







4



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.cnpus.com/prod/Splash.aspx





Implementing Family Style Meal Service

Allowed

Camps
Closed
enrolled sites
(SFSP and SSO)

Not Allowed

Open sites
Open
restricted
sites

9



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



11

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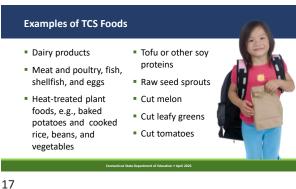
at same time





**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







## CSDE Resource

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



 $https://portal.ct.gov/-/media/sde/nutrition/sfsp/food\_safety\_field\_trip\_meals\_sfsp.pdf$ 

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19

#### **Field Trip Meals Must Meet Meal Patterns**

 All meal pattern requirements (complete reimbursable meals)



20

#### **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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21



#### **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

22

#### **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



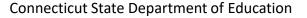
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23

#### **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









#### **Promote Awareness of SOP**

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



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27

29

#### **Point-of-service Meal Count Instructions**

Include for field trip staff with delivery of field trip meals



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28

#### **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



https://portal.ct.gov/-/media/sde/nutrition/sfsp/field\_trip\_meals\_sfsp.pdf

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# **Avoiding Leftovers** and Reducing Food Waste

#### **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



32

#### **Sponsors Must Use Menu Planning to Avoid Leftovers**

- Monitor and compare site reports
- · 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



33

31

#### **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)



34

#### **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



35

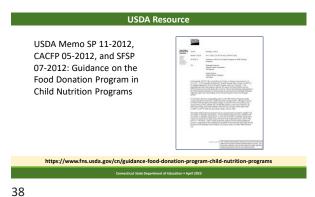
#### **USDA** Resource

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















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



44

May be served at no charge

**Meals for Program Adults** 

Cannot claim for reimbursement but count as operating costs



45

47

43

#### **Meals for Non-program Adults**

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



46

#### **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



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,



### 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



49

#### **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



50

#### 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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51



52

#### 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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53









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Program information may be made available in

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- In 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) 256-1656 or [02] 690-7442; or
  3. email: program.intake

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58

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59