

Orientation for Sponsoring Organizations

Summer Food Service Program (SUN Meals)
Online Course



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) and Community Organizations (COs) operating the Summer Food Service Program (SFSP). All regulations are specific to operating the SFSP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- know the purpose of the SFSP (SUN Meals);
- understand the SFSP Sponsor's and site supervisor's responsibilities;
- understand Civil Rights requirements;
- identify a reimbursable meal; and
- recognize the components of the site/sponsor agreement.

TRAINING HOURS

Summer program training hours may not be counted towards the Professional Standards requirements. Information to include when documenting training hours:

Training Title: Orientation for Sponsoring Organizations - Summer Food Service Program

Length: 1.5 hour

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Overview of the SUN Programs

SECTION 1



Goal of Summer Meals

The goal of serving summer meals is to ensure that all children in low-income areas have access to nutritious meals when school is not in session. Summer feeding programs connect children with the nutrition they need to help them be healthy and ready to learn when they return to school.

Through SUN Meals, kids of all ages can eat meals and snacks during the summer at no cost at schools, parks, and other neighborhood locations.

Every child aged 18 and under can enjoy SUN Meals, some rural communities now offer SUN Meals To-Go, and eligible school-aged children can also receive SUN Bucks.



SUMMER NUTRITION PROGRAMS FOR KIDS

Administration of Summer Meals

Program operators are reimbursed for all meals and snacks served to children 18 years and younger at schools and/or community sites. Persons older than 18 years may be eligible to receive meals if they have a mental or physical disability as determined by a State or local educational agency.

- The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) funds summer meals.
- In Arizona, ADE HNS administers the summer feeding programs for local program operators.



Summer Food Service Program



COs and SFAs are eligible to participate in the SFSP over the summer.

It allows SFAs, Local government agencies, private non-profit organizations, universities or colleges, and community and faith-based organizations to participate and offer free meals in low-income areas. **Once approved by HNS**, program operators may serve meals free of charge to children at approved sites.

The SFSP allows operators to earn the maximum rates of reimbursement for the meals served.

- SFAs may choose to serve under the National School Lunch Program (NSLP)/School Breakfast Program (SBP) meal patterns or the SFSP meal pattern when operating SFSP.
- All other entities that participate in the SFSP must serve under the traditional SFSP meal pattern.

Seamless Summer Option

SFAs administering the NSLP or SBP are eligible to apply for SSO.

SSO requires less paperwork, making it easier for schools to feed children during the traditional summer vacation months and allowing schools to continue the same meal service and claiming procedures used during the regular school year.

Once approved by HNS, the school serves meals free of charge to children, including teenagers through age 18, under the NSLP.

- Although SFSP is still available to schools, Seamless Summer Option (SSO) offers a streamlined approach to feeding children in the community.
- Please note, SSO is only applicable to SFAs and not community organizations.

SUN Bucks



Additional Summer Feeding Options for the Children

- SUN Bucks, or the Summer Electronic Benefit Transfer Program (Summer-EBT) adds an additional supplement to the summer meals programs by providing grocery-buying benefits to low-income families with school-aged children when schools are closed for the summer. Notably, families can benefit from SUN Bucks alongside other programs like SNAP, WIC, and the Summer Food Service Program (SFSP)/Seamless Summer Option (SSO).
- SUN Bucks Eligibility Requirements:
 - School-aged children residing in households that participate in various nutrition assistance programs.
 - Children enrolled in schools that provide the National School Lunch or Breakfast Program, whose household income qualifies them for free or reduced-price meals.
- Families may apply for SUN Bucks at: <https://www.azed.gov/SUNBucks>

Quiz Time

What types of organizations can operate the SSO?

- A** Schools and non-profit organizations.
- B** Schools currently administering the NSLP/SBP.
- C** SFAs, Local government agencies, and non-profit organizations.
- D** All of the above.



Quiz Time

What types of organizations can operate the SSO?

- A** Schools and non-profit organizations.
- B** Schools currently administering the NSLP/SBP.
- C** SFAs, Local government agencies, and non-profit organizations.
- D** All of the above.

Only SFAs who currently administer the NSLP/SBP can operate SSO. SSO has less paperwork and allows schools to continue the same meal service and claiming procedures used during the regular school year. Remember, COs are not eligible to operate SSO.



Eligibility Requirements

PARTICIPANT ELIGIBILITY

Children ages 18 and under may receive meals through SFSP/SSO.

A person 19 years or older is eligible for meals under certain circumstances. The person must have a mental or physical disability as determined by a state or local educational agency and participate in a public or private non-profit school program established for the mentally or physically disabled during the school year.

ADDITIONAL REQUIREMENTS

All operators must be tax-exempt, demonstrate the administrative and financial ability to manage a food service effectively, serve low-income children, and conduct a non-profit food service.

- A private, for-profit organization may not operate the SFSP.

Eligibility Requirements

SPONSORING ENTITY ELIGIBILITY

To be eligible to participate as an SFSP operator, the organization must be:

- a public or private non-profit SFA;
- a public or private non-profit college or university participating in the National Youth Sports Program (NYSP);
- a public or private non-profit residential summer camp;
- a unit of local, county, municipal, Tribal, State, or Federal Government;
- or any other type of private non-profit organization.

Eligibility Requirements

SITE ELIGIBILITY

The SFSP may operate at one or more sites. A site is the actual location where meals are being served for children to consume in a supervised setting.

Eligible sites are those that serve children in low-income areas or those that serve specific groups of low-income children. Operators must provide documentation that the proposed sites meet the income eligibility criteria. A site may be:

- A congregate indoor or outdoor location;
- A stop on a delivery route of a congregate mobile meal service;
- The distribution location for a non-congregate meal service, or
- The home delivery or mobile meal route for a non-congregate meal service.

The two primary sources of data that can determine the eligibility of the site or area are school data and census data.

LENGTH OF ELIGIBILITY

Being site or area eligible qualifies a site for summer meals for five school years.

USING CENSUS DATA

The [USDA CACFP and SFSP Area Eligibility Mapper](#) can assist with making eligibility determinations and locating eligible areas within a community.

Eligibility Requirements

AREA ELIGIBILITY

To be eligible for SFSP, the location of the summer program must be in the attendance area of a school or in a geographic area defined by census data where 50% or more of the children qualify for free or reduced-price school meals. Area eligibility documentation must be emailed to the assigned HNS program specialist with any additional application documentation.

- **Site eligible** - A school where at least 50% of the children are eligible for free or reduced-price school meals.
- **Area eligible** - A school or site located in an area where at least 50% of the children are eligible for free or reduced-price school meals.
- **Eligible by Census Data** - If the site is not located within an eligible attendance area, operators may use census data to see if the potential site(s) fall within a tract that qualifies.

Site Types

Serving summer meals gives operators the flexibility to operate different types of sites based on their population needs. Below are the three most common site types and the sites that may serve special populations.

COMMON SITE TYPES

- Open Sites
- Camps (residential and non-residential)
- Closed Enrolled Sites

SPECIAL POPULATION SITE TYPES

- Restricted Open Sites
- Migrant Sites
- Other (National Youth Sports Program Sites)

Open Site Types

Please note that both open and restricted open sites must be located in a school attendance or census area where 50% or more of the children residing in the area are eligible for free or reduced-price school meals.

OPEN SITES

- Establish site eligibility on “need and openness”
- First-come, first-serve basis
- Open to the community to allow meal service access to all children requesting a meal

RESTRICTED OPEN SITES

- Restrict or limit the feeding site’s attendance for reasons such as space, security, safety or control
- First-come, first-serve basis, but meal service will be limited
- Accredited summer school programs may not enroll as a restricted open site so that meals may be served to only summer school participants

Closed Enrolled Sites

Sponsoring entities may operate closed enrolled sites that are open only to enrolled children or to an identified group of children.

Closed enrolled sites may be established where:

- an identified group of needy children live in a "pocket of poverty";
- identified low-income children are transported to a congregate meal site located in an area with less
- than 50% eligible children; or
- a program provides recreational, cultural, religious, or other types of organized activities for a specific group of children.

Eligibility is determined by individual income eligibility or area eligibility. Area eligibility may only be used if the site is serving children that live in the area in which the site is located.

Please note that accredited summer schools may not operate as closed enrolled sites.

Camps

Camps operating SFSP can be residential or non-residential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.

- Camps are not required to establish area eligibility; however, they must collect and maintain individual income eligibility forms.
- Reimbursement will only be offered for those enrolled children who meet the free and reduced-price eligibility standards.

Migrant Sites

Migrant site eligibility is based upon a determination that the sites predominantly serve children of migrant workers.

- These sites operate like an area eligible for open or restricted open sites and are reimbursed for meals served to all attending children.
- To confirm migrant status, operators must submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

If the site also served non-migrant children, the operator must certify that the site predominantly served migrant children.

Rural Non-Congregate Meal Service



SUN MEALS TO-GO

The Consolidated Appropriations Act established a permanent non-congregate meal service option for rural areas without congregate meal service. 7 CFR 225.2

- This non-congregate option intends to assist rural areas that struggle to reach their demographic and increase access to summer meals. ADE must ensure the site will not serve an area where children would receive the same meal at an approved congregate meal site, unless it can be demonstrated to the satisfaction of ADE that the site will serve a different group of children who may not be otherwise served. 7 CFR 225.6(h)(3)(iii)
- Non-congregate meal service is **not** allowed in **non-rural** areas.
- Each stop along a non-congregate mobile meal pick-up route is considered a site, including stops at parks, local recreation areas, etc.,
 - Each stop must be an approved site.
- A child's residence participating in home delivery is not considered a non-congregate meal site.

Establishing Rural Non-Congregate Eligibility

RURAL IS DEFINED AS:

- Any area in a county that is not a part of a Metropolitan Statistical Area based on the Office of Management and Budget's Delineations of Metropolitan Statistical Areas;
- Any area in a county classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Continuum Codes and Urban Influence Codes;
- Any census tract classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Commuting Area codes;
- Any area of a Metropolitan Statistical Area that is not part of a Census Bureau-defined urban area;
- Any area of a State which is not part of an urban area as determined by the Secretary;
- Any subsequent substitution or update of the aforementioned classification schemes that Federal governing bodies create; or
- Any “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO approval, is determined to be rural in character based on other data sources.

Is Your Site Designated Rural?

DOCUMENTING RURAL SITE DESIGNATION

Operators and HNS will rely on the FNS Rural Designation Map tool to designate sites as rural.

- Documentation must be provided by the operator designating the site as rural, and must include the **date** that the data was accessed.
- Rural designation documentation must be emailed to the assigned HNS program specialist with additional application documentation.
- Rural sites serving congregate meal service and planning to submit claims for the higher rural reimbursement rate will require rural designation documentation.

A rural site may serve meals as congregate, non-congregate, or both; however, both may not be served in the same day. The proposed site may only conduct a non-congregate meal service when the site is not providing a congregate meal service. The sponsor must propose an organized and supervised system which prevents overlap between meal services and reasonably ensures children are not receiving more than the daily maximum allowance of meals. *7 CFR 225.6(h)(4)(iii)*

RURAL DESIGNATION MAP



Conditional Rural Non-Congregate Meal Service

ELIGIBILITY FOR RURAL CONDITIONAL NON-CONGREGATE MEAL SERVICE:

To be approved to serve non-congregate summer meals in non-area eligible rural locations:

- Operators must certify that they will collect participants' eligibility to support the claim.
 - Household applications or income eligibility provided through the school system
- Operators must only claim reimbursement for meals served to eligible participants (children who qualify for free or reduced-price meals).
- Operators must notify participants of the availability of free meals and if a free meal application is needed, as is required for sponsors of camps and closed enrolled sites.
- May charge non-eligible children for meals (without overt identification) or use non-Federal funds to cover the cost of these meals.

Mobile Sites

Traditionally, sites serving summer meals are located in schools, playgrounds, parks, etc. Mobile meals may provide the flexibility operators need to reach children who do not have access to such traditional sites. Mobile sites are typically established in rural areas.

- The operator may deliver meals to an area using a route with a series of stops at approved sites in the community
- Each site along the route must be rural, have designated meal service times, and either meet area eligibility requirements or be designated as a conditional non-congregate site.
- The meal service must take place on approved days
- Meals must be consumed in a congregate setting, a site supervisor must be present at each meal service, the operator must serve reimbursable meals during approved service times
- The operator of mobile sites must take extra precautions to ensure that food is safe for children to eat and state and local health standards must be met at all times.
- Under home delivery, meals are delivered directly to homes in eligible areas with eligible children. If the sponsor operates a non-congregate meal service that will deliver meals directly to a child's residence, parent or guardian consent must be obtained prior to providing meals to children in that household.

National Youth Program Sites

The National Youth Program Site (NYSP) is intended to provide economically disadvantaged youth the opportunity to receive daily sports instruction and education programs.

These sites are eligible for SFSP by:

- determining that 50% of the children enrolled reside in geographical areas where poor economic conditions exist;
- determining that 50% of the children enrolled meet the income eligibility guidelines for free or reduced-price school meals; or
- certifying in writing that it meets the income eligibility guidelines of the Department of Health and Human Services (DHHS), which is the primary grantor for NYSP.

For-Profit Sites

For-profit sites must meet the following to be eligible to participate in SFSP:

- The sites must be operated under the sponsorship of an eligible public or private nonprofit service institution;
- The sites must operate as open sites or restricted open sites;
- The sites must be located in an area in which at least 50 percent of the children are from households that are eligible for free or reduced priced school meals;
- The sites must make meals available to all children in the area and must serve meals to children on a first come, first served basis; and
- The sites must serve all meals at no charge. Enrolled for-profit sites or for-profit camps remain ineligible for participation in SFSP



Please note that enrolled for-profit sites, and for-profit camps are not eligible to participate.

Review of Program Operator's Responsibilities



SECTION 2

Sponsoring Entity Responsibilities

SFSP operators must be able to assume responsibility for the entire administration of the Program.

As an operator, a sponsoring entity at a minimum will:

- Participate in HNS training
- Locate and recruit eligible sites
- Hire, train, and supervise staff
- Competitively procure food to be prepared or vendor for meals to be delivered
- Maintain all program documents for 5 years plus the current year
- Exercise management control over sites
- Monitor all sites
- Prepare claims for reimbursement
- Ensure that the sites are sustainable
- Conduct pre-approval visits (if applicable)
- Sign written agreements



FOR ORGANIZATIONS NOT READY TO TAKE ON ALL REQUIRED RESPONSIBILITIES

Participation as a site under an existing entity is the most effective way to prepare an organization to become an operating entity.

Operator Training Requirements

NEW SPONSORING ENTITIES

For new summer operators, the Program administrator and key staff member(s) are required to complete training to be eligible to participate in SFSP/SSO.

- New sponsoring entities are required to complete this orientation to satisfy the new operator training requirement
- New operators are also required to complete the Online Course: Civil Rights Compliance for Child Nutrition Operators ([English](#)) ([Spanish](#)).

ADDITIONAL TRAINING SESSIONS

Operators may choose to offer different training sessions to focus on each group's specific functions and different program responsibilities. For more detailed training information review [USDA's Administration Guide](#).

Staff Training by the Sponsoring Entity

Training is one of the major administrative responsibilities of an operator. Operators are required to annually train all administrative staff and site staff before they undertake their program responsibilities.

At a minimum, operators should be certain that they cover the following topics:

- Purpose of program
- How the site will operate
- Meal requirements
- Eligible participants
- Recordkeeping requirements
- Civil Rights
- Local sanitation and health regulations
- Site eligibility
- Identifying an eligible meal
- Taking point of service counts

Training Records

NEW AND EXISTING OPERATORS

Operators must keep staff training records that document the following:

- Date(s) of training for site and administrative personnel
- Attendance at each training session by having attendees sign an attendance form
- Topics covered at each training session

Operators that requested advance payments must send certification that they have completed training to ADE. This requirement does not apply to SFAs.

Application Requirements

Before serving summer meals, new applicants must submit a Management Plan and Budget, followed by CNPWeb applications, by the appointed due date set by HNS. Applications received after the appointed due date will not be considered for SFSP sponsorship. However, participation under an approved SFSP sponsor may be an option.

- Existing SSO operators in good standing only have to submit a CNPWeb application, not a Management Plan and/or Budget. Experienced SFSP operators may submit a simplified management plan.* (Good standing means the operator has met its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time.)
- Operators should be certain that they have filled out the application completely and forwarded all of the necessary supporting documentation to HNS before the application deadline to avoid a delay in the approval process. Sponsoring entities cannot operate until the application is approved.

*A simplified management plan must include a certification statement, which attests that any information previously submitted to satisfy the performance standards and application requirements for the entity, its sites, and principals remains current and accurate, or that the entity has appropriately amended the management plan to reflect current operations.

Requirements of SFAs in “Good Standing”

- SFAs in good standing that have not experienced operational problems, will not be required to submit a management plan for SFSP, however, ADE may request additional evidence of administrative capability sufficient to ensure the SFA can comply with the performance standards for the SFSP.
- SFAs must also submit an Annual Financial Report (AFR) to ADE to be considered in good standing and will be exempt from submitting a budget if financial viability is evident through the Food Service AFR.
- Records must be kept confirming the operator is in good standing with all Program requirements and must be kept for 5 years.

Media Release

PROGRAM PROMOTION

It is mandatory that SFSP operators inform eligible families of the availability and location of free meals for students when the regular school year ends. Operators must submit a public/media release to a local media source serving the area from which the sites draw attendance.

The statement must indicate:

- summer feeding program participation;
- participating sites, dates, times, and locations; and
- the name of the media outlet.

Closed enrolled sites and camps must attach the USDA Child Nutrition Income Guidelines, and the nondiscrimination policy and complaint procedures for individuals to file a complaint for violation of non-discrimination policy to their media release.

FORMS OF MEDIA TO PROMOTE PROGRAM

- Local newspapers, TV and radio stations
- Twitter
- Facebook
- Instagram

Permanent Agreement

NEW SPONSORING ENTITIES

After HNS approves the initial application to operate the SFSP, the sponsoring entity is required to sign a permanent agreement with ADE agreeing to serve summer meals according to Federal regulations, summer feeding instructions and guidance materials, and applicable State and local laws.

The permanent agreement must be up to date with the current designated official and other authorized signers, if applicable. Sponsors will receive reimbursement only for meals served after they have a signed permanent agreement and have been approved for Program operations.

A copy of the permanent agreement must be kept on file and be available for Federal and State officials upon request.

*SFAs applying to operate SFSP will not need a separate Permanent Agreement. Operation of SFSP is covered in the Food Program Permanent Service Agreement (FPPSA).

SHORT SUMMER OPERATIONS

For sites that operate for a week or less, the site visit must be conducted during the period of operation.

Site Visit Records

NEW AND EXISTING OPERATORS

Monitoring must be done to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved. Operators participating in SFSP must document that they have met their site visit requirements. It is required that sites meeting the following criteria receive a site visit within the first two weeks of operation:

- New sites
- Sites with operational problems in the prior year
- Existing sites new to providing non-congregate meal service
- Sites that the State agency has determined a visit is needed

SHORT SUMMER OPERATIONS

If a site operates for less than four weeks, the operator must still conduct a review.

The food service review and initial site review may take place at the same time.

Site Review Records

NEW AND EXISTING OPERATORS

The operator will designate at least one individual to be the monitor to serve as the direct link between the operator's administrative office and the actual food service sites.

Within the first four weeks of operation, the monitor must:

- observe a complete meal service from beginning to end including delivery/preparation of meals and clean up;
- determine if the site is meeting Program requirements;
- document that site review requirements have been completed; and
- keep a record of all site reviews.

All site review requirements also apply to any operators of non-congregate sites.

Health and Sanitation

NEW AND EXISTING OPERATORS

Operators planning to provide food service at non-school sites must notify the local health department of their intention to provide meal service at specific times. Summer operators must submit a copy of this notification letter to HNS before Program operations begin.

The statement must include:

- Site name and address
- Type of meal service
- Time of meal service
- Date of operation
- Contact person and phone number

Allowable Costs

NEW AND EXISTING OPERATORS

As a non-profit food service, operators must ensure, and be able to substantiate, that all program reimbursements are only used to cover allowable administrative and operating costs.

These costs include but are not limited to:

- Program food costs
- Non-food supplies
- Space for the food service
- Any activities related to planning, organizing, and administering the program

Allowable Costs

NEW AND EXISTING OPERATORS

Operating costs are defined as allowable costs incurred by the operator for preparing and serving meals to eligible children and Program adults.

These costs include, but are not limited to:

- Rental costs for buildings, food service equipment, and vehicles
- Utility costs
- Mileage allowances
- Costs of food and nonfood
- Labor
- Costs of nonfood supplies
- Space for the food service

If operator foresees other costs associated that are not listed, ADE may be contacted for a determination as to whether or not these costs can be covered using program reimbursement. Operators must keep all records and documentation to support any costs that are covered by reimbursement.

Administrative Costs

NEW AND EXISTING OPERATORS

Administrative costs are costs incurred by the operator for activities related to planning, organizing, and administering the Program.

Generally, these activities include the following:

- Preparing and submitting an application for participation, including a management plan containing budgets of operating and administrative costs, and staffing and monitoring plans.
- Establishing the eligibility of open or restricted open sites by collecting school data, census tract data, or family household applications for closed enrolled sites to determine if 50% or more of the children are eligible.
- For camps, determining the number of children eligible based on a review of family size and income forms.
- Attending State agency training.
- Hiring and training site and administrative personnel.
- Visiting, reviewing, monitoring, and documenting operations and reviews at sites.
- Preparing and submitting claims for reimbursement.
- Performing other activities that are necessary for planning, organizing, and Program management.

Administrative Costs

NEW AND EXISTING OPERATORS

Generally, administrative costs incurred may include:

- Labor costs for administrative activities
- Rental costs for offices, office equipment, and vehicles
- Vehicle/parking expenses
- Office supplies, communications, insurance and indemnification, audit, and travel.

Food Costs for On-Site Preparation

NEW AND EXISTING OPERATORS

Food costs cover the purchase cost and the sponsor's cost to process, transport, store, and handle food that is purchased or donated, including USDA Foods. Sponsors cannot charge the Program for significant reductions of food in stock that result from fire, theft, spoilage, contamination, or any event other than normal usage. Operators who prepare meals on-site or at a central kitchen must maintain receipts, invoices, and other forms of documentation to support the cost of food used.

At a minimum, these records should include:

- Receiving reports that record the amount of food received from the supplier
- Purchasing invoices
- Records of any returns, discounts, or other credits not reflected on purchase invoices
- Inventory records that show the kinds of food items on hand at the beginning and end of the inventory period, the quantity of each item, documented major inventory adjustments, and the total value of the beginning and ending inventory
- Canceled checks or other forms of receipt for payment

Allowable Food Costs for Vended Programs

NEW AND EXISTING OPERATORS

The cost of food used means the cost of preparation or the cost of preparation and delivery of meals charged to the operator by the Food Service Management Company (FSMC) or the school facility.

This cannot include:

- Charges for meals delivered to non-approved sites
- Meals not delivered within the established delivery time
- Meals that are spoiled or do not meet the meal pattern
- Meals that do not meet the requirement or contract terms

Allowable Food Costs for Vended Programs

NEW AND EXISTING OPERATORS

The operator must maintain records that include the signed delivery slips to support the claim for reimbursement. The delivery slip must provide sufficient detail to document compliance with program requirements, and are the entity's only identifier that the meal served matched the menu for that day.

- Determine what meals they are signing for on the delivery slip
- Check the quantity
- Check the temperature of the meals, if applicable
- Ensure that meals meet the meal pattern requirements
- Note any errors/differences on the delivery slip
- Maintain the signed detailed delivery slip to support the sponsor's claim for reimbursement

It is strongly encouraged that, at a minimum, the delivery slip includes:

- what meal is being delivered;
- the number of meals delivered; and
- the delivery date time.

Retention of Records

NEW AND EXISTING OPERATORS

Operators must maintain all records for five years after the end of the program year of operation. Records must be accessible to Federal and State agency personnel for audit and review purposes. Further, records can only be disposed of after five years if there are no unresolved audit findings or the Program is not under investigation.

Operators must keep full and accurate records so they can substantiate the number of Program meals that they have submitted on each claim for reimbursement and that summer meal funds are only for allowable summer meal costs. Records must be kept to confirm the operator is in good standing with all Program requirements and must be kept for 5 years.

Review of Site Supervisor's Responsibilities

SECTION 3



Site Caps

NEW AND EXISTING SITES

All SFSP sites are required to have an approved site cap. The purpose of the site cap is to ensure that a site does not purchase and/or produce meals outside the capability of the site and the need of the community, thereby reducing waste and protecting the integrity of the Program. Special events such as summer kick-off and late-summer back-to-school events may result in larger than average participation and would require State Agency approval of a temporary site cap increase.

For operators of self-prep sites, Program regulations require site caps to be based on the capacity of the site to prepare and/or distribute meals and on the number of children for which their facilities are adequate. For operators of vended sites, Program regulations require site caps to be based on historical records of attendance at the site.

For non-congregate meal sites, site caps must be set to ensure that only one meal per child per meal service is prepared and distributed. Site caps may be adjusted and approved by the State agency as necessary.

Meal Counts

NEW AND EXISTING SITES

All SFSP/SSO sites must keep a daily meal count of all meals served. The sponsoring entity is responsible for providing all the necessary record sheets to the sites. Site supervisors are responsible for operating a meal service where:

- reimbursable meals are served to eligible participants;
- meal counts are recorded at the point of service;
- only reimbursable meals are recorded; and
- meal counts are taken at every meal service.

DONATING MEALS

When it is not possible to reuse or store leftover food, operators can donate it to non-profit organizations working to address hunger in the community. Food donation avoids waste and can save disposal and storage costs. Operator policies relating to food donations must comply with State and local health and sanitation codes. Please note, donated meals may not be claimed for reimbursement.

Reducing Food Waste

NEW AND EXISTING OPERATORS

All sites must plan, prepare, or order meals with the goal of serving one meal per child at each meal service and ensuring that food is not frequently leftover and unusable.

Food should be appropriate for the age group and should be easily consumed within the meal service period. It is important to set meal service times that give children time to eat their entire meal.

Operators should always try to transfer meals to busier sites to reduce food waste. If local health and safety codes allow, extra meals can be transferred from a site with too many to a site with a shortage.

- Please note that meals above the receiving site's approved site cap are not reimbursable.

COUNTING SECOND SERVINGS

Second servings must be recorded at the point of service on the Point of Service Meal Count Sheet in the area designated for second servings.

These servings are to be claimed separately from the initial meals served.

Offering Second Servings

NEW AND EXISTING SPONSORS

When all children in attendance at the site have received one meal, operators may serve and claim reimbursement for second servings of complete meals of up to 2% of the number of first meals served to children, for each meal type, for all sites, during a claiming period.

Second meals must be served only after all participating children have been served a meal. Second meals cannot be claimed at non-congregate meal service sites. ADE must disallow claims if it determines sponsors served second meals as part of a non-congregate meal service.

Share Tables

NEW AND EXISTING OPERATORS

Operators may create a station where children may return whole items that they choose not to eat. These food items may be made available to other children who may want additional servings. When equipment is available, complete meals and nonperishable components that remain on a share table after the meal service can be appropriately stored for later service. All recycled food items must be stored in accordance with State and local health and safety codes.

Operators must document to ensure that food returned to the share table is:

- unopened, unused, and a whole item;
- not in the temperature danger zone for more than 2 hours; and
- placed in coolers when food service is longer than 2 hours and/or meals are served in extreme weather.

Meals Served to Adults

NEW AND EXISTING SITES

Operators have the option to serve meals to anyone. However, only meals served to children may be claimed as reimbursable meals.

Meals served to adults must be reported differently than those served to children, depending on the classification of the adult served, as either a Program or Non-Program adult.

Adults who work directly with the meal service at the site as either volunteers or paid employees are considered Program Adults. Meals may be served free of charge to adults who meet this definition.

COUNTING ADULT MEALS

Meals served to program adults may not be claimed for reimbursement, but may be counted as operating costs.

Meals Served to Adults

NEW AND EXISTING OPERATORS

Non-Program adults do not work in any direct way with the meal service at the site, such as a parent or guardian. If an operator chooses to serve meals to Non-Program adults, the operator may charge a fee for the meal. The fee for the meals served to Non-Program adults must be equal to or greater than the cost of providing the meal and can be counted as part of the entity's operating costs, or non-Program funds must cover the full cost of providing the meal.

The operator may include those funds as Program income and pay for these meal costs from its nonprofit food service account. When an operator does not charge for non-program adult meals they must have a policy that states this as well as an explanation of how the cost of providing these meals is covered by non-federal funds.

Meals Served to Adults

NEW AND EXISTING OPERATORS

When an operator chooses to serve meals to adults, the rules below must be followed:

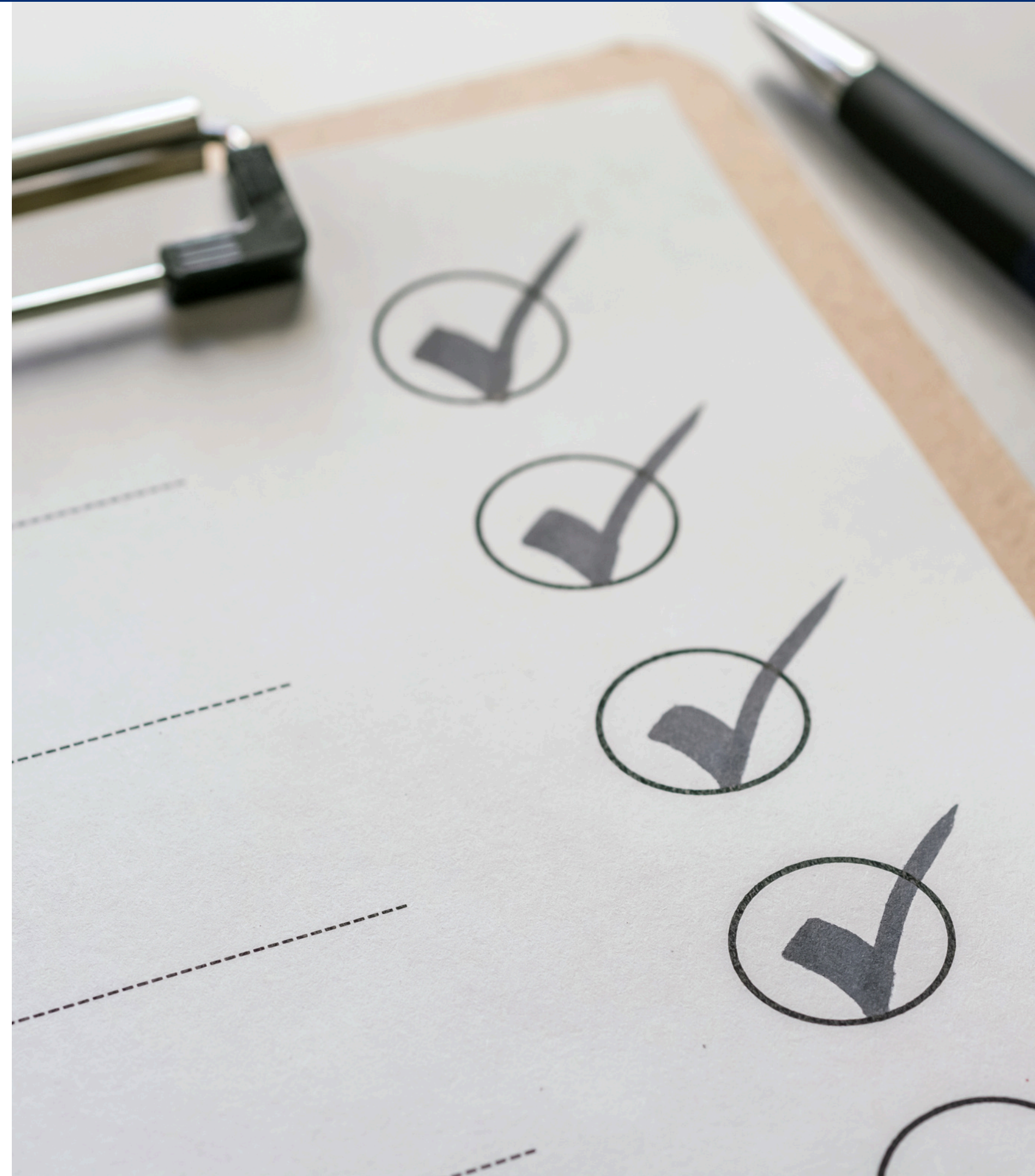
- All eligible children must be fed first
- Income from the sale of adult meals and non-Program funds used to pay for adult meals must be documented as income to the Program to offset documented costs
- Meals served to children, Program adults, and Non-Program adults must be counted and recorded at POS, separately on the daily meal count form

The calculation of meal costs should be based on the full cost of producing the meal (i.e., food, supplies, labor, and other costs incurred by the operator).

Monitoring

NEW AND EXISTING SITES

All SFSP sites must have site personnel supervising the children during the entire meal service. In addition, USDA requires that all operators meet the SFSP monitoring requirements to ensure program compliance.



Disabilities

NEW AND EXISTING SITES

Operators are required to make reasonable accommodations for children with disabilities; however, they are not expected to make accommodations that are so expensive or difficult that it would cause the sponsor undue hardship. In most cases, children with disabilities can be accommodated with little expense or difficulty.

The accommodation must be supported by a medical statement, signed by a licensed physician or a licensed health care professional who is authorized to write medical prescriptions under State law.

MAKING ACCOMODATIONS

To access the Participant Menu Modification Form, visit the [SFSP Program Forms and Resources webpage](#).

When planning a non-congregate meal service, program operators should consider how individuals who require meal modifications will be identified and served appropriately. Households should have a way of notifying the sponsor of the need for individual substitutions due to medical or other special dietary needs.

Non-Disability Medical or Special Dietary Needs

NEW AND EXISTING OPERATORS

Meal or food substitutions may be made at an operator's discretion for a child with a non-disability medical or other special dietary need. Such determinations must be made on a case-by-case basis and must be supported by a medical statement that identifies the medical or special dietary need and which foods should be omitted and foods that should be substituted. This medical statement must be signed by a recognized medical authority or other health care professional specified by the State agency. Operators should be aware that meal or food substitutions for non-disability medical or special dietary needs that are outside the meal pattern requirements are not reimbursable.

While operators are not required to accommodate dietary preferences, such as vegetarian diets, they are highly encouraged to do so within the existing meal patterns.

Menus

NEW AND EXISTING OPERATORS

All sites serving summer meals must have a menu posted for public view.

The menu must list:

- the site/entity name;
- the date;
- the type of meal;
- all meal components; and
- the Civil Rights statement.

Any meal substitutions must be documented on the menu.

Child Nutrition Labels

NEW AND EXISTING OPERATORS

Sponsoring entities operating the SFSP/SSO and serving combination products that contribute towards the meal pattern requirements such as cheese or meat pizzas, chicken nuggets, meat or cheese and bean burritos must attain Child Nutrition (CN) Labels that clearly identify the component contribution of the product to ensure the meal meets the meal pattern requirement.

Production Records

NEW AND EXISTING OPERATORS

SFAs operating the SSO must complete daily Production Records for each meal service. Production records are **NOT** required for SFAs or COs operating traditional SFSP unless indicated by the approved management plan under the "Administrative Capability" section.

Production records are required when contracting with a food vendor.

If SFAs choose to serve meals in quantities reflective of the older grade or age groups, this is a simple way to ensure all components are being served in their minimum required amounts.

Daily Meal Count Records

NEW AND EXISTING OPERATORS

Operators must ensure site personnel record all required counts.

Meal counts must include:

- meals delivered/prepared by type;
- complete first meals;
- complete second meals;
- excess meals or meals leftover;
- non-reimbursable meals;
- meals served to program adults; and
- meals served to non-program adults.

BEST PRACTICE

It is encouraged that operators use the Weekly Consolidated Meal Count Sheet to consolidate the Daily Point of Service meal counts on a weekly basis. This is optional but has been found to minimize meal count errors.

Daily Meal Count Records

NEW AND EXISTING OPERATORS

In addition to recording the number of meal counts on the Daily Meal Count Sheet, the form must include:

- site name, address, phone number, date, and delivery time;
- supervisor name;
- meals tallied individually; and
- signature and date.

Please note meals not tallied individually cannot be counted towards the total number of meals served.

Required Postings

NEW AND EXISTING OPERATORS

All sponsoring entities operating summer feeding are required to display the And Justice for All poster in a prominent place at all sites and the entity's office.

The poster must be 11" x 17" and posted at eye level.

The And Justice for All poster must be prominently displayed at all non-congregate meal sites, including on all vehicles (such as in a window) making door-to-door drop deliveries at homes, and in all pick-up facilities and locations providing non-congregate meal service in rural areas.

- To order And Justice for All posters please submit a request through [HelpDesk](#).

Additionally, operators must have a civil rights complaint log at each site where civil rights complaints can be documented. The log must be available to State and Federal officials upon request.

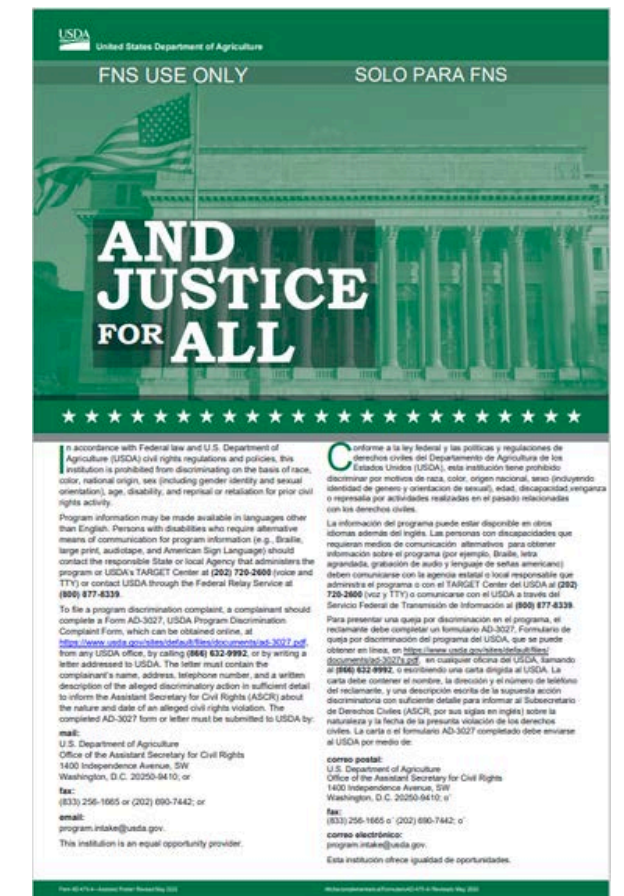
Required Postings for SUN Meals To-Go

The And Justice for All (AJFA) poster must be prominently displayed at all non-congregate meal sites, including on all vehicles (such as in a window) making door-to-door drop deliveries at homes, and in all pick-up facilities and locations providing non-congregate meal service in rural areas.

- To order And Justice for All posters please submit a request through [HelpDesk](#).

Sponsors may alternatively satisfy this requirement by including a printed copy of [FNS' Nondiscrimination Statement \(NDS\)](#), in a language the participant can understand, in the box, bag, or other container along with the meals. In order to appropriately meet the public notification requirement, which includes advising participants of their program rights and responsibilities and program discrimination complaints, the full NDS must be used.

The printed FNS NDS must be included with meals each time meals are delivered as a standalone document, or included as part of other printed documents that sponsors may choose to include in the meal delivery, such as menus, newsletters, etc.



How to Identify a Reimbursable Meal

SECTION 4



Meal Pattern Guidelines

MEAL PATTERN

USDA has set meal pattern guidelines for serving summer meals that align with the Dietary Guidelines for Americans.

These guidelines promote the nutritional needs of children and assist program operators in offering well-balanced meals and snacks. All meals served through summer programs must meet the Federal nutrition guidelines established by USDA.

Meal Pattern Options

CHOOSING MEAL PATTERN

As previously stated, USDA allows SFAs to choose to operate either the SFSP or SSO.

- SFAs that participate in SSO must use the NSLP, SBP, and Afterschool Care Snack Program (ASCSP) meal patterns.
- SFAs that choose to operate the SFSP have the option follow the NSLP, SBP meal pattern.
- COs can only serve meals under the SFSP meal pattern when operating the SFSP.



Reimbursable Meal Combinations

Operators may choose to serve breakfast, lunch, snack, and supper. A maximum of two meals (including snacks) may be claimed for reimbursement per participant each day.

- Operators may choose which combination of meals they would like to serve and claim; however, claiming lunch and supper on the same day for the same meal participant is not allowed.
- Please note, camps or migrant site sponsoring entities may serve up to three meals (including snacks) each day.

Reimbursable Meal Combinations

OPEN/RESTRICTED OPEN/ENROLLED SITES

- Breakfast only
- Snack only
- Lunch Only
- Supper Only
- Lunch and snack
- Breakfast and snack
- Breakfast and lunch
- Supper and snack
- Breakfast and supper
- Two snacks

Reimbursable Meal Combinations

CAMPS OR MIGRANT SITES

- Breakfast, lunch, and supper
- Breakfast, lunch, and snack
- Lunch, Supper, and snack
- Any combination of meals or snacks that is less than the maximum number allowed

Meal Pattern Charts

To easily identify meal pattern requirements, HNS has developed meal pattern charts for each Child Nutrition Program. COs and SFAs choosing to operate SFSP may follow the SFSP Simplified meal patterns.

SSO operators may find the [NSLP meal pattern charts](#) on ADE’s [Summer Meal Service webpage](#) under the 'Meal Pattern' accordion along with the SFSP meal pattern chart.

Meal Pattern for SFSP (Simplified) Summer Food Service Program			
Simplified SFSP Meal Pattern for Breakfast, Lunch, Supper, & Snack: For the purpose of this table, a cup means a standard measuring cup.			
COMPONENTS	BREAKFAST	LUNCH & SUPPER	SNACK
Fluid Milk (cups)	1 cup (8 fl. oz.) ²	1 cup (8 fl. oz.) ³	1 cup (8 fl. oz.) ²
Vegetable and/or Fruits INCLUDING: <ul style="list-style-type: none">Vegetable(s) and/or fruit(s)100% Full-Strength JuiceAny combination of vegetable(s), fruit(s), and juice	½ cup (4 fl. oz.)	¾ cup total ⁴	¾ cup (6 fl. oz.)
Grains/Breads⁵ INCLUDING: <ul style="list-style-type: none">BreadCornbread, rolls, muffins, or biscuits, etc.Cold dry cerealCooked pasta or noodle productCooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	1 slice 1 serving ¾ cup or 1 oz ⁶ ½ cup ½ cup	1 slice 1 serving ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 oz ⁶ ½ cup ½ cup
Meat or Meat Alternates INCLUDING: <ul style="list-style-type: none">Lean meat, poultry, fish or alternate protein product⁷CheeseEggCooked dry beans or peasPeanut butter, soy nut butter or other nut or seed buttersPeanuts, soy nuts, tree nuts or seedsYogurt, plain or flavored, unsweetened or sweetenedAny equivalent quantities of any combination of the above meat/meat alternates	OPTIONAL: 1 oz 1 oz ½ large egg ¼ cup 2 Tbsp 1 oz 4 oz or ½ cup 4 oz or ½ cup	 2 oz 2 oz 1 large egg ½ cup 4 Tbsp 1 oz = 50% 8 oz or 1 cup ⁸ 8 oz or 1 cup	 1 oz 1 oz ½ large egg ¼ cup 2 Tbsp 1 oz 4 oz or ½ cup 4 oz or ½ cup
¹ Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component. ² Milk should be served as a beverage or on cereal or used in part for each purpose. ³ Must be served as a beverage. ⁴ Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement. ⁵ All grain/bread items must be whole-grain or made with enriched or whole-grain meal or flour; cereal must be whole-grain, enriched or fortified. ⁶ Either volume (cup) or weight (oz) whichever is less. ⁷ Must meet the requirements in Appendix A of CFR Part 225. ⁸ No more than 50% percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.			
March 2024 Health and Nutrition Services Arizona Department of Education This institution is an equal opportunity provider.			

Reimbursable Meal Combinations

When an operator elects to operate traditional SFSP, meals must meet the SFSP meal pattern and the following components must be served:

- Breakfast - Must offer fluid milk, vegetable(s) and/or fruit(s), and whole grain-rich grains in their minimum serving size in accordance with the SFSP meal pattern.
- Lunch and Supper - Must offer all four components: fluid milk, whole grain-rich grains, fruit(s) and or vegetable(s), and meat/meat alternates in their minimum serving size in accordance with the SFSP meal pattern.
- Snack - Must serve at least two different components in their minimum serving size in accordance with the SFSP meal pattern.

Meal Service Requirements

In addition to serving meals that meet meal pattern requirements, operators must comply with the following rules when serving meals at each of their sites:

- Serve all participants meals that comply with the meal pattern requirements
- Ensure participants consume all meals/snack on-site*
- Ensure all children are offered a meal prior to serving seconds or adult meal purchases
- Adhere to local health and sanitation regulations
- Make arrangements for inclement weather
- Serve meals within the approved meal service times
- One hour elapsed between the end of a meal service and beginning of another

EATING FOODS OFF-SITE

*Children are allowed to take one fruit, vegetable, or grain item offsite to eat later.

Meal Service Flexibilities

Operators have the following meal service options:

- Taking food components off-site - Children are allowed to take one fruit, vegetable, or grain item offsite to eat later.
- Field trips during meal service times - Reimbursable meals served on field trips may be claimed. HNS must be notified of all field trips that affect the time or location of the meal service through the Agreement to Serve Off-Site Meals to Accommodate Field Trips form.
- Non-Congregate Meal Service for Rural Areas - All SFAs meeting the definition of "rural" interested in serving non-congregate meal service are required to meet qualifications defined in USDA Memorandum [SFSP 03-2024](#), [SFSP 04-2024](#), [SFSP 07-2024](#), [SFSP 08-2024](#).
- Heat Demonstration Project - Operators have the opportunity to participate in a demonstration project allowing the service of non-congregate meals at certain outdoor summer meal sites experiencing excessive heat (per the National Weather Service). ALL summer operators intending to utilize this waiver must opt into it. Operators will opt into this waiver by completing the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Sites Experiencing Excessive Heat Participation Form located on the [Summer Meals website](#) and submitting this form to the assigned HNS specialist for the program operator.

Rural Non-Congregate Meal Service

Operators interested in serving non-congregate may offer:

- meal deliveries on routes or directly to children's homes;
 - Meals delivered directly to children's homes require written parental consent before providing meals to the children.
- parent or guardian pick-up*;
 - Sponsors must have documented procedures to ensure that meals are only distributed to parents or guardians of eligible children and that duplicate meals are not distributed.*
- multi-day meal service*;
 - Sponsors electing this option must have procedures in place that document, to a reasonable extent, that the proper number of meals are distributed to each eligible child. (cannot exceed 10 days max (or 5 if providing bulk items))
- and bulk food items*.
 - Approved self-preparation sponsors may provide bulk food items that meet the minimum amounts of each food component of a reimbursable breakfast, lunch, supper, or snack. (Bulk items may not exceed the maximum number of meals that could be served in a 5 calendar day period.)

*HNS may limit on a case-by-case basis.

Family-Style Meals

Family-style meals provide child-size tables set with plates and utensils, and food is passed in small containers for children to serve their own plates. Camps and closed enrolled sites offer the best setting for implementing family-style meals, provided that adults are available to assist children during the meal. Family-style meal service should not be used at other types of sites. If meals at camps or closed enrolled sites are served family style, operators must ensure that:

- a sufficient amount of food must be placed on each table;
- children are initially offered the full required portion of each food component; and
- when a child does not initially accept the full required portion of a meal component, it is the responsibility of the supervising adults to actively encourage each child to accept the service of the full required portion for each food component of the meal pattern.

Offer Versus Serve

Offer Versus Serve (OVS) allows students to refuse certain components of the reimbursable meal. When operating OVS, children may decline some of the foods offered in a reimbursable breakfast, lunch, or supper (does not include snack).

- SFAs electing to use the SFSP meal pattern may operate OVS under the SFSP OVS meal pattern.
- In some cases, with HNS approval, SFA operators may use OVS in non-congregate meal service as outlined in Program regulations at 7 CFR 225.16(f)(1)(ii).
- Non-SFA operators may **not** use OVS as part of their non-congregate meal service, consistent with the limitation similarly established in the NSLA at 42 USC 1761(f)(7).

COMMUNITY ORGANIZATIONS

Please note, it is unallowable for COs to operate OVS. All components of the SFSP meal pattern must be served in the minimum required amounts under these circumstances.

SFSP Offer Versus Serve

BREAKFAST

The meal pattern consists of 3 components:

- Fruit/vegetable
- Bread/bread alternate
- Milk

For OVS:

- All the food components in the minimum serving sizes must be offered through at least 4 different food items;
- The 4th food item offered can be a serving of a fruit/vegetable, bread/bread alternate, or meat/meat alternate
- All items must be different from each other; and
- A child must select at least 3 of the food items.

SFSP Offer Versus Serve

LUNCH OR SUPPER

The meal pattern consists of 4 food components:

- Two servings of fruit and/or vegetable (consists of two different food items)
- One serving of bread/bread alternate
- One serving of meat/meat alternate
- One serving of fluid milk

For OVS:

- All the food components in the minimum serving sizes must be offered through at least 5 different food items;
- All the food items must be different from each other; and
- A child must take at least 3 food components.

Food Safety

Certain time restrictions apply to sites participating in the Program that do not prepare meals on-site and require meal delivery. Sites that arrange meal delivery must be prepared to store the meals until mealtime, according to local health standards.

Meal service sites are only approved if:

- food is not held in the temperature danger zones between 40 to 140 degrees Fahrenheit for more than two hours; and
- proper facilities exist on site for storing meals.

For Operators serving rural non-congregate meals:

- State and local health and food safety requirements must be met and instructions on at-home storage and preparation must be provided when applicable.
- Operators providing non-congregate meal service in rural areas should prepare a food safety plan to ensure the meal service will be conducted safely.
- All food service staff must be trained on Program operations, which include local health, food safety, and sanitation guidelines.

Quiz Time

1) Can operators use program funds to purchase food for use outside of the SFSP?

A Yes

B No

2) COs and SFAs operating the SFSP (not SSO) are required to maintain production records for each meal served.

A True

B False



Quiz Time

1) Can operators use program funds to purchase food for use outside of the SFSP?

A Yes

B No

Foods purchased for use outside of the SFSP are considered an unallowable cost. Reimbursements may only be used for food served within the SFSP.

2) COs and SFAs operating the SFSP (not SSO) are required to maintain production records for each meal served.

A True

B False

COs and SFAs operating the SFSP are not required to maintain production records unless indicated by the approved management plan under the "Administrative Capability" section, or when contracting with a food vendor.



Overview of the Site and Sponsor Agreement

SECTION 5



Sponsor/Site Agreement for the SFSP

NEW OPERATORS

The Sponsor/Site agreement should clearly list all expectations of the site that is being operated under the sponsor.

The agreement should contain the following expectations at a minimum:

- Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private non-profit school program for the mentally or physically disabled).
- Serve meals that meet the minimum meal pattern requirements.
- Provide adequate supervision during the meal service.
- Maintain and submit promptly such reports and records that the entity requires.
- Report to the entity any changes in the number of meals required as attendance fluctuates.
- Report any other problems regarding the meal services.
- Comply with civil rights laws and regulations.
- Attend operator training sessions.

Non-Associated Site Agreement

NEW AND EXISTING OPERATORS

The Non-Associated Site Agreement is an agreement between an organization and a legally separate site. Operators that plan to serve summer meals at sites not legally affiliated with their organization, should enter into this agreement with the site supervisor or responsible site official, and a copy of this agreement should be kept on site.

The agreement does not relieve the operator of final administrative and financial responsibility for serving summer meals at the site, including maintenance of staff and site operations.

Resource Recap

- ✓ All program forms and resources required for successful application and operation of the SFSP in Arizona can be found on the SFSP Program Forms and Resources Webpage:

<https://www.azed.gov/hns/sfsp/sfspforms/>



Congratulations

**You have completed the Online Course:
Orientation for Sponsoring Organizations - Summer
Food Service Program**

Please [click here](#) to complete a brief survey about this training and print your certificate and completion. The information below is for your reference when completing your survey:

Training Title:
Orientation for Sponsoring
Organizations - Summer
Food Service Program

Length: 1.5 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

CONTACT US

Health & Nutrition Services



(602) 542-8700



ContactHNS@azed.gov



www.azed.gov/hns





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