



**Summer Meals  
Annual Sponsor Training**

## Meal Service Requirements for Summer Meals



**CONNECTICUT**  
Education

Connecticut State Department of Education  
Bureau of Child Nutrition Programs  
Revised March 2026

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### Summer Meals Recorded Training Modules

- Part of CSDE's required annual training for Summer Meals sponsors
- Requirements apply to sponsors of SFSP and Seamless Summer Option (SSO) of National School Lunch Program (NSLP)
- Reflects current requirements of SFSP regulations



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### Annual Training Section of SFSP Webpage



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

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### Topics

- Family style meal service  
*Allowed only for camps and closed enrolled sites (SFSP and SSO)*
- Field trips
- Avoiding leftovers and reducing food waste
- Offsite consumption of meal components
- Adult meals
- Resources



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## Family Style Meal Service



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### Approval of Sites for Family Style Meal Service

- Sponsors must indicate which sites intend to implement family style meal service in annual online SFSP application packet
  - Submitted to CSDE in CNP System
- Must be approved by CSDE prior to implementing



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

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### Family Style Meal Service =

A type of meal service that allows children to serve themselves from common platters of food with assistance from supervising adults setting the example

**Terms to Know**

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### Benefits of Family Style Meal Service

- Allows children to identify and be introduced to new foods, new tastes, and new menus while
  - developing a positive attitude toward nutritious foods
  - sharing in group eating situations
  - developing good eating habits



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### Implementing Family Style Meal Service

<p><b>Allowed</b></p> <ul style="list-style-type: none"> <li>Camps</li> <li>Closed enrolled sites (SFSP and SSO)</li> </ul>	<p><b>Not Allowed</b></p> <ul style="list-style-type: none"> <li>Open sites</li> <li>Open restricted sites</li> </ul>
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### Must Offer Sufficient Food at Each Table

- Provide required portions of each meal component for
  - all children at the table
  - supervising adults who eat with the children



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### Offering the Meal Components for Family Style

- Children choose foods and initial serving size
- Initially offer full required portion of each meal component
- Actively encourage each child to accept full portion of each meal component
- Must serve all meal components at same time



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### CSDE Webpage

Family Style Meal Service in "Meal Service" section of CSDE's Summer Food Service Program (SFSP)



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

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**Field Trips**



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**Notification Requirements for Field Trips**

<b>2 Business Days Prior</b>	<b>7 Business Days Prior</b>
<ul style="list-style-type: none"><li>Open sites that remain open on day of field trip</li><li>Closed enrolled sites</li></ul>	<ul style="list-style-type: none"><li>Open sites that close on day of field trip</li></ul>



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**Submitting Field Trip Notifications to CSDE**

- Use Connecticut Online Application and Claiming System for Child Nutrition Program (CNP System)
  - Click "submit for approval"
  - Email CSDE summer meals staff member



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

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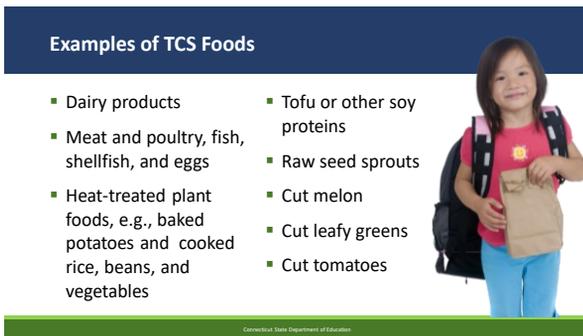
**Field Trip Meals Must Meet Safety Standards**

- All applicable state and local health, safety, and sanitation standards
- Greatest food safety concern is ensuring proper temperatures during transport and service
  - Time/Temperature Control for Safety Food (TCS)



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**Examples of TCS Foods**

<ul style="list-style-type: none"><li>Dairy products</li><li>Meat and poultry, fish, shellfish, and eggs</li><li>Heat-treated plant foods, e.g., baked potatoes and cooked rice, beans, and vegetables</li></ul>	<ul style="list-style-type: none"><li>Tofu or other soy proteins</li><li>Raw seed sprouts</li><li>Cut melon</li><li>Cut leafy greens</li><li>Cut tomatoes</li></ul>
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**Must Ensure Field Trip Meals are Safe to Eat**

- Preparation
- Transport
- Service



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**CSDE Resource**

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

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

These meals are to be prepared and served at field sites that meet the following criteria:

1. All food must be prepared in a kitchen that meets the minimum standards for food service as defined in the Connecticut State Department of Education's (CSDE) Food Safety Requirements for Field Trip Meals in the Summer Food Service Program (SFSPP) Manual.
2. All food must be prepared and served in a clean, sanitary environment.
3. All food must be prepared and served in a kitchen that meets the minimum standards for food service as defined in the CSDE's Food Safety Requirements for Field Trip Meals in the Summer Food Service Program (SFSPP) Manual.
4. All food must be prepared and served in a kitchen that meets the minimum standards for food service as defined in the CSDE's Food Safety Requirements for Field Trip Meals in the Summer Food Service Program (SFSPP) Manual.

CSDE's Food Safety Requirements for Field Trip Meals in the Summer Food Service Program (SFSPP) Manual can be found at: [https://portal.ct.gov/-/media/sde/nutrition/sfsp/food\\_safety\\_field\\_trip\\_meals\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/food_safety_field_trip_meals_sfsp.pdf)

[https://portal.ct.gov/-/media/sde/nutrition/sfsp/food\\_safety\\_field\\_trip\\_meals\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/food_safety_field_trip_meals_sfsp.pdf)

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**Field Trip Meals Must Meet Meal Patterns**

- All meal pattern requirements (complete reimbursable meals)



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**Meal Count Requirements for Field Trips**

- Must be determined at point of service
- Must be taken by trained staff
- Sponsors must develop local process to obtain accurate point-of-service meal counts



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**Point of Service for Field Trips**

The moment in the meal service at the field trip site where staff can accurately determine that the child has been served all required meal components for a reimbursable meal



**Terms to Know**

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**Not Allowed for Field Trip Meal Counts**

- Field trip attendance
- Orders for field trip meals
- Number of meals sent on field trip
- Number of meals returned from field trip



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**Field Trips for SFSP Sponsors of Open Sites**

- Must continue operating at approved location on day of field trip
- If continued operation is not possible, CSDE may permit an open site to close
  - Sponsor must notify community of change in meal service and provide information about alternative open sites



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## Best Practices for Field Trips

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### Develop Standard Operating Procedure (SOP)

- Clear written procedures for field trip meals
  - How to identify reimbursable meals
  - Instructions for conducting field trip point-of-service meal counts
  - Food safety requirements
  - Plan for informing substitutes of requirements for field trip meals



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### Promote Awareness of SOP

- Disseminate SOP to food service staff and applicable field trip staff (including volunteers)
- Post on website



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### Point-of-service Meal Count Instructions

- Include for field trip staff with delivery of field trip meals



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### Reinforce Proper SOPs for Field Trip Meals

- Use various communication channels
  - Staff meetings
  - Emails
  - Employee handbooks
  - Written instructions
  - Sponsor's website



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### CSDE Resource

Requirements for Field Trip Meals in the Summer Food Service Program

Requirements for Field Trip Meals in the Summer Food Service Program

March 2026 | CSDE, Department of Education | 2026 Summer Food Service Program | Requirements for Field Trip Meals in the Summer Food Service Program

**Meals Served Away from Approved Locations**

SFP sponsors may be reimbursed for meals served at approved locations. Meals served at other locations are not eligible for reimbursement. The following are the requirements for meals served at approved locations:

1. SFP sponsors must obtain approval from CSDE prior to serving meals at approved locations. Approval is granted on a case-by-case basis. The approval process includes submitting a request to CSDE and receiving approval from CSDE.
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4. SFP sponsors must obtain approval from CSDE prior to serving meals at approved locations. Approval is granted on a case-by-case basis. The approval process includes submitting a request to CSDE and receiving approval from CSDE.

Approved Locations: Approved locations are those locations that have been approved by CSDE for the purpose of serving meals. Approved locations include schools, community centers, and other approved locations.

Reimbursement: SFP sponsors may be reimbursed for meals served at approved locations. Reimbursement is based on the number of meals served and the cost of the meals. Reimbursement is provided on a quarterly basis.

Documentation: SFP sponsors must maintain accurate records of meals served at approved locations. Documentation includes a log of meals served, a list of approved locations, and other relevant information. Documentation must be submitted to CSDE for review and approval.

Compliance: SFP sponsors must comply with all applicable laws and regulations regarding food safety and nutrition. Compliance includes following food safety guidelines, providing nutritious meals, and ensuring that meals are served in a safe and sanitary environment.

Contact Information: For more information regarding the requirements for field trip meals in the Summer Food Service Program, please contact CSDE at (860) 418-3000.

Version: 2026-03-01

[https://portal.ct.gov/-/media/sde/nutrition/sfsp/field\\_trip\\_meals\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/field_trip_meals_sfsp.pdf)

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### Avoiding Leftovers and Reducing Food Waste

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### Sponsors Must Use Menu Planning to Avoid Leftovers

- Plan, prepare, and order meals with objective of providing one meal per child at each meal service
- Ensuring entire meals and meals components are not regularly leftover and unusable



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### Monitor and Compare Site Reports to Avoid Leftovers

- Number of attending children
- Number of delivered meals
  - If leftovers, promptly adjust orders to more accurately reflect actual number of participants
  - Consider allowable alternatives before discarding food



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### Options to Minimize Food Waste

- Transfer meals to another site with a shortage (if allowed by local health code)
- Allow second meals (up to 2% of number of first meals)
- Offer share table (if allowed by local health code)



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### Requirements for Share Tables

- Allowed only for unopened, unused, whole food items only
- Must be operated in accordance with state and local health and safety codes



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### USDA Resource

USDA Memo SP 41-2016, CACFP 13-2016, and SFSP 15-2016: The Use of Share Tables in Child Nutrition Programs



<https://www.fns.usda.gov/cn/use-share-tables-child-nutrition-programs>

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### Donating Leftover Food

- Non-profit organizations working to address hunger in the community
- Send home with children

**Must comply with state/local health and sanitation codes**



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### USDA Resource

USDA Memo SP 11-2012, CACFP 05-2012, and SFSP 07-2012: Guidance on the Food Donation Program in Child Nutrition Programs



<https://www.fns.usda.gov/cn/guidance-food-donation-program-child-nutrition-programs>

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### Offsite Consumption of Meal Components



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### Taking Meal Components Offsite

- Sponsors may allow children to take 1 food item offsite for later consumption
  - Fruit
  - Vegetable
  - Grain
- Must use online site application to notify CSDE



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### Requirements for Offsite Meal Components

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



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### Adult Meals



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### May Serve Adult Meals

- Not reimbursable



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### Two Types of Adults for SFSP Meals

**Program Adults**

- Work directly with meal service at the site as volunteers or paid employees

**Non-program Adults**

- Do not work in any direct way with meal service at the site, e.g., parents and guardians



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### Meals for Program Adults

- May be served at no charge
- Cannot claim for reimbursement but count as operating costs



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### Meals for Non-program Adults

- May be served at
  - no charge
  - full cost
- Cannot claim for reimbursement



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### Meals for Non-program Adults Count as Operating Costs

- Only if
  - full cost covered by adult payment or non-program funds
  - money reported as SFSP income



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### Two Ways to Cover Meal Costs for Non-program Adults

1. Charge at least full cost of meal (including food and non-food supplies, labor, and value of USDA Foods)
2. Use other non-program funds to cover cost
  - May include as SFSP income
  - May pay for meal costs from nonprofit food service account



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### Rules for Adult Meals

- Must document as income to SFSP to offset documented costs
  - Income from sale of adult meals
  - Non-program funds used to pay for adult meals



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### Separate Meal Counting and Recording

- Must count and record meals separately on daily meal count form
  - Meals served to children (including second meals)
  - Meals served to program adults
  - Meals served to non-program adults



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### Calculate Meal Costs Based on Full Production Cost

- Food
- Supplies
- Labor
- Other costs incurred by sponsor
- USDA Foods used to prepare the meal or value based on current year annual entitlement per meal value



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### Resources



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### USDA Resource

USDA Memo SP 10-2017 and SFSP 06-2017: Meal Service Requirements in the Summer Meal Programs, with Questions and Answers – Revised



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

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### CSDE Webpage

Meal Service Section of Summer Food Service Program (SFSP) Webpage



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

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**CSDE Resource**

Meal Pattern and Crediting Resources for the Summer Food Service Program



[https://portal.ct.gov/-/media/sde/nutrition/sfsp/mealpattern/resources\\_sfsp\\_meal\\_patterns.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/mealpattern/resources_sfsp_meal_patterns.pdf)

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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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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)

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