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Summer Food Service Program (SFSP)

New Sponsor Overview

Purpose

The Summer Food Service Program (SFSP) is a federally funded, State-administered program that provides cash reimbursements to eligible organizations for nutritious meals and snacks served to children, 18 and under. In Vermont, SFSP is administered by the Vermont Agency of Education Child Nutrition Programs.

Program Structure

The Program consists of sponsors, who are managerially and financially responsible for the Program and oversee sites, the physical location where meals are served. Examples of sites include schools, parks, playgrounds, housing locations, recreation centers, and libraries. The most effective sites are those that provide enrichment activities in addition to the meals served.

Eligibility Requirements

Organizations eligible to sponsor the Program include:

- Public or nonprofit private school food authorities
- Public or nonprofit private residential summer camps
- Units of local, municipal, or county governments
- Public or private nonprofit colleges or universities which currently participate in the Upward Bound Program
- Private nonprofit organizations which develop a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

Site Types

- **Open and Restricted Open Sites:** At open sites, meals are available to all children, 18 and under, in the community. At restricted open sites, participation is limited for safety or security reasons.
 - Must be located in an attendance area of school where at least 50 percent or more of the children are eligible for Free or Reduced-Price meals **OR**
 - Eligible through U.S. Census data **OR**
- **Closed-Enrolled Sites:** Meals are served to enrolled children.



- Site collects income eligibility forms. 50% of the children enrolled must be eligible for Free or Reduced-Price meals. **OR**
- Located in an attendance area of school where at least 50 percent or more of the children are eligible for Free or Reduced-Price meals **OR**
- Eligible through U.S. Census data
- **Non-Residential or Residential Camps:** Offer regularly scheduled food service along with organized activities for enrolled residential or day campers.
 - Site must collect and maintain individual income eligibility applications from enrolled participants and camp is reimbursed for those enrolled participants who meet the Reduced-Price eligibility guidelines.
- **Conditional Non-Congregate Sites:** Provides non-congregate meal service for eligible children in an area that does not qualify as area eligible and is not a Camp.

Non-Congregate Meal Service

Sites designated as rural with no congregate meal service available have the option to provide non-congregate meal service. This can be accomplished through grab and go or delivery. Other service options include multi-day meal service (more than one day of meals provided at a time), bulk meals (non-unitized, grocery-style meals), and allowing parents/guardians to pick-up or receive meals on behalf of their children without them present.

Requirements to Participate in the Program

Online Application Packet and Claims for Reimbursement

New Sponsors must submit financial paperwork to be registered in the state payment system, including a 501(c)3, W-9 (signed and dated within the last 6 months, typewritten, except for the signature and date), program year/fiscal year, and SAM UEI. This process takes approximately two weeks.

The sponsor must sign a Permanent Agreement to participate in the program. The State agency will create an account on behalf of the organization within the [Harvest Child Nutrition System](#). The organization must complete an annual Application Packet within the online system as a renewal of the Permanent Agreement and to provide the State agency with information about the organization and their food service operations. Organizations must complete a Management Plan demonstrating compliance with three performance standards: financial viability, administrative capability, and Program accountability. The Application Packet process, including the Management Plan, takes approximately 1 month.

The packet must be submitted by June 1st and approved prior to program operation. The organization will be responsible for keeping their application up-to-date with any changes to their organization, food service program, and related meal service

operations. The organization will be responsible for submitting accurate monthly claims for reimbursement within the online system.

Pre-Approval Visit and Administrative Review

New Sponsors operating the Program will receive a pre-approval visit from the State agency prior to program operation. This pre-approval visit is performed to ensure the Sponsor is capable of administering the Program in compliance with federal and State regulations. This review includes a Civil Rights Pre-Award Questionnaire and inspection of kitchen and site facilities. New Sponsors will also receive an administrative review from the State agency within their first year of operation.

Training

Sponsors must participate in the annual Summer Food Service Sponsor Training provided by the State agency. Training is held as a recorded webinar in the early spring. At least one representative from the Sponsoring organization must participate. This training covers all aspects of Program operations. Sponsors are required to provide training annually to anyone involved in any Program operations. This training must be documented. Training topics must include:

- Program Overview
- Meal Pattern Requirements
- Point of Service (POS) Meal Counting Procedures
- Food Safety and Sanitation
- Civil Rights Requirements
- Monitoring Requirements for Program Monitors

If the sponsor plans to operate non-congregate meal service, participate in the non-congregate meal service recorded webinar.

Sponsor Monitoring Requirements

Sponsors are financially and managerially responsible for the sites they oversee. Sponsors are required to monitor their sites to ensure the Program is being administered in compliance with regulations. These include:

- **Pre-Operational Review:** [Pre-operational reviews](#) must be conducted for new sites, existing sites new to non-congregate meal service, and those that experienced operational problems the previous year.
- **First Two Weeks Review:** [Reviews within the first two weeks of operation](#) are required for all new sites, existing sites new to non-congregate meal service, and those that experienced operational problems in the previous year.
- **Site Review:** Sponsors must conduct a [review of each site at least once during the first four weeks](#) of Program operation. If a site operates less than four weeks, the Sponsor must still conduct this review. The monitor will observe delivery or

preparation of meals, the meal service, cleanup of the meal site, and completion of site meal counts. Sponsors operating non-congregate meal service must also complete the [SFSP Non-Congregate Meal Service Review Form](#).

Sponsor monitors should discuss concerns or problems with the Site Supervisor and other site staff. The Sponsor monitor should document the details of the review on the review form, including technical assistance and training provided, and required corrective action for findings of noncompliance.

Race and Ethnicity Data Form

Sponsors are required to complete a [Race and Ethnicity Data Form](#) to report the racial and ethnic makeup of participating children at each site. This form must be completed at least once during the site's operation each year. For residential camps, this form must be completed for each camp session. This information is used solely for statistical purposes to ensure programs are being administered in a nondiscriminatory manner.

Meal Service Requirements

With State agency approval, Sponsors of open, restricted open, and closed-enrolled sites may serve up to two meals or snacks each day. The meals may be a combination of breakfast, lunch, supper, or snack, except the combination of a lunch and supper are not allowable.

Unless approved for non-congregate meal service, meals and snacks must be consumed on-site in a congregate setting to be eligible for reimbursement.

Point of Service (POS) meal counts must be taken at the time each child/household receives a reimbursable meal. Meal counts cannot be taken before the meal is served or determined after the meal service. Counts based on pre-order numbers, attendance numbers, or another method such as counting lunch trays are not allowable. Camp sites must track meal counts by child's name and eligibility status.

Field trips are allowed, but the sponsor must complete a Field Trip Data Collection report in the online application and reimbursement system prior to the field trip occurring.

Food Service Management Company (FSMC) Contracts

Any sponsor that would like to contract with an outside organization to prepare meals for their program must follow the Food Service Management Company (FSMC) contracting process. For SFSP, School Food Authorities are considered FSMCs and therefore you may only enter into a contract with an SFA by following the FSMC contracting steps.

Sponsors should reach out to Conor Floyd, conor.floyd@vermont.gov, at least three months prior to the start of program operations to begin the contracting process. All FSMC contracts are fixed-priced and are one-year in duration, with the option to renew for four additional one-year periods.

Complete bidding steps for SFSP sponsors planning to contract with a FSMC may be found [on our website](#).

Timeline

- In February or March, reach out to Jamie Sutter, jamie.sutter@vermont.gov or (802)-828-2010, or Sarah Bangs, sarah.bangs@vermont.gov or (802)-828-2025 to learn more about the program.
- Connect with Conor Floyd, conor.floyd@vermont.gov, to begin the FSMC process, if applicable.
- The sponsor training webinar typically occurs in the early spring. This training is recorded. Sponsors must also complete [Child Nutrition Programs Civil Rights Training](#).
- Provide financial documentation to receive payment from the Agency of Education. This is typically a 2-week turnaround.
- In April and May, complete a program agreement and application packet, including management plan. Must be submitted by June 1st and approved prior to program operation. It typically takes a month for the packet to be approved.
- Receive a pre-approval review from the State agency.
- Conduct the required [SFSP Pre-Operational Review](#).
- Program operation may begin after summer vacation has started in the area.
- Conduct the required [SFSP First Two Weeks Review](#).
- Conduct the required [Site Review](#) within the first four weeks of operation. If operating non-congregate meal service, complete the [SFSP Non-Congregate Meal Service Review Form](#).

Meal Pattern Guidelines

Meals and snacks served to children, 18 and under, must meet the requirements set forth in the SFSP Meal Pattern, including specific meal components and portion sizes.

Fluid Milk Component	Breakfast Serving Size	Lunch/Supper Serving Size	Snack Serving Size
Fluid Milk (whole, low-fat, or fat-free) flavored or unflavored	8 fluid ounces (1 cup)	8 fluid ounces (1 cup)	8 fluid ounces (1 cup)

Meat/Meat Alternate Component	Breakfast Serving Size¹	Lunch/Supper Serving Size	Snack Serving Size
Lean meat, poultry, or fish	1 ounce	2 ounces	1 ounce
Soy products or Alternate Protein Products (APP)	1 ounce	2 ounces	1 ounce
Tofu (must be commercially prepared) ²	2.2 ounces or ¼ cup	4.4 ounces or ½ cup	2.2 ounces or ¼ cup
Cheese	1 ounce	2 ounces	1 ounce
Eggs, large	½	1	½
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	2 tablespoons	4 tablespoons	2 tablespoons
Peanuts, soy nuts or other tree nuts or seeds	1 ounce	2 ounces	1 ounce
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

Vegetables/Fruits Component	Breakfast Serving Size	Lunch/Supper Serving Size	Snack Serving Size
Fresh, canned, frozen fruits and vegetables	½ cup	¾ cup total ³	¾ cup
Full-strength fruit or vegetable juice	½ cup (4 fluid oz.)	¾ cup (6 fluid oz.)	¾ cup ⁴ (6 fluid oz.)

Grains/Breads Component	Breakfast Serving Size	Lunch/Supper Serving Size	Snack Serving Size
Whole grain or enriched bread	1 slice	1 slice	1 slice

Whole grain or enriched bread products, e.g., cornbread, biscuits	1 serving	1 serving	1 serving
Whole grain, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)	¾ cup or 1 ounce	¾ cup or 1 ounce	¾ cup or 1 ounce
Whole grain, enriched, or fortified cooked cereal grain, rice, or pasta	½ cup	½ cup	½ cup
Whole grain or enriched savory crackers and sweet crackers, e.g., animal and graham crackers	1 serving	1 serving	1 serving

¹Meat/meat alternate (M/MA) is optional at breakfast.

²Refer to SP 02-2024, CACFP 02-2024, SFSP 02-2024 Revised: Crediting Tofu and Soy Yogurt Products in the School Meals Programs, Child and Adult Care Food Program, and Summer Food Service Program

³Serve two or more kinds of vegetables or fruits or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than ½ of this requirement.

⁴Juice may not be served when milk is served as the only other component. Serve two of the four components for snack.

Additional Resources:

- [Nutrition Guidance for Sponsors](#)
- [Food Buying Guide for Child Nutrition Programs](#)
- [Exhibit A: Grain Requirements for Child Nutrition Programs](#)
- [USDA Foods Database](#)
- [Team Nutrition](#)

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