

Summer Food Service Program (SFSP) Summer 2022

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Topics Covered

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Program Overview

Governing Regulations

- 7 CFR 225
 - 7 is for the US Department of Agriculture
 - CFR means Code of Federal Regulations
 - <https://www.fns.usda.gov/part-225%E2%80%94summer-food-service-program>
- USDA FNS Policy Memos
<https://www.fns.usda.gov/resources?f%5B0%5D=program%3A39&f%5B1%5D=resource+type%3A160>

SFSP Resources

- VT AOE SFSP webpage
 - <https://education.vermont.gov/student-support/nutrition/summer-food-service>
- SFSP Program Guides
 - <https://www.fns.usda.gov/sfsp/handbooks>

Structure

- Operates on the federal fiscal year (October 1 to September 30)
- Federally-funded by the United States Department of Agriculture (USDA)
- State-administered by Vermont Agency of Education Child Nutrition Programs
- The program consists of **sponsors**, who are managerially and financially responsible for the program, and **sites**, which are the physical locations where meals are served.

Sponsors

- Sponsors accept an agreement, “Permanent Agreement”, with Vermont Agency of Education Child Nutrition Programs.
- Sponsors can be supervisory unions/school districts, private non-profit organizations, government entities, residential camps, or other non-profit organizations.

Sites

- You must have a separate Site Application for each site where meals are served and consumed.
- There can be multiple programs and activities taking place at a site.

Serving Childcares

- Childcare programs could walk with their children to open SFSP meal sites to eat there.
- If childcare programs would like to have meals provided to their location, to be consumed there, they must be registered as a site. You must also ensure they are not also planning to claim reimbursement for those meals, either under the SFSP or Child and Adult Care Food Program (CACFP).

Updating Sites and Adding New Sites

- Site information can be updated throughout the summer, however, must be approved in the Application Packet prior to implementation.
- New sites can be added at any time throughout the summer, however no reimbursement will be received for meals served at these sites prior to the approval of the Site Application.
- Please allow for a minimum of 3 business days prior to implementation of changes or start of new site.

SFSP Application Packet Approval and Allowable Changes Procedure

- Please refer to the SFSP Application Packet Approval and Allowable Changes Procedure:
<https://education.vermont.gov/documents/edu-SFSP-Application-Packet-Approval-and-Allowable-Changes-Procedure>
- This details the requirements for retroactively adding dates of operation

For-Profit Sites

- Must operate under a non-profit sponsor
- Must be an open or restricted open site
- Site operators cannot prepare the meals
- Only sponsor staff/volunteers may distribute meals
- Refer to SFSP 13-2011 “For-Profit Locations as Meal Sites in the Summer Food Service Program”
 - <https://fns-prod.azureedge.net/sites/default/files/SFSP-13-2011.pdf>
- This is addressed in the Tax Status question of the Site Type and Eligibility tab in the Site Application

End of USDA Broad Waiver Authority

- Congress did not extend USDA's waiver authority. This means no nationwide waivers and no waivers that alter the meal pattern or cost the Federal government more money.
- We can submit state-specific waivers.

Summer 2022 Waiver Information

Meal Service Operations Waivers

- Waiver of congregate feeding to allow grab and go and delivered meals.
- Waiver to allow parents/guardians to pick-up /receive meals on behalf of children them present.
- Waiver of meal service times restrictions.

Meal Service Operations Waivers

Continued

- The combination of the congregate waiver and the meal service times waiver will allow sites to provide meals together, such as breakfast and lunch, multiple days worth of meals at a time (up to one week), and bulk meals.
- Keep in mind, that no changes to the meal pattern can be made, so adequate amounts of milk must be provided.

Non-Congregate and Parent/Guardian Pick-Up

- We have already received the meal service times waiver.
- USDA approved Vermont's other meal service operation waivers on 05/19/2022.

Waivers Tab in Site Application

- Sponsors will need to request the waivers.
- There is a section for Meals Service Operation waivers and a section for Monitoring waivers.
- Only open and closed-enrolled sites can request the meal service operation waivers of non-congregate meal service and parent/guardian pick up without children present.
- A COVID-related reason is required for all waivers. The State agency is going to be very broad in our interpretation of a COVID-related need; growing case counts, outbreak prevention, fear and anxiety around congregating, and staff burnout are acceptable reasons.

Information Provided with Non-Congregate Meals

- If meals are served without children present, they must include a statement indicating meals are to be consumed by children, 18 and under.
- If the meals are perishable, they must include expiration dates and information about maintaining appropriate temperatures.
- Informational sheets must contain the short non-discrimination statement “This institution is an equal opportunity provider.”

Integrity Plan to Prevent Duplicate Meals

- There must be a system in place to prevent duplication of meals served so that children that are in an on-site program receiving meals, do not also get non-congregate meals for those same days, or do not get non-congregate meals from different sites for the same days.
- This can be accomplished through signage at the grab and go location, information provided with the meals, and information provided to households on the program website, in the form of newsletters, email, or social media communicating that they should only receive one meal type, per child, per day.

Delivery and Grab and Go

- School Food Authority (SFA) sponsor may deliver meals to households with written permission on file from the household.
- If you have already obtained permission, it does not need to be re-obtained for summer 2022 operation.
- Non-profit sponsors may only do household delivery (with written permission on file from the household) if no SFA sponsor in the area is providing this service.
- For open sites, meals can only be delivered within the area eligible location, this is particularly important to pay attention to if eligibility is based on census data.
- SFA and non-SFA sponsors may offer grab-and-go meals.

Determining a Site

- Aside from delivering to households and bus stops, you must have a separate Site Application for each site where meals are served.
- Meals delivered to households and bus stops where meals will be taken to go home will be claimed under the site where the meals are prepared.
- Aside from households, if meals are going to be consumed on location, it must be registered as a site.

Area Eligibility Flexibilities

- Use school data from School Year 2019-2020
- Identified Student Percentage (ISP) data, even if the school does not intend to participate in the Community Eligibility Provision (CEP)

Reimbursement Rates

Funding Structure

- SFSP is a reimbursement-based program.
- Sponsors are reimbursed at a set rate for eligible meals and snacks served to children at approved sites.
- Funding = # meals \times reimbursement rate

2022 SFSP Reimbursement Rates

Meal	Rural/Self-Prep, Rural/Vended, and Urban/Self-Prep	Urban/Vended
Breakfast	2.6050	2.5550
Lunch/Supper	4.5625	4.4875
AM/PM Snack	1.0775	1.0525

Administrative and Operating Reimbursement

- SFSP reimbursement is broken into Administrative Reimbursement and Operating Reimbursement.
- All sites receive the same operating rates for meals, but depending on the site, the administrative reimbursement rate may be different.

Administrative Reimbursement

- Rural/Self-Prep
 - Rural/Vended
 - Urban/Self-Prep
 - Urban/Vended
-
- Urban/Vended is the only type of site that receives the lower-level of administrative reimbursement.

Urban vs. Rural

- Chittenden, Franklin, and Grand Isle counties are considered urban. The rest of the counties are rural.

USDA Rural Designation Map:

<https://www.fns.usda.gov/rural-designation>

County Determination

- This is addressed in the Site Location question of the Site Type and Eligibility tab in the Site Application
- It is critical that this is accurate because it affects your reimbursement rate.

Summer 2022 Rural Flexibility

- In Summer 2022, the following sites may be considered Rural and should indicate that as such in the county question:
 - Bellows Free Academy- Fairfax
 - Fletcher Elementary School
 - Georgia Elementary and Middle School
 - Grand Isle School
 - North Hero School
 - Fairfield Center School
 - Franklin Elementary School
 - Highgate Elementary School
 - Missisquoi Valley Union High School
 - Swanton Elementary School

Self-Preparation vs. Vended

- Self-preparation means the sponsor prepares the meals that will be served at the site(s) and does not contract with a Food Service Management Company (FSMC), caterer, or school or sponsor for the preparation of meals, even if the meals are sent to other sites for service.
- Vended means an FSMC, caterer, or school or sponsor prepares the meals, whether the meals are prepared on-site come from a central kitchen, they are considered vended.

Meal Preparation Method

- In the Meal Preparation question of the Meal Service Information tab of the Site Application, indicate if meals are prepared self-prep/on-site or if they are vended or satellited.
- It is critical that this information is accurate as it is tied to your reimbursement.

Meal Preparation Facility

- Must be completed for central kitchens and any site with FSMC providing meals, even with on-site preparation.

Site Types

Types of Sites

- Open
- Closed-Enrolled
- Non-Residential Camp
- Residential Camp

Open Sites

- All children, 18 and under, can receive a meal, no questions asked.
- The sponsor is reimbursed for meals served to all children.
- May serve up to two meals/snacks per day.
- Stigma-free, barrier-free method of meal service as it is the site that qualifies, not the individual children.
- Qualification through area eligibility:
 - School Data
 - Census Data
 - Housing Data

School Data

- Located at or within the attendance of a 50% or more free and reduced school
- Based on the Free and Reduced Eligibility Report 2022:

<https://education.vermont.gov/documents/edu-nutrition-2022-free-and-reduced-eligibility-report> or if the school reaches 50% or higher in any subsequent month

Attendance Area

- If a high school with less than 50 percent free or reduced-price school enrollment is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the high school would be area eligible. If a middle school with less than 50 percent free or reduced-price school enrollment is located in the same attendance area of an elementary school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the middle school would be area eligible. If the high school is eligible, it makes a school located in the same attendance area as the high school, area eligible.

Attendance Area Continued

- Schools with the same grade levels in the same School Food Authority (SFA), but not the same attendance area, cannot confer eligibility. Some SFAs do not have defined attendance areas and thus only data from the appropriate individual school may be used to establish eligibility.

Census Data

Census Data Mapping Tools

- USDA Area Eligibility Mapper:
<https://www.fns.usda.gov/area-eligibility>
- Share Our Strength No Kid Hungry Averaged Eligibility Map:
<https://bestpractices.nokidhungry.org/Averaged-Eligibility-Map>
- FRAC Summer Food Mapper:
<http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0>

Housing Data

- USDA's Rural Development Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities

“5-Year Rule” for Area Eligibility

- Area eligibility is established for 5 years
- This creates consistency and builds trust
- Studies show it takes about 3 years for a Summer Meals site to be well-established in a community
- However, as possible, update data every year, to extend the 5-year count.
- This data is good for 5-years, even if the site operates, then does not operate, then operates again and even if the site operates under a different sponsor.

Restricted Open

- Site attendance is limited for safety and security reasons.
- This should not be to stop area children from participating in the program.

Closed Enrolled

- For a set population of children.
- The sponsor is reimbursed for meals served to all the children.
- Sites can be reimbursed for up to two meals/snacks per day.
- This cannot be to only serve for academic Summer School programs. In the Site Type and Eligibility tab of the Site Application, it asks “Is your site an academic summer school?”

Closed Enrolled Site Eligibility

- Closed enrolled sites can be established through area eligibility or
- If 50% or more of the children enrolled in the site are eligible for free or reduced-price meals

Academic Summer School

- Programs that are operated by the SFA/school that students are required to attend or would result in a grade on the student's transcript.
- Must be open sites or operate NSLP in the Summer

Summer Feeding Options

- Summer Food Service Program (SFSP)
- NSLP Seamless Summer Option (SSO)
 - SFAs only
- National School Lunch Program (NSLP) in the Summer
 - SFAs only

Non-Residential Camp

- This is where fewer than 50% of the children in a set program qualify for free and reduced-price meals.
- Must provide activities for the children.
- Sponsors are only reimbursed for meals served to eligible children.
- Can serve up to three meals/snacks per day.

Residential Camp

- This a residential summer camp where the kids are staying over night.
- Must provide activities for the children.
- Sponsors are only reimbursed for meals served to eligible children.
- Can serve up to three meals/snacks per day.

Approving Free and Reduced Applications

- If you are a camp or other non-profit organization, we can help you with approving applications.
- Free and Reduced Meals page of VTAOE CNP website:
<https://education.vermont.gov/student-support/nutrition/school-programs/free-and-reduced-meals>
- Eligibility Manual for School Meals is a helpful resource
<https://www.fns.usda.gov/cn/eligibility-manual-school-meals>
- Application for Free and Reduced Price School Meals 2021-2022:
<https://education.vermont.gov/documents/edu-nutrition-meal-application-2021-2022>
- Summer Food Service Program (SFSP) Income Eligibility Guidelines 2022: <https://education.vermont.gov/documents/edu-nutrition-sfsp-income-eligibility-guidelines-2022>
- Determining Eligibility for Free and Reduced Price School Meals: Module 3: Processing Free and Reduced Meal Applications:
<https://register.gotowebinar.com/register/3472980515255097357>

Advances and SFSP State Money

State Summer Food Service Funds

- Each year, we receive \$51,386.99 from the state to divide among returning sponsors and new sponsors.
- Allocation is based on number of meals served at non-residential camp sites in the previous summer or projected number of meals for new sponsors.
- This money can be used for start-up costs associated with beginning the program each summer.
- This money has a 3455 fund code and you receive it the same way you are paid program reimbursement.

Advance Amounts

- For returning sponsors, the amount is based on a percentage of the prior year's claim for reimbursement from the same month.
- For new sponsors, the amount is based on the projected number of meals to be served.
- If the advance provided exceeds the claim for reimbursement, the sponsor must repay the amount.

Advances for Operating Costs

- May request at least 30 days before the payment dates of June 1, July 15, and August 15.
- Sponsors must provide documentation that non-SFA sponsor personnel have received training prior to receiving the second month's operating advance.
- Sponsors may not receive advances for operating costs in any month where they operate less than 10 days.

Advances for Administrative Costs

- May request at least 30 days before June 1 and July 15.
- If sponsors operate less than 10 days in June, but at least 10 days in August, the second month's advance payment will be issued on August 15.
- Sponsors that operate less than 10 days may not receive advances for administrative costs.

Requesting an Advance

- Sponsors may request advances through the Advances tab of the Organization Application section of the Application Packet.


Application Packet Process

Online System

- SFSP Application Packet is in the Harvest Child Nutrition System.
 - <https://harvest.education.vermont.gov/Main>
- To request new user access in Harvest, please follow the instructions in “Accessing Harvest”:
<https://education.vermont.gov/documents/edu-nutrition-accessing-harvest>

Creating a New User ID

VERMONT OFFICIAL STATE WEBSITE VERMONT



Sign Into Your Account

Your Email Address

Your Password

[New User?](#) [Forgot Password?](#)

[Login](#) >

Child Nutrition News

Welcome to AOE's new child nutrition application and claiming system! We are in the process of transitioning to this new [system](#)

[Click here for instructions on Accessing Harvest](#)

All COVID-19 Guidance for Vermont Child Nutrition Programs can be found on the [Agency of Education's COVID-19 Webpage](#).

Application Packet Overview

- Please refer to the 2022 SFSP Application Packet Overview:
<https://education.vermont.gov/documents/edu-nutrition-summer-2022-sfsp-application-packet-overview>

Application Packet

- Organization Application
 - Org Info
 - Contact Info
 - Ethnic and Racial Data
 - Outreach
 - Training
 - Advances
 - General Questions
 - Meal Preparation Facilities
 - Budget
 - Certification

Budget

- Complete the Site Applications before the Budget.
- It is an administrative planning tool and it sets boundaries to help ensure financial viability.
- Estimated Operating Costs
- Estimated Administrative Costs

Total Meals Projected

- The Site Applications must be completed prior to the Budget Detail.
- The projected number of meals in the Operating Reimbursement and Administrative Reimbursement sections of the Budget are automatically populated once this information is entered in the Site Applications.

Financial Management in SFSP

- FNS Instruction 796-4, Rev. 4 Financial Management – Summer Food Service Program for Children
- <https://fns-prod.azureedge.net/sites/default/files/796-4.pdf>

Operating Costs

- Operating costs are those that are directly related to the **preparation** and **service** of meals
- And the **direct supervision** of children during serving time

Food Costs

- Maintain vendor invoices and delivery receipts
- Transportation charges
- Storing and distributing USDA Foods

Non-Food Supplies

Non-food supplies are non-edible.

- Paper and plastic utensils and service items
- Cleaning supplies

Labor Costs

Salary and Fringe Benefit Costs

- Preparation, delivery, and service of meals, and clean-up
- Direct supervision of children
- Record-keeping

Transportation

- Bringing children in rural areas to meal sites in rural areas
- Bringing meals to children

Other Direct Operating Costs

- Other potential costs could include the rental of food service preparation and dining facilities
- Equipment for storage, preparation, service, and transportation

Administrative Costs

- Administrative Labor
 - Program administrator/food service director
 - Site supervisors
 - Clerical support (claim filers)
- Office Space Rental
- Other expenses can include mileage, telephone, office supplies, and audit fees

Allowable Costs

- Staff pay and benefits for operation and administration
- Overtime pay
- Hazard pay
- Food
- Utilities
- Equipment, including extra storage and refrigeration units
- Equipment repair
- Small wares, like coolers, ice packs, and hot carriers
- Packaging materials, such as paper bags, clam shells, other containers
- Kitchen cleaning

Allowable Costs Continued

- Cleaning supplies
- General supplies, like paper goods and utensils
- Printing of informational handouts to accompany the meals
- Personal Protective Equipment (PPE), such as gloves and masks
- Transportation of meals to children or children in rural areas to meal sites in rural areas
- Gas
- Staff to drive buses/vans
- Staff to hand out the meals
- Indirect costs with approved rate from VT AOE

Indirect Costs

- Only allowed for Administrative Costs
- SFA sponsors must have an approved indirect cost rate from the finance team in Vermont Agency of Education
- Non-SFA sponsors must have an approved indirect cost rate from AOE or their cognizant agency
- In the General Questions tab of the Organization Application, indicate whether indirect costs will be applied.

Unallowable Costs

- Non-program adult meals are not allowable costs.
 - Sponsors may cover the cost with non-federal funds or may charge non-program adults for meals.
- Other unallowable meals, such as dropped meals, are not reimbursable.
- Additional foods.
- Capital expenditures are not allowed.
- Other capital assets, including vehicles.

Other Income to the Program

Any other income to the program, besides reimbursement:

- includes money for non-program adult meals
- donations, monetary or food (estimate monetary value of donated food)
- grants received
- general fund support

Leftover Funds: Revenues in Excess of Expenses

- Can be used to improve SFSP
- Can be put towards the following year's Summer Meals Program
- Can be used for other Child Nutrition Programs

If sponsor ceases program operation, excess funds must be returned to Vermont Agency of Education Child Nutrition Programs.

Meal Preparation Facilities

- If a site receives meals from a central kitchen, a Food Production Facility must be entered for the central kitchen.
- If a site has a Food Service Management Company (FMSC) or vendor prepare the meals, a Food Production Facility must be entered for that site and include information about the contract or vended meals agreement.

Site Field Trip Data Collection

- Go to Data Collections and select “Field Trip”
- Field trips are allowed, but sponsors must notify the State agency.
- All program requirements must be followed, this includes:
 - Point of Service (POS) meal counts
 - The “And Justice for All” poster must be displayed
 - Meals must be kept at safe temperatures
 - Breakfast, lunch, and supper meals offered must include milk

Outreach Tab

Press Release

- Mandatory notice alerting the public to program operation, must be sent out prior to start.
- Indicate if you will use of the templates provided by the State agency:
<https://education.vermont.gov/student-support/nutrition/summer-food-service#mediarelease>

Health Department Notification Waiver

- On March 4th, 2022, USDA approved our waiver to allow the State agency to notify the Health Department of program operation on behalf of sponsors, in effect until September 30th, 2022.

Site Application(s)

- Site-specific information for each meal site.
- Logistical information about location, contact information, and meals served.
- Site Info
- Site Type and Eligibility
- Site Operation
- Ethnic and Racial Data
- Meal Service Information
- Meal Service Operation
- Certification

Days of Operation and Meal Combinations

- Meal types include breakfast, AM snack, lunch, PM snack, and supper
- Non-residential and residential camps
 - up to 3 meals a day, any combination there of
- Open and closed enrolled sites
 - up to 2 meals a day; cannot do lunch and supper in the same day
 - can do different combination of meals on different days
- You can serve weekend meals!

Times

- Meals may be served at anytime and there is no required time for meal service length or time between meals, however:
- If doing more than one meal for congregate service, they must be served in order
 - breakfast cannot be served after lunch

Site Caps

Establishing Site Caps

- In the Site Application, for each meal offered, sponsors must enter the projected Average Daily Participation (ADP).
- Aim a littler higher than you anticipate for the ADP.
- Based upon this information, the system will establish a Site Cap that is 20% greater than the projected ADP.

Changing Site Caps

- If the number of meals served within the claiming period appears as though it might potentially exceed the Site Cap, the sponsor must email the State agency to request to increase the ADP and thus that the Site Cap be increased.
- This must be done prior to submitting the Claim for Reimbursement. The sponsor will need to revise the Site Application to revise the ADP and re-submit the Application Packet for approval by the State agency. The State agency will increase the Site Cap and approve the Application Packet.
- Afterward, the sponsor can enter the claim without error.

Claims for Reimbursement

Claim Submission Dates

- Claims for Reimbursement must be submitted within **60 days** of the last day of the claim month.
- *For deadlines that fall on a Saturday, Sunday, or a Federal Holiday, the due date is the next business day (this is for all programs, except Fresh Fruit and Vegetable Program (FFVP))
- “60-Day Deadline Dates for Claims for Reimbursement” on CNP website:

<https://education.vermont.gov/documents/60-day-deadline-dates-for-claims-for-reimbursement>

Late Claims

- Exceptions for late claims may be requested in writing to the State Director of Child Nutrition Programs, Rosie Krueger, mary.krueger@vermont.gov, however they may only be approved once in a 36-month period, by program.
- “Late Claim Procedure and Corrective Action Template” on CNP website:
<https://education.vermont.gov/documents/late-claim-procedure-cap-template>

Claim for Reimbursement Submission

- Instructions for submitting claims for reimbursement will be available prior to the end of June.

Claim Submission Procedure

- Sponsors should have a process in place to ensure that two sets of eyes are involved in entering and submitting the Claim for Reimbursement to help prevent any underclaim or overclaim issues due to human error.
- The CNP team strongly recommends that a sponsor representative enters the information in the Site Claim Reports and provides the back-up documentation (*Monthly Consolidated Meal Count Sheet* and the *Daily Meal Count Sheets*, if applicable) to another sponsor representative to look over the documents and entered information. This edit check process will help to ensure that the information was entered correctly before the claim is submitted!

Serving Second Meals

- Serving seconds is an option, however you are only reimbursed for 2% of first meals served.
- Sponsors should not prepare meals with the intention of serving seconds.
- Second meals may only be served after all participating children have been served a first meal.
- But who gets a second?
- Some only do it on Fridays when leftovers will not last over the weekend.

Reimbursement for Second Meals

- You can only be reimbursed for up to 2% of first meals served.
- This is based on the total number of first meals served by meal type each claiming period.
- The system calculates this number.

Meal Counts

Point of Service (POS) Meal Counts

- 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 counted after the meal service.
- Counts based on pre-order numbers, attendance numbers, or counting trays or number of leftovers is not allowable.

Meal Counts for Camp Sites

- Meals must be tracked by child's name and eligibility status.
- If using an electronic Point of Service (POS) or paper roster, sites must prevent overt identification of eligibility status by ensuring that the child's status is coded or in the case of a paper roster, not on it at all.
- It is critical that we continue to maintain confidentiality and prevent overt identification of free and reduced-price status.

Meal Counts for Open and Closed-Enrolled Sites

- Meal counts do not need to be tracked by child's name because you receive the same reimbursement for meals served to all children.

Daily Meal Count Form Options

Sponsors may use:

- Electronic POS system
- Some form of electronic spreadsheet
- Paper tic sheet, such as the recommended Template Daily Meal Count Form:

<https://education.vermont.gov/documents/edu-nutrition-daily-meal-count-form>

Daily Meal Count Form

- If the Daily Meal Count Form is used, it must be completed correctly, with meals hashed off or circled.
- Drawing a continuous line through the numbers or served or simply writing a total number, no numbers hashed or circled, is not acceptable.

Example of Incorrectly Completed Daily Meal Count Sheet 1

Daily Meal Count Form

Site Name: Maple Street Elementary School Meal Type (circle): B SN SU

Address: 123 Maple Street Telephone: (802)-828-2000

Supervisor's Name: Megan White Delivery Time: N/A Date: 06/22/2022

Meals received/prepared 50 + Meals available from previous day 0 = 50 (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	<u>35</u>	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + 35 [2]

Second meals served to children:

1	2	3	4	<u>5</u>	6	7	8	9	10										
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Total Second Meals + 5 [3]

Only the total number was circled, the individual numbers were not hashed

Example of Incorrectly Completed Daily Meal Count Sheet 2

Daily Meal Count Form

Site Name: Maple Street Elementary School Meal Type(circle): B SN SU

Address: 123 Maple Street Telephone: (802)-828-2000

Supervisor's Name: Megan White Delivery Time: N/A Date: 06/22/2022

Meals received/prepared 50 + Meals available from previous day 0 = 50 (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
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101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
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141	142	143	144	145	146	147	148	149	150										

Total First Meals + 35 [2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10
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Total Second Meals + 5 [3]

The numbers were lined through, the individual numbers were not hashed

Example of Correctly Completed Daily Meal Count Sheet

Daily Meal Count Form

Site Name: <u>Maple Street Elementary School</u> Meal Type (circle): B <input checked="" type="radio"/> SN <input type="radio"/> SU																																																																																																																																																																	
Address: <u>123 Maple Street</u>	Telephone: <u>(802)-828-2000</u>																																																																																																																																																																
Supervisor's Name: <u>Megan White</u>	Delivery Time: <u>N/A</u> Date: <u>06/22/2022</u>																																																																																																																																																																
Meals received/prepared <u>50</u> + Meals available from previous day <u>0</u> = <u>50</u> (Total meals available) [1]																																																																																																																																																																	
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The individual numbers are correctly hashed through

Monthly Consolidated Meal Count Sheets

- Sites may use an Excel document or paper sheet to record and tally meals served for the month.
- Sites may also enter their daily meal counts into their electronic POS system to generate a report showing the meals served for the month.

Adult Meals

- Meals served to adults are not eligible for reimbursement.
- However, these meals must be tracked and reported on the Claim for Reimbursement.
- Program Adult Meals are an allowable cost.
- Non-Program Adult Meals
 - Can cover the cost with other non-federal funds
 - Can sell meals to non-program adults. Must charge enough to cover the cost of the meal.
 - If you indicate in your Budget that you are providing Non-Program Adult Meals, you will need to enter the price.

USDA Foods

USDA Foods Contact

Cheryl Rogers

Grants Specialist

(802)-828-1590

cheryl.rogers@vermont.gov

USDA Foods in Summer 2022

- “Does this Sponsor wish to receive USDA Foods/Commodities? (Eligibility is determined by state agency.)” in the General Questions tab of the Organization Application.

USDA Foods Allocation

- Food will be allocated in June. If you are a new, non-SFA sponsor you will have to set up an account with Reinhart.
- Allocation is based on meals served in the previous summer, if you are a new sponsor, this figure is estimated.
- USDA Foods in summer 2022 will be all DoD Fresh.

Meal Pattern

Meal Pattern Options for School Food Authority (SFA) Sponsors

- SFA sponsors may choose to follow the SFSP meal pattern or continue following the school year NSLP, SBP, and NSLP Afterschool Snack Service meal patterns.
- In the Site Type and Eligibility tab of Site Application, indicate this choice in SFSP Meal Pattern:

<https://education.vermont.gov/documents/child-nutrition-sfsp-meal-pattern>

SFSP vs. SNP Meal Pattern

Notable Differences	SNP	SFSP
Milk	Unflavored fat-free or 1% milk, flavored fat-free milk Must offer milk choice	Plain or flavored whole milk, low-fat milk, skim milk, and buttermilk No milk choice required
Grains	Must be whole grain-rich	Whole-grain or enriched, or cereals can be fortified
Grain-Based Desserts (GBD)	Up to 2 ounces of GBD at lunch per week	Only allowed at snack and breakfast
Meat/Meat Alternate (M/MA) at Lunch	Daily serving size depends on age/grade group	Always 2-ounce m/ma equivalent at lunch/supper
Vegetable Subgroups	Required	Not required
½ Cup Fruit or Vegetable with OVS	Required	Not required

Larger Portions for 12 through 18

- Sponsors have the option to serve more than the minimum serving sizes
- There is no maximum serving size in the SFSP Meal Pattern
- Sponsors have the option to serve CACFP adult meal pattern portion sizes
- CACFP Adult Meal Pattern:
<https://education.vermont.gov/student-support/nutrition/child-and-adult-care-food/adult-day-centers>
- Meals containing larger portion sizes are reimbursed the same amount as regular meals
- In the Site Type and Eligibility tab of the Site Application, “Will the site be serving CACFP adult meal pattern portion sizes to children 12-18?”

Smaller Portions for 6 and under

- Sponsors have the option to serve CACFP-size portions to children 6 and under
- CACFP Child Meal
Pattern: <https://www.fns.usda.gov/cacfp/meals-and-snacks>
- In the Site Type and Eligibility tab of the Site Application, “Will the site be serving CACFP-sized portions for children 6 and under?”

Infant Meals

- For children under 1 year of age, please follow the Infant Meal Pattern:
<https://education.vermont.gov/student-support/nutrition/child-and-adult-care-food/child-care-centers-and-day-care-homes>

Family Style Meal Service

- Only allowed at camps and closed-enrolled sites
- Indicate use in meal service system question in Site Operation tab in Site Application
- FNS Instruction 783-3 Rev. 1 Family Style Meal Service in the Summer Food Service Program:
<https://education.vermont.gov/documents/education-nutrition-fns-instruction-783-3-family-style-meals-in-sfsp>

Serve or Offer vs. Serve (OVS)

Serve

- All meal components must be taken.
- You can offer entrée choices within the 'Serve'.

Offer vs. Serve (OVS)

- All meal components must be offered, but some can be declined.
- Offer vs. Serve (OVS) could be implemented through a pre-order system.

Unitized Meals

- All meal components are packaged, delivered, and served as a unit. Milk may be packaged and provided separately, but must be served with the meal and only such complete meals are reimbursable.
- Sponsors contracting for meals must provide unitized meals or submit a Unitized Meal Requirement Waiver.
 - <https://education.vermont.gov/documents/SFSP-Unitized-Meal-Waiver>

Delivery Receipts

- Vended programs which deliver meals must support the number of meals delivered with a signed delivery receipt
- Highly recommended for non-vended, satellite sites
- Delivery Receipt for Vended Satellite Meal Service: <https://education.vermont.gov/documents/edu-delivery-receipt-for-vended-satellite-meal-service>
- This is to support the proper amount of food was prepared and delivered as agreement in the FSMC contract or vendor agreement

Meal Pattern Components

- Milk
- Vegetables and/or Fruit
 - Juice must be 100%
- Grains
 - Whole-grain or enriched, or cereals can be fortified.
- Meat/Meat Alternate (M/MA)
 - Nuts and seeds may fulfill the whole component requirement for snack, but no more than ½ of the requirement for lunch/supper.

Milk

- The serving size of milk is always 8 ounces.
- No fat-content restrictions.
- Milk can be flavored or unflavored.
- Milk must be offered at breakfast, lunch, and supper. If operating OVS, children may decline the milk.
- No milk choice requirements, as is required in the school year.

Unavailability of Milk

- Per 7 CFR 225.16(f)(6) if emergency situations prevent a sponsor from receiving a sufficient supply of milk, the State agency may approve the service of meals without milk during that time.

Breakfast

- **Milk**- 8 ounces/1 cup
- **Vegetables and/or Fruit** - ½ cup
- **Grains**- 1 ounce
 - 1 ounce grain of bread is a 28-gram slice
- **Meat/Meat Alternate** is optional at breakfast
 - meat, fish, cheese: 1 ounce
 - nut butters: 1 ounce/2 tablespoons

OVS at Breakfast

- A minimum of four required food items must be offered.
- Three must be from the required components (fruit/vegetable, milk, grain).
- The fourth may be a different item from the fruit/vegetable or grain components or a meat/meat alternate.
- Children must select three of the four required food items to have a reimbursable meal. The three items must be different.

“Different”

Unlike the School Breakfast Program...

- A large item cannot count as two
- Two pieces of toast are not two items
- At breakfast and lunch/supper: apple juice and apples are not different

Lunch/Supper

- **Milk-** 8 ounces/1 cup
- **Vegetables and/or Fruit:**
3/4 cup total, 1/8 is minimum serving size
 - 1 vegetable and a different vegetable
 - 1 fruit and a different fruit
 - fruit and vegetable
- up to 1/2 of the total requirement may be met with 100% juice

Salad

- Fruit salad only counts as 1 fruit
- Garden salad only counts as 1 vegetable

Grains at Lunch and Supper

- Bread – 1 ounce/ 28 grams slice
- Tortillas – 1 ounce/28 grams
- Pasta or rice- $\frac{1}{2}$ cup cooked

Meat/Meat Alternate at Lunch and Supper

- Meat, poultry, fish, cheese – 2 ounces
- Eggs – 1 large egg
- Nut Butters – 4 Tablespoons; this is **a lot** of nut butter, often folks will offer a cheese stick too!
- Yogurt – 8 ounces/1 cup
- Tofu does not credit in SFSP

Remember, it is always 2 ounces of m/ma at lunch/supper!

OVS at Lunch/Supper

- Must offer 5 items from the 4 components
- Child must select 3 components for a reimbursable meal.
- For example, if the child is offered a turkey sandwich, watermelon, carrot sticks, and milk and they choose watermelon, carrot sticks, and milk, this is not a reimbursable meal because watermelon and carrots sticks are from the same component. If they choose the sandwich and the milk, they have a reimbursable meal because they have the m/ma from the turkey, the grain from the sandwich, and the milk.

Snack – Two Different Components

- **Milk** – 8 ounces/1 cup
- **Vegetable and/or Fruit** – $\frac{3}{4}$ cup
- **Grains**
 - Bread: 28 grams slice is 1 ounce
 - Cereal: 1 ounce
- **Meat/Meat Alternate**
 - Meat and cheese – 1 ounce
 - Nut butter – 2 tablespoons
 - Nuts- 1 ounce
 - Yogurt- 4 ounces/ $\frac{1}{2}$ cup

Snack

- Snack cannot be just a milk and juice
- This is a “liquid” snack and kids need something more substantial
- No OVS at snack.

Grain-Based Desserts (GBD)

- Defined by the 3 and 4 subscripts on the Grain Crediting Chart
 - <https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>
- Includes foods like pies, cookies, and cakes
- Are only allowed at snacks and breakfasts
- Not allowed at lunch and supper

Additional Foods

- Foods that may not be served as part of the reimbursable meal are not allowable costs.
- Condiments served with a creditable food are exempt from this restriction.
- Sites wishing to serve additional foods, that do not meet SFSP meal pattern standards, must use non-Program funds.

Chips

- Pretzels and chips made from wholegrain or enriched meal or flour can be used to meet the grain requirement.
- Chips, such as potato chips, that do not meet the meal pattern requirements cannot be purchased with SFSP funds.

Popcorn

- Per SP 23-2019, CACFP 10-2019, SFSP 09-2019 Crediting Popcorn in the Child Nutrition Programs,
<https://www.fns.usda.gov/cn/crediting-popcorn-child-nutrition-programs>,
popcorn can credit towards the grain component.
- 3 cups of popped popcorn credits as 1 serving of grain.

Crediting

- Dried fruit and raw leafy greens credit as is.
- $\frac{1}{4}$ cup of dried fruit = $\frac{1}{4}$ cup of fruit
- $\frac{1}{2}$ cup of raw leafy greens = $\frac{1}{2}$ cup of vegetable

Crediting Resources

- Food Buying Guide

<https://foodbuyingguide.fns.usda.gov/>

- Using the Food Buying Guide in CNP

<https://register.gotowebinar.com/register/839388479465925901>

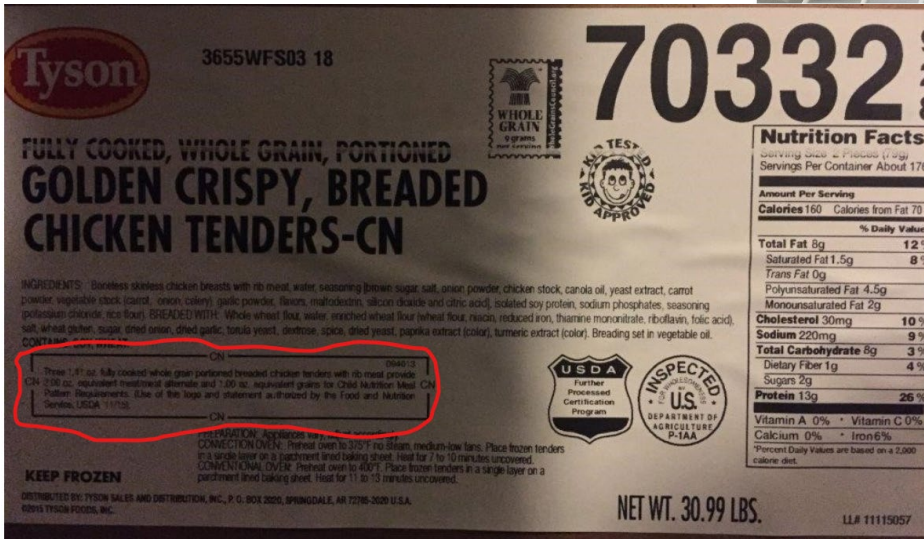
- Exhibit A: Grain Requirements for Child Nutrition Programs

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>

Meal Pattern Documentation

- Production Records are highly recommended, but not required
- Use standardized recipes
- Use products with Child Nutrition (CN) labels or Product Formulation Statements (PFS) as appropriate
 - The USDA maintains a [CN Label Verification Report](#) which is a list of CN-labeled products.
- Receipts and invoices

Examples of CN-Labels



Examples of Product Formulation Statements

Tyson Product Formulation Statement

Product Name: FC, Whole Grain Breaded CKN Breast Chunk-Shaped Patties-with RMT Code No: 002378-0928
 Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: / 250 / 5 (0.69 oz.) Chunk

I. Meat/Meat Alternate
 Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

	Description of Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *
Chickens	BONELESS CHICKEN W/SKIN IN NATURAL PROPORTION	0.3862820	X	0.70	0.27039740
Total					0.27039740

* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information

II. Alternate Protein Product (APP)
 If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

	Description of APP, Manufacturer's name, and Code Number	Soy Type	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is *	Divide by 18 **	Creditable Amount APP ***
APP	PROFAM 981, ADM	Isolate	0.027352	X	96	- by 18	0.1306817
Total Creditable APP Amount							0.1306817

* Percent of Protein As-Is is provided on the attached APP documentation.

** 18 is the percent of protein when fully hydrated.

*** Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

Total Creditable Amount may be rounded down to the nearest 0.25oz (1/4) would round down to 1.25 oz (nearest equivalent). Do not round up. If you are crediting MMA and APP, you do not need to round down in box A (Total Creditable MMA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 3.45 oz.
 Total creditable amount of product (per portion) 2.00 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.45 ounce serving of the above product (ready for serving) contains 2.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as determined by the attached supplier documentation.

Karen Shank, MS, RD/N
 Signature Title
 Karen Shank, MS, RD/N 7/7/2016 (479) 290-3659
 Printed Name Date Phone Number

Formulation Statement for Documenting Grains in School

Product Name: FC, Whole Grain Breaded CKN Breast Chunk-Shaped Patties-with RMT Code No: 002378-0928
 Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: / 250 / 5 (0.69 oz.) Chunk

I. Does the product meet the Whole Grain-Rich Criteria?: Yes No
 (Refer to SP 39-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program)

II. Does the product contain non-creditable grains?: Yes No How many grams: 0.31 g

III. Use Policy Memorandum SP 39-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H or Group I. (Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq. Group H uses the standard of 33 grams creditable grain per oz eq, and Group I is reported by volume or weight). Indicate which Exhibit A Group (A-I) the Product Belongs: _____

	Description of Food Buying Guide	Portion Size of Product as Purchased	Weight of one ounce equivalent as listed in SP 39-2012	Creditable Amount *
Grains	BATTER TYPE COATING	1.00	1.00	1.00
Total Creditable Amount				1.0000000

* Protein Size = (Exhibit A weight for one oz eq)

** Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased 3.45 oz.
 Total creditable amount of product (per portion) 1.00 oz.

I further certify that the above information is true and correct and that a 2.45 ounce portion of this product (ready for serving) provides 1.00 oz equivalent Grains. I further certify that non-creditable grains are not above the 0.34 oz eq, per portion.

Karen Shank, MS, RD/N
 Signature Title
 Karen Shank, MS, RD/N 7/7/2016 (479) 290-3659
 Printed Name Date Phone Number

RFS# L3494 This is a Child Nutrition equivalent statement. This item does not have a Child Nutrition label.



Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA) Products

Product Name: GC RED SOD OR TKY BRST Code No.: 831702

Manufacturer: Jennie-O Turkey Store Case/Pack/Count/Portion/Size: 2/7-9 LB

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount *
Turkey Boneless Fresh or Frozen w/ Skin in Natural Proportions	2.8834	X	70%	2.0044
		X		

A. Total Creditable Amount¹

¹Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

II. Alternate Protein Product (APP)

If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is ²	Divide by 18 ³	Creditable Amount APP ⁴
		X		- by 18	

B. Total Creditable Amount¹

C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)

²Percent of Protein As-Is is provided on the attached APP documentation.

³18 is the percent of protein when fully hydrated.

⁴Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

Total Creditable Amount must be rounded down to the nearest 0.25oz (1/4) would round down to 1.25 oz (nearest equivalent). Do not round up. If you are crediting both MMA and APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

Total weight (per portion) of product as purchased 2.98 oz.

Total creditable amount of product (per portion) 2.00 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a 2.98 ounce serving of the above product (ready for serving) contains 2.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Chad Randick
 Signature Title
 Chad Randick 7-1-16 800-328-1756
 Printed Name Date Phone Number

Jennie-O Turkey Store Sales, LLC
 2505 Willmar Avenue SW Willmar, MN 56201 (320) 235-2622

Handling Leftover Meals

- All sponsors must plan, prepare, and order meals with the objective of providing one meal per child at each meal service.
- Second meals are allowed, but please see the “Serving Second Meals” slide for more information.
- Sponsors should regularly monitor and compare site reports on the number of meals served to reduce waste and cost.
- Additionally, all alternatives permitted by Program regulations and State and local health and sanitation codes should be exhausted before discarding food.
- When it is not feasible to reuse leftovers or store food, FNS encourages sponsors to consider donating it to non-profit organizations working to address hunger in the community, such as homeless shelters, food banks, and food pantries. The Bill Emerson Good Samaritan Food Donation Act protects donations to non-profit organizations. These meals cannot be claimed for reimbursement.
- SP 11-2012, CACFP 05-2012, SFSP 07-2012 Guidance on the Food Donation Program in Child Nutrition Program: <https://www.fns.usda.gov/cn/guidance-food-donation-program-child-nutrition-programs>
- Vermont Guidance for Food Donation: Businesses and Institutions: <https://education.vermont.gov/documents/guidance-for-food-donation-businesses-and-institutions>

Inventory

- Sponsors must conduct inventory of food and non-food supplies at the beginning and end of operation
 - It must include a list of the items and assigned values
- Sponsors with fixed-price FSMC contracts do not have to conduct inventory as such, but should manage the contract by ensuring other assets owned by the sponsor are accounted for

Food at the End of School and End of Summer

Food leftover at the end of SFSP operation may be put toward operation of other Child Nutrition Programs or given to registered 501(c)(3) organizations, like food shelves.

Open Sites: How many meals to prepare?

- Was it a site last year? Look at ADA.
- How many kids live in the town; proximity to the site? Can they easily walk or bike?
- Any programming taking place, summer school, recreation?
- Prep a few extra, make something that can be re-used the next day if there are leftovers.
- Base it on first few days!

Food Safety and Sanitation

Follow State and Local Health Standards

- Must meet applicable State and local health standards during all aspects of food receiving, storage, and preparation, service of meals, and the handling of leftovers.
 - Vermont Food Code:
https://www.healthvermont.gov/sites/default/files/documents/2016/12/REG_food-service-establishments.pdf

Food Safety Training

- Foodservice Employee Training Videos from the Iowa State University Extension and Outreach:
<https://www.extension.iastate.edu/foodsafety/foodservice-employee-training>
- Institute of Child Nutrition Food Safety for Summer Meals:
<https://theicn.org/icn-resources-a-z/foodsafety-for-summermeals/>
- USDA FNS Office of Food Safety:
<https://www.fns.usda.gov/ofs/food-safety#:~:text=The%20Office%20of%20Food%20Safety,to%20support%20FNS%20program%20operators.>
- Videos: Food Safety Flashes: <https://www.fns.usda.gov/ofs/food-safety-flashes>
- VT Child Nutrition Improving Food Safety at SFSP Sites:
<https://vtchildnutritiontraining.com/courses/improving-food-safety-at-sfsp-sites-btg-175/>

Sanitation

- Have a plan for trash removal and composting
- Use gloves while preparing meals and/or serving utensils, such as tongs to serve meals
- Wear proper hair restraints while preparing and serving meals
- Be temperature aware.
 - Keep cold food COLD and hot food HOT.
 - Map your routes carefully. Take the temperature of food when it leaves and the temperature again when it arrives.

Keeping it Cold or Hot

- With coolers, use enough ice packs to keep the food cold. Put food right back in coolers after meal service. Don't take everything out of the coolers until it is needed. Leave the lid closed during service.
- Clean out your coolers regularly. Think of them as any other utensil that you would wash.
- Use warmers, restaurant heating bags, and do not open them unnecessarily.

Temperatures

- Monitor and record temperatures for:
 - All cold storage units, including walk-in refrigerators, walk-in freezers, chest freezers, milk coolers, and standing refrigerators
 - Dishwashers
 - Cooked foods, at least after cook, start of service and end of service recommended

Procurement

Procurement Questions

Please direct procurement questions to:

Shawna Coutu
Grants Management Specialist
802-828-2093
Shawna.Coutu@vermont.gov

Methods of Procurement

Informal Procurement Methods

- Micro-purchase: \$0-50,000
 - Spread out equitably
 - No solicitation of price quotes, if the Sponsor considers the price reasonable.
- Small Purchase: \$50,001-\$250,000
 - Price or rate quotations must be obtained from an adequate number of sources.

Sponsors who are a Public School **MUST** follow the guidelines of the Vermont Bid Law **16 V.S.A. § 559:**

<https://legislature.vermont.gov/statutes/section/16/009/00559>

Methods of Procurement, Cont.

Formal Procurement Methods

- Invitation For Bid (IFB)
 - Used when price is the only factor
 - Must choose lowest cost
- Request for Proposal (RFP)
 - Used when there are multiple factors being evaluated
 - Must have a written method of evaluation

Sponsors contracting with a Food Service Management Company must use the VT AOE's Contract Template:

<https://education.vermont.gov/documents/edu-nutrition-FSMC-contract-template>

Procurement Documentation

- A Procurement Documentation Form must be completed for each purchase/contract regardless of method used.
 - Consider the volume of products you are purchasing and consolidate procurements when possible
 - Example, if you estimate you are going to buy 100 cases of apples throughout the year at \$50 per case, for a total of \$5,000, do one micro-purchase procurement documentation form. It doesn't matter if you receive the entire amount at once or not.
- Keep all documentation of quotes for Small Purchases.
 - If the quotes are phone calls, write down the date of the call and price for each vendor you called.
- Make sure to check SAM.gov to ensure vendor is not barred from receiving federal funds.

Written Procurement Procedures

- Sponsors must have a written procurement plan on how to handle purchasing, outlining the applicable method of procurement.
- The procurement plan must include Conflicts of Interest and Codes of Conduct.

Buy American Provision

- Not required in SFSP unless you also operate NSLP, so SFA sponsors must follow it.
- SFAs must, to the maximum extent practicable, purchase domestic commodities or products.
- This promotes the dual nature of the programs, which is to provide children with healthy meals and to support American agriculture.

Buy American Continued

- **“Domestic”** is a product produced in the United States and is processed in the United States substantially using agricultural commodities that are produced in the United States. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as US territories.
- **“Substantially”** means that over 51% of the final processed product consists of agricultural commodities that were grown domestically. The provision should be included in bid specifications to ensure compliance.

Buy American Provision Exceptions

There are two exceptions which allow the purchase of foreign products.

- **Availability:** when the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
 - Example: There are no domestic bananas available. You may continue to serve foreign bananas.
- **Cost:** the cost of a U.S. product is significantly higher than the cost of a comparable foreign product. “Significantly” is not federally defined, but it is a best practice that it be defined by the SFA within its required written procurement procedures.

Buy American Provision Exception Sheet

<https://education.vermont.gov/documents/BuyAmericanProvisionExceptionSheet>

Minority Businesses

Per 7 CFR 225.17(d) The State agency shall ensure each sponsor is aware of the following practices specified in 2 CFR Part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415, as applicable with respect to minority business enterprises:

- Include these businesses on solicitation lists.
- Solicit these businesses whenever they are potential sources.
- When economically feasible, divide requirements into smaller tasks or quantities for maximum participation.
- Establish schedules to assist them with meeting deadlines.
- Use the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce as required. (7 CFR Part 225.17(d))
- Vermont Agency of Administration: Buildings and General Services maintains a list:

<http://bgs.vermont.gov/facilities/forms/minority-women>

Training

Sponsor Training

- At least one representative from the sponsor organization must participate in the annual required sponsor training from the State agency.
- FSMC employees are welcome, but cannot count as the sponsor representative.
- This annual training is being recorded to view at an alternative time.
- Must ensure everyone else involved in the program receives SFSP training and Civil Rights training.

Application Packet Training Tab

- In the Training tab of the Organization Application:
 - indicate that someone from the sponsor-level has received training.
 - indicate the name(s) of person(s) responsible for conducting training sessions for staff

Training Resources

- Use this Summer Meals Training Summer 2022:
<https://education.vermont.gov/summer-meals-training-summer-2022>
- In Administrative Guide for SFSP Sponsors
https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf
 - “Training Checklist for Administrative Staff” on page 175
 - “Training Checklist for Site Staff” on page 177

Personnel Training

- Sponsors must provide training for anyone involved in any program operations
- Training must include:
 - Program Overview for all employees/volunteers
 - Meal Pattern Requirements for employees/volunteers preparing meals
 - Point of Service (POS) meal counting for employees/volunteers responsible for the meal count
 - Food Safety and Sanitation for all employees/volunteers
 - Civil Rights for all employees/volunteers (if already taken for this calendar year, do not need to take again)
 - <https://education.vermont.gov/documents/vermont-child-nutrition-civil-rights-training-powerpoint>
 - Program Monitors must understand all requirements
 - Logistical information and sponsor specifics
- Staff training must be documented
 - This can be accomplished with sign-in sheets or certificates

Additional Training Opportunities

<https://vtchildnutritiontraining.com/>

Nine training modules –

- SFSP Annual Refresher
- Planning and Administering the SFSP
- Supporting SFSP Recordkeeping Excellence
- Exploring the Purchasing of Meals for SFSP
- Budgeting for SFSP Success
- Promoting and Marketing the Summer Meals Program
- Improving Food Safety at SFSP Sites
- Boosting Menu Appeal in the SFSP
- SFSP Meal Planning for Summer Success

Sponsor Monitoring

Oversight and Monitoring Waiver

- We have submitted a waiver from USDA to allow sponsors to conduct reviews off-site, as paperwork reviews, in summer 2022.
- We will let folks know as soon as we hear back from USDA.

Required Sponsor Monitoring

- Monitoring must be conducted by a sponsor-level representative and cannot be an FSMC employee.
- Pre-Operational Review (if applicable)
- First Week Review (if applicable)
- Site Review

Pre-Operational Review

- Must be completed prior to site operation for all new sites or problem sites
- SFSP Pre-Operational Review Form Summer 2022: <https://education.vermont.gov/documents/education-nutrition-sfsp-pre-operational-review-form>

First Week Review

- If your site is an existing site in good standing, you may request a waiver of the First Week Review, in the question “Are you requesting a waiver for the First Week Visit?” in the Site Operation tab of the Site Application.
- SFSP First Week Review Form Summer 2022:
<https://education.vermont.gov/documents/edu-nutrition-sfsp-first-week-review-form>

Site Review

- This review must be conducted within the first 4 weeks of site operation.
- SFSP Site Review Form Summer 2022:
<https://education.vermont.gov/documents/edu-nutrition-sfsp-site-review-form>

Racial and Ethnic Data Form

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission](#)

Racial and Ethnic Data is no longer to be collected by visual observation.

However, this form still must be completed once during operation for all sites, except residential camps must complete each session.

Racial and Ethnic Data Collection

For SFA sponsors:

- Please use the data that is collected by the registrar of the SFA when students enroll in school for school sites and for non-school sites, use the school in that area.

For non-profit organization sponsors:

- The State agency will provide the information from the local SFA.

For residential and non-residential camps:

- Please use the information provided on the back of the meal applications or if getting F&R information from the local SFAs, the State agency can provide the racial and ethnic information.

Administrative Reviews

Oversight and Monitoring Plan

- We have requested a waiver from USDA to allow us the option to conduct administrative reviews off-site as desk audits for summer 2022.
- We will let folks know as soon as we hear back from USDA.

1/2 Aggregate Requirement Waived

- Per COVID-19: Child Nutrition Response #99 Nationwide Waiver of the Annual Half Aggregate Monitoring Requirement in the Summer Food Service Program, <https://www.fns.usda.gov/cn/covid-19-child-nutrition-response-99>, the State agency does not have to review enough sponsors to equal 1/2 of the State's total reimbursement in the prior year.

Sponsor and Site Selection

- Reviews will be conducted for new sponsors, sponsors who experienced significant problems in summer 2021, and sponsors up for their 3-year review.
- Paperwork will be reviewed for all sites.
- We will observe or review one meal service at 1 site if you have 1 to 10 sites, 2 sites if you have 11 to 20 sites, and 3 sites if you have 21 to 30.

Planned 3-Year Cycle 2022 Reviews

- Addison Northwest SD
- Barre UUSD
- Camp Exclamation Point
- Franklin Northeast SU
- Harwood UUSD
- Lamoille North SU
- Lamoille South UUSD
- Missisquoi Valley SD
- North Country SU
- Northeastern Family Institute
- Orange Southwest Supervisory Union
- Southwest Vermont SU
- St. Johnsbury Town SD
- Upward Bound at UVM
- Vermont State Colleges
- White River Valley SU
- Windham Northeast SU
- Windsor Central SU

Paperwork Reviewed 1

- Inventory
- Site eligibility documentation for camps
- Menu
- Production records (highly recommended, but not required in summer), recipes, CN-Labels and Product Formulation Statements (PFS)
- Invoices/receipts/documentation of food costs
- Daily Meal Count sheets
- Monthly Consolidated Meal Counts used for claims for reimbursement
- Delivery receipts for vended sites

Paperwork Reviewed 2

- Press release
- Pre-operational review form (if applicable)
- First week review form (if applicable)
- Ethnic and Racial Data Form
- Site Review/“4 week” Review Form
- Documentation of staff training
- Employee time attributed to the program
- Relevant procurement documents

Paperwork Reviewed 3

- Civil Rights Complaint Procedure
- Picture of the JFA poster at the Sponsor's office
- Picture of the JFA poster at the selected site
- Copy of most recent Health Inspection Report (if applicable) and picture of it posted
- Pictures of cold and dry storage
- Copies of cold storage, hot food, and dishwasher temperatures
- Additional information requested if meals prepared at production kitchen

Common Review Findings

- Lack of training and documentation of the training
- Not updating Site Application(s) to reflect actual operation
- Non-discrimination information missing
- Mandatory press release not completed
- Insufficient meat/meat alternate (M/MA) amount
- Required reviews not completed and/or thoroughly documented
- Food safety and sanitation violations
- Meal count sheets not filled out thoroughly or completely
- Meals not consumed on site (without non-congregate waiver)

Meal Disallowances

- Missing and/or inadequate components
- Meals consumed off-site (without non-congregate waiver)
- Non-unitized for vended/FSMC meals (without unitized-meal waiver)
- Served to adults, but included in count of reimbursable meals
- Meal count documentation does not support Claim for Reimbursement

Review Report & Corrective Action

- After the review, you will receive a write up of the findings and the expected corrective action and documentation to submit, if applicable.
- Once any applicable corrective action has been submitted and assessed, you will receive a closure email.

Serious Deficiency (SD) Procedure

Serious Deficiency Findings

- Discovered during an administrative review, serious deficiency findings are egregious errors that rise above standard findings.

Serious Deficiency (SD) Process

- SFSP Serious Deficiency Procedure
<https://education.vermont.gov/documents/education-sfsp-serious-deficiency-procedure>

Serious Deficiency Sponsor Findings

- Sponsor is not in compliance with applicable bid procedures and contract requirements.
- Submission of false information to AOE.
- Failure to return advance payments in excess of claims for reimbursement.
- A significant portion of the sponsor's sites have program violations including:

Serious Deficiency Site Findings

- noncompliance with approved meal service time restrictions set forth in 7 CFR 225.16(c);
- failure to maintain adequate records;
- failure to adjust meal orders to conform to variations in the number of participating children;
- Inflated meal counts, the meals claimed always equals the number of meals ordered/planned
- simultaneous service of more than one meal to any child;
- claiming of program payments for meals not served to participating children;
- Claiming meals delivered/planned for as meals served to participants;
- Inflating meal counts
- Claiming nonexistent and nonparticipating sites;
- Knowingly claiming dual participation sites;
- service of a significant number of meals that did not include the required quantities of all meal components;
- Excess instances of off-site meal consumption; and
- continued use of food service management companies that are in violation of health codes.

Serious Deficiency Findings Continued

- Noncompliance with the requirements in 7 CFR 225.14(c), demonstrating financial and administrative capability and responsibility.
- Imminent threat to the health and safety of participating children.
- Noncompliance with the requirements found in 7 CFR 225.14(d) *Requirements specific to sponsor types.*

Imminent Threat to Health or Safety

- We will immediately terminate the participation of a site if during a review the health or safety of the participating children is imminently threatened

Serious Deficiency Notice

- If a finding has risen to the level of serious deficiency, this will be indicated in the Review Report provided to the sponsor after the Administrative Review.
- This will include the necessary corrective action and allotted time frame for completion.
- Serious Deficiency Corrective Action is due within 10 calendar days after the report is sent.

Termination

- If required corrective action is not completed correctly and within the allotted timeframe, a termination notice will be issued.
- This could be for the sponsor or site, depending.

Appeals

- Sponsors and sites may appeal termination, except in the case of imminent threat to health and safety of participating children.
- Outside of SD process, sponsors and sites may appeal denial of program participation and other findings, including fiscal action.

SFSP Appeals Process

- SFSP Appeals Process is available on SFSP webpage
 - <https://education.vermont.gov/documents/SFSP-Appeals-Process-Memo>

Civil Rights

Civil Rights Training

- Everyone involved in program operation and administration must receive Civil Rights training
- This can be accomplished through the Vermont Child Nutrition Programs Civil Rights Training PowerPoint: <https://education.vermont.gov/student-support/nutrition> or the Child Nutrition Programs Civil Rights Training Recorded Webinar: <https://www.youtube.com/watch?app=desktop&v=oUNcOq7dQrI>
- Document with names, dates, and signatures

Civil Rights Topics to Cover

- Collection and Use of Data
- Effective Public Notification Systems
- Complaint Procedures
- Compliance Review Techniques
- Resolution of Noncompliance
- Requirements for Reasonable Modifications to Accommodate Disabilities, including Meal Modifications
- Requirements for Language Assistance
- Conflict Resolution
- Customer Service

Federally-Protected Bases

1. Race
2. Color
3. National Origin
4. Sex (including gender identity and sexual orientation)
5. Age
6. Disability

Vermont Agency of Education Protected Bases

- Includes all federal bases and:
 1. Religion
 2. Marital/Civil Union Status

Collection and Use of Data

- All income application information is confidential
- Information can be shared with other sponsors; food service directors can share eligibility information with Summer Meals sponsors
- Can share aggregated data, like percentages, with the public

Effective Public Notification System

- Press Release
- Website
- “And Justice for All” non-discrimination poster
- Complaint Procedure

Press Release

- The press release is mandatory for every single sponsor.
- It must be sent out before program operation to a media outlet such as a local newspaper, television or radio station, or city government website.
- It must include the full non-discrimination information. If a publication does not run your press release or does not include the non-discrimination information that is fine, but there must be documentation that efforts were made to do so.
- It is also recommended that the program be promoted on program websites and social media.

Press Release for Open Sites vs. others

- For all sites, the point of the press release is to notify the public you are receiving federal funds and with that comes certain civil rights requirements, including the requirement to not discriminate against protected bases and the information on how to file a complaint of discrimination.
- The press release for open sites also serves as an advertisement to the community of the availability of meals for all children, 18 and under.

Template Press Releases

- Template Media Release documents are available on our SFSP webpage
 - Template Media Release for Closed Enrolled Sites and Camps: <https://education.vermont.gov/documents/template-news-release-closed-enrolled-sites>
 - Template Media Release for Closed Enrolled Sites in Area Eligible Locations: <https://education.vermont.gov/documents/edu-nutrition-template-media-release-for-closed-enrolled-sites-in-area-eligible-locations>
 - Template Media Release for Open Sites: <https://education.vermont.gov/documents/template-news-release-open-sites>
- If a sponsor operates multiple types of sites, must submit multiple press releases

Application Packet – Press Release

- In the Outreach tab of the Organization Application, indicate whether you will be using the media release template provided by the State agency, if not, upload the release used.

Program Webpage

- Webpages must contain the non-discrimination statement or the direct hyperlink.
 - include it on site and sponsor-level webpages
- The one exception would be if the meals program is not referenced in absolutely any way, but that is unlikely and not recommended, as websites are a great way to promote the program and increase participation.
- [USDA Non-Discrimination Statement \(English\)](#)
- [USDA Non-Discrimination Statement \(Spanish\)](#)

Short Non-Discrimination Statement

- The press release and any free and reduced-price meal applications must be sent out with the complete non-discrimination statement.
- All other program materials, including flyers, calendar menus, signs, and informational statements accompanying meals are required to have the short non-discrimination statement:
“This institution is an equal opportunity provider.”
- This statement must be no smaller than the smallest font used throughout the rest of the document.

“And Justice for All” (AJFA) Poster

- Prominently display the official, no local reproduction is allowed, “And Justice for All” non-discrimination poster at the sponsor office, all sites, and field trip locations where meals are consumed (this can be accomplished by taping it to a cooler).

Ordering Non-Discrimination Posters

This is a picture of the required poster.

To get posters, please contact
Ailynne Adams at
(802)-828-1626 or
Ailynne.adams@Vermont.gov



Civil Rights Complaint Procedure

- Establish a procedure for documenting and reporting complaints of discrimination
 - SFA or Sponsor Civil Rights Complaint Procedure Template
<https://education.vermont.gov/document/sfa-or-sponsor-civil-rights-complaint-procedure-template>
- Capture details including date, names, contact information
- Refer the person to USDA website to log complaint
- Submit complaint to FNS Regional Office of Civil Rights
- Notify Vermont Agency of Education Child Nutrition Programs
- Follow required timelines

Types of Civil Rights Reviews

- Pre-Award, Post-Award (Administrative Reviews), and Special Civil Rights Reviews.
- New sponsors receive a pre-approval visit.
- Civil rights compliance is assessed as part of the Administrative Review.
- Special Civil Rights Reviews may take place at any time should the need arise.

Resolution of Noncompliance

- Civil rights findings must be addressed on-site and/or in Corrective Action.
- Reported to USDA FNS NERO.

Reasonable Modifications to Accommodate Disabilities

- This topic is covered more thoroughly in the Child Nutrition Programs Civil Rights Training
- Physical accessibility
- Modifications to Accommodate Disabilities in CACFP and SFSP:
 - <https://www.fns.usda.gov/cn/modifications-accommodate-disabilities-cacfp-and-sfsp>
 - Make sure you know what it is in the food and can communicate that to folks
 - Alternative meal options
- Must still provide modifications to accommodate disabilities when doing non-congregate feeding

Treat All Students Equally

- No separation by protected bases in seating arrangements, serving lines, services and facilities, or eating periods
- Allergy-free tables, such as peanut-free tables, are acceptable, as long as they are not also “punishment” tables.

Language Assistance

- Limited English Proficiency (LEP)
 - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.
- Consider the needs of your community and the number or proportion of LEP persons in your service area

Translation Resources

- Free and Reduced Meal Applications are available in a number of foreign languages at:
 - <https://www.fns.usda.gov/school-meals/translated-applications>
- Other program materials may need translation.
- Foreign language teachers, community organizations, and volunteers may be used.
- Make sure they understand the confidentiality requirements.
- Interpreter hotlines are another option.
- Children should not be used to translate program requirements to parents & guardians.

Conflict Resolution

- It is possible to avoid a potential civil rights complaint with conflict resolution techniques.
 - Remain calm; ask about the situation.
 - Listen and repeat back to be sure you understand.
 - Be empathetic.
 - Ask questions to gather information.
 - Get help from authority figures if there threats or if violence is possible.

Customer Service

- Good customer service reduces chances of discrimination.
 - Be courteous and thoughtful.
 - Be patient and listen carefully.
 - Treat all children equally.
 - Know and be able to explain any requirements that must be followed.

Anonymity and Confidentiality

- Keep all eligibility documentation confidential
- Prevent overt identification of child's status
 - Coded rosters for meal counting at non-residential and residential camp sites

Subrecipient Annual Report (SAR)

Reporting Requirements for Federal Grants

- Using federal grant dollars in a fiscal year requires that you report the grant name and amount spent to the State of Vermont on a form called the Subrecipient Annual Report (SAR).
- This report will be sent, through the mail, annually from the Vermont Agency of Administration, Department of Finance and Management.
- This form must be completed and submitted back to the state within 45 days of the close of your fiscal year.

For more information on the Subrecipient Annual Report

- See the below link for common frequently asked questions on the Subrecipient Annual Report:

<https://finance.vermont.gov/training-and-support/faqs-and-glossaries/grants-faq/sar>

- If you have lost your copy of the subrecipient annual report, you can print one at:

[https://finance.vermont.gov/sites/finance/files/documents/Forms/Grant Recipients/FIN-Subrecipient Annual Report.pdf](https://finance.vermont.gov/sites/finance/files/documents/Forms/Grant_Recipients/FIN-Subrecipient_Annual_Report.pdf)

Single Audit Requirement

- Per 2 CFR §200.500, if your organization expends \$750,000 or more in federal funds in a fiscal year, you must comply with the requirement to have a single or program-specific audit completed for that fiscal year.
- Single Audits must be completed by a licensed CPA and must be uploaded to the Federal Audit Clearinghouse within six (6) months of the close of your fiscal year:

<https://harvester.census.gov/facweb/Default.aspx>

Consequences of Non-Compliance

- Failure to comply with the requirements of the Subrecipient Annual Report and/or the Single Audit may subject your organization to increased programmatic and fiscal monitoring by the Vermont Agency of Education.

For Questions On Completing the Subrecipient Annual Report

Contact:

Jordan Black-Deegan

Statewide Grants Administrator

Vermont Department of
Finance & Management

Jordan.Black-Deegan@vermont.gov

(802)-828-3201

Other Aspects of Program Operation

Food Insecurity Resources


- Vermont Foodbank Food Shelf and Meal Site
Locator: <https://www.vtfoodbank.org/agency-locator>
- Refer to the Hunger Free Vermont resource [Stretch Your Budget with Vermont Food Programs](#)
- For information on open meal sites, call 2-1-1, the United Way-run resource hotline, or go to the [USDA Meals For Kids Site Finder](#). All sites listed are open to all children, 18 and under. Sites are offering a variety of meal service methods such as grab 'n go meals, bus stop route delivery and household delivery in some circumstances. Any necessary changes to the above information are made on a weekly basis.

State Level Outreach and Promotion

- We advertise all open meal sites on the national website Meals for Kids, <https://www.fns.usda.gov/meals4kids>, and the United Way-run resource hotline Vermont 211, and Hunger Free Vermont website
- It is extremely important for you to update your Site Applications to reflect actual program operation.


Outreach Materials

- Lawn signs and stakes
- Banners
- Meal Pattern Cards
 - SFSP Breakfast Ideas & SFSP Vegetarian M/MA



BREAKFAST IDEAS FOR THE SFSP

Breakfast recipes meet Summer Food Service Program (SFSP) minimum portion sizes.





Serve with 8 ounces milk, unflavored or flavored (no fat content restrictions).

Fruit or Vegetable (1/2 cup)	Grain (1 serving)	Meat/Meat Alternate* (1 oz.)
Banana - 1/2 cup	1 whole wheat bagel (25 g)	2 tbsp nut butter
Pineapple - 1/2 cup	5/4 cup granola	1/2 cup yogurt
Apple - 1/2 cup	1 whole grain muffin (50 g)	
Strawberries - 1/2 cup	Waffles (31 g)	
Blueberries - 1/2 cup	1/2 cup cooked oatmeal	
Grapes - 1/2 cup	1 whole grain plain granola bar (50 g)	1/2 cup cottage cheese
100% orange juice - 1/2 cup	1 English muffin (25 g)	1/2 egg

*Fruit or vegetable, grain and milk must be offered at breakfast. Meat/meat alternates are optional at breakfast.


This institution is an equal opportunity provider.
Vermont Agency of Education Child Nutrition Programs





COMPLIANT VEGETARIAN AND VEGAN MEAT/MEAT ALTERNATES (M/MA) FOR THE SFSP

Components meet Summer Food Service Program (SFSP) minimum portion sizes.




= Vegan

Meat/Meat Alternate	Breakfast* Portion	Lunch Portion	Snack* Portion
Tempeh**	1 ounce	2 ounces	1 ounce
Nut Butters (Peanut, Soy, Almond, etc.)	2 tablespoons	4 tablespoons	2 tablespoons
Yogurt	4 ounces (1/2 cup)	8 ounces (1 cup)	4 ounces (1/2 cup)
Cheese	1 ounce	2 ounces	1 ounce
Lentils, Split Peas, cooked	1/4 cup	1/2 cup	1/4 cup
Beans, cooked (Black, Pinto, Chickpeas, etc.)	1/4 cup	1/2 cup	1/4 cup
Eggs, large	1/2	1	1/2

*Meat/meat alternates are optional at breakfast and may be offered as one of the components at snack.
 **Please note certain tempeh may require CN labels or Product Formulation Statements and credit differently.

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Farm to Summer

- Increase the availability of local foods in meals
- Connect with local farmers, farmers' markets
- Gardening and farm-related enrichment activities

Farm to Summer Resources

- NOFA-VT/VT FEED- Helen Rortvedt
 - (802)-828-1589
 - helen@nofavt.org
- New England Dairy & Food Council- Jill Hussels
 - (802)-863-5416
 - jhussels@newenglanddairy.com
- UVM Cooperative Extension
 - https://www.uvm.edu/extension/contact_us
 - Master Gardener Program

Hunger Free Vermont

- Outreach, promotion, and technical assistance

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Program Data & Child Nutrition Manager

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Title 16: Education Chapter
027: Transportation and Board Subchapter
002: School Food Programs §1264. Food Program

- (2) Each school board operating a public school shall offer a summer snack or meals program funded by the Summer Food Service program or the National School Lunch Program for participants in a summer educational or recreational program or camp if:
 - (A) at least 50 percent of the students in a school in the district were eligible for free or reduced-price meals under subdivision (1) of this subsection for at least one month in the preceding academic year;
 - (B) the district operates or funds the summer educational or recreational program or camp; and
 - (C) the summer educational or recreational program or camp is offered 15 or more hours per week.

Maintaining Program Integrity

- Site eligibility
- Promotion/advertising
- Serving all children equally
- Ensuring access
- Accurate record keeping
- Conducting required reviews

Record Retention

- All records must be maintained on file for 3 years, plus the current year.
- Local rules may require records be maintained longer.

SFSP ListServ

- Make sure you are signed up for the SFSP ListServ with your correct email address
- Please email Ailynne Adams at ailynne.adams@vermont.gov to sign up

Questions?

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Non-Discrimination Statement

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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, audiotope, 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.