Simplified Summer Feeding Program
Meal Requirements

Morning: Program Basics

Afternoon: Program Details

✓ Review regulations on meal service
✓ Identify the rules around offer vs serve and practice identifying reimbursable meals
✓ Identify how meal caps are figured and adjusted
✓ Practice consolidating meal counts
**Meal Requirements**

### Simplified Summer Meal Pattern

<table>
<thead>
<tr>
<th>Food Component</th>
<th>Breakfast (Select foods from all three required components)</th>
<th>Lunch or Supper (Select foods from all 4 of the required components)</th>
<th>Snack (Choose 2 of the 4 components)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>1 cup (8 fl oz)</td>
<td>1 cup (8 fl oz)</td>
<td>1 cup (8 fl oz)</td>
</tr>
<tr>
<td>Vegetables and/or Fruits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grains and Breads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Simplified Summer Menu Planner

**Breakfast**

(Select foods from all three required components)

<table>
<thead>
<tr>
<th>Component</th>
<th>Required Amount</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>1 cup (8 fl oz)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetables and/or Fruits</td>
<td>½ cup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grains and Breads</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat/Meat Alternate</td>
<td>(Not Required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*School Sponsors may use NSLP/SBP Meal Patterns*
Meal Service

✓ Serve up to TWO meal types
  - No lunch + supper
✓ Sponsor must establish meal times specific to each site
✓ Length of meal times should be reasonable
✓ If meal times need to be changed, you must submit for approval before implementation
Meal Service

✓ Meals must be eaten on site:

  !Exception!

Children may take one fruit, vegetable, or grain component with them

▪ without pre-approval from OSPI
▪ must provide plan on how site will monitor compliance
Meal Service

Adult Meals

• **Program Adults:** Work directly with meal service at the site (volunteer or paid employees)
  - ✓ Ok to provide free meal(s)
  - ✓ Can NOT be reimbursed

• **Non-program Adults:** Do not work with the meal service at the site
  - ✓ Adult must pay for full value of meal
  - ✓ Sponsor can pay for meal with other source funds.
Meal Service
Meal Delivery / Service Style
Meal Service
Offer vs Serve

Offer vs Serve (VS) = Allows a child to decline some of the food items offered

- Allows children to have choice
- Decreases food waste and cost
- Optional at Breakfast and Lunch/Supper
- Not an option at snack
Meal Service
Offer vs Serve

Component
One of the four food groups
(milk, fruit or vegetable; grains, meat/meat alternate)

Item
A specific food offered within a food component
Meal Service
Offer vs Serve

Breakfast
Must offer: 3 components / 4 items
Child must take: 3 items

Lunch/Supper
Must offer: 4 components / 5 items
Child must take: 3 items
Offer vs Serve - Breakfast

1 oz Grain  
½ cup Fruit  
1 cup milk  
1 oz Grain
Offer vs Serve - Breakfast
Offer vs Serve - Breakfast
Offer vs Serve - Breakfast

½ cup Fruit
1 oz G
1 oz M/MA = “extra”

1 cup milk
Offer vs Serve - Breakfast

½ cup juice

½ cup Fruit

1 cup milk

1 oz G
1 oz M/MA = “extra”
Offer vs Serve - Breakfast
Offer vs Serve - Breakfast
Offer vs Serve - Breakfast

- 1 cup milk
- 1 oz M/MA; “extra”
- ½ cup fruit
- 2 oz Grain
Offer vs Serve - Breakfast
Offer vs Serve - Breakfast
Offer vs Serve - Lunch

- 2 oz Grain + 2 oz M/MA
- ½ cup fruit
- ½ cup vegetable
- 1 cup milk
Offer vs Serve - Lunch
Offer vs Serve - Lunch
Offer vs Serve - Lunch

- 1 cup milk
- 2 oz Grain + 2 oz M/MA
- ¼ cup vegetable
- ½ cup fruit
Offer vs Serve - Lunch
Offer vs Serve - Lunch
Meal Service
Self Prep vs Vended

Self Prepared
• Meals prepared on site
• Served on site or distributed to other sponsor sites

Vended
• Meals prepared by:
  1) School food service
  2) Food Service Management Company
     (any commercial enterprise or nonprofit organization)
• Must be “Unitized” Meals (with or w/o milk)
If you are vending with a FSMC (Food Service Management Company) to prepare meals, the contract between the Local Education Agency and the FSMC must specifically include the Simplified Summer Food Program.
# Meal Service
## Meal Delivery

### Summer Food Programs
#### Satellite and Vended Meal Delivery Receipt

<table>
<thead>
<tr>
<th>Sponsor / Vendor Name:</th>
<th>Site Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Kitchen Supervisor / Staff</th>
<th>Site Supervisor / Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Meals Produced/Shipped</td>
<td>Number of Meals Received</td>
</tr>
<tr>
<td>Carefully check and count meals</td>
<td>Carefully check and count meals</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>#</td>
<td>Temperature</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Breakfast meals:</td>
<td>Breakfast meals</td>
</tr>
<tr>
<td>Lunch meals:</td>
<td>Lunch meals</td>
</tr>
<tr>
<td>Supper meals:</td>
<td>Supper meals</td>
</tr>
<tr>
<td>Snacks:</td>
<td>Snacks</td>
</tr>
</tbody>
</table>

Signature: Date: | Signature: Date:
Meal Service
Serving Capacity

Step 1) Sponsor plans for the number of children expected to be served at each site (ADA*)

Step 2) “Site Cap” is set (by OSPI CNS)

Step 3) Sponsor cannot claim meals in excess of Cap

✓ Site Cap can not be adjusted for meals already served

✓ !Monitor and adjust each site ADA*!

*Average Daily Attendance
• *2nd* Meals may be offered
  • Only offer after all children receive 1*st* meal
  • Only complete meals may be reimbursed
  • Only 2% of 2*nd* meals served may be reimbursed
Meal Service
Point of Service / Meal Counts

What is one of the most common problems found on reviews?
Meal Counting Errors
And
Meal Counting Consolidation Errors
Meal Service
Point of Service / Meal Counts

Accurate Meal Counts

• Number of meals prepared or received
• Number of first and second meals served AT the point of service
• Number of leftover meals
• Number of non-reimbursable meals
• Number of meals served to program / non-program adults
# Meal Service
## Point of Service / Meal Counts

### Summer Food Programs
### Daily Meal Count

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Number</th>
<th>Date</th>
<th>Day of Week (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S  M  T  W  T  F  S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Supervisor</th>
<th>Time Meals were Delivered</th>
<th>Meal Type (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Br  AM  Lu  PM  Su</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milk Received =</th>
<th>Meals received/prepared =</th>
<th>Leftover meals from yesterday +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk on hand from yesterday +</td>
<td></td>
<td>Total Meals Available =</td>
</tr>
<tr>
<td>Total Milk on Hand =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First meals served to Children (cross number as each child is served)**

<table>
<thead>
<tr>
<th>1</th>
<th>11</th>
<th>21</th>
<th>31</th>
<th>41</th>
<th>51</th>
<th>61</th>
<th>71</th>
<th>81</th>
<th>91</th>
<th>101</th>
<th>111</th>
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<th>141</th>
<th>151</th>
<th>161</th>
<th>171</th>
<th>181</th>
<th>191</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>12</td>
<td>22</td>
<td>32</td>
<td>42</td>
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<td>142</td>
<td>152</td>
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<td>13</td>
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<td>195</td>
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<td>26</td>
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<td>160</td>
<td>170</td>
<td>180</td>
<td>190</td>
<td>200</td>
</tr>
</tbody>
</table>

**Total first meals =**
### Meal Service
**Meal Delivery**

### Summer Food Programs
**Satellite and Vended Meal Delivery Receipt**

<table>
<thead>
<tr>
<th>Sponsor / Vendor Name</th>
<th>Site Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Number of Meals Produced/Shipped</strong></td>
<td><strong>Number of Meals Received</strong></td>
</tr>
<tr>
<td>Carefully check and count meals</td>
<td>Carefully check and count meals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Breakfast meals</th>
<th>Lunch meals</th>
<th>Supper meals</th>
<th>Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summer Food Programs
**Daily Meal Count**

<table>
<thead>
<tr>
<th>Name</th>
<th>Site Number</th>
<th>Date</th>
<th>Day of Week (circle)</th>
<th>Time Meals were Delivered</th>
<th>Meal Type (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S M T W T F S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milk Received</th>
<th>Milk on hand from yesterday</th>
<th>Meals received/prepared</th>
<th>Leftover meals from yesterday</th>
<th>Total Milk on Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**meals served to Children (cross number as each child is served)**

| 11 | 21 | 31 | 41 | 51 | 61 | 71 | 81 | 91 | 101 | 111 | 121 | 131 | 141 | 151 | 161 | 171 | 181 | 191 |
|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |
|    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |
## Summer Food Programs
### Daily Meal Count

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Number</th>
<th>Date</th>
<th>Day of Week (circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>Site Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Meals were Delivered</td>
<td>Meal Type (circle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk Received =</td>
<td>Meals received/prepared =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk on hand from yesterday +</td>
<td>Leftover meals from yesterday +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Milk on Hand =</td>
<td>Total Meals Available =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First meals served to Children (cross number as each child is served)**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
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</thead>
<tbody>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Second meals served to Children**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Meals served to Program Adults (cross number as each adult is served)**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Meals served to Non-Program (paying) Adults**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total first meals**

**Total second meals**

**Total program adult meals**

**Total non-program adult meals**

**Total meals served**

---

### Monthly Meal Count

**for Summer Feeding Sites**

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Site Number:</th>
<th>Month / Year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>SUPPER</th>
<th>SNACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children</td>
<td>Adults*</td>
<td>Children</td>
<td>Adults*</td>
</tr>
<tr>
<td></td>
<td>1st Meal</td>
<td>2nd Meal</td>
<td>1st Meal</td>
<td>2nd Meal</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>NP</td>
<td>P</td>
<td>NP</td>
</tr>
</tbody>
</table>
# Meal Service

## Point of Service / Meal Counts

<table>
<thead>
<tr>
<th>Total first meals</th>
<th>Total second meals</th>
<th>Total program adult meals</th>
<th>Total non-program adult meals</th>
<th>Total meals served</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>110</td>
</tr>
<tr>
<td>94</td>
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<td>96</td>
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<tr>
<td>97</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

From yesterday:

- Meals Available = 120

Day:

- Meals served:
  - Red = 120
  - Day = 4
  - Total = 124

- meals available:
  - Red = 120
  - Day = 0
  - Total = 120
# Meal Service
## Point of Service / Meal Counts

### Monthly Meal Count for Summer Feeding Sites

<table>
<thead>
<tr>
<th>DATE</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>SUPPER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children</td>
<td>Adults*</td>
<td>Children</td>
</tr>
<tr>
<td></td>
<td>1st Meal</td>
<td>2nd Meal</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>107</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>94</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>93</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>97</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
## Meal Service
### Meal Counts / Claims

#### Monthly Meal Count
for Summer Feeding Sites

<table>
<thead>
<tr>
<th>DATE</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>SUPPER</th>
<th>SNACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children</td>
<td>Adults*</td>
<td>Children</td>
<td>Adults*</td>
</tr>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Meal</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Meal</td>
<td>P</td>
<td>NP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Claims

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>First Claim Deadline</th>
<th>Final Claim Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2014</td>
<td>May 15, 2014</td>
<td>June 29, 2014</td>
</tr>
<tr>
<td>May 2014</td>
<td>June 16, 2014</td>
<td>July 30, 2014</td>
</tr>
<tr>
<td>June 2014</td>
<td>July 15, 2014</td>
<td>August 29, 2014</td>
</tr>
<tr>
<td>August 2014</td>
<td>September 15, 2014</td>
<td>October 30, 2014</td>
</tr>
<tr>
<td>September 2014</td>
<td>October 15, 2014</td>
<td>November 29, 2014</td>
</tr>
</tbody>
</table>

• Claim Instructions will be sent to you
**Goal:** Adequate amount of food to provide meals for all children with minimal leftovers

- Estimate number of children expected
- Keep meal counts
- Evaluate how many leftovers
- Adjust number of children expected
Everyone's Responsibility!

- Clean
- Separate
- Cook
- Chill
✓ Food Handlers Card
✓ Notification to Local Health Department
✓ Follow local health codes
We want to take the children on a field trip! What steps do we need to take?
Meal Service
Field Trips

✓ The regular meal site must remain open
✓ Notify OSPI ≥ 24 hours prior to trip
✓ Ensure that there will be a point of service meal count for field trips and person taking the meal count has been trained
✓ Consider and plan for any food safety issues
Meal Service
Additional Food

It sure is hot today...maybe I should get the kids popsicles!

You may serve additional foods, however **only creditable foods** can be paid for with SSFP funds
Meal Service
Donation of foods

Step 1: Limit waste
Step 2: Reuse food when possible
Step 3: Donate to a nonprofit organization
- food bank / homeless shelter
- check local health department code

Resource: USDA Food Recovery
Meal Service
Dietary Substitutions and Modifications

4 out of every 100 US children have a food allergy
Meal Service
Dietary Substitutions and Modifications

Request for Special Dietary Accommodation

- Child with a disability
- Child without a disability

- OSPI CNS approval needed to offer approved non-dairy milk substitute
- See OSPI CNS web page for detailed instructions and forms
## Monitoring Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-operational Visit</strong></td>
<td>- before the site opens</td>
<td>ensure site is ready for operation</td>
</tr>
<tr>
<td><strong>First Week Visit</strong></td>
<td>- must be <strong>during first week</strong> of operation</td>
<td>ensure site is operating as required</td>
</tr>
<tr>
<td><strong>Fourth Week Review</strong></td>
<td>- during the <strong>4th weeks</strong> of operation*</td>
<td>review operations</td>
</tr>
</tbody>
</table>

*Note:* Fifth week visit.
Monitoring Forms

Summer Food Programs
Site Pre-operational Form

MUST be completed before site can be approved

Sponsor:
Site Supervisor Name:
Site Address (include city):
Monitor’s Arrival Time:

Site is a:  □ park  □ homeless center
Estimated number of children:  
Are present facilities adequate
Meals will be:  □ prepared on-site  □ prepared at off-site

Site has:
Adequate refrigeration
Health inspection
Cooking/heating facility
Place to store prepared meals
Shelter for inclement weather
Hand washing facilities
Trash removal

Areas of Discussion

Has the site supervisor attended a training session?
Are meals being counted and signed for?
Are all required records being completed?
Are meals served as second meals excessive?
Do meals meet meal pattern requirements?
Is there proper sanitation/storage?
Is the site supervisor following procedures established to adjust the site cap based on average daily attendance?
Are meals served within approved time?

(✓) If Discussed  Notes

Office of Superintendent of Public Instruction
Child Nutrition Services
Simplified Summer Food Program
Site Review Form

Summer Food Programs
Sponsor – Site Visit Form

FIRST WEEK VISIT
Note: This form must be completed for each site during the first week of operation and kept on file for audit/ review. Check each item discussed during the visit.

Sponsor:
Site Supervisor Name:
Site Address (include city):
Meal Types offered:
Monitor’s Arrival Time:
Monitor’s Departure Time:
The USDA Foods program supports Federal nutrition assistance programs by providing high quality foods.

Returning Sponsors are eligible to receive USDA Foods.
Financial Management

Budget
✓ Must be submitted yearly
✓ Demonstrate your program is financially viable and fiscally responsible

Projected expenses

Projected reimbursement
Financial Management

Projected expenses

Operating Costs
Costs incurred by the sponsor for preparing and serving meals to eligible children

Administrative Costs
Costs incurred by the sponsor for activities related to planning, organizing, and administering the program
# Financial Management

## Projected Expenses

### General Operating Costs
Operating costs are allowable costs for preparing and serving meals to eligible children and program adults. All costs must be fully documented and represent actual program costs.

### Food Costs:

<table>
<thead>
<tr>
<th>Average Meal Cost</th>
<th>( \times )</th>
<th># of days for program operation</th>
<th>( \times )</th>
<th># of meals served each day</th>
<th>=</th>
<th>Food Costs</th>
</tr>
</thead>
</table>

**Direct labor:** Direct labor costs include compensations by sponsors for labor that is required to prepare and serve meals, to supervise children during the meal service and to clean up after the meal service. These costs may include wages, salaries, employee benefits and the share of taxes paid by the sponsor.

**Facilities/utilities:** Rental costs for buildings, and utility costs.

**Transportation of food:** Transportation costs to pick up food supplies and/or to transport food to the sites.

**Transportation of children:** Transportation costs to transport children to the serving site.
Financial Management

Labor and Staffing Considerations

✓ Type of menu/ meal serve offered
✓ Volunteers available / utilized
✓ Part-time vs Full time
  (≥ 6 hours: full time)
  (< 6 hours: part time)
✓ USDA recommends 1 monitor for every 15 to 20 sites
Procurement

- Procurement is the purchasing of goods and services.
- Use federal funds = must follow the federal procurement process
- The procurement process is to ensure you receive goods and services:
  - from the most responsible vendor;
  - from the most responsive bid;
  - at the lowest possible price
Financial Management

Documenting Costs

- Receipts for food (program and non-program) and non-food supplies
- Labor costs for operational and administrative staff
- Travel expense to purchase food/deliver food to sites
- Receipt for office supplies (directly related to SFSP)
Civil Rights

- All staff need to receive Civil Rights Training
- Meals are served to all attending children
- Children have equal access to services and facilities
  - Collect and retain documentation for racial/ethnic data collection
- Written procedures to handle civil rights complaints
Civil Rights

- Display non-discrimination poster at all meal service sites
- Include non-discrimination statement on all public releases and program information
- Provide translation materials regarding program benefits
Outreach / Promotion

Summer Food Service Program (SFSP)

Summer Food Rocks!
Find Sites Serving Summer Meals

Find Summer Sites Serving Meals
Call 1-866-3-HUNGRY or 1-877-8-HAMBRE to find summer meals near you. Or visit www.whyhunger.org/findfood to locate sites using an online map.

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children 18 years old and under at approved SFSP sites in areas with significant concentrations of low-income children.
Outreach / Promotion

Summer Meals
WA Partnership supporting summer meals for kids and teens in your community

www.ParentHelp123.org

• Online Summer Meals Outreach Toolkit
• Free Summer Meals Outreach Materials
• Summer Meals E-Newsletter
• Family Food Hotline to Find Meal Sites
• Online Summer Meals Search Tool
Summer Food Programs

Good nutrition is essential for effective learning every day, all year long. Just as learning does not end when school lets out, neither does the need for good nutrition. Children who aren’t hungry learn better, act better, and feel better. The summer feeding programs help children get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

The USDA Summer Food Service Program (SFSP) was established to ensure that children in lower-income areas would continue to receive nutritious meals during long school vacations, when they do not have access to school lunch or breakfast.

Summer sponsors receive payments for serving healthy meals and snacks to children 18 years of age and younger. Meal sites must be located in lower-income areas and must be approved to operate by the state agency.

There are two summer programs available:
- Simplified Summer Food Program (SSFP) (also known as the Summer Food Service Program (SFSP). Open to all sponsor types.
- Seamless Summer Feeding Program (SP) (also known as the Seamless Summer Option). NOTE: The SP is open to public and private schools only.

Summer Feeding Programs for Children: Intent to Participate

A Comparison of Programs can help you determine the best program for you.

Please refer to the Washington State Child Nutrition Programs booklet for program specific participation statistics.
Next Steps

 ✓ Application packet will be sent to you
 ✓ Return paper application
 ✓ Compete electronic application on-line
 ✓ Train Staff
Summer Food Rocks!