

Summer Food Service Program (SFSP)

2016

Schools Operating SFSP
Simplified and Seamless



Arizona Department of Education

Summer Food Service Program

Purpose

To ensure children in low-income areas continue to receive nutritious meals when school is not in session.

To encourage schools to participate, USDA created a seamless option that reduced paperwork and the administrative burden of running two programs.



Regulations

Simplified Sponsors must follow the SFSP Regulations 225.

Seamless Sponsors follow most of the NSLP and SBP Regulations 210 & 220 except those outlined here and in the Agreement and Conditions.



Program Administration and Sponsor Responsibilities

Simplified and Seamless Sponsors must:

- Demonstrate financial and administrative capability for Program operations.
- Accept final financial and administrative responsibility for total Program operations at all sites.
- Cannot have been declared seriously deficient.

Site Eligibility



Site Eligibility

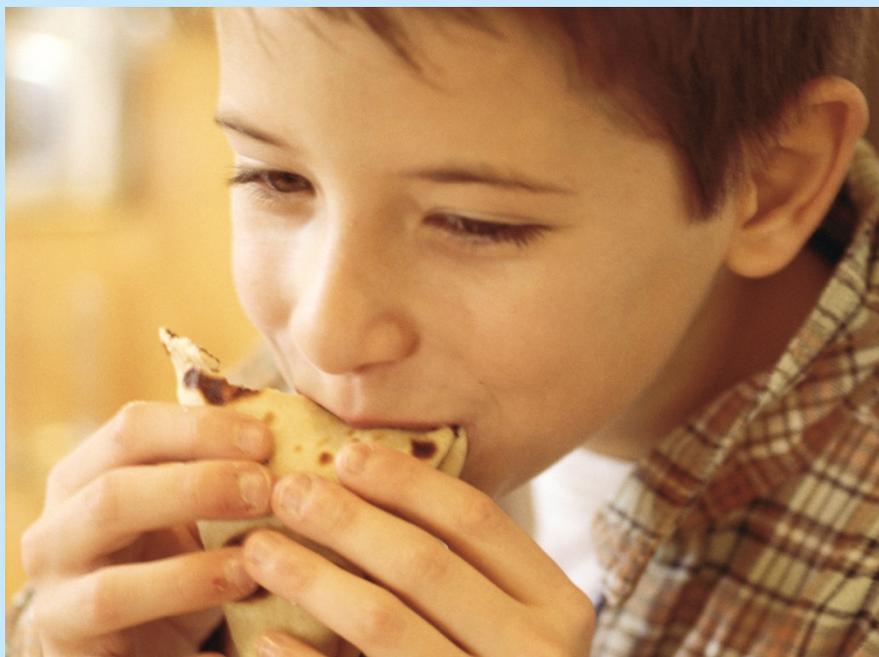
Both Simplified and Seamless Sponsors must operate:

- Sites in areas where 50% of children are eligible for free and reduced price meals;
- Sites in non-needy areas in which at least 50% of enrolled children qualify for F/RP meals;
- Camp sites; or
- Migrant sites.



Site Eligibility - Exercise

What must you submit to document site eligibility for open sites and area eligible closed enrolled sites?



Site Eligibility - Answer

Open sites and area eligible closed enrolled sites

1) School boundaries for site and F/RP data for assigned school

or

2) F/RP data for actual school site

or

3) Census map with eligibility status





How to Determine Area Eligibility

Information to assist sponsors determining area eligibility for the Summer Food Service Program.

How to Determine Area Eligibility

Complete the following steps to identify area eligible sites:

- a. Read the [How to Determine Area Eligibility](#) instructions
- b. Identify potential site locations
- c. Determine eligibility of each site location using the resources below:
 - i. Look up School Boundaries: [Arizona Hometown Locator](#)
 - ii. Determine School Data Percentages: [Free/Reduced Percentage Report](#)
 - iii. Census Mappers: [USDA Data Mapper](#)

Search AZ address:

P Primary **M** Middle **H** High **O** Other/Mixed

School Attendance Zone			
<input checked="" type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	SAFFORD ELEMENTARY SCHOOL
<input type="checkbox"/>	<input checked="" type="checkbox"/> H	<input type="checkbox"/>	TUCSON MAGNET HIGH SCHOOL
<input checked="" type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	DAVIS BILINGUAL MAGNET SCHOOL



School Eligibility

Percentage of children approved for free or reduced-price lunches for School Year 2015

Based on claim data for month of October, Calendar Year 2014, as reported by SFA

Statewide percentage for AZ is 58%

10201000	Sabino High School	100201645	4403	5761	Regular or Provision 2/3 Base Year	1013	20%
10201000	Safford Engineering/Technology Magnet Middle School	100201535	4403	5746	Regular or Provision 2/3 Base Year	862	81%
10201000	Sahuaro High School	100201650	4403	5762	Regular or Provision 2/3 Base Year	1716	42%
10201000	Sam Hughes Elementary	100201257	4403	5689	Regular or Provision 2/3 Base Year	365	33%
10201000	Santa Rita High School	100201655	4403	5763	Regular or Provision 2/3 Base Year	660	58%
10201000	Secrist Middle School	100201537	4403	5747	Regular or Provision 2/3 Base Year	619	69%
10201000	Soleng Tom Elementary School	100201410	4403	5721	Regular or Provision 2/3 Base Year	488	33%
10201000	Southwest Alternative Middle School	100201580	4403	5754	Regular or Provision 2/3 Base Year	25	>=90%
10201000	Teenage Parent Program - TAPP	100201676	4403	6272	Regular or Provision 2/3 Base Year	77	>=95%
10201000	Tolson Elementary School	100201417	4403	5724	Regular or Provision 2/3 Base Year	349	90%
10201000	Tucson Magnet High School	100201660	4403	5764	Regular or Provision 2/3 Base Year	3324	59%

School Data from CNP Web

6. Site -Level Supporting Data for Area Eligibility

Participants Approved for Free Lunches during March 2015	376 *
Participants Approved for Reduced-Price Lunches during March 2015	40 *
Participants Approved for Paid Lunches during March 2015	194 *
Percent of Free and Reduced-Price Eligible Students:	68.19 %

School Data from CNP Web

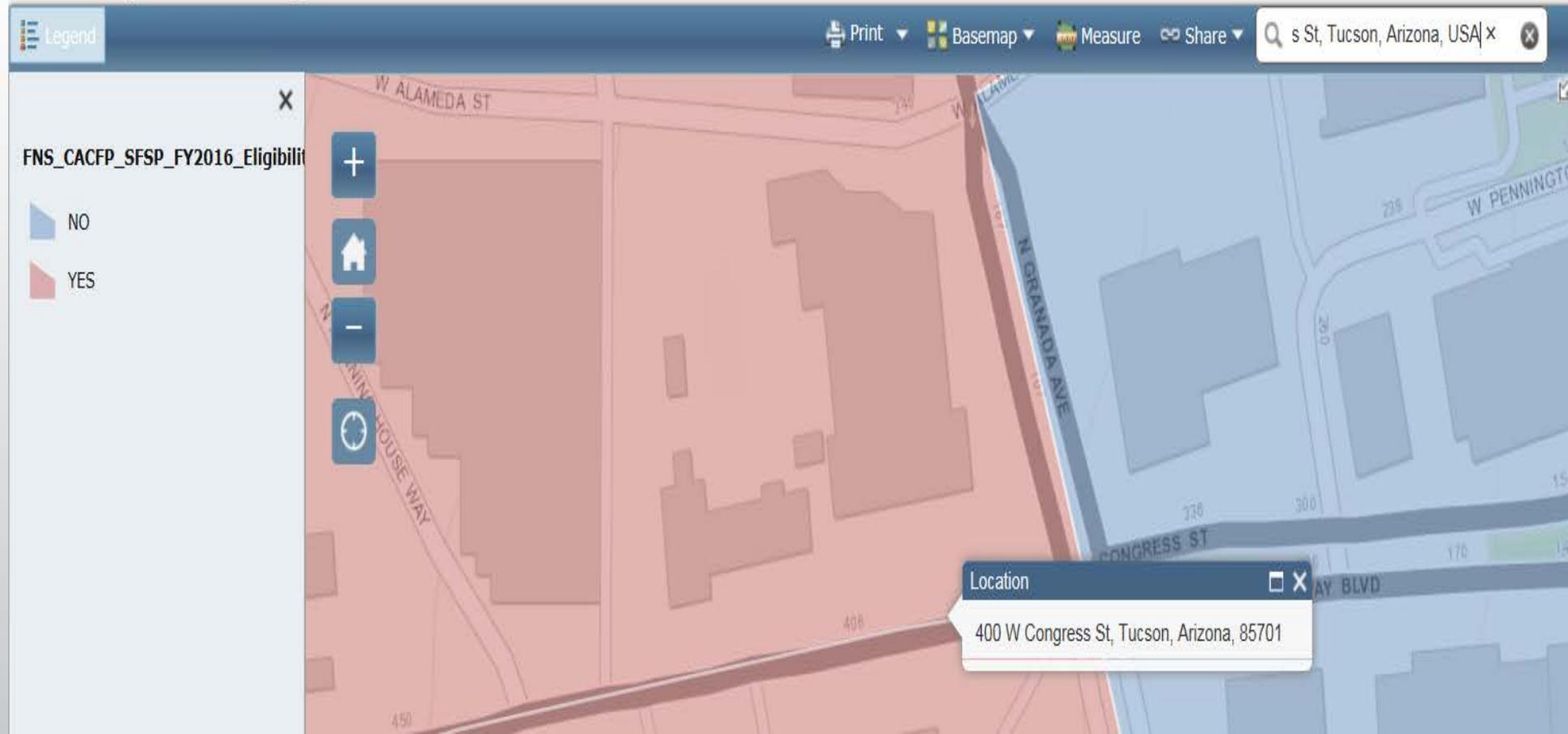
Call Kristin Merritt (602) 364-1624 or (602) 542-8700

6. Site -Level Supporting Data for Area Eligibility

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Census Map

Participants Eligible for Free and Reduced Price



Site Eligibility - Exercise

What must you submit to document site eligibility for closed enrolled sites that are not area eligible?



Site Eligibility - Answer

Closed enrolled sites that are not area eligible

1) Obtain lists by name and eligibility status of enrolled children for F/RP meals from the schools where children attend.

- Parental consent forms are not required for SFAs to provide this info to SFSP sponsors.

OR



Site Eligibility - Answer

2) Ask parents to complete income eligibility forms.



✓ 50% of enrolled children must be eligible for F/RP meals for the site to be eligible.



Site Eligibility - Exercise

What must you submit to document site eligibility for camps?



Site Eligibility - Answer

Camps

Only meals served to children who meet the F/RP eligibility criteria can be claimed for meals served at a camp.

- 1) Ask parents to complete income eligibility forms
or
- 2) Get lists from schools for each child



Site Eligibility

What must you submit to document site eligibility for Migrant sites?

Contact your specialist to see how best to verify the site primarily serves migrant children.



Eligible Participants

Both Simplified and Seamless Sponsors must:

- Serve meals at no cost to children 18 and younger.
 - Exceptions made for mentally or physically handicapped persons.
- Adult meals??



Site Eligibility

Both Simplified and Seamless Sponsors:

- School sites must be open to children in the community, as well as summer school children.



Site Selection - Exercise

What do you look for when selecting a site?

What factors do you consider?



Site Selection - Answer

Things to consider:

- Sites must be capable of providing a meal service.
- Sites must have adequate staff/volunteers.
- Be accessible.
- Sites must meet State and local public health standards.
- Activities keep kids coming back.



Site Promotion - Exercise

How do you promote your sites and SFSP meals?



Site Promotion

- Local tv
- Local radio
- Twitter
- Facebook
- Instagram
- School website
- Flyers
- Robocalls
- Texting
- Billboards



Meal Service Requirements



Meal Service Requirements

- All meals must meet meal pattern requirements.
- Meals must be consumed on site.
- Ensure all children receive a meal before any adults are served.
- Plan for weather.
- Serve meals on time.
- ✓ If meals are vended, make sure contract includes summer meals.
- ✓ Production records and menus required.

Meal Requirements

Both Simplified and Seamless Sponsors:

- Can only claim up to 2 meal types (including snacks)/day at a site (unless a camp or Migrant site).
- Cannot claim lunch and supper at the same site on the same day (unless a camp or Migrant site).



Stand-up Test

- An open site or a closed enrolled site can serve up to 2 meals/day. Which combinations are allowable?
 - 2 snacks - Yes or No?
 - Breakfast and a snack?
 - Lunch and supper?
 - Breakfast and lunch?
 - Breakfast and supper?
 - Supper and a snack?



Stand-up Test

- A camp or migrant site can serve up to 3 meals/day. Which combinations are allowable?
 - Breakfast, lunch and supper?
 - Lunch, supper and a snack?
 - 2 snacks and a lunch?



Meal Pattern Requirements

Seamless Sponsors

- Will follow NSLP meal service requirements for lunch or snack and the SBP service requirements for breakfast.

Simplified Sponsors

- Can follow either the New Meal Pattern or the SFSP Meal Pattern.



New Meal Pattern

The New Meal Pattern does not change for Summer Food Service Programs.

You may operate Offer Versus Serve or Serve Only.

- Breakfast- Minimum of 3 items,
 - ½ cup fruit
- Lunch- Minimum of 3 components,
 - ½ cup fruit or vegetable



New Meal Pattern- Breakfast (What is made available)

(5-Day) Meal Pattern for School Breakfast Program						
Serve Only		Offer vs. Serve (OVS)				
<ul style="list-style-type: none"> Minimum 3 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain 		<ul style="list-style-type: none"> Minimum 4 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain and 1 additional item (may be grain, fruit/juice/veg, or meat/meat alternate) Students must have at least 3 items on tray at POS, 1 item must be a ½ cup Fruit/Juice/Vegetable 				
Required		Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
Fluid milk Must offer two varieties in fat content and/or flavor: Fat-free flavored, Fat-free plain, 1% plain		1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Fruits/Juice/Vegetables Juice must be 100% full-strength. No more than half weekly offering may be juice. In order to count starchy vegetables, must serve 2 cups of vegetables from other, dark green, red/orange and/or bean/peas subgroups in same week.		1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Grains/Breads Daily and weekly minimums must be met. Flexibility for grain maximums. All of grains offered must be whole grain-rich		1 oz/eq (daily) 7-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)
Optional						
1 item of Meat/Meat Alternate No daily or weekly requirement 1 item (1 oz/eq) Item counts towards grain weekly requirement.		0	0	0	0	0
Calories Weekly Average		350-500	400-550	400-500	450-600	450-500
Sodium (mg) Weekly Average		≤540	≤600	≤540	≤640	≤540
Saturated Fat (% of total calories) Weekly Average				≤10		
Trans Fat Daily				0g/serving		

New Meal Pattern- Breakfast

(What is made available)

<i>Required</i>		Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
<p>Fluid milk</p> <p>Must offer two varieties in fat content and/or flavor: Fat-free flavored, Fat-free plain, 1% plain</p>		1 cup daily				

- Must make 2 varieties available to all children.



New Meal Pattern- Breakfast

(What is made available)

Required		Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
Fruits/Juice/Vegetables Juice must be 100% full-strength. No more than half weekly offering may be juice. In order to count starchy vegetables, must serve 2 cups of vegetables from other, dark green, red/orange and/or bean/peas subgroups in same week.		1 cup daily				

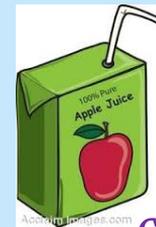
- Must make 1 cup available every day.
- No more than 50% of the weekly fruit offering can be juice.



1 cup fruit



1/2 cup fruit + 1/2 cup fruit



1 cup fruit



New Meal Pattern- Breakfast

(What is made available)

<i>Required</i>		Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
Grains/Breads Daily and weekly minimums must be met. Flexibility for grain maximums. All of grains offered must be whole grain-rich		1 oz/eq (daily)				
		7-10 oz/eq (weekly)	8-10 oz/eq (weekly)	8-10 oz/eq (weekly)	9-10 oz/eq (weekly)	9-10 oz/eq (weekly)
Optional						
1 item of Meat/Meat Alternate No daily or weekly requirement 1 item (1 oz/eq) Item counts towards grain weekly requirement.		0	0	0	0	0

- Must offer 2 oz eq on some days of the week;
- Must offer a grain every day;
 - The additional grain can be another grain or a grain alternate
- All grains must be whole-grain rich.



New Meal Pattern- Breakfast (What is made available)

Calories Weekly Average	350-500	400-550	400-500	450-600	450-500
Sodium (mg) Weekly Average	≤540	≤600	≤540	≤640	≤540
Saturated Fat (% of total calories) Weekly Average	≤10				
Trans Fat Daily	0g/serving				

- Dietary Specifications are the same as they are during the school year.



New Meal Pattern- Breakfast (What the Students Take)

Students must have a minimum of 3 items on their tray to count as a reimbursable meal.

What is needed to count as 1 item?

- 1 cup of milk
- ½ cup fruit (or full cup if you're serve only)
- 1 oz eq grain OR 1 oz eq grain alternate



New Meal Pattern- Lunch

(What is made available)

5 Components must be made available

- Fruit
- Vegetables (including subgroups)
- Grains
- Meat/Meat Alternate
- Milk

(5-Day) Meal Pattern for National School Lunch Program						
Serve Only:			Offer Versus Serve (OVS):			
<ul style="list-style-type: none"> • Must PREPARE all 5 components in required amounts • AT POS: Must SERVE all 5 components in minimum required amount 			<ul style="list-style-type: none"> • Must PREPARE all 5 components in required amounts • AT POS: Must TAKE at least 3 components in minimum required amount, one must be fruit or vegetable 			
Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week						
Grades		K-5	6-8	K-8	9-12	Additional Information
Fruit (cups)	Weekly (daily)	2½ (½)		5 (1)		Only 100% Fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	½		1		
	OVS: minimum amount to count at POS	½		½		
Total Vegetable (cups)	Weekly (daily)	3¾ (¾)		5 (1)		Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	¾		1		
	OVS: minimum amount to count at POS	½		½		
Vegetable Subgroups (cups)		Minimum weekly amounts				No maximum for any subgroup. *Must offer more than minimum weekly values in order to meet weekly total. Minimum creditable amount to count as a subgroup is 1/8 cup.
Dark green		½		½		
Red/Orange		¾		1 ¼		
Beans/Peas (legumes)		½		½		
Starchy		½		½		
Other		½		¾		
To meet weekly requirement, vegetables from ANY subgroup		1		1		
Grains (oz/eq.)	Weekly (daily) amounts <small>*Not required to meet Weekly maximum</small>	8-9* (1)	8-10* (1)	8-9* (1)	10-12* (2)	All grains offered must be whole grain rich. Weekly, no more than 2 oz/eq. grain based dessert.
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Meat/Meat Alternate (oz/eq.)	Weekly (daily) amounts <small>*Not required to meet Weekly maximum</small>	8-10* (1)	9-10* (1)	9-10* (1)	10-12* (2)	
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Fluid milk (cups)	Weekly (daily)	5 (1)			Offer two varieties daily. (variety: fat content or flavor)	



New Meal Pattern- Lunch

(What is made available)

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week						
Grades		K-5	6-8	K-8	9-12	Additional Information
Fruit (cups)	Weekly (daily)	2½ (½)			5 (1)	Only 100% Fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	½			1	
	OVS: minimum amount to count at POS	½			½	

- ½ cup made available every day (1 cup for HS)
- No more than 50% can be juice
- ½ cup on the tray in OVS to count toward a reimbursable meal.



New Meal Pattern- Lunch

(What is made available)

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week						
Grades		K-5	6-8	K-8	9-12	Additional Information
Total Vegetable (cups)	Weekly (daily)	3 ³ / ₄ (³ / ₄)			5 (1)	Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	³ / ₄			1	
	OVS: minimum amount to count at POS	¹ / ₂			¹ / ₂	
Vegetable Subgroups (cups)		Minimum weekly amounts				
Dark green		¹ / ₂			¹ / ₂	No maximum for any subgroup. <i>*Must offer more than minimum weekly values in order to meet weekly total.</i>
Red/Orange		³ / ₄			1 ¹ / ₄	
Beans/Peas (legumes)		¹ / ₂			¹ / ₂	
Starchy		¹ / ₂			¹ / ₂	Minimum creditable amount to count as a subgroup is 1/8 cup.
Other		¹ / ₂			³ / ₄	
To meet weekly requirement, vegetables from ANY subgroup		1			1	

³/₄ cup must be made available daily (1 cup HS)
¹/₂ cup required on the tray in OVS



New Meal Pattern- Lunch

National School Lunch Program (NSLP) and School Breakfast Program (SBP)

VEGETABLE SUBGROUPS

The U.S. Department of Agriculture's (USDA) meal patterns for the NSLP and SBP refer to five subgroups of vegetables that count toward the daily and weekly vegetable requirements. The chart below identifies commonly eaten vegetables in each subgroup. Please refer to the USDA Food Buying Guide for School Meal Programs for an exhaustive list of vegetables and subgroup category.

DARK GREEN		RED/ORANGE	BEANS AND PEAS (LEGUMES)	
<ul style="list-style-type: none"> ■ arugula ■ beet greens ■ bok choy ■ broccoli ■ broccoli rabe (rapini) ■ broccolini ■ butterhead lettuce (Boston, bibb) ■ cabbage, Chinese or celery ■ chicory ■ cilantro ■ collard greens ■ endive ■ escarole ■ fiddle heads ■ grape leaves ■ kale ■ mesclun ■ mustard greens ■ parsley ■ spinach ■ Swiss chard ■ red leaf lettuce ■ romaine lettuce ■ turnip greens ■ watercress 		<ul style="list-style-type: none"> ■ carrots ■ chili peppers (red) ■ orange peppers ■ pimientos ■ pumpkin ■ peppers, bell (red and orange) ■ salsa (all vegetables) ■ sweet potatoes/yams ■ tomatoes ■ tomato juice ■ winter squash (acorn, butternut, Hubbard) 	<ul style="list-style-type: none"> ■ black beans ■ black-eyed peas (matuue, dry) ■ cowpeas ■ fava beans ■ garbanzo beans (chickpeas) ■ Great Northern beans ■ kidney beans ■ lentils ■ lima beans, dry ■ mung beans ■ navy beans ■ pink beans ■ pinto beans ■ red beans ■ refried beans ■ soy beans/edamame ■ split peas ■ white beans 	
STARCHY		OTHER		
<ul style="list-style-type: none"> ■ corn ■ cassava (yuca) ■ cowpeas, fresh (not dry) ■ field peas, fresh (not dry) ■ green peas ■ green lima beans (canned, frozen) ■ jicama ■ lima beans, green (not dry) ■ parsnips ■ pigeon peas, fresh (not dry) ■ potatoes ■ poi ■ taro (malanga) ■ water chestnuts 	<ul style="list-style-type: none"> ■ artichokes ■ asparagus ■ avocado ■ bamboo shoots ■ bean sprouts, cooked only (for food safety), e.g., alfalfa, mung ■ beans, green and yellow, wax ■ beets ■ brussels sprouts ■ cabbage, green and red ■ cactus (nopales) ■ cauliflower ■ celery ■ celery ■ chayote (mirliton) ■ chives 	<ul style="list-style-type: none"> ■ cucumbers ■ daikon (oriental radish) ■ eggplant ■ fennel ■ garlic ■ horseradish ■ iceberg lettuce ■ kohlrabi ■ leeks ■ mushrooms ■ okra ■ olives ■ onions ■ peas in pod, e.g., snap peas, snow peas ■ pepperoncini ■ peppers (green sweet bell, green chilies, jalapeño, purple, yellow) 	<ul style="list-style-type: none"> ■ pickles (cucumber) ■ radishes ■ rutabagas ■ rhubarb ■ seaweed ■ sauerkraut ■ shallots ■ snap peas ■ snow peas ■ spaghetti squash ■ tomatillo ■ turnips ■ wax beans ■ yellow summer squash ■ zucchini squash 	



Released January 2014. Sourced from USDA's Food Buying Guide for School Meal Programs and adapted from Connecticut State Department of Education, Vegetable Subgroups October 2013



New Meal Pattern- Lunch

Daily/Weekly Vegetable Requirement

Instructions: Using a week of your menu, classify the different vegetables offered throughout the week by the required subgroups. Record the name of the vegetable and the amount **planned to credit** each subgroup accordingly in the *Vegetables (cups) - Weekly* chart.
 Note: Use the Food Buying Guide to help classify what subgroup the vegetable item falls under.

Vegetables (cups) - Weekly chart

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Weekly Total
<i>Dark Green</i>								
<i>Red/Orange</i>								
<i>Beans/Peas</i>								
<i>Starchy</i>								
<i>Other</i>								
<i>Additional</i>								
	<i>Daily Total:</i>	<i>Weekly Total:</i>						



New Meal Pattern- Lunch

(What is made available)

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week						
	Grades	K-5	6-8	K-8	9-12	Additional Information
Grains (oz/eq.)	Weekly (daily) amounts <i>*Not required to meet Weekly maximum</i>	8-9* (1)	8-10* (1)	8-9* (1)	10-12* (2)	All grains offered must be <i>whole grain rich</i> .
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	Weekly, no more than 2 oz/eq. grain based dessert.

- All grains must be whole grain rich
- Must offer more than 1 oz eq per day to meet weekly minimums
- No more than 2 oz eq can be grain based desserts



New Meal Pattern- Lunch

(What is made available)

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week						
Grades		K-5	6-8	K-8	9-12	Additional Information
Meat/ Meat Alternate (oz/eq.)	Weekly (daily) amounts <i>*Not required to meet Weekly maximum</i>	8-10* (1)	9-10* (1)	9-10* (1)	10-12* (2)	
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	

- More than 1 oz eq per day must be made available to meet the weekly requirements. (more than 2 oz eq for HS)
- Includes meats, cheese, yogurt, nuts/nut butters



New Meal Pattern- Lunch

(What is made available)

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week

	Grades	K-5	6-8	K-8	9-12	Additional Information
Fluid milk (cups)	Weekly (daily)	5 (1)				Offer two varieties daily. (variety: fat content or flavor)

- Must make available 2 varieties daily.



New Meal Pattern- Lunch

(What the students take)

Students must have 3 components on their tray at the point of service for a reimbursable meal.

1 component must be at least $\frac{1}{2}$ cup fruit or vegetable.



New Meal Pattern- Lunch

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New Meal Pattern- Lunch

(What the students take)

Students must have 3 components on their tray at the point of service for a reimbursable meal.

1 component must be at least ½ cup fruit or vegetable.



SFSP Meal Pattern

You may operate Offer vs Serve or Serve Only, but must follow the rules of SFSP OvS, not NLSP.



SFSP Meal Pattern

Breakfast

- One serving of milk (8 oz.)
- One serving of a fruit, vegetable or full strength fruit juice (1/2 cup or 4 oz.)
- One serving of a bread or grain (1 slice)



SFSP Meal Pattern

Breakfast- OvS

- You must offer at least 4 different food items.
 - Extra item can be a fruit/vegetable, meat/meat alternate or a bread/grain.
 - Child needs to take 3 items.



SFSP Meal Pattern

Lunch and/or Supper

- One serving of milk (8 oz.)
- Two or more servings of fruits and/or vegetables ($\frac{3}{4}$ cup total)
- One serving of a bread or grain
- One serving of a meat or meat alternate (2 oz.)



SFSP Meal Pattern

Lunch and/or Supper - OvS

- Must offer all 4 food components/5 items.
 - Child must take 3 food components, not items.



SFSP Meal Pattern

Snack, Same for OvS and Serve Only

- Must contain 2 food items from different food components.



Meal Service Requirements

Second meals

- Seamless sponsors cannot claim second meals.
- Simplified sponsors can claim up to 2% of reimbursable second meals (put all on claim; CNP web will adjust the meal counts).



Meal Service Requirements

Meal Times & Duration

- Lunch must be served between 10-2 for Seamless Sponsors.
- There are no designated timeframes for Simplified Sponsors, but ADE would like you to be reasonable.
- Avoid holding foods in the danger zone for longer than 2 hours.
 - Discard after 1 hour if temperature is over 90.



Meal Service Requirements

Off-site consumption

- Off-site meal consumption is prohibited for all, except for approved field trips.

In groups, discuss the rules surrounding field trips and what items can be consumed off site.



Meal Counts -Exercise

You must be able to take accurate meal counts.

- Discuss how you obtain accurate meal counts at your various sites and what documentation you maintain on file.



Final Reminders

Both Simplified and Seamless Sponsors:

- Can only claim reimbursement for meals served at no cost for approved meal types at approved sites during the approved meal service period.
- Cannot make permanent changes to meal times without ADE approval.



Reimbursement Rates

Simplified:

	Combined Reimbursement	
	Rural or Self-Prep	Urban or Catered
Breakfast	\$2.1325	\$2.0925
Lunch/Supper	\$3.7450	\$3.6850
Snack	\$0.8875	\$0.8650

Seamless:

	Free Reimbursement Rate	
	Regular	Severe Need*
Breakfast	\$1.66	\$1.99
	Regular	High Rate**
Lunch/Supper***	\$3.07	\$3.09
Snack	\$0.84	

Training



Training

Before Program operations begin, sponsors are required to have trained staff:

- Administrative and Site Staff
 - Office staff
 - Area supervisors
 - Monitors
- Please see Handbook for topics and checklists
- Maintain documentation

Training -Exercise

Discuss your training procedures.



Monitoring and Reviews



Monitoring and Reviews

Seamless:

- SFAs must review the meal counting, claiming, and meal pattern compliance for each seamless site (during the first three weeks of operation).
- Can use the SFSP site review form
OR
- NSLP On-Site Review Checklist
 - Corrective action plans and quick follow-up are still required per 210.8.



Monitoring and Reviews

Simplified:

- Pre-operational visits – must be conducted for new sites and any sites with problems during the previous summer.
- Site Visits – Generally sponsors must visit all sites at least once during the first week of operation.
 - Waivers are possible for sites that operated successfully the previous summer



Monitoring and Reviews

Simplified:

- Site Reviews – All sites must be reviewed at least once during the first four weeks of program operations.



ADE Reviews

Seamless:

- ADE will conduct a Seamless Summer Site Review the summer before or following your Administrative Review.
- The Administrative Review will cover the program operations of your food service. Your summer visit will make sure your summer meal service is in compliance.



ADE Reviews

Seamless:

- You'll receive a memo from the same person* who conducted your Administrative Review during the year. It will include:
 - Date, site and month being reviewed
 - Checklist for off-site review
 - Checklist for on-site review



ADE Reviews

Seamless:

- Off-site portion-
 - Menus, production records, labels and other information needed to support that you are meeting the meal pattern.
- On-site portion-
 - Meal service is observed
 - Materials are reviewed- advertising materials, self-monitoring forms, copy of the claim, meal count records, menu documentation



ADE Reviews

Simplified:

ADE will conduct thorough SFSP reviews of Simplified Sponsors a minimum of every three years.

First, a word from our sponsors...



ADE Reviews

Simplified:

We review all of your SFSP records, including but not limited to:

- Operating and Administrative Costs associated with the SFSP
- Tracking of SFSP funds and other funds accruing to the food service
- Meal service and supporting documentation of counts
- Training records
- Visits and reviews
- Civil Rights compliance



ADE Reviews

Simplified:

- ADE will usually visit all sites unannounced.
 - Any issues from site visits will be communicated promptly must be corrected immediately and permanently.
- Sponsor review will usually be announced.
 - Your specialist will contact you to schedule the review.



Record Maintenance

How long must you maintain your SFSP records?



Application Process



Application & Resource Materials

- Flash drive
- Website

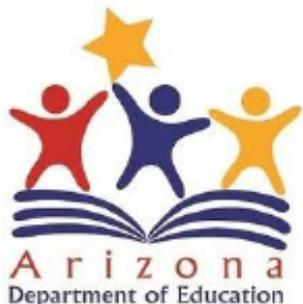
<http://www.azed.gov/health-nutrition/cacfp/sfsp>



2016 Summer Food Service Program Summit

Application Forms and Materials

Thank you for your attendance in the Arizona Department of Education's 2016 Summer Food Service Program Summit. Please use this link below to view all application forms, materials and instructions.



<http://www.azed.gov/health-nutrition/2016-sfsp/>



APPLICATION PROCESS 2016

All application documents are accessible through hyperlinks on the checklists. All electronic and hard copy documents must be completed and submitted for approval prior to applying online. It is essential that contact information such as email addresses for the responsible principals are active and correct.

All documents can be accessed through the appropriate checklist. Unless you are applying as a school or school food authority (SFA) on the National School Lunch Program (NSLP), you must complete the checklist for public and private non-profit organizations. Schools and SFAs on the NSLP can either apply as a seamless sponsor or a simplified sponsor; complete the items on the appropriate schools checklist.

There are two ways to submit your completed application packet. The preferred way is to email all requested documents (including the checklist) to ADE via the SFSP Inbox, SFSP@azed.gov. **When emailing the information, please note the name of the organization in the subject line and attach all required documents.** In the body, you may note the date when any documents requiring an original signature will be mailed to ADE. The second way you may submit your completed application packet is to return it by mail on the flash drive provided at the Summit. Please mail the flash drive to the address below and **keep a copy of all documents** for your records.

SFSP 2016 Application
Arizona Department of Education
1535 W. Jefferson St, BIN 7
Phoenix, AZ 85007

Once the application packet has been approved, your SFSP Specialist will contact you to submit your online site and sponsor applications via the CNP Web Program. Once approved, the CNP Web Program will send you a confirmation email. You are only eligible to claim meals after your online application is approved and ADE has a signed agreement on file.

If you need assistance submitting your applications or claims on the CNP Web, please refer to these two resources: [CNP Web Online Training](#) video and the [SFSP Web User Guide](#).

Application Checklists

- [HNS 02-2016 Memo](#)
- [Seamless Schools Checklist](#)
- [Simplified Schools Checklist](#)
- [Simplified Public and Private Non-Profit Organizations Checklist](#)

Application Deadlines

- **March 21, 2016: Application deadline for school sponsors**
- **March 28, 2016: Application deadline for non-school sponsors (private non-profit organizations, government entities, etc.)**

The following documents are required if you are a Seamless School Sponsor:

SPONSOR

ADE

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1. Provide a description of how you will promote the availability of your Summer Food Service Program to the community. Submit copies of ads, flyers, etc.
2. A current AFR, NSLP review, or independent audit
3. [Documentation of site eligibility](#)
4. County Health Department: [Letter](#) / [Contact List](#) (for all **non-school** sites)
5. [Sponsor/ Non-Associated Site Agreement](#) (if applicable)
6. Copy of current license (residential facilities only)
7. [Food Distribution Program Delivery Information form](#) (if applicable)
8. [Caterer/Vendor Contract/FSMC Contract](#) (if using caterer or Food Service Management Company)

NEW Sponsors must also submit:

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9. [Agreement and Conditions-Seamless Summer Feeding Option for NSLP Sponsors](#) (submit 2 complete originals)
10. [Sponsor/Site Add/Change/Delete Form](#)
11. [Common Logon Permissions form for SFSP CNP Web/Common Logon](#)

When adding NEW SITES also submit:

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12. [Sponsor/Site Add/Change/Delete Form](#)
13. [Documentation of site eligibility](#)
14. [Pre-operational Visit](#) (for non-school sites)
15. [Sponsor/Non-Associated Site Agreement](#) (for non-school sites)

The following documents are required if you are a Simplified School Sponsor:

Sponsor

ADE

1. [Sponsor Application](#)
2. [Site Information Worksheet](#) for each site
3. [SFSP Vendor Information Form](#)
4. A current AFR, NSLP review or an independent audit
5. [Documentation of site eligibility](#)
6. [Service Area Civil Rights Data Collection](#)
7. [Civil Rights Pre-Award Compliance](#)
8. U.S. Department of Agriculture [Certification Regarding Debarment](#)
9. [Certification Regarding Lobbying](#)
10. Health Department: [Letter](#) / [Contact List](#) (for all non-school sites)
11. Media Release: [Open Sites](#) / [Closed Enrolled and Camps](#)
12. [Sponsor/Non-Associated Site Agreement](#) (for all non-school sites)
13. Copy of Current License (residential facilities only)
14. [Food Distribution Program Delivery Information](#) form (if applicable)
15. [Caterer/Vendor/FSMC Contract](#) (if using caterer or Food Service Management Company)

NEW Sponsors must also submit:

16. [NSLP Addendum for Schools](#) (2 originals must be submitted, all pages of the Addendum)
17. [Sponsor/Site Add/Change/Delete Form](#)
18. [Common Logon Permissions form for SFSP CNP Web/Common Logon](#)

When adding NEW SITES also submit:

19. [Sponsor/Site Add/Change/Delete Form](#)
20. [Documentation of site eligibility](#)
21. [Pre-operational Visit](#) (for non-school sites)
22. [Sponsor/Non-Associated Site Agreement](#) (for non-school sites)

I, understand the documents listed above must be submitted before
(Printed Name of Designated Official)

is approved for the Summer Food Service Program and that I
(Name of SFA/School Sponsor)

will not be able to claim any meals that are served before official approval is given.

Signature of Designated Official

Date

Application Process

Separate checklists for SSO and Simplified schools

- Complete checklist
- Complete all applicable documents
- Most documents will be submitted via the SFSP inbox SFSP@azed.gov
- Agreements will need to be mailed in since we need original signatures
- When we call or email you, you may post your application online
- Once approved online, you may serve and claim SFSP meals

Application Process

- Within 30 days of receipt of a complete SFSP application, ADE will notify applicant of approval or disapproval.
- If the application is incomplete, ADE will notify the applicant within 15 days and provide technical assistance the help with the application process.
- Sponsors must be certain that they have been approved before beginning SFSP meal service.



Marketing Campaign



Focus Group Findings

Address the convenience concerns that moms have with the summer program: Moms are generally aware of the program, but the distance they have to go to get there is a concern in terms of the time and travel expense (gas, bus, etc.) involved. Communicate ways to find closer locations.

Use the “Summer Lunch Buddies” message with the Portrait style images: It strongly communicates the message that lunch is available during the summer, as well as the added benefit offering children the opportunity to spend time with their friends during the lunchtime event.

Focus Group Findings

Reframe perceptions: Messaging needs to reflect healthy food and quality of what is served. Parents are more likely to drive/walk somewhere to participate if they know their kids will enjoy and eat the food, and parental concerns over nutritional quality will be addressed.

Increasing program offerings will also increase summer foods program participation: Moms and kids alike want to have some physical activities during the program as well as options such as games and crafts.

Focus Group Findings

English promotions should include a website along with an option to text for locations. Spanish promotions should be via television or flyers from the schools: Spanish-speaking moms are less likely to look for information on their phones or on a website, but will notice it on television or if the school sends a flyer home closer to the summer break.

Target kids with information about the activities and social aspects of the program: Most will be skeptical about the food based on previous experiences, but all of them are enthusiastic about the opportunity to spend more time with their friends during the summer break.

Promoting to Moms

The best ways to promote to English-Speaking moms are via a website or texts, while Spanish-speaking moms are more likely to pay attention to television or school flyers.

English-Speaking Moms Preferences



Website



Text for location

Spanish-Speaking Moms Preferences



Television



School flyer or
In newsletter

Kids' Suggestions



Social Media

Winning Concept

Headline: Summer Lunch Buddies

Sub-Headline: Helping Kids Eat Healthy

Concept Explanation: This concept emphasizes the value of the summer lunch program as a way for kids to get healthy food, as well as its ability to bring kids together in a social atmosphere.

59%

% of moms preferring Concept 2

- Says kids will be there
- “Healthy” is good
- Fun
- Buddies is inviting
- Straight to the point
- Catchy and cute
- Relatable to kids

57%

% of kids preferring Concept 2

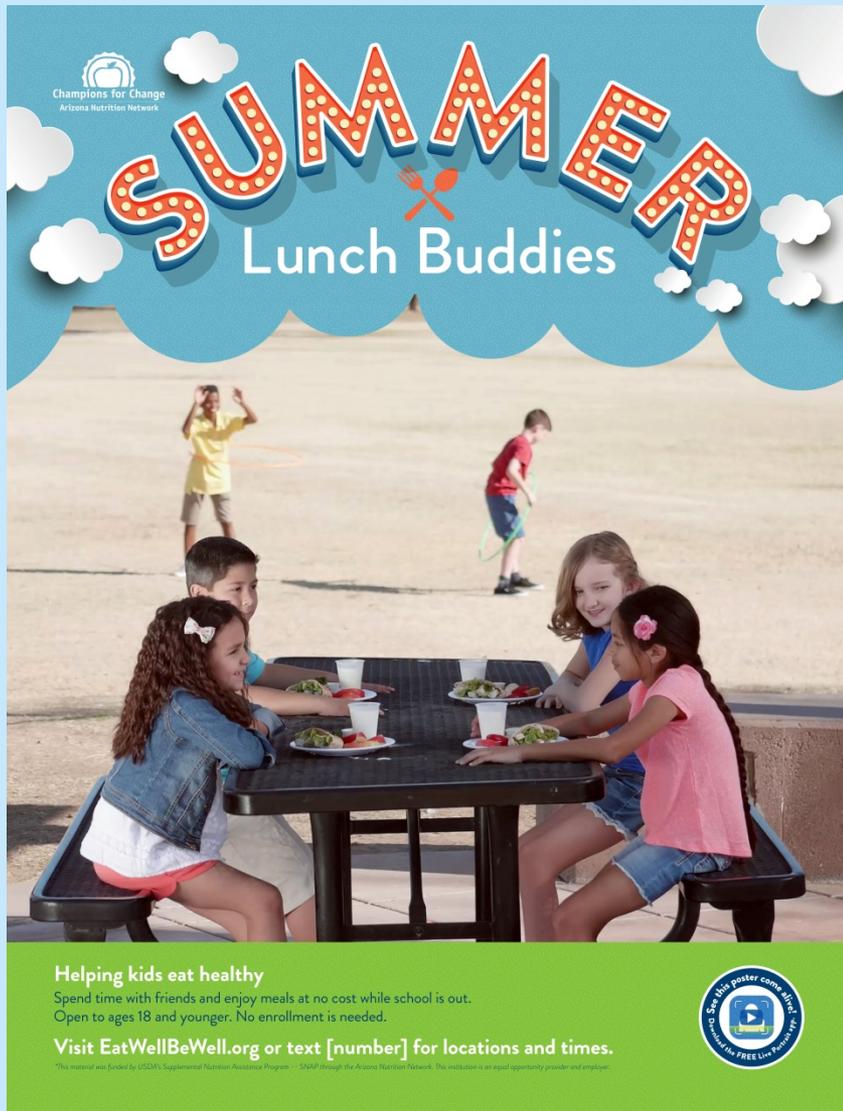
- I like this one
- It pops out more than the others
- Eating with friends and more healthy

Possible Materials

- Poster
- Flyers
- Magnets
- Postcard
- Bookmarks



Bookmark



Draft Materials

Poster

Draft Materials

Champions for Change
Arizona Nutrition Network

SUMMER

Lunch Buddies

Helping kids eat healthy
Spend time with friends and enjoy meals at no cost while school is out.
Open to ages 18 and younger. No enrollment is needed.

Visit EatWellBeWell.org or text [number] for locations and times.

*This material was funded by USDA's Supplemental Nutrition Assistance Program -- SNAP through the Arizona Nutrition Network. This institution is an equal opportunity provider and employer.

See this poster come alive!
Download the FREE Live Poster app.

Refrigerator Magnet

Timeline

ADHS NN FY16 SUMMER FOOD TIMELINE

ACTIVITY	11/30/15	12/7/15	12/14/15	12/21/15	12/28/15	1/4/16	1/11/16	1/18/16	1/25/16	2/1/16	2/8/16	2/15/16	2/22/16	2/29/16	3/7/16	3/14/16	3/21/16	3/28/16	4/4/16	4/11/16	4/18/16
												AZNN Presentatio n to ADE 2/16-17						LAUNCH APRIL 1			
Research - SURVEY AND FOCUS GROUPS?		Pre-FG CB 12/9	FG Planning			IDI's, FG 1/11; Final report 1/15															
Creative Concept Development		Pre-FG CB 12/9; Begin creative for message testing	Creative for message testing	Concepts to Client 12/21; FB, Refine, Ready for Testing				Final CB to creativ e by 1/19	Creative; Concept s to Client 1/25	Refine and select final by 2/5	Photo Shoot/Illustrations /Prep Final Concept for Presentation		USDA, ADE approvals??								
Creative Execution (Outreach Toolkit)										ID specific toolkit materials; develop production plan			Finalize Content; complete toolkit materials; provide files for production	ADHS produces materials				READY FOR USE			

Evaluations & Certificates



Evaluations & Certificates

- You'll receive an email with a link to the evaluation.
- Complete the evaluation within a few days.
- Afterwards, log into EMS to print your certificate.



Questions?



Specialist of the Day: 602-542-8700

