

Orientation to *Serving* Summer Meals

ONLINE COURSE

Released April 2022



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** and **Community Organizations (COs)** serving summer meals. All regulations are specific to serving summer meals under the direction of ADE.

Training Hours

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

Training Title: Online Course: Orientation to Serving Summer Meals

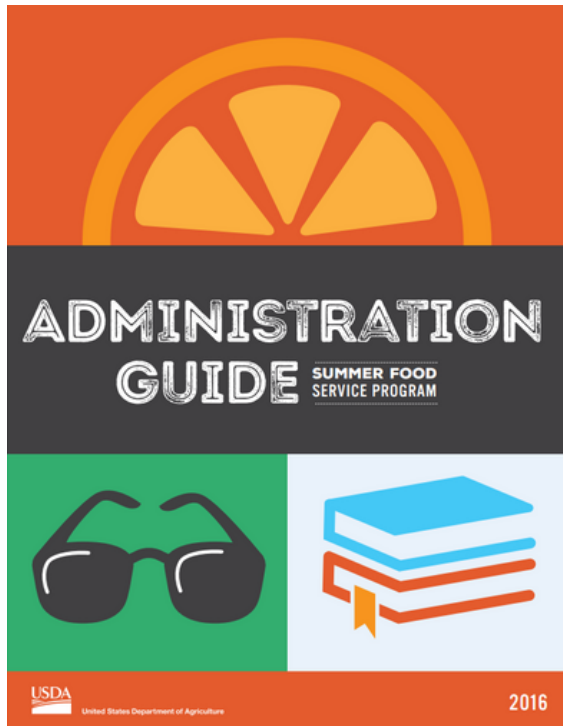
Length: 1.5 hour



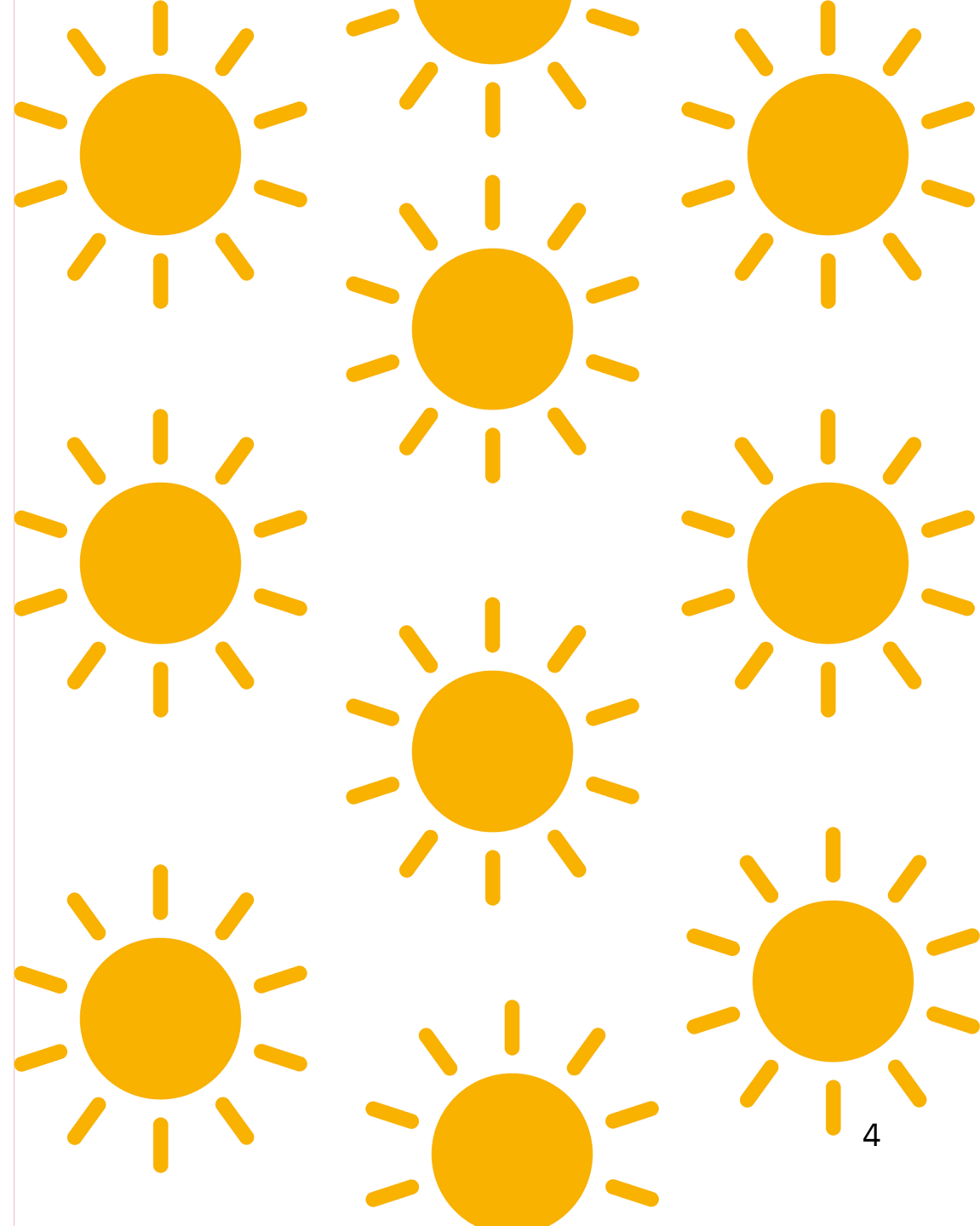
Objectives

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

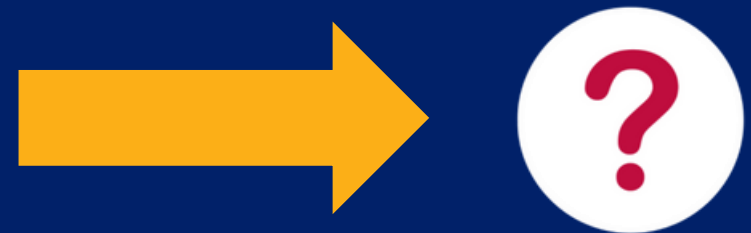
- identify the key differences between the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO);
- know the eligibility requirements to serve summer meals;
- recognize the different meal patterns and meal service options; and
- understand all recordkeeping requirements.



The information within this online course is based on guidance from USDA's [Administration Guide: Summer Food Service Program handbook](#).



- Throughout this course, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



Online Course: Orientation to Serving Summer Meals

This online course will review:

Introduction to Serving Summer Meals	Slides 7-13
Eligibility Requirements	Slides 14-28
Pre-Operational Requirements	Slides 29-47
Meal Patterns and Meal Service	Slides 48-76
Record Keeping	Slides 77-104

Introduction to Serving Summer Meals



Introduction

Goals and Administration of Summer Meals

The goal of serving summer meals is to ensure that all children in low-income areas have access to nutritious meals during the summer when school is not in session. Program operators are reimbursed for all meals and snacks served to children 18 years of age and younger at schools and/or community sites.

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

Program operators have the option of serving meals during the summer through two different programs: SFSP and SSO.

Introduction

Seamless Summer Option

Schools administering the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are eligible to apply for SSO.

SSO has 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, SSO offers a streamlined approach to feeding children in the community.
- Please note SSO is only applicable to schools.

Introduction

Summer Food Service Program

Schools are COs are eligible to participate in the SFSP when sponsoring enrichment, recreational, or activity programs 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, including teenagers through age 18, 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 NSLP/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.

Introduction

The Right Option for Your School

Deciding which program will be the best option for serving meals to children in your community may be difficult. To help you decide, USDA has created a chart to show how SFSP, traditional school meals, and SSO compare.

To access the USDA comparison chart, click [here](#).

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.



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



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.

Eligibility Requirements

Sponsoring Entity Eligibility

To be eligible to participate as an SFSP or SSO 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, State, or Federal Government; or
- any other type of private non-profit organization.

All operators must also 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 Responsibilities

SFSP/SSO 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
- Exercise management control over sites
- Monitor all sites
- Prepare claims for reimbursement
- Ensure that the sites are sustainable
- Maintain all program documents for 5 years plus the current year
- Conduct pre-approval visits (if applicable)
- Sign written agreements

For organizations not yet ready to take on the responsibilities required of an operator, participation as a site under an existing entity is the best option. This is the most effective way to prepare an organization to become an operating entity in future years.

Eligibility Requirements

Site Eligibility

The SFSP/SSO may operate at one or more sites which are the actual locations where meals are served and children eat 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 proposed sites meet the income eligibility criteria. The two primary sources of data that may be used to determine whether the area that will be served is eligible are **school data** or **census data**.

- To learn more about how to determine site eligibility, review the [Step-by-Step Instruction Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#).

Eligibility Requirements

Site Eligibility

To be eligible for SFSP/SSO, 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.

- **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.

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

Eligibility Requirements

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

Sites that Serve Special Populations

- Restricted open Sites
- Migrant sites
- Other (National Youth Sports Program Sites)

Eligibility Requirements

Open Sites

There are two types of open sites:

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

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

Eligibility Requirements

Closed Enrolled Sites

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

Eligibility Requirements

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.

Eligibility Requirements

Migrant Sites

Migrant site eligibility is based upon a determination that the sites predominantly served 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 sites 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.

Eligibility Requirements

Rural Sites

A rural area is any area that is not part of a Metropolitan Statistical Area as defined by the Office of Management and Budget (OMB).

Sites located in rural areas receive a higher reimbursement rate.

- Operators may use the FNS Rural Designation Tool to determine whether a site is rural: <http://www.fns.usda.gov/rural-designation>.

Eligibility Requirements

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.

In mobile meals:

- the operator delivers meals to an area using a route with a series of stops at approved sites in the community;
- the meal service must take place on approved days;
- 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.

Eligibility Requirements

National Youth Program Sites

The 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.

Eligibility Requirements

For-Profit Sites

For-profit sites may be approved for SFSP if the site:

- operates under the sponsorship of an eligible public or private nonprofit service institution;
- operates as open sites or restricted open sites;
- is located in an area in which at least 50% of the children are from households that are eligible for free or reduced-price school meals;
- makes meals available to all children in the area and serves meals to children on a first-come, first-served basis; or
- serve all meals at no charge.

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

Pre-Operational Requirements



Pre-Operational Requirements

Training Opportunity

Each year, State agencies are required to offer training for operators before the application process begins. At this training, operators receive guidance on Program and regulatory aspects of summer program administration, including, at minimum, an overview of:

- The Program's purpose
- Sponsor responsibilities
- Civil Rights requirements
- Site supervisor responsibilities
- Identifying a reimbursable meal
- The site/sponsor agreement

If you are a **new** operator to the SFSP/SSO, the Program administrator and key staff member(s) are required to complete training to be eligible to participate in SFSP/SSO.

- Please note that HNS will not be conducting in-person training at this time. This online course meets the summer program training requirement for PY 2022.

Pre-Operational Requirements

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

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](#).

Pre-Operational Requirements

Prospective Sponsoring Entity Form Information

Community Organizations that want to serve summer meals and are interested in becoming a sponsoring entity must submit their intent to operate to ADE by completing the [Prospective Sponsoring Entity Form](#). The form includes the following:

- The pre-screening questions will ensure that the organization is eligible to become a sponsoring entity of the SFSP.
 - Contact information includes:
 - Legal Entity Name
 - Primary Contact Information
 - Secondary Contact Information (if applicable)

Pre-Operational Requirements

Required New Operator Program Forms

The Prospective Sponsoring Entity Form will require the operator to upload the following documents which can all be found on the SFSP Program Forms and Resources Webpage:

- 501(c)3 and W-9
- Add/Change/Delete Form – leave CTDs blank if unknown
- ADEConnect Entity Administrator Form
- Non-Associated Site Agreement – Up to 10 sites
- Permanent Agreement Initiation Form
- Site Area Eligibility Determination
- Financial Viability Documents
- Description of Organization's Year-Round Activity

Pre-Operational Requirements

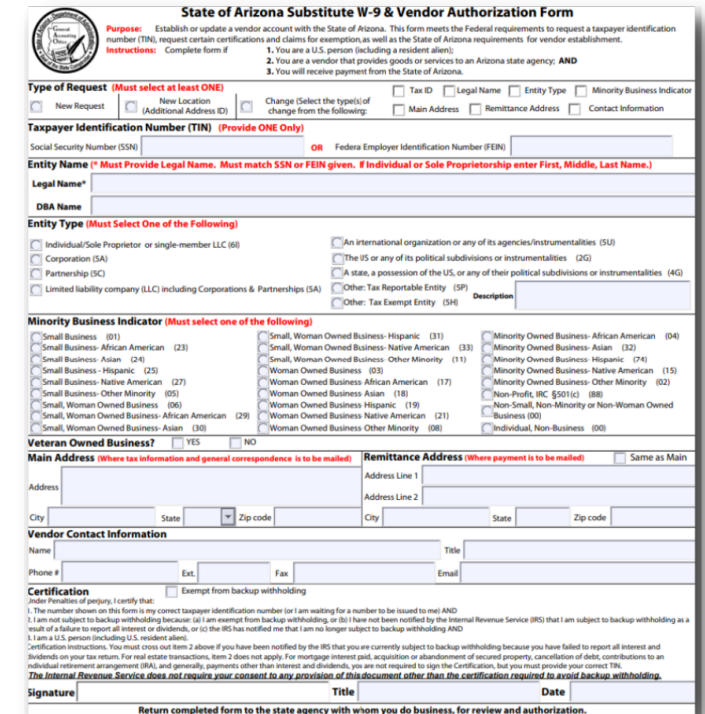
Additional Forms

501(c)3 Form:

- This is a letter provided to non-profit organizations indicating tax exemption 501(c)(3) from the IRS.
- A copy of this form is required for those that select Non-profit in the W-9 form.

W-9 Form:

- This form is used to establish or update a vendor account with the State of Arizona.
- This form is required in order for operators to receive reimbursement funds.



State of Arizona Substitute W-9 & Vendor Authorization Form

Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Type of Request (Must select at least ONE)

New Request New Location (Additional Address ID) Change (Select the type(s) of change from the following: Tax ID Legal Name Entity Type Minority Business Indicator

Taxpayer Identification Number (TIN) (Provide ONE Only)

Social Security Number (SSN) _____ OR Federal Employer Identification Number (FEIN) _____

Entity Name* (Must Provide Legal Name. Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name.)

Legal Name* _____

DBA Name _____

Entity Type (Must Select One of the Following)

Individual/Sole Proprietor or single-member LLC (68) An international organization or any of its agencies/instrumentalities (5U)

Corporation (5A) The US or any of its political subdivisions or instrumentalities (2G)

Partnership (5C) A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)

Limited liability company (LLC) including Corporations & Partnerships (5A) Other: Tax Reportable Entity (5P) Description: _____

Other: Tax Exempt Entity (5H)

Minority Business Indicator (Must select one of the following)

<input type="checkbox"/> Small Business (01)	<input type="checkbox"/> Small, Woman Owned Business - Hispanic (31)	<input type="checkbox"/> Minority Owned Business - African American (04)
<input type="checkbox"/> Small Business - African American (23)	<input type="checkbox"/> Small, Woman Owned Business - Native American (33)	<input type="checkbox"/> Minority Owned Business - Asian (32)
<input type="checkbox"/> Small Business - Asian (24)	<input type="checkbox"/> Small, Woman Owned Business - Other Minority (11)	<input type="checkbox"/> Minority Owned Business - Hispanic (14)
<input type="checkbox"/> Small Business - Hispanic (25)	<input type="checkbox"/> Woman Owned Business (03)	<input type="checkbox"/> Minority Owned Business - Native American (15)
<input type="checkbox"/> Small Business - Native American (27)	<input type="checkbox"/> Woman Owned Business African American (17)	<input type="checkbox"/> Minority Owned Business - Other Minority (02)
<input type="checkbox"/> Small Business - Other Minority (05)	<input type="checkbox"/> Woman Owned Business Asian (18)	<input type="checkbox"/> Non-Profit, IRC §501(c) (88)
<input type="checkbox"/> Small, Woman Owned Business (06)	<input type="checkbox"/> Woman Owned Business Hispanic (19)	<input type="checkbox"/> Non-Small, Non-Minority or Non-Woman Owned Business (00)
<input type="checkbox"/> Small, Woman Owned Business - African American (29)	<input type="checkbox"/> Woman Owned Business Native American (21)	
<input type="checkbox"/> Small, Woman Owned Business - Asian (30)	<input type="checkbox"/> Woman Owned Business Other Minority (08)	<input type="checkbox"/> Individual, Non-Business (00)

Veteran Owned Business? YES NO

Main Address (Where tax information and general correspondence is to be mailed) **Remittance Address (Where payment is to be mailed)** Same as Main

Address _____ Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip code _____ City _____ State _____ Zip code _____

Vendor Contact Information

Name _____ Title _____

Phone # _____ Ext. _____ Fax _____ Email _____

Certification Exempt from backup withholding

Under Penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND
3. I am a U.S. person (including U.S. resident alien).
Certification instructions: You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.
The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature _____ **Title** _____ **Date** _____

Return completed form to the state agency with whom you do business, for review and authorization.

Pre-Operational Requirements

Add/Change/Delete Form

The purpose of this form is to formally request the organization and its participating site(s) be added to the electronic Child Nutrition Programs (CNP) system.

This form must be signed by the Designated Official or Authorized Signer/Representative.

The form is titled "Add/Change/Delete" and "Health and Nutrition Services Entity Data Form v4.3". It includes a section for "Sponsor Entity Information" with checkboxes for "I am requesting the creation of a brand-new Sponsor" and "I am requesting a change to the Site(s)", and "I am requesting a change to the Sponsor name". It has fields for "Sponsor Name", "Sponsor CTDS", "Physical Address", "City", "State", "Zip", "Mailing Address", "Telephone", "Fax", and "Website". There is also an "Authorized Signer Information" section with fields for "Name", "Phone", "E-mail", "Authorized Signature", and "Date". A section for "ADE Staff Use Only" includes "Program Year" and "Program approval signature" fields, and a "For New Sponsor/Site Entities" section with checkboxes for "Child Care Center", "Adult Care Center", "Non-Public Organization", "Private School", "Faith Based", "Tribal Group", and "Residential Treatment Center". An "Additional Entity Details" section has checkboxes for "Public vs Private" and "Profit Status". A note at the bottom states: "Note to Program Staff: Please ensure proper documentation is submitted to Entity Manager or the entity cannot be created."

[Add/Change/Delete Form](#)

Pre-Operational Requirements

Entity Administrator Form

This form is required to create an Entity Administrator for brand new sponsoring entities. (All entities must have at least one Entity Administrator.) The Entity Administrator will have the authority to set up user accounts that will have access to the CNPWeb.

All designees must be an Authorized Representative on the Food Program Permanent Service Agreement.

This form is also required for new users to be able to obtain an ADEConnect username and password.

**Arizona Department of Education
Health & Nutrition Services
Request for ADEConnect Entity Administrator Account**

Sponsor/SFA Name: _____ CTD #: _____

Complete and return this form to the Arizona Department of Education, Health & Nutrition Services. Upon receipt of this form an ADEConnect, Entity Administrator account will be created for the organization named above. The Entity Administrator will have authority to setup user accounts that will have access to the CNPWeb and other Health & Nutrition Services online systems. If the Designated Official chooses to delegate the responsibility of creating ADEConnect user accounts for their organization, that individual must be identified in the second box below. All organizations must have at least one Entity Administrator. All designees must be an Authorized Representative on the Food Program Permanent Service Agreement. **All email addresses must be to an individual email account, not an organization wide account.**

PLEASE SELECT ONLY 1 OPTION:

I am requesting to have an Entity Administrator Account Setup in my name:
Designated Official Name: _____
Designated Official Email Address: _____

I am requesting to delegate Entity Administrator Authority to the individual named below:
Authorized Representative: _____
Authorized Representative Email Address: _____

By signing below, I am authorizing the Arizona Department of Education, Health & Nutrition Services to create an ADEConnect Entity Administrator account for the organization named above. If I have delegated the Entity Administrator authority to another individual by checking the second box above, I understand that this person will be given full rights to establish user accounts for other users and these accounts may have access to submit claims for reimbursement or other sensitive information. I further acknowledge that the information above is true and correct.

Printed Name of Designated Official Signature of Designated Official Date

Printed Name of Authorized Representative Signature of Authorized Representative Date

Complete, sign and email this form to: healthandnutrition@azed.gov

This institution is an equal opportunity provider.

[Entity Administrator Form](#)

Pre-Operational Requirements

Permanent Agreement Initiation Form

ADE has released a single Food Program Permanent Service Agreement (FPPSA) for operators to incorporate all programs including the NSLP, SBP, Special Milk Program, SFSP, and At-Risk Afterschool Meals component of Child and Adult Care Food Programs.

The FPPSA does not have to be submitted annually; only when there is a change in leadership. Operators should ensure that all authorized signers are up to date on the agreement.

ARIZONA DEPARTMENT OF EDUCATION Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

INITIATION FORM FOR ELECTRONIC Food Program Permanent Service Agreement (FPPSA)

This fillable PDF initiation form has been created for LEAs who wish to complete their [Food Program Permanent Service Agreement \(FPPSA\)](#) electronically. The FPPSA must be read in its entirety prior to completing this form. Once the LEA-specific information within this form is provided to ADE, a member of ADE Health and Nutrition Services (HNS) staff will then complete the agreement and route the FPPSA electronically to all individuals listed within the form for signature.
Email this form to: ContactHNS@azed.gov

Page 1 (plus other required information)
School Food Authority Name (Legal name of applicant) _____
Doing Business As (if applicable) _____
CTD# _____
Address _____
A.R.S. number (15-183 (H) for Charter School, or 15-342 (13) for Public), otherwise leave blank. _____

Page 18 – Certification Page (required information)
County (in which the entity operating the programs is located) _____
Name of Official (or Governing Board Member) authorized to implement the programs. _____
City in which the meeting that addressed the FPPSA was held. _____
Date that the meeting or decision to implement the FPPSA took place. _____
Name of Designated Official who will be signing the Food Program Permanent Service Agreement (same designated official as on line 1 of the signature page of the Agreement). _____
Authorized Official or Governing Board Member (same name as on line 2 of the certification page). *Note that the authorized official/governing board member cannot designate him/herself as the Designated Official.* _____

*Authorized Official First & last name	Title	Email
_____	_____	_____

Page 19 – Signature Page (required information)

*Designated Official First & last name	Title	Email
_____	_____	_____

Authorized Signer (1) First & last name	Title	Email
_____	_____	_____

Authorized Signer (2) First & last name	Title	Email
_____	_____	_____

Authorized Signer (3) First & last name	Title	Email
_____	_____	_____

[Permanent Agreement Initiation Form](#)

Pre- Operational Requirements

Site Area Eligibility Determination

Prospect Program operators must submit the eligibility documentation used to qualify for the prospect summer sites.

Eligibility documentation is submitted in the Prospective Sponsoring Entity Form, as well as in the Management Plan application.

- For more information on determining and documenting site eligibility, view the [Step-by-Step Instruction Quick Guide: How to Determine and Document Site Eligibility for the SFSP](#).

Pre-Operational Requirements

Financial Viability Documents

The following documents should be uploaded within the Prospective Sponsoring Entity Form for HNS to assess the entity's financial viability:

Private, Non-profit, Tax-exempt entities

- Procurement Standards/Plan
- Tax-exempt letter from the IRS
- Certificate of Incorporation (if applicable)
- Last three board meeting minutes
- List of all board members

Public or BIE Schools

- Most recent NSLP Review or Annual Financial Report (AFR)

All non-school entities

- Most recent Audit, IRS Form 990 or Profit and Loss statement

Pre- Operational Requirements

Description of Organization's Year-Round Activity

Prospective entities must demonstrate that they provide year-round public service to the area in which they intend to serve summer meals. Any promotional material such as pamphlets, flyers, social media posts, or descriptions of the year-round public service will suffice.

The description of the entity's year-round services is submitted in the Prospective Sponsoring Entity Form, as well as in the Management Plan application.

Pre-Operational Requirements

Application Requirements

Prior to serving summer meals, new and existing operators must submit a Management Plan and Budget application followed by CNPWeb applications to HNS no later than **May 30, 2022**.

Operators should be certain that they have filled out the application completely and that they have forwarded all of the necessary supporting documentation to the HNS before the application deadline. Incomplete applications will cause a delay in the approval process. **Sponsoring entities cannot operate until the application is approved.**

For information about the application process, please view the [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program](#) and/or [Seamless Summer Option](#).

Pre-Operational Requirements

Pre-Operational Site Visits

Prior to approval, operators must visit new sites and any sites that had operational problems in the previous year.

Visits are to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service.

SFAs are not required to conduct pre-approval site visits on school sites.

The form is titled "Pre-Operational Site Visit Worksheet" and is part of the "Arizona Department of Education Summer Food Service Program". It includes a header with the state seal and program name. The form contains several sections for data entry:

- Site Information:** Fields for Site Name, Site Number, Site Address, Site Phone Number, and Site Contact.
- Type of Site:** A grid of checkboxes for site types: Recreation Center, School, Church, Park, Residential Camp, Play Street, Playground, Settlement House, and Other.
- Capacity and Needs:** Fields for "Estimated number of children site could serve", "Estimated number of needy children in area", and "Estimated number of personnel needed to adequately control the food service".
- Facility Adequacy:** A series of questions with Yes/No checkboxes: "Is another site needed in this area?", "Are the present facilities adequate for an organized meal service?", "Shelter for inclement weather?", "Adequate cooking facilities (if applicable)?", "Adequate storage for prepared or delivered food?", "Storage space for records at a site?", "Adequate refrigeration?", and "Access to a telephone?".
- Comments:** A large text area for "If answer is no, comments:".
- Activities and Improvements:** Text areas for "What types of organized activities are possible or planned at this site?" and "Improvements or corrective actions needed before site operates".
- Signature and Date:** Lines for "Monitor's Signature" and "Date".
- Disclaimer:** A statement at the bottom: "This institution is an equal opportunity provider."

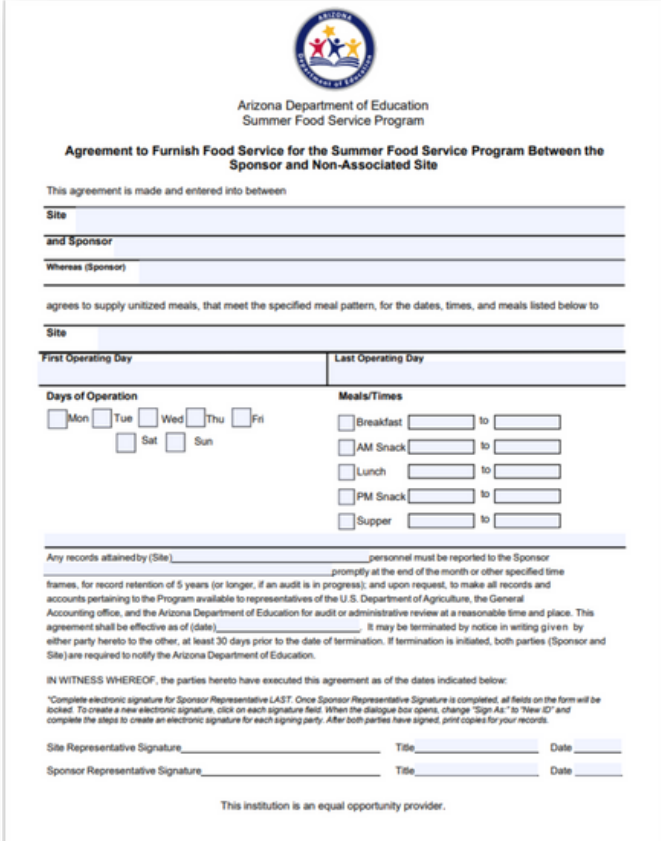
[Pre-Operational Site Visit Worksheet](#)

Pre-Operational Requirements

Non-Associated Site Agreement

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.

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.



The form is titled "Arizona Department of Education Summer Food Service Program Agreement to Furnish Food Service for the Summer Food Service Program Between the Sponsor and Non-Associated Site". It includes fields for "Site" and "Sponsor", a "Whereas (Sponsor)" section, and a section for "agrees to supply unitized meals, that meet the specified meal pattern, for the dates, times, and meals listed below to Site". The meal pattern section includes checkboxes for days of the week (Mon-Fri, Sat, Sun) and a table for "Meals/Times" with options for Breakfast, AM Snack, Lunch, PM Snack, and Supper, each with a time range field. The form also contains a paragraph about record retention and a signature section for both the Site Representative and the Sponsor Representative, including fields for Title and Date. At the bottom, it states "This institution is an equal opportunity provider."

[Sponsor Non-Associated Site Agreement](#)

Pre-Operational Requirements

Health and Sanitation

When operators have chosen their prospective sites, they must notify the health department in writing of all prospective site locations and arrange for prompt and regular trash removal.

Before Program operations begin, sponsoring entities must submit to HNS a copy of the letter notifying the local health department of their intention to provide food service at specific times at planned sites.

- Please note that sponsoring entities operating school sites are not required to notify the health department of the site's participation.

Pre- Operational Requirements

Media Release

It is mandatory that SFAs inform eligible families of the availability and location of free meals for students when the regular school year ends.

Along with schools, other community-based organizations frequented by children and families can assist with outreach and promotion. Operators may consider reaching out to local health agencies, grocery stores, and social service organizations, encouraging the posting or distribution of fliers to patients, customers, and clients.

Operators may consider using the following forms of media to spread the word about their program:

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

Pre- Operational Requirements

USDA Foods Entitlement Funds

USDA provides states with USDA Foods entitlement funds for use in school meals operations, as well as separate entitlement funds for SFSP.

Operators approved for SFSP will receive SFSP entitlement that must be used solely towards Department of Defense (DoD) Fresh Fruit and Vegetable Program.

- SFAs operating SSO, or extending NLSP through the summer will have their school year entitlement available to use for these operations.

Pre-Operational Requirements

myFOODS/FFAVORS Delivery and Contact Form

Prior to receiving USDA Foods and DoD deliveries, operators must submit the myFOODS/FFAVORS Delivery and Contact Form.

- For new operators, this will establish contact information and sites for delivery.
- For returning operators, this will confirm contact and delivery information.

Arizona Department of Education
Health and Nutrition Services
myFOODS/FFAVORS Delivery and Contact Form

Please email your completed form to ContactHN@azed.gov.

Entity Name: _____ CTDS#: _____ Date: _____

Estimated total number of NSLP lunches served during the program year: _____
Estimated total number of SFSP meals served during the program year: _____

CONTACTS

Entities new to USDA Foods must complete this section. Entities returning to USDA Foods do not complete this section, rather review your contacts in myFOODS and make updates on your own.

Check this box if you are a returning entity to indicate that you have reviewed/updated your contacts and have selected "Update" in myFOODS.

Food Service Director - First and Last Name: _____
Physical Address: _____
City: _____ State: _____ Zip: _____ County: _____
Site Contact First and Last Name: _____ Phone #: _____
Email: _____

Program Contact - First and Last Name: _____
Physical Address: _____
City: _____ State: _____ Zip: _____ County: _____
Site Contact First and Last Name: _____ Phone #: _____
Email: _____

Billing Contact - First and Last Name: _____
Physical Address: _____
City: _____ State: _____ Zip: _____ County: _____
Site Contact First and Last Name: _____ Phone #: _____
Email: _____

DELIVERY SITES

Entities new to USDA Foods must complete this section. Entities returning to USDA Foods only need to complete this section if adding or changing a delivery site.

Check this box if you are a returning entity to indicate that you have reviewed your delivery sites (do not having any changes) and have selected "Update" in myFOODS.

April 2022 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[MyFOODS/FFAVORS
Delivery and Contact Form](#)

Meal Pattern and Meal Service



Meal Patterns and Meal Service

Meal Pattern Guidelines

The United States Department of Agriculture (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 Patterns and Meal Service

Meal Pattern Options

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 must follow the SFSP meal pattern.
- COs can only serve meals under the SFSP meal pattern when operating the SFSP.

Meal Patterns and Meal Service

Reimbursable Meal Combinations

Operators may choose to serve breakfast, lunch, snack and supper, but may only claim a maximum of **two meals** (including snacks) 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.

Camps or migrant site sponsoring entities may serve up to three meals (including snacks) each day.

Meal Patterns and Meal Service

Reimbursable Meal Combinations

The meal/snack combinations below may be claimed for reimbursement.

Meal Pattern Combinations	
Open/Restricted Open/Enrolled Sites <ul style="list-style-type: none">• 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	Camps or Migrant Sites <ul style="list-style-type: none">• 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 Patterns and Meal Service

Meal Pattern Charts

To easily identify meal pattern requirements, HNS has developed meal pattern charts for each Child Nutrition Program. The NSLP, SBP, ASCSP, and SFSP meal pattern charts can be found on [ADE's Summer Feeding Programs webpage](#) under the 'Meal Pattern' accordion.

- [National School Lunch Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)
- [School Breakfast Program \(3-day, 4-day, 5-day, 6-day, 7-day\)](#)
- [Snack Meal Pattern for ASCSP](#)
- [SFSP Meal Pattern](#)

Meal Patterns and Meal Service

SSO Meal Pattern Requirements

When an SFA elects to operate SSO, meals must meet the NSLP meal pattern and the following components must be served:

- **Breakfast** - Must offer three components: fluid milk, fruit/vegetable, and whole grain-rich grains in the daily and weekly amounts per grade group in accordance with the SBP meal pattern.
- **Lunch and Supper** - Must offer all five components: fluid milk, whole grain-rich grains, fruits, vegetables, and meat/meat alternates in their daily and weekly amounts per grade group and fulfill all vegetable subgroup requirements in accordance with the NSLP meal pattern.
- **Snack** - Must serve at least two different components in the minimum amounts per age group in accordance with the ASCSP meal pattern.

Meal Patterns and Meal Service

SFSP Meal Pattern Requirements

When a sponsor elects to operate 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 Patterns and Meal Service

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 meals to adults
- Adhere to local health and sanitation regulations
- Make arrangements for inclement weather
- Serve meals within the approved meal service times
- Three hours between the breakfast and lunch being served

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

Meal Patterns and Meal Service

Meal Service Options

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 - HNS should be notified of all field trips that affect the time or location of the meal service

Non-Congregate Meals Demonstration Project - Operators have the opportunity to participate in a demonstration project allowing service of non-congregate meals at certain outdoor summer meal sites experiencing excessive heat.

Meal Patterns and Meal Service

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.

Meal Patterns and Meal Service

Offer Versus Serve

SSO allows children to decline some of the foods offered in a reimbursable breakfast, lunch, or supper (does not include snack). SFAs operating SSO must follow the NLSP Offer Versus Serve (OVS) meal pattern.

SFSP allows children to decline some of the foods offered in a reimbursable breakfast, lunch, or supper (does not include snack). SFSP operators must follow the SFSP OVS meal pattern.

Meal Patterns and Meal Service

Offer Versus Serve

The chart below outlines the food items and components that must be offered when serving meals through the SSO OVS option.

SSO OVS	
<p>Breakfast:</p> <p>The following 4 food items must be offered:</p> <ul style="list-style-type: none">• One serving of fruit/vegetable• One serving of grains• One serving of fluid milk• One additional serving of fruit/vegetable, grains, or a serving of meat/meat alternate <p>• A child must take at least three of any of the four food items offered</p>	<p>Lunch or Supper:</p> <p>The following 4 food components must be offered through at least 5 different food items:</p> <ul style="list-style-type: none">• One serving of meat/meat alternate,• Two servings of fruit and/or vegetable (two different food items),• One serving of grains, and• One serving of fluid milk, <p>• Lunch or supper requirements differ from breakfast in that a child must take at least three of the food components, rather than items, listed above from the five food items offered.</p>

Meal Patterns and Meal Service

Offer Versus Serve

The chart below outlines the food items and components that must be offered when serving meals through the SFSP OVS option.

SFSP OVS	
<p>Breakfast:</p> <p>The meal pattern consists of 3 components:</p> <ul style="list-style-type: none">• Fruit/vegetable• Bread/bread alternate• Milk <p>For OVS:</p> <ul style="list-style-type: none">• All the food components in the minimum serving sizes must be offered through at least 4 <u>different</u> 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.	<p>Lunch or Supper:</p> <p>The meal pattern consists of 4 food components:</p> <ul style="list-style-type: none">• Fruit/vegetable (consists of two different food items)• Bread/bread alternate• Meat/meat alternate• Milk <p>For OVS:</p> <ul style="list-style-type: none">• All the food components in the minimum serving sizes must be offered through at least 5 <u>different</u> food items;• All the food items must be different from each other; and• A child must take at least 3 food <u>components</u>.

Meal Patterns and Meal Service

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 the 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.

Meal Patterns and Meal Service

Meal Counts

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.

Meal Patterns and Meal Service

Site Caps

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 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.

Meal Patterns and Meal Service

Reducing Food Waste

All operators must plan, prepare, or order meals with the goal of serving one meal per child at each meal service, and must ensure that entire meals and food components are not frequently leftover and unusable.

It is important to plan ahead. Food should be appropriate for the age group so that it can be easily consumed within the meal service period (e.g. fruit cut into smaller pieces for young children). It is important to set meal service times that give children time to eat their entire meal.

Meal Patterns and Meal Service

Reducing Food Waste

Transfer Meals to Busier Sites To reduce food waste, operators should always try to transfer meals to busier sites. If allowed by local health and safety codes, extra meals can be transferred from a site with too many meals to a site with a shortage. It is important to note, though, that meals above the receiving site's approved site cap are not reimbursable.

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. Although donated meals, may not be claimed for reimbursement, 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.

Meal Patterns and Meal Service

Offering Second Servings

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

Meal Patterns and Meal Service

Share Tables

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 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.

Meal Patterns and Meal Service

Meals Served to Adults

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.

- These meals may not be claimed for reimbursement, but may be counted as operating costs.

Meal Patterns and Meal Service

Meals Served to Adults

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.

Meal Patterns and Meal Service

Meals Served to Adults

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 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).

Meal Patterns and Meal Service

Monitoring

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

Sponsoring entities operating the SFSP must conduct:

- Site visits the first week of operation (waived for sites that operated successfully the previous summer)
- Site review during first 4 weeks of operation, followed by additional monitoring as needed

SFA's operating SSO must conduct a site review to evaluate meal counting, claiming, and meal pattern compliance at least once during each site's operation.

Meal Patterns and Meal Service

Disabilities

Operators are required to provide reasonable meal and snack accommodations for children whose disability restricts their diet. 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.

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.

- To access the Participant Menu Modification Form click [here](#).

Meal Patterns and Meal Service

Non-Disability Medical or Special Dietary Needs

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.

Can COs operate the SSO?

- A. Yes, COs can operate the SSO meal pattern.
- B. No, COs cannot operate the SSO meal pattern.



Can COs operate the SSO?

A. Yes, COs can operate the SSO meal pattern.

B. No, COs cannot operate the SSO meal pattern.

SSO may only be operated by SFAs. COs can operate OVS, but must follow the traditional SFSP meal pattern.

Record Keeping



Record Keeping

Retention of Records

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.

Record Keeping

Administrative Records

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 sponsor is in good standing with all Program requirements.

Record Keeping

Menus

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

The menu must list:

- the sponsor name;
- the date;
- the type of meal;
- all meal components; and
- the Civil Rights statements.

Meal substitutions must be documented on the menu. SFAs utilizing production records are not required to list all meal components on the public menu, but are highly encouraged.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
SPONSOR NAME:							
WEEK OF:							
Breakfast							
Grain/Bread							
Fruit/Veggie							
Milk							
Lunch							
Grain/Bread							
Meat/Meat Alt							
Fruit/Veggie#1							
Fruit/Veggie#2							
Milk							
Snack							
Select							
2 Components							
Supper							
Grain/Bread							
Meat/Meat Alt							
Fruit/Veggie#1							
Fruit/Veggie#2							
Milk							
<small>All children 12-23 months receive whole milk, Children 24 months and older receive low-fat (1%) or fat-free (skim) milk Water is available upon request. All juices served are 100% fruit juice. This institution is an equal opportunity provider.</small>							

[Sponsor Menu Template](#)

Record Keeping

Seamless Summer Option Production Records

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.

It is recommended that if the SFA is serving multiple grade or age groups at one site, that separate production records are used for each differentiated grade or age group to show proper serving sizes are being prepared and served.

If SFAs choose to serve meals in the 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.

Record Keeping

Meal Count Records

All operators must use daily site records in order to document the number of Program meals they have served to children. Site supervisors are then responsible for keeping the records each day. The site personnel must complete the records based on actual counts taken at each site for each meal service on each day of operation. Operators should collect these site records at least every week. Monitors may pick up site reports on designated days, or the site supervisors may be asked to mail the records to the sponsor's office. When site records are collected, operators should check for the site supervisor's signature. Operators serving vended meals must be sure that the figure entered as the number of meals delivered on the site record is the same as that entered on the vendor's report. If there is any discrepancy between the numbers, the operator should immediately contact the vendor and site supervisor and resolve the problem.

Record Keeping

Daily Meal Count Records

Operators must ensure site personnel record all required counts. Meal counts must include a number of:

- 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.

The form is titled "Daily Meal Count Form" and includes the Arizona Department of Education logo. It contains several sections for data entry:

- Site Information:** Site Name, Site Address, Site Telephone, Supervisor's Name, Date, and Delivery Time.
- Meal Type:** Checkboxes for B (Breakfast), L (Lunch), SN (Supper), and SU (Supper).
- Meals Available:** A calculation: Meals received/prepared + Meals available from previous day = Total Meals Available [1].
- Meals Served to Children:** A grid for recording meals served to children, with columns numbered 1-20. A total row at the bottom right shows "Total First Meals + [2]".
- Meals Served to Program Adults:** A grid for recording meals served to program adults, with columns numbered 1-20. A total row at the bottom right shows "Total Program Adult Meals + [4]".
- Meals Served to Non-Program Adults:** A grid for recording meals served to non-program adults, with columns numbered 1-20. A total row at the bottom right shows "Total non-Program Adult Meals + [5]".
- Summary Totals:**
 - Total Meals Served = [6]
 - Total damaged/incomplete/other non-reimbursable meals = [7]
 - Total leftover meals = [8]
 - Total of items: [6] + [7] + [8] = [9]. Item [9] should be equal to item [1].
- Additional Children:** A grid for recording additional children requesting a meal after all available meals were served, with columns numbered 1-30.
- Signature and Date:** A line for the operator's signature and the date.

[Daily Meal Count Sheet](#)

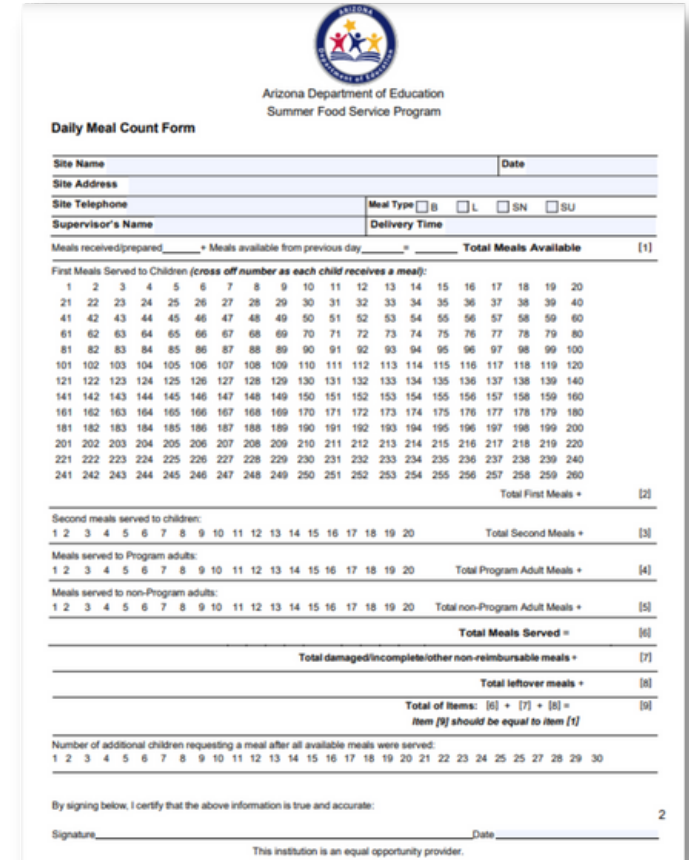
Record Keeping

Daily Meal Count Records

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

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

Please note that meals that are not marked consecutively cannot be counted towards the total number of meals served.



The form is titled "Daily Meal Count Form" and is part of the "Arizona Department of Education Summer Food Service Program". It includes a header with the state seal and program name. The form is divided into several sections: 1. Site Information: Site Name, Site Address, Site Telephone, and Supervisor's Name. 2. Date and Meal Type: Date, Meal Type (B, L, SN, SU), and Delivery Time. 3. Meal Availability: Meals received/prepared and Meals available from previous day, leading to Total Meals Available. 4. First Meals Served to Children: A grid for marking meals served to children (1-240) with a Total First Meals sum. 5. Second meals served to children: A grid for marking second meals (1-20) with a Total Second Meals sum. 6. Meals served to Program adults: A grid for marking meals served to program adults (1-20) with a Total Program Adult Meals sum. 7. Meals served to non-Program adults: A grid for marking meals served to non-program adults (1-20) with a Total non-Program Adult Meals sum. 8. Total Meals Served: A sum of the previous meal counts. 9. Total damaged/incomplete/other non-reimbursable meals. 10. Total leftover meals. 11. Total of items: A sum of the total meals served, damaged meals, and leftover meals. 12. Number of additional children requesting a meal after all available meals were served (1-30). 13. Signature and Date: A line for the supervisor's signature and the date. 14. Footer: "This institution is an equal opportunity provider."

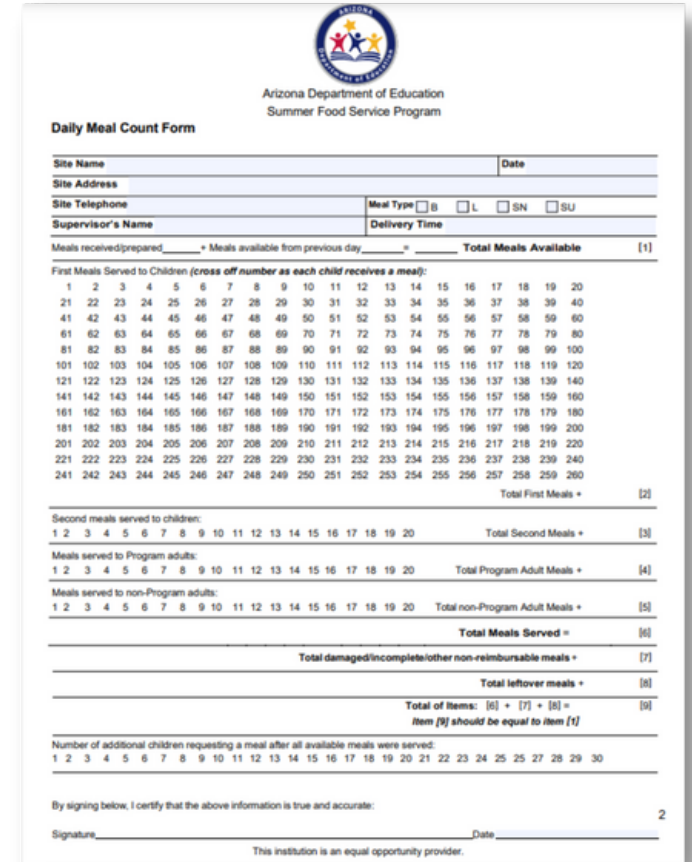
[Daily Meal Count Sheet](#)

Record Keeping

Weekly Meal Counts

Operators can use the Weekly Meal Count Sheet when reviewing the records returned by the sites to ensure that meals counts total are accurate and the proper person is signing the daily records.

As a best practice, HNS encourages operators to 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.



The form is titled "Arizona Department of Education Summer Food Service Program Daily Meal Count Form". It includes fields for Site Name, Site Address, Site Telephone, Supervisor's Name, Date, Meal Type (B, L, SN, SU), and Delivery Time. It features a grid for recording meals served to children (1-240) and adults (1-20). Summary rows include Total Meals Available, Total First Meals, Total Second Meals, Total Program Adult Meals, Total non-Program Adult Meals, Total Meals Served, Total damaged/incomplete/other non-reimbursable meals, Total leftover meals, and Total of Items. A signature line and date field are at the bottom, along with the text "This institution is an equal opportunity provider."

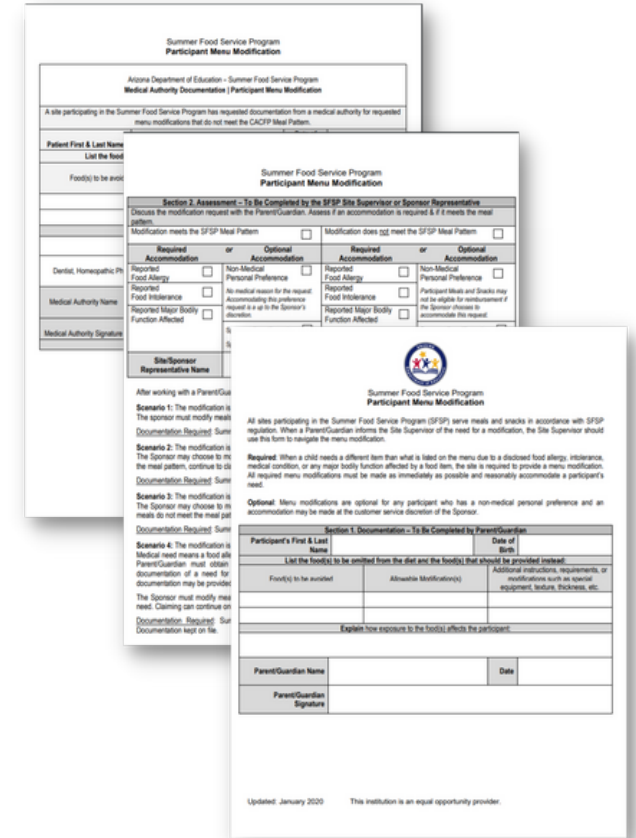
[Daily Meal Count Sheet](#)

Record Keeping

Medical Statements

Operators who receive medical statements must ensure the medical statement identifies the disability, medical or special dietary need, the foods to be omitted, and the foods that can be substituted.

A statement from the child's physician or health care professional is required to be kept on file to ensure that the requested substitutions are medically appropriate and meet the nutritional needs of that child, and to justify that the modified meal is reimbursable.



The image shows a 'Participant Menu Modification Form' from the Arizona Department of Education - Summer Food Service Program. The form is titled 'Summer Food Service Program Participant Menu Modification' and includes sections for 'Section 2: Assessment - To Be Completed by the SFSP Site Supervisor or Sponsor Representative' and 'Section 1: Documentation - To Be Completed by Parent/Guardian'. It contains various checkboxes for 'Required Accommodation' and 'Optional Accommodation' related to food allergies, intolerances, and preferences. There are also fields for 'Patient First & Last Name', 'Medical Authority Name', 'Medical Authority Signature', 'Site Sponsor Representative Name', and 'Parent/Guardian Name'. The form includes instructions for documentation and a note that 'Documentation Required: Suit' for several scenarios. A footer indicates the form was updated in January 2020 and is an equal opportunity provider.

[Participant Menu Modification Form](#)

Record Keeping

Site Visit Records

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. Sponsors must keep record of:

- Pre-operational site visits (if applicable)
- Site visits during the first week of Program operations (if applicable)

The form is titled "Pre-Operational Site Visit Worksheet" and is part of the Arizona Department of Education Summer Food Service Program. It includes fields for Site Name, Site Address, Site Phone Number, and Site Contact. A section for "Type of Site" lists various locations like Recreation Center, School, Church, Park, Residential Camp, Play Street, Playground, and Settlement House. It also has checkboxes for "Is another site needed in this area?" and "Are the present facilities adequate for an organized meal service?". A section for "For the estimated number of children, does the site have:" includes questions about outdoor shelter, seating, storage, refrigeration, and telephone access. There are also fields for "What types of organized activities are possible or planned at this site?" and "Improvements or corrective actions needed before site operates".

[Pre-Approval Site Visit Form](#)

The form is titled "First Week Site Visit" and is part of the Arizona Department of Education Summer Food Service Program. It includes fields for Date of Site Visit, Monitor Arrival Time, and Departure Time. It also has fields for Site Name, Site Address, and a section for "Discussion with Site Staff (list names)". A large section for "Please make any notes and observations to the following questions" contains numerous checkboxes and "Comments" fields for various criteria such as "Has the site supervisor attended training sessions?", "Are meals being counted and signed for?", "Are all required records being completed?", "Are meals served as second meals excessive?", "Do meals meet meal pattern requirements?", "Is there proper sanitation/storage?", "Is the site supervisor following procedures established to make meal order adjustments?", "Are meals served and consumed on site?", "Is each meal served as a unit?", "Are there any problems with delivery?", "Is there documentation of children's income eligibility, if applicable?", and "Is there a non-discrimination poster, provided by the sponsor, on display in a prominent place?". There are also fields for "List any problems that were noted during the visit, any corrective actions that were initiated to eliminate the problems:", "Site Supervisor's Signature", and "Monitor's Signature".

[First Week Visit Form](#)

Record Keeping

Site Review Records

A monitor is required to determine if the site is meeting Program requirements. Monitors must observe a complete meal service from beginning to end, including delivery or preparation of meals, the meal service, and clean up after meals. Operators must document that they have met their site review requirement and must keep a record of site reviews conducted during the first four weeks of Program operations.

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

The image shows three overlapping copies of the 'Site Review Form' from the Arizona Department of Education Summer Food Service Program. The forms are white with blue text and logos. The top form is partially obscured by the middle one, which is partially obscured by the bottom one. The forms contain various sections including 'Major violations', 'Check if the following apply', 'Site Information', 'Typical of meals reviewed', and a checklist of 23 items. The bottom form has a table with 23 rows and 2 columns for 'Yes' and 'No' answers. The forms also include a section for 'Explain any "no" answers below' and a signature line for the monitor.

[Site Review Form](#)

Record Keeping

Health and Sanitation

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. The statement must include:

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

To find your county's contact information click [here](#).

Summer Food Service Program

Template Form for County Health Department notification
Place on Organization Letterhead

Date

County Health inspector name and title
Department name
Address

Dear County Health Inspector name:

We plan to sponsor a food service program this summer under the USDA's Summer Food Service Program for children. We plan to operate this food service program at the following sites:

Site Name
Site Address

At each site we will serve a breakfast from beginning time to ending time and a lunch from beginning time to ending time, Days of the week in operation. Both feeding programs will operate from beginning date through ending date. In accordance with USDA regulations, we ask that you inspect these sites to ensure that they meet local standards.

If you have any questions, please contact my office at sponsor's telephone number.

Sincerely,

Sponsor contact and title
Sponsor name

A GOOD HEALTH DEPARTMENT LETTER SHOULD INCLUDE THE FOLLOWING INFORMATION FOR EACH SITE:

- The name and address of the site
- The type of meal service
- The time of meal service
- The dates of operation
- A contact person and phone number

A copy of the letter and the issued permit or alternate health department determination will be required for site approval.

This institution is an equal opportunity provider.

[Health Department Notification Template](#)

Record Keeping

Evidence of Outreach

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 to their media release.

[Media Release for Open Sites](#)

Income Level	Monthly	Quarterly	Annually
0-100	\$1,250	\$3,750	\$12,500
101-150	\$1,500	\$4,500	\$15,000
151-200	\$1,750	\$5,250	\$17,500
201-250	\$2,000	\$6,000	\$20,000
251-300	\$2,250	\$6,750	\$22,500
301-350	\$2,500	\$7,500	\$25,000
351-400	\$2,750	\$8,250	\$27,500
401-450	\$3,000	\$9,000	\$30,000
451-500	\$3,250	\$9,750	\$32,500
501-550	\$3,500	\$10,500	\$35,000
551-600	\$3,750	\$11,250	\$37,500
601-650	\$4,000	\$12,000	\$40,000
651-700	\$4,250	\$12,750	\$42,500
701-750	\$4,500	\$13,500	\$45,000
751-800	\$4,750	\$14,250	\$47,500
801-850	\$5,000	\$15,000	\$50,000
851-900	\$5,250	\$15,750	\$52,500
901-950	\$5,500	\$16,500	\$55,000
951-1,000	\$5,750	\$17,250	\$57,500

[Media Release for Closed Enrolled Sites and Camps](#)

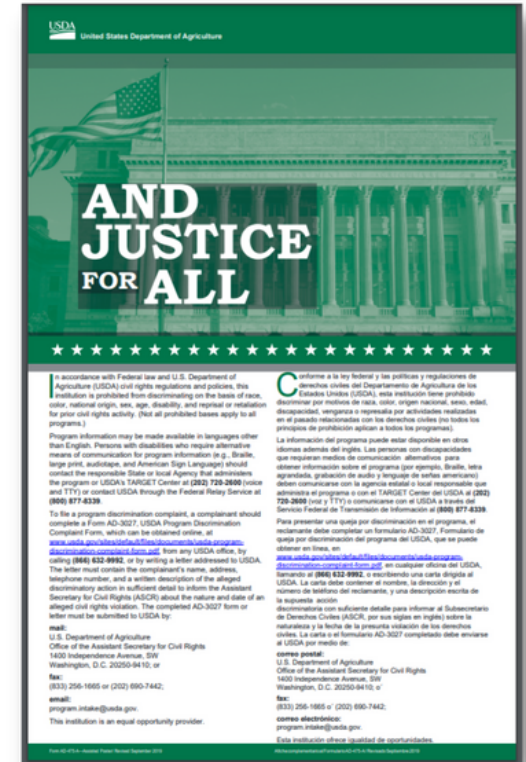
Record Keeping

Required Postings

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.

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

Please email ContactHNS@azed.gov to request a poster(s).



Record Keeping

Operating Cost Records

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:

- cost of food used;
- labor;
- nonfood supplies; and
- space for the food service.

Rural sites may include costs that are directly incurred in transporting children from rural homes to rural food service sites. All costs must be fully documented and they must represent actual Program costs.

Record Keeping

Other Operating Costs

Other operating costs may include, but are not limited to:

- Costs of nonfood supplies
- Rental costs for buildings, foodservice equipment, and vehicles
- Utility costs
- Mileage allowances

If operators feel that they may have “other” costs that are not listed, they may contact the State agency for a determination as to whether or not they may use the reimbursement to cover those costs. Operators must keep all records and documentation to support any costs that they claim for reimbursement.

Record Keeping

Food Costs for On Site Preparation

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

Record Keeping

Allowable Food Costs for Vended Programs

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

Record Keeping

Allowable Food Costs for Vended Programs

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. The delivery slip is 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
- 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 sponsors 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
- The delivery date time

Record Keeping

Administrative Costs

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

- 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 schools or census tract data or family household applications for closed enrolled sites to determine if 50% or more of the children eligible
- For camps, determining the number for children eligible based on a review of family size and income forms

Record Keeping

Administrative Costs cont.

- Attending training provided by HNS
- Hiring and training site and administrative personnel
- Visiting sites, reviewing and monitoring operations at sites, and documenting these visits and reviews
- Preparing and submitting claims for reimbursement
- Performing other activities that are necessary for planning, organizing, and managing the Program.

Generally, costs incurred for these activities are:

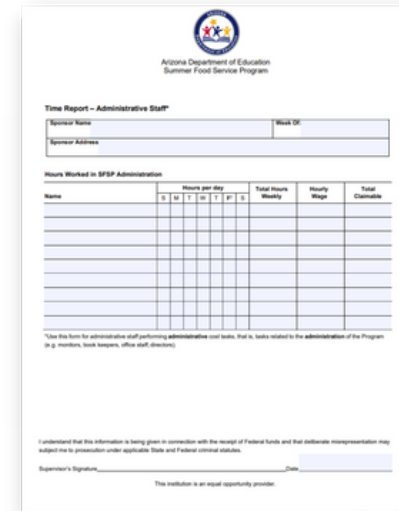
- Labor costs for administrative activities
- Rental costs offices, office equipment, and vehicles;
- Vehicle allowance and parking expenses
- Office supplies, communications, insurance and indemnification, audit, and travel

Record Keeping

Labor Costs

Labor costs include compensation by operators for labor that is required to prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service.

These costs may include wages, salaries, employee benefits, and the share of taxes paid by the operator. Operators must keep accurate time and attendance records for all labor costs that are attributed to the program.



Arizona Department of Education
Summer Food Service Program

Time Report - Administrative Staff*

Supervisor Name: _____ Week Of: _____
Supervisor Address: _____

Hours Worked in SFSP Administration

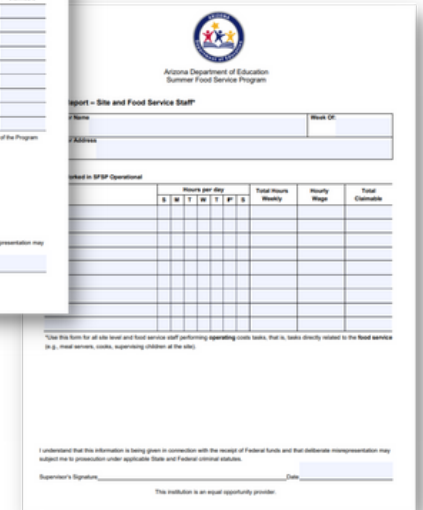
Name	Hours per day							Total Hours Weekly	Hourly Wage	Total Overtime
	S	M	T	W	T	F	S			

*Use this form for administrative staff performing administrative cool tasks, that is, tasks related to the administration of the Program (e.g., members, snack keepers, office staff, directors).

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Supervisor's Signature: _____ Date: _____
This institution is an equal opportunity provider.

Operational Staff
Time Report



Arizona Department of Education
Summer Food Service Program

Time Report - Site and Food Service Staff*

Name: _____ Week Of: _____
Address: _____

Hours Worked in SFSP Operational

Name	Hours per day							Total Hours Weekly	Hourly Wage	Total Overtime
	S	M	T	W	T	F	S			

*Use this form for all site level and food service staff performing operational cool tasks, that is, tasks directly related to the food service (e.g., meal servers, cooks, supervising children at the site).

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Supervisor's Signature: _____ Date: _____
This institution is an equal opportunity provider.

Administrative Staff
Time Report

Record Keeping

Permanent Agreement

After the initial application is approved by HNS, 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.

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

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 (not SSO) are required to maintain production records for each meal served.

A. True

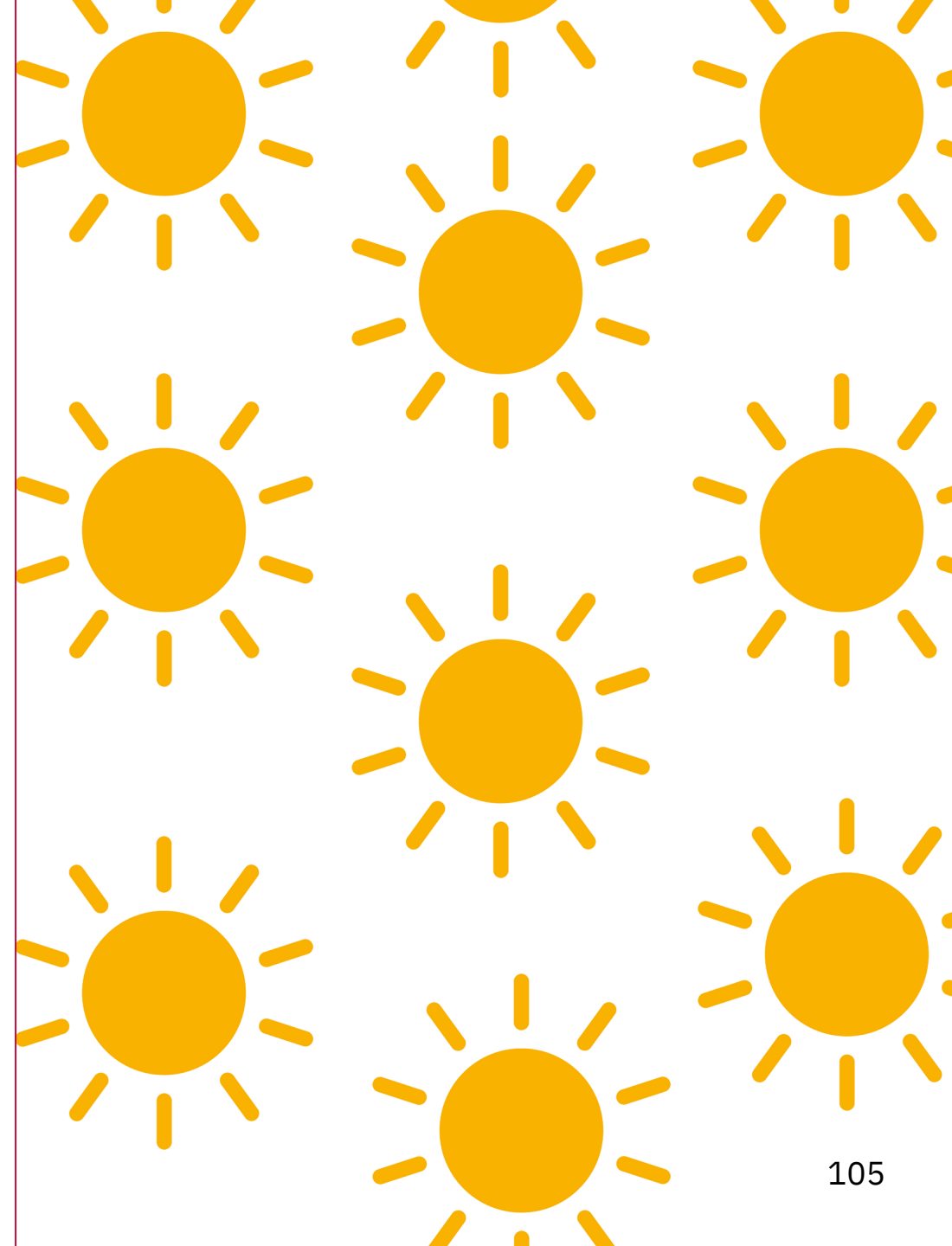
B. False

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

Resource Recap

All program forms and resources discussed in this training may be accessed below:

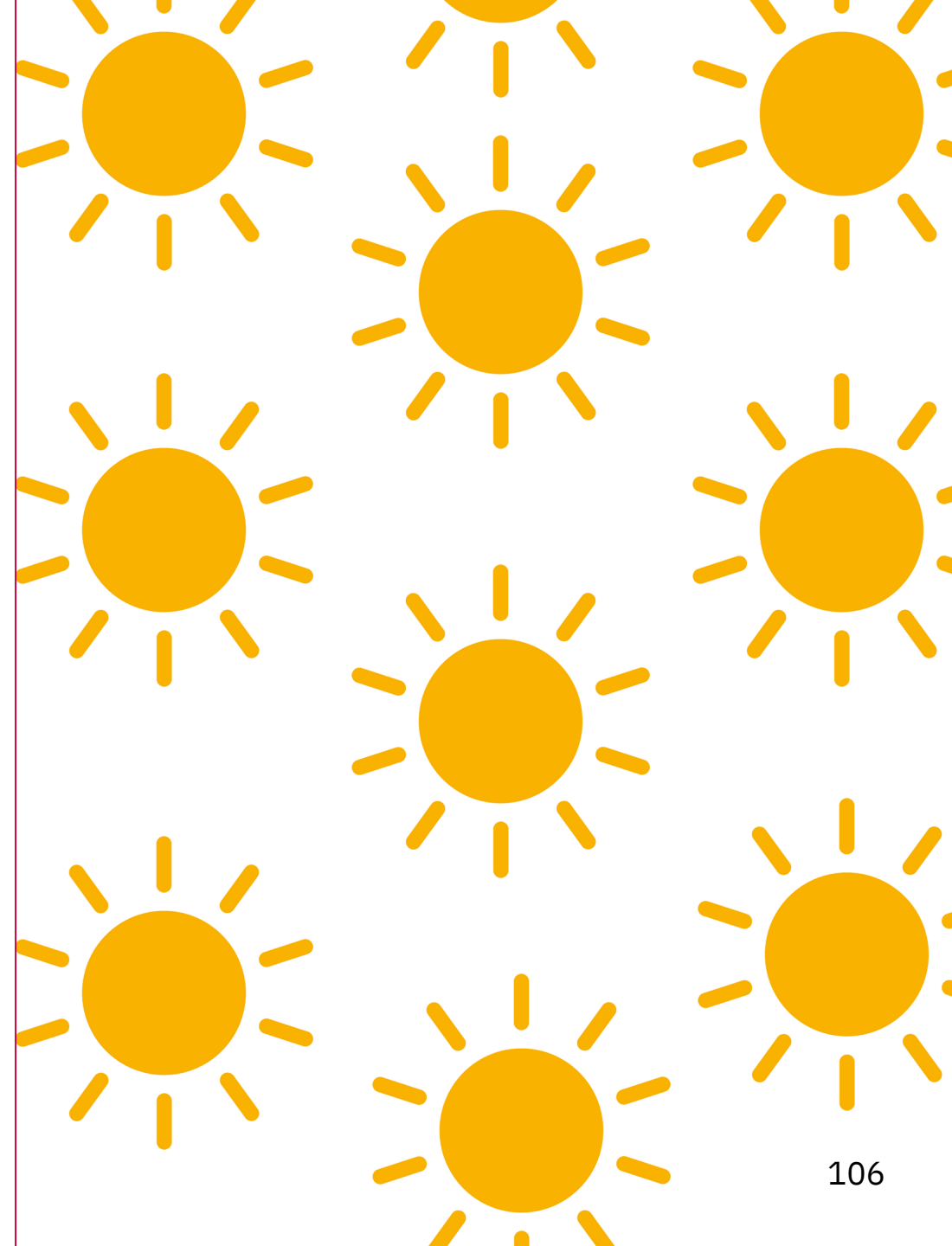
- [Administration Guide: Summer Food Service Program Handbook](#)
- [Administrative Staff Time Report](#)
- [Daily Meal Count Sheet](#)
- [First Week Visit Form](#)
- [Health Department Notification Template](#)
- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb: SFSP](#)
- [Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb: SSO](#)
- [How to Determine Site Eligibility](#)
- [Meal Pattern Charts](#)
- [Operational Staff Time Report](#)
- [Participant Menu Modification Form](#)
- [Pre-Operational Site Visit Worksheet](#)
- [Pre-Approval Site Visit Form](#)
- [Price Policy Statement for Closed Enrolled Sites and Camps](#)
- [Price Policy Statement for Open Sites](#)
- [Rural Designation](#)
- [Site Review Form](#)
- [Sponsor Menu Template](#)
- [Sponsor Non-Associated Site Agreement](#)
- [Training Sign-in Sheet](#)
- [USDA Comparison Chart](#)
- [Weekly Meal Count Sheet](#)
- [myFOODS/FFAVORS Delivery and Contact Form](#)



Technical Assistance

If you have any questions about serving summer meals in Arizona, view the [Administration Guide: Summer Food Service handbook](#).

You can also contact your Health and Nutrition Services Specialist if you have additional questions about serving summer meals.



Training Certificate

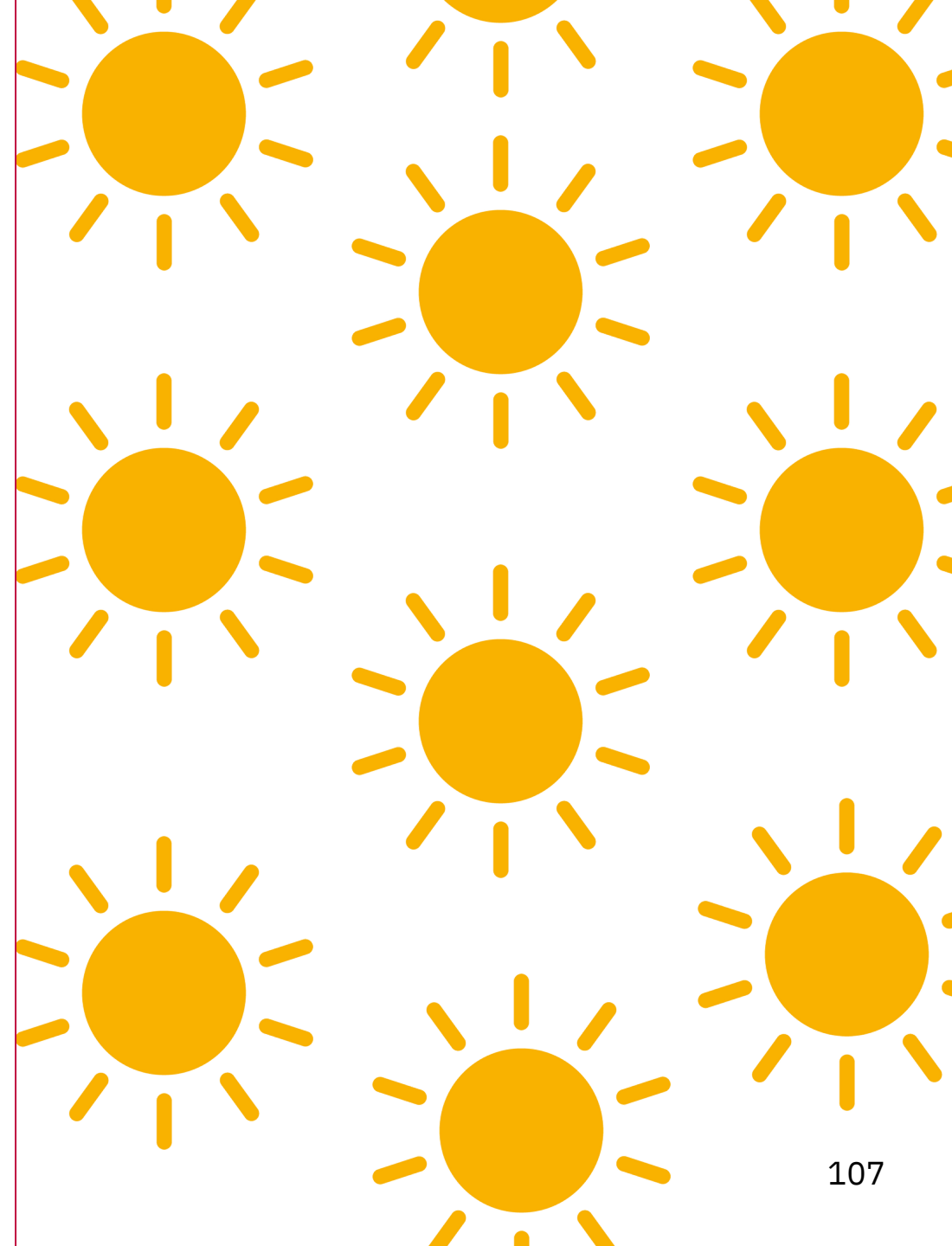
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/8SHXW89>

The information below is for your reference when completing your survey:

- **Training Title:** Online Course: Orientation to Serving Summer Meals
- **Training Hours:** 1.5 hour





In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.