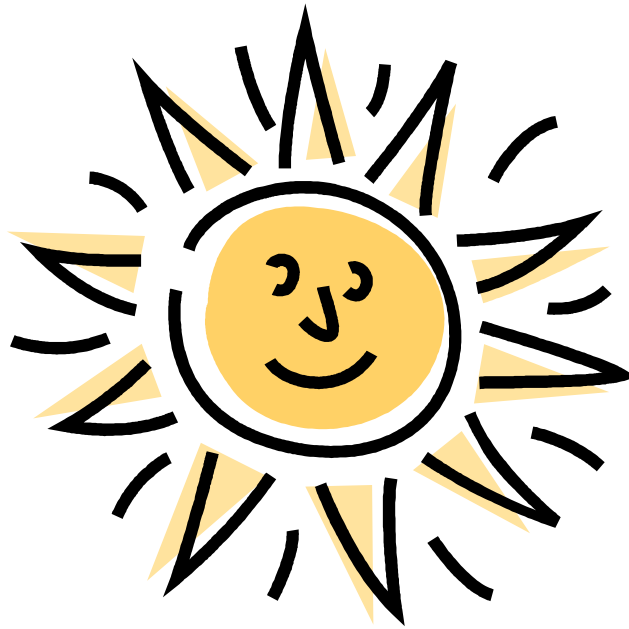


SEAMLESS SUMMER OPTION

Program Operations

For Schools



Vermont Department of Education
Child Nutrition Programs
120 State Street
Montpelier, VT 05620
802-282-5155

Revised March 2012

The Summer Food Service Program was established in 1968 to ensure that children in needy areas could continue to receive nutritious meals during school vacations that are comparable to those served under the National School Lunch and School Breakfast Programs during the school year.

To encourage more schools to participate in summer feeding, in 2002 USDA made possible a “waiver” option for School Food Authorities. The Seamless Summer Waiver combined certain aspects of the traditional Summer Food Service Program with the National School Lunch and Breakfast Programs, and reduced the amount of paperwork involved in feeding children in the summer. The Seamless Summer Waiver became permanent (and was renamed the **Seamless Summer Option**) when Child Nutrition Programs reauthorization bill was signed into law in June 2004.

This guide provides a brief summary of important administrative and operational responsibilities relative to the Seamless Summer Option.

For additional information on the Seamless Summer option and/or the Summer Food Service Program, contact:

Vermont Department of Education
Child Nutrition Programs
120 State Street
Montpelier, VT 05620
802/828-2447 or 802/828-5155

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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PROGRAM ADMINISTRATION

The purpose of the Seamless Summer Option is to encourage more School Food Authorities (SFAs) to provide meals during summer. This option combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Summer Food Service Program (SFSP). The seamless option reduces paperwork and administrative burden, making it easier for SFAs to feed children in low-income areas during the traditional summer vacation periods.

Food Service

To be eligible to operate a Seamless Summer Option Food Program, the food service must be a continuation of the school year operation. Food service staff must consist of one or more persons who are on staff during the school year. The same menu planning option must be used and meal production records must be kept as during the school year.

Financial and Administrative Capability

When a SFA agrees to operate a summer food program under the Seamless Summer Option, they accept full responsibility, financially and administratively, for the Food Service Program at all their sites. The Program must be operated according to Federal regulations; SSO instructions, circulars, and guidance materials; and applicable state and local laws. This manual outlines these responsibilities.

Children Served

Approved sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas or they must agree to serve low-income children. The Seamless Summer Option sponsors can feed children who are 18 and under.



DETERMINING SITE TYPE

Sponsors (SFAs) operating under the Seamless Summer Option may operate the food program at one or more sites. These are the actual locations where meals are served and children eat in a supervised setting. Eligible sites are those that serve (a) children in low-income areas, or; (b) specific groups of low-income children.

Types of Sites

The site type is determined by the percentage of free and reduced price meal eligibility of the children participating as well as by the structure of its activities. Descriptions of each type of site are on page 3.

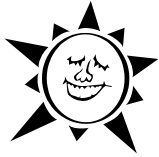
An **Open Site** serves children in a geographical area where at least 50 percent of the children are eligible for free or reduced price school meals. An example is a neighborhood school where 50 percent or more of the students are eligible for free or reduced price school meals.

A **Closed Enrolled Site** serves only an identified group of children as opposed to the community at large. At least 50 percent of the children enrolled at the site must be eligible for free or reduced price school meals and a sponsor can claim only the meals that are served to those children who are enrolled.

A **Camp Site** (residential camp or day camp) can be operated where less than 50 percent of the children enrolled at the site are eligible for free or reduced price school meals, provided that there is a continuous schedule of organized cultural or recreational programs for children between meal services. Sites at which programs and enrollment change on a regular basis (e.g., every week or every two weeks) are considered day camp sites.

SSO Site Definitions and Descriptions

The site is considered:	If these conditions exist in the site area:	The sponsor receives reimbursement for:	The sponsor is NOT reimbursed for:
Open Site	At least half of the children enrolled in a school are eligible for free and reduced-price school meals OR The area in which the site is located is documented as a low-income area based on approved census block group data.	Program meals served to all attending children 18 and under.	Meals served to adults.
Closed Enrolled Site	At least half the children enrolled at the site meet USDA established eligibility criteria based on free and reduced price application information. Activities may or may not be offered.	Program meals served to all enrolled children 18 and under in attendance, regardless of individual eligibility.	<ul style="list-style-type: none"> • Meals served to adults. • Meals served to children 18 and under who are not enrolled.
Homeless Site	A site operated by an organization whose primary purpose is to provide shelter and one or more meal services to homeless families.	Program meals served to all attending children 18 and under.	Meals served to adults.
Residential Camp	Residential camps that offer a regularly scheduled food service as part of an organized program for children enrolled at the camp.	Meals served to campers 18 and under who have been individually determined to be eligible for free meals.	<ul style="list-style-type: none"> • Meals served to adults. • Meals served to children 18 and under who do not meet individual eligibility criteria.
Day Camp	Sites at which a continuous schedule of organized cultural or recreational programs are provided between meal services and: <ul style="list-style-type: none"> • Less than 50% of the enrollment is eligible for free or reduced price school meals And/or <ul style="list-style-type: none"> • Programs and enrollment change on a regular basis (e.g., every week or every two weeks.) 	Meals served to campers 18 and under who have been individually determined to be eligible for free meals.	<ul style="list-style-type: none"> • Meals served to adults. • Meals served to children 18 and under who do not meet individual eligibility criteria.



DOCUMENTING SITE ELIGIBILITY

Sponsors must document site eligibility for each site they operate. The type of documentation (or proof) required depends on the type of site being operated.

Documenting Open Site Eligibility

50 Percent Data. The Department of Education provides information on schools at which 50% or more of the enrolled students are eligible for free or reduced price meals. If your town or school is on the “50 percent list,” complete the “Open Site Eligibility Documentation Form” (both provided by Child Nutrition Programs) by the stated deadline. A sample of this form is on page 15 in the Appendix.

If your town or school is not on the “50 percent list,” then school data for a month after October of the previous year can be analyzed to see if 50 percent or more of the total students enrolled are eligible for free or reduced price meal benefits. If so, an official letter from the school located in the site area is required. The letter should include the total school enrollment, number of students eligible for free and reduced price meals, the percentage of eligible students, and the month from which the data is taken. Complete the “Open Site Eligibility Documentation Form”, attach letter, and submit by the deadline. (A sample letter is on page 16 in the Appendix.)

Census Data. Every 10 years, USDA compiles a special tabulation of Census Block Data that shows the poverty level of children ages 1-18 living in each designated census block in the United States. Any census block that is 50% or higher, makes that census block eligible for one or more open sites. Census block data is available from Child Nutrition Programs. Submit the “Open Site Eligibility Documentation Form” (see page 15) by the stated deadline.

Closed Enrolled

To document site eligibility for a Closed Enrolled Site, make a list of the children enrolled at the site with an indication of individual eligibility determination for each child. Check to be sure that at least 50 percent of the enrolled children are eligible for meal benefits. Complete the “Enrolled Site Documentation Form”, attach list, and submit by deadline. There is a sample on pages 17-18 in the Appendix.

Children can enroll any time during the summer; however, the 50% eligibility of the enrolled group must be maintained.

Day Camp

- For programs in which activities and enrollment do not change during the summer, make a list of the children enrolled at the site with an indication of individual eligibility determination for each child. If less than 50% of the children are eligible for free or reduced price meals, complete the “Day Camp Site Documentation Form” provided by Child Nutrition Programs, attach list by appropriate deadline(s) given, and submit.
- When program enrollment changes regularly, documentation for each session must be provided. Complete the “Day Camp Site Documentation Form” provided by Child Nutrition Programs, attach list by appropriate deadline(s), and submit.

A sample “Day Camp Site Documentation Form” is on page 19 in the Appendix. Site eligibility information is on pages 21-24.

Sources of Eligibility Information

Schools have on file applications for free and reduced price meal benefits. These will provide the basis for most eligibility information. However, when a site does not qualify as an open site, individual eligibility information may not be on hand for children younger than school age.

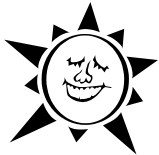
What do you do if a child who is not in school yet enrolls for participation at a Closed Enrolled or Day Camp site? In this case, the school needs to collect information from the family or household. The school year application form from the previous school year (e.g., the 2011-12 school year form for the summer of 2012) can be given to parents/guardians to collect the appropriate information. Alternatively, the Summer Food Service Program eligibility form for the current year can be used.

A copy of the SSO eligibility form is in the Appendix on pages 25-26. It differs from the school year application in that there is only one income guideline to check. This is because children who are either free or reduced eligible during the school year are eligible for free meals during the summer under the Seamless Summer Option.

As with the school year application, there is no obligation on the part of the parent to complete the form and return it to the sponsor.

Frequency of Documentation

Sponsors whose open or open restricted sites have qualified on the basis of school data must submit documentation every five years. If a sponsor has used census data in previous years, then documentation need only be submitted when new census data is available, unless the State agency requests more recent data from another source. Sponsors using other data sources must document site eligibility annually.



MEAL INFORMATION

Meal Types

Breakfast, AM snack, lunch, PM snack and supper are possible meals that can be served under the Seamless Summer Option. Meal planning must follow one of the Menu Planning Options under the School Breakfast Program and/or National School Lunch Program.

Maximum Meals for Reimbursement

A maximum of two meals, such as lunch and breakfast, or lunch and a snack, or breakfast and a snack, may be served per day to children at open and closed enrolled sites. Lunch and supper is the only combination of meals not allowed. The sponsor must request permission from Child Nutrition Programs to serve supper instead of lunch.

At migrant sites and camps, a maximum of three meals may be served, such as breakfast, lunch, and a snack. Only migrant sites and camps may be reimbursed for lunch and supper served to the same children on the same day. For camps, both residential and non-residential, only the meals served to income eligible children (based on free/reduced-price eligibility) will be reimbursed.

Days of Meal Service

Meal service can take place during the week as with school meals during the school year. With State agency approval, meals can be served on the weekend in the Seamless Summer Option. This information must be included in the application.

Time Restrictions

Meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations, Breakfast must be served in the morning hours. Lunch must be offered between 10:00 a.m. and 2:00 p.m. Supper meals (if allowed by the State Agency) must begin before 7:00 p.m. and end by 8:00 p.m. Snacks must be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices.

A la carte Sales

Although a-la-carte sales are not encouraged during summer meal service, they are allowed. Children should be encouraged to participate in the meal service being offered before they pay for a-la-carte items.

Commodities

SFAs operating the Seamless Summer Option sites are eligible to receive commodities at the school year rate. Because meals are claimed through the on line claim system, option meals are added to the school year meals for the purpose of commodity distribution and are included in the current year allocation.



SITE REQUIREMENTS FOR MEAL SERVICE

Meal Service Times

Sites should adhere to the established and advertised serving times for meals so children know when to be there for the meal or snack. If meals are satellited to a site, sponsors must make sure that meals are delivered so that meal service can start at the time approved for the site.

On-site Meal Consumption

Sponsors must ensure that children eat meals at the designated food service site (unless there is a field trip). This means that they cannot take a meal home to eat it.

Field Trips

If a field trip is planned, the food may be taken with the group and served at mealtime. A meal count must be taken just as it would at the usual site. Be sure the food is kept in coolers with ice to prevent food spoilage and possible illness from bacterial growth.

Inclement Weather

Sponsors need to be sure that outdoor sites have an alternate place for meal service during inclement weather. Adequate arrangements for serving during inclement weather include a tarp or tent or a covered picnic area.



TRAINING NEEDS

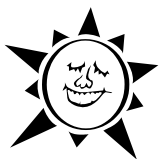
First-time sponsors of the Seamless Summer Option that will be operating sites with supervisors who are not familiar with school food service operations are strongly encouraged to attend a state sponsored training. This training can provide information that will be helpful in training site supervisors.

Training Program Staff

The more people that are involved with some aspect of operating the Seamless Summer Option, the more important it is that training be approached in an organized manner. A meeting that everyone attends is probably more efficient than one on one training with each person.

Training Site Supervisors

Site supervisors are a vital link between the site and the Seamless Summer Option sponsor. They will need to know the meal pattern. If offer vs. serve is implemented, they will need to know that information so they can observe whether children have a complete meal that can be counted. Site supervisors also need to know how to take the meal count and records that must be kept, how to order meals, what to check when food is delivered, and some basic food safety practices. In addition, they need information on who to contact with questions, and about the policies and rules established by the sponsor regarding the Seamless Summer Option so they can uphold and enforce them.



MONITORING RESPONSIBILITIES

Monitoring ensures that sites operate according to program guidelines and that accurate site records are available to justify payment to the sponsor. But most importantly, monitoring ensures that children in the community are getting nutritious meals. To be an effective monitor, that person must spend enough time at each assigned site to check all pertinent operations. Knowledge of program

Documentation

requirements enables the monitor to quickly spot problems at the sites and recommend solutions.

Each new site being operated under the Seamless Summer Option must be visited by a sponsor representative at least once during the first three weeks of operation. This is to check to be sure meal counts are being taken correctly and that meals are being served appropriately. All monitoring activities must be documented and kept on file. The State Agency provides a form for documenting the required monitoring activities. (See Appendix, page 27-28.) When problems occur, they must be corrected and a follow-up visit must take place to ensure compliance.



CIVIL RIGHTS REQUIREMENTS

Publicizing the Program

SFAs must inform potential beneficiaries of the availability of the Seamless Summer Option. For **Open Sites**, this means a public announcement because the site must be open to all children. (See sample flyers on pages 29 and 31 in the Appendix.) For other types of sites, the sponsor must let the potential attendees know. Flyers and posters in locations that will be served by the meal program are two ways to do this. If there will be a flyer for activities, you may want to include meal information in the same flyer.

In addition, the sponsor must make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program if this is needed. Contact the State Agency for more information on foreign language translations.

Non-discrimination Statement

SFAs must include the non-discrimination statement, and instructions for filing a complaint, in their public release and in any program information directed to parents of beneficiaries and potential beneficiaries. This statement appears below.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

**Non-discrimination
Poster**

A poster that is provided by the state agency must be displayed in the area where children eat. (This is what is usually referred to as “The Civil Rights Poster” or the “...And Justice for All Poster.”)



RECORDKEEPING RESPONSIBILITIES

SFAs are responsible for assuring that the appropriate records are completed as required. In addition, SFAs must retain all data pertaining to the operation of the Seamless Summer Option for a minimum of 3 years, plus the current operating year. These records serve as documentation to support the Claim for Reimbursement.

**Meal Counts at
Open and Closed
Enrolled Sites**

Daily meal count records must be kept for each site. For **Open** and **Closed Enrolled Sites**, it is not necessary to take a meal count based on names and eligibility categories as is done during the school year. Since all children served at **Open Sites** and all children enrolled at **Closed Enrolled Sites** are eligible for free meals, a form provided by the State Agency can be used to do a “head count” as each child is served. (See samples on pages 33 and 34 in the Appendix.) Meals served to adults in the Seamless Summer Option do not need to be counted since they are not reported on the claim.

**Meal Counts at
Day Camp Sites**

Daily meal count records must be kept at each **Day Camp Site** or **Residential Camp Site**. Unlike Open and Closed Enrolled Sites, however, the count has to be taken based on the individual eligibility of each child. This makes meal counting similar to school year meal counts, except that children eligible for reduced price meals during the school year are counted as free during the summer. (A sample meal count sheet for day camps is on page 35 in the Appendix.) For **camp** sites, meals served to children who are not individually eligible are not counted since they are not reported as part of the Seamless Summer Option. For the same reason, meals served to adults do not need to be counted.

**Monthly Meal
Count Records by
Site**

The Department of Education requires a monthly record of meal counts for each site. This is similar to the form that is used during the school year, but with no category for paid or reduced eligible children. (See a sample consolidated meal count sheet for sites on page 37 in the Appendix.)

Menu Production Records SFAs operating under the Seamless Summer Option must follow one of the Menu Planning Options under the SBP and/or NSLP. The same production records must also be kept, using the same form as during the school year.

Filing a Claim for Reimbursement SFAs operating under the Seamless Summer Option must file claims for reimbursement by using the Child Nutrition Programs' On Line Claim Program, the same way as during the school year.

A claim for the month of June must be filed as part of the current school year. Before filing a claim for July or August, the On Line application and agreement(s) must be completed and approved by Child Nutrition Programs.

Program Reviews and Audits Federal regulations require periodic reviews of SFAs operating under the Seamless Summer Option. A review of at least one site by the State Agency will take place in the summer preceding or following a regularly scheduled school review. The USDA Regional Office may schedule a review at other times.

Records relating to the Seamless Summer Option may also be needed for any independent audits of the sponsoring organization. These audits are usually part of an organization's normal operating procedures.

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OPEN SITE

Due June 15

Eligibility Documentation Form

Vermont Department of Education, Child Nutrition Programs
120 State Street, Montpelier, VT 05620

Each site being operated by the sponsoring organization must have documentation on file with Child Nutrition Programs before any claims for reimbursement can be approved for payment. Fill in all open sites being operated by this sponsor and the location of each one; check the type of documentation you are using. **Send a copy of this form along with an official letter (if required) to Child Nutrition Programs by June 15.** Make additional copies of the form if needed.

Sponsoring Organization: <i>Anytown Elementary School</i>	LEA#: <i>T999</i>
--	--------------------------

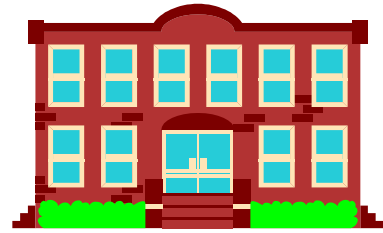
	Open Sites & Locations	✓ Documentation	Due Date
1.	<i>Anytown Elementary 5 School Street Anytown</i>	<input checked="" type="checkbox"/> 50 percent list	Submit a copy of this form with Site Data Form
		2000 Census data	
		Base year data from _____	
		<input type="checkbox"/> Official school data for any month after October 2006	Submit a copy of the letter from the school, this form, and the Site Data Form.
2.	<i>Rec Park & Pool 1009 Maine St. Westville</i>	50 percent list	Submit a copy of this form with Site Data Form
		2000 Census data	
		Base year data from _____	
		<input checked="" type="checkbox"/> Official school data for any month after October 2006	Submit a copy of the letter from the school, this form, and the Site Data Form
3.		50 percent list	Submit a copy of this form with Site Data Form
		2000 Census data	
		Base year data from _____	
		<input type="checkbox"/> Official school data for any month after October 2006	Submit a copy of the letter from the school, this form, and the Site Data Form.
4		50 percent list	Submit a copy of this form with Site Data Form
		2000 Census data	
		Base year data from ____	
		<input type="checkbox"/> Official school data for any month after October 2006	Submit a copy of the letter from the school, this form, and the Site Data Form.
5.		50 percent list	Submit a copy of this form with Site Data Form
		2000 Census data	
		Base year data from _____	
		<input type="checkbox"/> Official school data for any month after October 2006	Submit a copy of the letter from the school, this form, and the Site Data Form.

*Sample letter from a school documenting open site eligibility
(for a month after October.2006).*

WESTVILLE ELEMENTARY SCHOOL

2315 Route 6
Westville, VT 01235
Telephone: 802/555-0000
Fax: 802/555-0001

Principal: Jane Goodperson



To: Mary Summerton, SSO Administrator, Anytown School District
From: Jane Goodperson, Principal, Westville Elementary
Date: May 17, 2007
Subject: Free and Reduced Eligibility at Westville

In January of 2007, enrollment at Westville Elementary School was 168 students. Of these students, 67 were eligible for free meals; 24 were eligible for reduced-price meals. This calculates out to 54% of the total enrollment.

If you have any questions, please feel free to contact me.

Jane Goodperson

Sample enrollment list to document closed enrolled site eligibility

Sponsor: Everytown School

Site: Main Street Park

Children Enrolled	Free or Reduced Eligible	Not Eligible
Cindi Campbell	x	
Jan Walker	x	
JJ Meyers	x	
Ricky Coronado		x
Missy Soule	x	
Katya Booker	x	
Amber Watchman	x	
Casey Beard		x
Kevin Beard		x
Rob Malone	x	
Darcy Warren		x
Ken Williams		x
Jean Dilling	x	
Susie Dodge		x
Corky Adams		x
Alan Searles	x	
Leah Howard	x	
Carrie Walters		x
Melissa Burns	x	
Sarah Hayward	x	
Totals	12	8

Calculate the percentage:	12	÷	20	=	.6 or 60%
	# Eligible		Total Enrollment		percent eligible

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

<u>Melanie Spears</u> Authorized Signature	<u>Administrative Assistant</u> Title
<u>Summer Street School</u> School	<u>6/5/07</u> Date

DAY CAMP SITE ELIGIBILITY DOCUMENTATION FORM

Vermont Department of Education
Child Nutrition Programs

**Due dates vary. See
“Mail Date” column
below.**

Each site being operated by the sponsoring organization must have documentation on file with Child Nutrition Programs before any claims for reimbursement can be approved for payment. Please fill in the day camp sites and the location of each one and the appropriate dates in the “mail date” column. **Send this form with the required documentation by the due date(s).**

Sponsoring Organization: <i>Middletown Schools</i>	LEA#: <i>T555</i>
--	-------------------

	Day Camp Sites & Locations	Documentation	Mail Date
1.	<i>Computer Camp Middletown Middle School</i>	A list of the children enrolled at this site, with an indication of individual eligibility for each child. The eligibility information can be obtained from the schools the children attend or from eligibility forms submitted for the Summer Food Service Program.	<div style="border-bottom: 1px solid black; padding: 5px;"><i>6/25/07</i></div> First day of operation <div style="border-bottom: 1px solid black; padding: 5px;"><i>7/2/07</i></div> One week after first day of operation (This is your mail date)
2.	<i>Creative Cooking Middletown Middle School</i>	A list of the children enrolled at this site, with an indication of individual eligibility for each child. The eligibility information can be obtained from the schools the children attend or from eligibility forms submitted for the Summer Food Service Program.	<div style="border-bottom: 1px solid black; padding: 5px;"><i>7/9/07</i></div> First day of operation <div style="border-bottom: 1px solid black; padding: 5px;"><i>7/16/07</i></div> One week after first day of operation (This is your mail date)
3.	<i>Nature Club Middletown Elementary School</i>	A list of the children enrolled at this site, with an indication of individual eligibility for each child. The eligibility information can be obtained from the schools the children attend or from eligibility forms submitted for the Summer Food Service Program.	<div style="border-bottom: 1px solid black; padding: 5px;"><i>7/16/07</i></div> First day of operation <div style="border-bottom: 1px solid black; padding: 5px;"><i>7/23/07</i></div> One week after first day of operation (This is your mail date)
4.	<i>Soccer Camp Middletown High School</i>	A list of the children enrolled at this site, with an indication of individual eligibility for each child. The eligibility information can be obtained from the schools the children attend or from eligibility forms submitted for the Summer Food Service Program.	<div style="border-bottom: 1px solid black; padding: 5px;"><i>7/30/07</i></div> First day of operation <div style="border-bottom: 1px solid black; padding: 5px;"><i>8/17/07</i></div> One week after first day of operation (This is your mail date)

Sample enrollment list to document camper eligibility (Session 1).

Sponsor: Middletown Schools Site: Middletown M.S.

Session: Computer Camp Dates: 6/25/07 - 8/3/07

Children Enrolled	Eligible	Not Eligible
Jamie Morin		✓
Rick Bearsford	✓	
Timmy Johansen		✓
David Donnelly		✓
Jenna Bruce	✓	
Trish Leavitz		✓
Gerald Adams	✓	
John Saxe		✓
Jeff Saxe		✓
Peter Mallory	✓	

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

Melanie Spears
Authorized Signature

Administrative Assistant
Title

Middletown School District
School

6/28/07
Date

Sample enrollment list to document camper eligibility (Session 2).

Sponsor: Middletown Schools Site: Middletown M.S.
 Session: Creative Cooking Dates: 7/9/07 - 7/20/07

Children Enrolled	Eligible	Not Eligible
Debbie Hooker	✓	
Tiffany Peters	✓	
Danielle Brown		✓
Ian Murphy		✓
Dean Roberts	✓	
Brenda Green		✓
Jason DeLong	✓	
Kim Davis	✓	
Kerry Walsh	✓	
Kenny Walsh	✓	
Kevin Walsh	✓	
Scott Packard		✓

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

Melanie Spears
 Authorized Signature

Administrative Assistant
 Title

Middletown School District
 School

7/13/07
 Date

Sample enrollment list to document camper eligibility (Session 3).

Sponsor: Middletown Schools Site: Middletown Elem.
 Session: Nature Club Dates: 7/16/07-7/27/07

Children Enrolled	Eligible	Not Eligible
<i>Shelly Haverford</i>		✓
<i>Susie Darby</i>	✓	
<i>Tyler Brooke</i>		✓
<i>Brian Delaney</i>	✓	
<i>Katie Doucette</i>	✓	
<i>Steven Cote</i>		✓
<i>PJ Tyler</i>		✓
<i>Sam Cowan</i>	✓	
<i>Julia Crowther</i>	✓	
<i>Pam Michaels</i>		✓
<i>Eric McSweeney</i>		✓
<i>Stephanie Rhodes</i>		✓
<i>Clark Redington</i>	✓	
<i>JC Rexford</i>	✓	
<i>Bill Allard</i>		✓

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

Melanie Spears
 Authorized Signature

Administrative Assistant
 Title

Middletown School District
 School

7/18/07
 Date

Sample enrollment list to document camper eligibility (Example 4).

Sponsor: Middletown Schools

Site: Middletown H.S.

Session: Soccer Camp

Dates: 7/30/07 - 8/17/07

Children Enrolled	Eligible	Not Eligible
<i>Sam Cowan</i>	✓	
<i>Julia Crowther</i>	✓	
<i>Pam Michaels</i>		✓
<i>Eric McSweeney</i>	✓	
<i>Stephanie Rhodes</i>	✓	
<i>Marie Amberton</i>	✓	
<i>Renee Boucher</i>	✓	
<i>Clark Redington</i>	✓	
<i>JC Rexford</i>		✓
<i>Bill Allard</i>		✓
<i>Ellen Glenn</i>	✓	
<i>Sierra Dawne</i>		✓
<i>Zachary Marsh</i>		✓
<i>Marcel Revior</i>	✓	
<i>Pete Martinez</i>	✓	
<i>Paula France</i>		✓
<i>Ethan Morse</i>	✓	
<i>Lila Lee</i>		✓
<i>Cheryl Dubay</i>	✓	

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

Melanie Spears

Authorized Signature

Administrative Assistant

Title

Middletown School District

School

7/13/07

Date

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2010 SSO FAMILY SIZE AND INCOME STATEMENT, State of Vermont

Use a separate application for each foster child. List other children in the household together on a separate form. If you have questions, or need help, please contact the sponsor.

Part 1. List each child's information. If the child(ren) has a 3SquaresVT (formally Food Stamp) or Reach Up case number, list the number below, then SKIP TO Part 4 of this form. Do not list a Medicaid number.		
FULL NAME(S) of child(ren)	Age	3 SquaresVT Case # or Reach Up Case #

Part 2. [] Check here if this application is for a FOSTER CHILD (is the legal responsibility of a welfare agency or court): List the child's monthly personal use income. (Write "0" if the child has no personal use income), then SKIP TO Part 4 to sign this form.	\$
--	----

Part 3. INCOME Eligibility (If you completed 3SquaresVT or Reach Up section of Part 1 or completed Part 2 above, skip to Part 4)	Enter the amount of gross income of each household member (before taxes or anything else is taken out) and state how often it is received (yearly, twice a month, every two weeks monthly, weekly,)				
Name of household member List names of all household members, including students listed above	Gross Earnings from work – before deductions	Child Support Alimony	Social Security Pensions Retirement	Any other Income	Check if NO income
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Part 4. SIGNATURE AND SOCIAL SECURITY NUMBER: I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State or Federal laws.	
Signature of Parent or Legal Guardian	Social Security Number* (if none, write "none")
Street/Apt No.	Home Phone
	Work Phone
City/State/Zip	Date Signed

*PRIVACY ACT STATEMENT: Section 9 of the National School Lunch Act requires that, unless your child's 3SquaresVT or Reach Up case number is provided, you must include the social security number of the adult household member signing the application, or indicate that the household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a 3SquaresVT or Welfare office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Other Benefits: For information on free or low-cost health insurance contact Green Mountain Care at 1-800-250-8427 or www.GreenMountainCare.org. For information on 3SquaresVT to help with food costs, call 1-800-287-0589 or visit www.vermontfoodhelp.com.

FOR SPONSOR USE ONLY DO NOT WRITE BELOW THIS LINE		
Total Household Size:	Total Income _____ Per _____ Time Period __Year __Month __2XMonth __Every 2 Weeks __Week	NOTE: Annual Income Conversion: Weekly x 52 Every 2 weeks x 26 Twice a Month x 24 Monthly x 12
To be valid, this form must be signed and dated.	Eligibility Determination (Check the box and circle the reason)	<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Denied 3SquaresVT Income Eligible Over Income Reach Up Incomplete Form Foster Child <input type="checkbox"/> Temporary Approval until _____ Income Eligible Date
Signature of Approving Official Date		

INSTRUCTIONS FOR APPLYING

Use a separate application for each foster child. List other children together.

If your household receives 3SquaresVT OR REACH UP, follow these instructions:

Part 1: List each child's name, school grade, and 3SquaresVT or Reach Up case number. (NOTE: a Dr. Dynasaur or Medicaid number does not qualify your child for free school meals. Do not enter a Medicaid case number.)

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. A Social Security number is not necessary if you are listing a 3SquaresVT or Reach Up case number.

Note: The 3SquaresVT Program sends a letter to your child's school district that shows that he/she is eligible for free school meals unless you told the 3SquaresVT Program not to send the letter. The school then sends a letter to you saying that your child(ren) has been pre-approved for free meals. If you received this letter you do not need to complete this application form.

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: List the child's name, school and grade.

Part 2: Check the box and list the child's personal use monthly income, if any.

Part 3: Skip this part.

Part 4: Sign the form. A Social Security number is not necessary for foster parents signing this form.

ALL OTHER HOUSEHOLDS, follow these instructions:

Part 1: List each child's name, school, and grade.

Part 2: Skip this part.

Part 3: Follow these instructions to report **total household income** from last month.

First Column –Name: List the first and last name of **each person** living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children including the child(ren) you are applying for. Attach another sheet of paper if you need to.

Remaining Columns – List the amounts of income your household members receive **and how often the person receives it** (for example, every week, every two weeks, twice a month, monthly or yearly).

- *Earnings from work:* List the **gross income** each person earns, **OR** each person's normal income if earnings vary. Gross income is not the same as take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your employer can tell you. Report net income for self-owned businesses and farms.
- *Child Support, Alimony, Welfare:* Report payments actually received. Do not report a minus amount for payments made to another household.
- *Social Security, Pensions, Retirement:* Report gross income received from these sources.
- *Other Income:* List the total amount each person received last month from **all other sources**. Include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, rental income, or regular contributions from people who do not live in your household, and **ANY OTHER INCOME**. Next to the amount, write how often the person received it.

Part 4: An adult household member must sign the form and list his or her Social Security Number. Write "*none*" **only** if he or she doesn't have a Social Security number.

Income Eligibility Guidelines

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly	If your household income falls within the limits on the chart to the left, please complete the form on the other side of this sheet and return it to the sponsor. It will allow the sponsor to receive reimbursement to help defray the cost of meals.
1	20,036	1,670	835	771	386	
2	26,955	2,247	1,124	1,037	519	
3	33,874	2,823	1,412	1,303	652	
4	40,793	3,400	1,700	1,569	785	
5	47,712	3,976	1,988	1,836	918	
6	54,631	4,553	2,277	2,102	1,051	
7	61,550	5,130	2,565	2,368	1,184	
8	68,469	5,706	2,853	2,634	1,317	
For each additional household member add	6,919	577	289	267	134	

Seamless Summer Option SFAs

SITE REVIEW FORM

File this form in SFA Sponsor file.

Sponsor: <i>Smalltown Elementary School</i>	Site <i>City Park</i>
---	-----------------------

Each site must be reviewed within the first three weeks of operation. If a site operates for less than three weeks, the site review must be completed before the end of operations at that site.

Reviewer Name <i>Randy Mayhew</i>	Date of Review <i>7/12/07</i>
-----------------------------------	-------------------------------

Name(s) of Site Personnel Interviewed: <i>Lindy Schmidt</i>

Site Type: Open <u>Closed Enrolled</u> Day Camp	Meal Reviewed: Breakfast <u>Lunch</u> Snack
--	--

First Day of Operation at this site <i>6/25/07</i>	Average Daily Attendance at this site <i>32</i>
--	---

Start Time of Meal Service <i>11:30 a.m.</i>	End time of Meal Service <i>12:00 noon</i>
--	--

Day of Review	Breakfast	Lunch	Snack	Supper
Number of meals prepared/delivered		<i>35</i>		
Number of meals served to children		<i>31</i>		
Number of meals served to adults		<i>2</i>		
Number of meals left over		<i>2</i>		

OBSERVATIONS/QUESTIONS ON DAY OF REVIEW		Yes	No	NA
1.	If meals were delivered, were they delivered in appropriate containers for maintaining temperature and within a time frame to prevent spoilage?	✓		
2.	If meals were delivered, were they delivered in time for regularly scheduled meal service?	✓		
3.	Did all meals as served meet the meal pattern requirements?	✓		
4.	Did meal service adhere to requirements of the Seamless Summer Option?	✓		
5.	Did the meal count for OPEN and CLOSED ENROLLED SITES include all children? Did the meal count for DAY CAMP SITES include only children who are individually eligible?	✓		
6.	Was the meal count being taken at the point of service (each meal checked off when the child was served a complete meal)?	✓		
7.	Was the meal count taken using the state form or an approved alternate?	✓		
9.	Was the non-discrimination poster on display in a prominent place?		✓	
10.	Were all meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?	✓		
11.	Did all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?	✓		
12.	Does the site have a protected place to serve meals in case of inclement weather?	✓		

Briefly explain any "no" answers for 1-12.
The poster had been posted on a tree. It fell apart the first time it rained.

(Over please!)

CORRECTIVE ACTION

Corrective action discussed with (name): *Lindy Schmidt*

Corrective action required:

I said I would have the kitchen staff laminate a copy and tape it to the cooler.

Site supervisor's comments:

Meals are appealing to kids; little waste.

Person responsible for completing Corrective Action: *Reviewer/Central Kitchen*

Follow-up review date: *NA*

SIGNATURES

Randy Mayhew

Sponsor Representative Conducting the Review

Lindy Schmidt

Site Supervisor or Representative

Sample from USDA here

Sample 2 from USDA

Front of tri-fold brochure from USDA

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Seamless Summer Option SFAs

Vermont Department of Education
 Child Nutrition Programs
 Summer Food Service Program

DAILY MEAL COUNT FORM

Open and Closed Enrolled Sites
 For larger sites and sites serving one meal a day.

Use a separate copy of this page for each meal. After meal service is completed, transfer meal counts to "Site Meal Count Record for Calendar Month of _____" for this site.

1.	Sponsor Name: <i>Everytown School</i>	Today's Date: <i>6/28/07</i>
2.	Site Name/Location: <i>City Park</i>	Circle Meal Type: Breakfast <u>Lunch</u> Snack
3.	MEALS SERVED TO CHILDREN: Cross out numbers in consecutive order as each child receives the complete meal. Be sure to count adult meals under #4 below. The meal count should not be taken before anyone has been served or after everyone is seated. Circle last number crossed out.	
	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 <u>38</u> 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 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200	
TOTAL MEALS SERVED TO CHILDREN (number circled above)		38
4.	MEALS SERVED TO ADULTS (OPTIONAL—these numbers will not be reported on Claim for Reimbursement).	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
TOTAL MEALS SERVED TO ADULTS		1

I certify that the above information is true and correct:

Signature of Site Supervisor: *Lindy Schmidt* Date: *6/28/07*

Seamless Summer Option SFAs

Vermont Department of Education
 Child Nutrition Programs
 Summer Food Service Program

DAILY MEAL COUNT FORM

Open and Closed Enrolled Sites
 For smaller sites and sites serving 2 meals a day.

Sponsor Name: <i>Everytown School</i>	Today's Date: <i>7/18/07</i>
Site: <i>Elementary School</i>	

Directions: Cross out numbers in consecutive order as each child receives the complete meal. Circle last number crossed out. Be sure to count adult meals separately. The meal count should not be taken before anyone has been served or after everyone is seated. Circle last number crossed out.

MEAL #1	<input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper														
# MEALS SERVED TO CHILDREN															
	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
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
TOTAL MEALS SERVED TO CHILDREN (number circled above)													<i>42</i>		
MEALS TO ADULTS (OPTIONAL—these numbers will not be reported on Claim for Reimbursement).															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL MEALS SERVED TO ADULTS													<i>2</i>		

MEAL #2	<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper														
MEALS SERVED TO CHILDREN: See directions above.															
	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
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
TOTAL MEALS SERVED TO CHILDREN (number circled above)													<i>57</i>		
MEALS TO ADULTS (OPTIONAL—these numbers will not be reported on Claim for Reimbursement).															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL MEALS SERVED TO ADULTS													<i>2</i>		

I certify that the above information is true and correct:	
Signature of Site Supervisor: <u><i>Mary Ann Green</i></u>	Date: <u><i>7/18/07</i></u>

Seamless Summer Option SFAs

Vermont Department of Education
 Child Nutrition Programs
 Summer Food Service Program

DAILY MEAL COUNT FORM

Day Camp Sites

Sponsor Name: <i>Everytown School</i>	Site Name/Location: <i>Computer Camp @ Everytown School</i>
Site Supervisor's Name: <i>Jon Mahoney</i>	Week of <i>7/9/07</i> to <i>7/13/07</i>

DIRECTIONS: Fill in the camp roster for each session and make enough copies for the number of weeks in the session. Use a symbol to denote eligibility of each camper. Check off each day each child eats., then total the number of meals served to free eligible and ineligible campers daily.

CAMP ROSTER FOR WEEK OF <i>July 9-13</i>		Monday		Tuesday		Wednesday		Thursday		Friday	
		Lunch	Snack	Lunch	Snack	Lunch	Snack	Lunch	Snack	Lunch	Snack
1.	<i>Wendy Jacobs *</i>	X	X	X	X	X	X	X	X	X	
2.	<i>Brad Bushey *</i>	X	X	X	X	X	X	X		X	X
3.	<i>Mary Beth Waters</i>	X	X	X	X	X	X	X	X	X	X
4.	<i>Rick Melendez</i>	X	X	X	X					X	X
5.	<i>Kit Jones *</i>		X	X	X	X	X	X	X	X	X
6.	<i>Marissa Jones</i>	X	X	X	X	X	X	X	X	X	X
7.	<i>Cindy Kelley</i>			X	X	X	X	X	X	X	X
8.	<i>Rob Johnson *</i>	X	X	X	X	X	X	X	X	X	X
9.	<i>Jared Wilson</i>	X	X	X	X	X	X	X	X	X	
10.	<i>Sam Brady</i>	X	X	X	X		X	X	X	X	X
11.											
12.											
13.											
14.											
15.											
TOTALS FOR FREE ELIGIBLE CHILDREN		<i>3</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>3</i>	<i>4</i>	<i>3</i>
(Optional) totals for ineligible children		<i>5</i>	<i>5</i>	<i>6</i>	<i>6</i>	<i>4</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>6</i>	<i>5</i>
(Optional) Meals served to adults		<i>1</i>	<i>0</i>	<i>2</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>1</i>

I certify that the above information is true and correct:

Signature of Site Supervisor: *Jon Mahoney* Date *7/13/07*

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Seamless Summer Option SFAs

Vermont Department of Education, Child Nutrition Programs,

SITE MEAL COUNT RECORD

For Calendar Month of July, 2007

Keep on file at sponsor level.

Sponsor *Rural Town School*

Site *Rural Town School*

Date ↓	Breakfast			Lunch			Snack		
	Meals to F&R Eligible Children	Meals To Ineligible Children (Camp Only) (not reported on claim)	Adult Meals (not reported on Claim)	Meals to F&R Eligible Children	Meals To Ineligible Children (Camp Only) (not reported on claim)	Adult Meals (not reported on Claim)	Meals to F&R Eligible Children	Meals To Ineligible Children (Camp Only) (not reported on claim)	Adult Meals (not reported on Claim)
1									
2	23		1	38		1			
3	22		1	35		1			
4									
5	25		1	38		1			
6	26		1	44		3			
7									
8	24		2	35		1			
9	18		1	41		2			
10	23		2	33		2			
11	22		2	39		2			
12	28		1	29		1			
13									
14									
15	26		1	29		2			
16	32		2	40		3			
17	33		3	37		3			
18	28		1	38		3			
19	29		1	44		1			
20									
21									
22	23		2	41		3			
23	24		1	42		3			
24	28		1	41		3			
25	26		1	39		2			
26	30		1	39		2			
27									
28									
29	34		2	45		1			
30	30		1	42		2			
31	28		1	41		3			
Total	582		30	850		45			

