



**Summer Meal Programs  
Annual Sponsor Training**

**Summer Food Service Program  
(SFSP) Regulations**

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CONNECTICUT  
Education

Connecticut State Department of Education  
Bureau of Child Nutrition Programs

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**Housekeeping**


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**Application Timeline**

Planned Application Open: April 15  
Connecticut Deadline: May 15  
Federal Deadline: June 15


- Must submit full application packet at least 2 weeks prior to anticipated first day of summer operations
- Submission after May 15 requires advance written approval of application extension



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**SFSP Technical Assistance County Contacts**



<b>Caroline</b> <ul style="list-style-type: none"><li>Fairfield</li><li>New Haven</li><li>New London</li></ul>	<b>Flor</b> <ul style="list-style-type: none"><li>Tolland</li><li>Middlesex</li><li>Windham</li></ul>
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<https://portal.ct.gov/sde/nutrition/summer-food-service-program/contact>

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**Summer Food  
Service Program  
Regulations**

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**Valuable SFSP  
Resources**

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SFSP Regulations Valuable Resources

- CSDE SFSP/SSO webpages
- SFSP regulations (7 CFR 225)
- USDA SFSP webpage
- USDA SFSP handbooks
- USDA and CSDE operational memoranda




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CSDE Webpage

Summer Food Service Program (SFSP)



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

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USDA SFSP Regulations (7 CFR 225)



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

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USDA Webpage

USDA SFSP webpage resources available for

- State agencies
- Local program sponsors
- Families



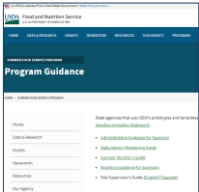

<https://www.fns.usda.gov/summer/sfsp/implementing-agency>

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USDA Resource

USDA SFSP Administrative Guide for SFSP



<https://www.fns.usda.gov/sfsp/administration-guide>

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CSDE Webpage

Operational Memoranda for the SFSP


- CSDE operational memoranda
- USDA policy memos



<https://portal.ct.gov/sde/lists/operational-memoranda-for-the-sfsp>

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# Federal Policy Guidance


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## USDA Resource

### USDA Memo SFSP 11-2015: Assessing Costs in the Summer Food Service Program (SFSP)

- Tip Sheet




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

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## USDA Resource

### USDA Memo SFSP 16-2015: Site Caps in the Summer Food Service Program: Revised




<https://www.fns.usda.gov/site-caps-summer-food-service-program-revised>

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## USDA Resource

### USDA OM SFSP 07-2016: Local Foods in the Summer Meal Programs




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

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## USDA Resource

### USDA Memo SFSP 04-2024 Rural Designation in the Summer Food Service Program - Revised



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

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# Definitions

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### Children

- Persons 18 years of age and under
- 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 disabled and who participate in a public or nonprofit private school program established for the mentally or physically disabled

Terms to Know

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### 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

Terms to Know

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

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### Area Eligibility and Eligibility Cycles

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### Area Eligibility Can Be Conferred By

- **School Data**
  - Area Eligible Schools List (and Site Eligible Schools 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




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### Meal Site Eligibility Duration

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



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### Sponsor and Meal Site Types

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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




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Most Common Meal Site Types in Connecticut

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




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Less Common Meal Site Types in Connecticut

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



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Characteristics of Open Meal Site

- Area Eligible location
- Meals are made available to all children requesting a meal on a first-come, first-served basis
- Must be publicized in community served



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Restricted Open Meal Site

- Circumstances restrict or limit the feeding site's attendance for reasons of **space, security, safety, or control**
- Sponsors must publicize that site is **open** to all children in community



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Closed Enrolled Meal Site

- Only serve meals to children enrolled in programming, as opposed to community at large
- Must receive prior written approval from the CSDE to operate as Closed Enrolled Site and must not negatively impact program access



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Closed Enrolled Meal Site Area Eligibility

Closed Enrolled Site in Area Eligible Location

- SFSP regulations now allow use of Area Eligibility
- Eligibility determinations for Closed Enrolled Sites can be based on school or census data.
- May utilize if programming takes place in area eligible location, but not appropriate to be accessed by public as Open site



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Closed Enrolled Meal Site via Household Eligibility

Closed Enrolled Site NOT in Area Eligible Location

- At least 50% of children enrolled at site are eligible for free or reduced-price school meals
  - Direct certification or household income application
- Eligibility not conferred by CEP participation




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Academic Summer School

- Cannot feed academic summer school students via Closed Enrolled SFSP/SSO meal site
- If school site is area eligible and opens its meal program to community, may serve all meals at no cost to families under SFSP/SSO
- Alternative option to serve just academic summer school students through extension of NSLP and SBP




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Camp Site

- Not required to establish area eligibility
- Must collect and maintain household income applications or school eligibility status




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Camp Site, continued

- Reimbursed only for eligible children
- May charge ineligible children for meals, ensuring no overt identification of eligibility status
- Must be licensed by Connecticut Office of Early Childhood



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Meal Site Locations

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### 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



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### Staff Training

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### Staff Training Requirements

**Must document training**

- Date
- Topics
- Attendees’ Summer Meals site assignment
- Build make-up training into your plans



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### Training Agenda: USDA Prototype Training Checklists

Prototype Training Checklist for Administrative Staff

1. General Information

2. Site Information

3. Training Topics

4. Training Dates

5. Training Location

6. Training Staff

7. Training Materials

8. Training Evaluation

9. Training Follow-up

10. Training Summary

Prototype Training Checklist for Monitors

1. General Information

2. Site Information

3. Training Topics

4. Training Dates

5. Training Location

6. Training Staff

7. Training Materials

8. Training Evaluation

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10. Training Summary

Prototype Training Checklist for Site Staff

1. General Information

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10. Training Summary

<https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-adminguide-appendix2-forms.pdf>

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### Administrative Staff Training Requirements

- 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


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### 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



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Civil Rights Staff Training

- Administrative and site staff must be trained in Civil Rights requirements
- CSDE Civil Rights PowerPoint Available




[https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil\\_rights\\_snp\\_presentation.pptx](https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil_rights_snp_presentation.pptx)

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Civil Rights Staff Training, continued

- 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



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Civil Rights




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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



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Civil Rights Requirements, continued

- Display “...And Justice for All” poster in prominent place at each meal site and in administrative office
- Make program materials available to the public upon request, accommodating language needs




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Civil Rights Assurances

- FNS Instruction 113-1
- Must be included in all subcontracting awards
- Follow the downstream flow of federal funds from federal to state to local expenditures of federal tax dollars



<https://fns-prod.azureedge.us/sites/default/files/resource-files/FNS-113-1.pdf>


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Outreach Requirements

- All SFSP sponsors must advertise availability of Summer Meals in their community
- School food authorities (SFAs) participating in NSLP must conduct Summer Meals outreach




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Outreach Avenues

- Traditional and social media releases
- Webpage
- Town/organization/school newsletters
- Fliers/mailings
- Community posting boards

- Automated telephone calls/emails/texts
- June NSLP menu
- Summer-themed NSLP lunch prior to end of school year



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Sponsor Monitoring

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Sponsor Monitoring Ensures

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



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Three Types of Monitoring Visits


- Pre-operational Site Visit
- Initial Site Visit
- Food Service Review




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Pre-operational and Initial Site Visits





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## Foodservice Review

[illegible]

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## Attendance Survey



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## Meal Counting and Claiming



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## Meal Types and Maximums

- SFSP meal types include breakfast, AM snack, lunch, PM snack, supper
- All sites can claim up to two 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



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## Meal Count Requirement

- Count and record number of meals as they are given out
- Plan for one meal for each child during meal service



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## Meal Count Recordkeeping

- Daily meal count forms must be finalized in entirety at end of each meal
- Meals counts must be submitted by site to sponsor at least weekly



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Second Meals

- Serve second meals only after all children present have been offered a first meal
- Second meals must be served as a complete unit
- If sponsor allows second meals, count second meals separately




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Meal Count Requirement for Camps

- Must record meal counts by individual camper for each meal
- 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



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2025 SFSP Reimbursement Rates

Type of meal	Self-preparation or rural sites	Other types of sites (vended)
Breakfast	\$ 3.0875	\$ 3.0300
Lunch/Supper	\$ 5.4025	\$ 5.3150
Snack	\$ 1.2800	\$ 1.2500


<https://portal.ct.gov/sde/lists/operational-memoranda-for-the-sfsp/sfsp-memos-2025>

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Online Claiming

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




<https://portal.ct.gov/sde/nutrition/cnp-system>

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Nonreimbursable Meals

- Do not meet SFSP meal patterns
- Not served as complete unit (unless implementing OVS)
- Meal patterns/types not approved by CSDE
- Served at sites not approved by CSDE or outside approved meal service times
- Consumed off-site (except 1 fruit, vegetable, or grain item)
- Adult meals (staff and non-program adults)



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SUN  
STANDARD NUTRITION PROGRAMS FOR KIDS

SFSP Meal Pattern Requirements

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Meal Patterns for Child Nutrition Programs

- 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 various meal components that sponsor must serve to each child to receive reimbursement for each meal




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SFA SFSP Sponsors May Follow

- SFSP meal pattern
- Applicable meal patterns for school nutrition programs
  - National School Lunch Program (NSLP)
  - School Breakfast Program (SBP)
  - Afterschool Snack Program (ASP)



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Alternate Meal Pattern Requirements

- In certain cases, CSDE may approve SFSP sponsors to serve meals that meet Child and Adult Care Food Program (CACFP) meal patterns




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Three Alternate Options Use CACFP Meal Patterns

- Infant meals
- Meals for children ages 1 to 6
  - Smaller portion sizes
- Meals for children ages 12 to 18
  - Adult portion sizes




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Meal Pattern Selection

- CSDE will review all menus submitted by sponsors
- Submit a menu for each meal type organization will be serving



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Meal Patterns

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SFSP Meals and Snacks Must Meet

- Required meal components
  - Milk
  - Meats/meat alternates
  - Grains/breads
  - Vegetables/fruits
- Minimum servings



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Extra Foods

- May offer in addition to items required for reimbursable meal
  - Creditable foods are allowed expenditure of SFSP funds
  - Noncreditable foods must have documentation available to reflect income source (non-CNP funds) supporting their expense



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CSDE Webpage

Summer Food Service Program (SFSP)

- Meal Patterns section



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

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CSDE Resource

Summer Meals Updates Newsletter



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

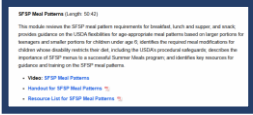
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CSDE Resource

On-demand SFSP Training Module

- SFSP Meal Patterns



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

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CSDE Webpage

Meal Pattern Training for School Nutrition Programs

- What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12



<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>

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Offer Versus Serve (OVS) Eligible SFSP Sponsors

- Only SFAs
  - Allowed for breakfast and lunch/supper
  - Not allowed for snack
- Different OVS requirements
  - NSLP and SBP meal pattern
  - SFSP meal pattern
- Must indicate in annual application packet if will implement OVS

[https://www.ecfr.gov/current/title-7/part-225#p-225.16\(f\)\(1\)\(ii\)](https://www.ecfr.gov/current/title-7/part-225#p-225.16(f)(1)(ii))


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OVS with SFSP Breakfast Meal Pattern


- SFAs must offer at least 4 food items from the 3 meal components
  - Vegetables/fruits
  - Grains/breads
  - Milk
  - Additional food item from any component except milk
- Children must select ≥ 3 food items



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OVS with SFSP Lunch/Supper Meal Pattern


- SFAs must offer 5 food items from the 4 meal components
  - 1 serving of meats/meat alternates
  - 2 servings of vegetables/fruits (2 different food items)
  - 1 serving of grains/breads
  - 1 serving of milk
- Children must select ≥ 3 meal components



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Off-site Consumption

- Children may take 1 fruit, vegetable or grain item off site for later consumption
- Sponsors must use online site application to notify CSDE of their intent to implement this practice



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Off-site Consumption Allowed Only If

- Complies with state and local health and sanitation code
- Sponsor has sufficient supervisory capacity
- Item is from child's own meal or share table



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A La Carte Sales



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Recommendation

- Eliminate a la carte sales during Summer Meals to provide the best nutrition for children



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School Sites Selling A La Carte Foods and Beverages

- Must meet all state/federal laws for competitive foods that apply to sales of foods and beverages to children on school premises
  - Healthy Food Certification
  - State beverage statute
  - State competitive foods regulations



<https://portal.ct.gov/sde/nutrition/competitive-foods>

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Site Operation Changes




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Notification of Site Changes

- Sponsors must notify CSDE regarding any site changes
- Must receive written CSDE approval prior to changes being implemented




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Examples of Site Changes

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



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Field Trips

- Field trips are entered and approved in online application system
  - Must be approved prior to day of field trip
- Provide regular site staff training to ensure timely notification to sponsor about field trips



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CSDE Resource

Resources for Field Trips

- Requirements for Field Trip Meals in the Summer Food Service Program
- Food Safety Requirements for Field Trip Meals in the Summer Food Service Program

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

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Requirements for Field Trip Meals in the Summer Food Service Program

Food Safety Requirements for Field Trip Meals in the Summer Food Service Program

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Records Retention

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How Long to Retain Records

General Rule

- 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




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Records to Calculate Program Expenses

Expense Documentation: Inventory Records

- Beginning Inventory
- Purchases
- Ending Inventory
- Total Food Expenses** = Beginning Inventory plus Purchases minus Ending Inventory



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Critical Records to Retain

- Menus
- Inventory records
- Itemized receipts of food purchased – self-prep
- Invoices for meals purchased – vended
- Staff time, salary, and benefits
- Proof of payment, e.g., staff, goods, services
- Delivery receipts
- Daily meal count forms
- Compiled monthly meal counts
- Federal funds tracking

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All Things Financial

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Maintaining a Nonprofit Food Service

- Separate nonprofit food service account is **not** required for SFSP
- Sponsors must be able to document they have maintained a nonprofit food service




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Required Documentation for Nonprofit Food Service

- All revenues received
- All expenses paid
- Records retained on file, available for state agency and auditor review
- Expenses are allowable costs that are necessary, reasonable, and properly documented




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Excess Funds

- Difference between any advance funding and reimbursement funding
- Must be collected by state agency




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Unused Reimbursements

- Difference between amount claimed for reimbursement and actual costs
- USDA Food and Nutrition Service (FNS) expects management of resources that does not result in significant amount of unused reimbursement



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Expenditure of Unused Reimbursements

Allowable Use

- Start-up funds for following year
- Improving meal service or management of SFSP
- Pay allowable costs of other Child Nutrition Programs

Not Allowed

- Funding site activities or parent meals




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Informal Procurement with Federal Funds  
Micro-purchase

- Previous threshold of \$10,000
- Program operators may self-certify a threshold up to \$50,000
- Program operators should distribute micro-purchases equitably among qualified suppliers




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**Informal Procurement with Federal Funds  
Small Purchase**

- Under \$250,000
- Three quotes
- Choose lowest responsive/responsible bidder
- Document all communications with potential bidders
- Equal access to specification and information for all potential vendors



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**Competitive Procurement of FSMC with Federal Funds  
Over \$250,000**

- Public announcement ≥ 14 days (CSDE must approve prior to publishing)
- Public opening (inform CSDE ≥ 14 days from bid opening)




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**Competitive Procurement of FSMC with Federal Funds  
Over \$250,000**

- Request for Proposal (RFP) or Invitation for Bid (IFB) contains
  - Food specifications and meal quality standards
  - Cycle menu
  - Any increases per amendment



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**Competitive Procurement of FSMC with Federal Funds  
Over \$250,000**

**Complete**

- Recommendation for Bid Award
- Sponsor/Vendor Award
- Conference Checklist




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**Competitive Procurement of FSMC with Federal Funds  
Over \$250,000**

**Submit**

- Completed documents (Recommendation for Bid Award Sponsor/Vendor Award, and Conference Checklist)
- Contract with Independent Price Determination
- Copy of all bids received
- Copies of any applicable bonds



Timely communication  
is key

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**Competitive Procurement of FSMC with Federal Funds  
Over \$250,000**

- Initial 1-year contract
- Optional four additional 1-year contracts/ amendments




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USDA Resource

USDA Memo SFSP 16-2015  
Office of Management and  
Budget Super-Circular – 2  
CFR Part 200




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

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USDA Resource

USDA Memo SP 12-2016, CACFP  
05-2016, and SFSP 09-2016:  
Guidance on Competitive  
Procurement Standards for  
Program Operators



<https://www.fns.usda.gov/cn/guidance-competitive-procurement-standards-program-operators>

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Questions?  
Contact CSDE's  
Summer Meals Staff



[https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county\\_assign\\_summer\\_meals.pdf](https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county_assign_summer_meals.pdf)

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Thanks for participating!

More guidance and  
resources



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

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CSDE 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, audiotape, 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/ad-3027.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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USDA 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](mailto:louis.todisco@ct.gov).

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