approved by the CSDE
- Meals served at sites not approved by the CSDE, or outside approved meal service times
- Meals consumed off-site*





Online Claiming



- All meals are claimed at the meal site level
- Must develop a system to compile daily meal counts into monthly counts
- Audited during administrative review process

The screenshot shows the login interface for the Connecticut Child Nutrition Programs Online System. At the top right, the word "Connecticut" is displayed. Below it, there are three illustrations of baskets of fruit. The main content area is titled "Returning Users: Log On" and contains a form with fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. To the right of the form, there is text identifying the "CT State Department of Education Child Nutrition Programs Online System" and providing contact information for "School Nutrition Sponsors", "Child and Adult Care Food Program (CACFP) Sponsors", and "Summer Food Service Program (SFSP) Sponsors". A disclaimer at the bottom states "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer." At the bottom left of the page, there is a "Links" section with three items: "State Department of Education", "CACFP Resources", and "SNP Resources". The footer includes the "COLYAR A LINQ SOLUTION" logo and the copyright notice "Copyright © 2022 Colyar Technology Solutions".

<https://ct.cnpus.com/prod/Splash.aspx>



Procurement with Federal Funds



- **Under \$250,000** (or lower if local regulations are more stringent)
 - Three quotes
 - Choose lowest responsive/responsible bidder
 - Document all communications with potential bidders
 - Equal access to specification and information for all potential vendors





Competitive Procurement of FSMC with Federal Funds



Over \$250,000

- Public announcement \geq 14 days
(CSDE must approve prior to publishing)
- Public opening (inform CSDE \geq 14 days from bid opening)
- IFB contains
 - Food specs and meal quality standards
 - Cycle menu
 - Any increases per amendment **MUST** have been stated in original IFB and Contract, e.g., based on CPI or stated percentage increase





Competitive Procurement of FSMC with Federal Funds



Over \$250,000, continued

- **COMPLETE**
 1. Recommendation for Bid Award
 2. Sponsor/Vendor Award Conference Checklist

- **SUBMIT**
 1. Completed documents (Recommendation for Bid Award and Sponsor/Vendor Award Conference Checklist)
 2. Contract with Independent Price Determination
 3. Copy of all bids received
 4. Copies of any applicable bonds

- **Communication is KEY**





Competitive Procurement of FSMC with Federal Funds



- Initial one-year contract
- Optional four additional one-year contracts/ amendments





Procurement with Federal Funds



- **Follow proper procurement procedures to promote open competition**
 - **Super-Circular 200 (2 CFR 200)**
<https://www.fns.usda.gov/cn/office-management-and-budget-super-circular-2cfr-part-200>
 - **Procurement Standards and Resource Management Requirements related to Franchise Agreements**
<https://www.fns.usda.gov/cn/procurement-standards-and-resource-management-requirements-related-franchise-agreements>
 - **Guidance on Competitive Procurement Standards for Program Operators**
<https://www.fns.usda.gov/cn/guidance-competitive-procurement-standards-program-operators>



Questions





CSDE Child Nutrition Programs School Nutrition Programs Staff

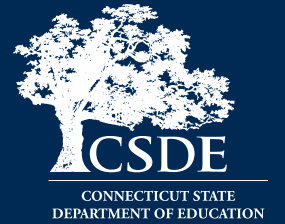


County	CSDE Staff
Middlesex County (includes Regions 4, 13, and 17) Tolland County (includes Regions 8 and 19)	Jennifer Bove 860-807-2044, jennifer.bove@ct.gov
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown 860-807-2129, fionnuala.brown@ct.gov
Hartford County (includes Region 10)	Teri Dandeneau 860-807-2079, teri.dandeneau@ct.gov
New Haven County (includes Regions 5, 15, and 16)	Greg King 860-713-6804, greg.king@ct.gov
New London County Windham County (includes Region 11)	Susan Alston 860-807-2081, susan.alston@ct.gov

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>



CSDE Child Nutrition Programs Other Nutrition Programs Staff



Program	CSDE Staff
<ul style="list-style-type: none"> • Afterschool Snack Program (ASP) • Community Eligibility Provision (CEP) • National School Lunch Program (NSLP) • School Breakfast Program (SBP) 	<p>Contact your school nutrition team member</p>
<ul style="list-style-type: none"> • Fresh Fruit and Vegetable Program (FFVP) • Food service management companies • NSLP procurement 	<p>Andy Paul 860-807-2048, andrew.paul@ct.gov</p>
<ul style="list-style-type: none"> • Food Distribution Program (USDA Foods) 	<p>Allison Calhoun-White 860-807-2008, allison.calhoun-white@ct.gov</p>
<ul style="list-style-type: none"> • Farm to school and school gardens • Food Distribution Program (USDA Foods) • NSLP procurement 	<p>Monica Pacheco 860-807-2086, monica.pacheco@ct.gov</p>



CSDE Child Nutrition Programs Other Nutrition Programs Staff



Program	CSDE Staff
<ul style="list-style-type: none">• Seamless Summer Option (SSO) of NSLP• Summer Food Service Program (SFSP) Hartford County (includes Region 10) Litchfield County (includes Regions 1, 6, 7, 12, and 14) Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	<p>Caroline Cooke 860-807-2144, caroline.cooke@ct.gov</p>
<ul style="list-style-type: none">• Child Nutrition Programs websites• Healthy Food Certification (HFC)• Nutrition education and resources• School Lunch Tray and CACFP Updates• Special diets (meal modifications)	<p>Susan Fiore 860-807-2075, susan.fiore@ct.gov</p>



CSDE Child Nutrition Programs Other Nutrition Programs Staff



Program	CSDE Staff
<ul style="list-style-type: none">• Grants and contracts• NSLP Equipment Assistance Grant• Summer EBT for Children)	<p>Sean Fogarty 860-807-2055, sean.fogarty@ct.gov</p>
<ul style="list-style-type: none">• Special Milk Program (SMP)• Summer Food Service Program (SFSP)<ul style="list-style-type: none">Fairfield County (includes Region 9)Middlesex County (includes Regions 4, 13, and 17)New Haven County (includes Regions 5, 15, and 16)New London County• Summer EBT for Children	<p>Terese Maineri 860-807-2145, terese.maineri@ct.gov</p>



USDA Nondiscrimination Statement



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.



CSDE Nondiscrimination Statement



The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.