

## Summer Food Service Program (SFSP) New Sponsor Overview

### Purpose

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

### Program Structure

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

### Eligibility Requirements

Organizations eligible to sponsor the Program include:

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

### Site Types

- **Open Sites:** Meals are available to all children, 18 and under, in the community.
  - Must be located in an attendance area of school where at least 50 percent or more of the children are eligible for Free or Reduced-Price meals **OR**
  - Eligible through U.S. Census data **OR**
  - Eligible through local data
- **Closed-Enrolled Sites:** Meals are served to enrolled children.
  - Site collects income eligibility forms. 50% of the children enrolled must be eligible for Free or Reduced-Price meals. **OR**



- Located in an attendance area of school where at least 50 percent or more of the children are eligible for Free or Reduced-Price meals **OR**
- Eligible through U.S. Census data
- **Residential Camps:** Offer regularly scheduled food service along with organized activities for enrolled residential or day campers.
  - Site must collect and maintain individual income eligibility applications from enrolled participants and camp is reimbursed for those enrolled participants who meet the Free and Reduced-Price eligibility guidelines.

## **Requirements to Participate in the Program**

### **Online Application Packet and Claims for Reimbursement**

New Sponsors must sign a Permanent Agreement to participate in the program. The State agency will create an account on behalf of the organization within the Child Nutrition Programs Application and Claiming System. The organization must complete an annual Application Packet within the online system as a renewal of the Permanent Agreement and to provide the State agency with information about the organization and their food service operations. The organization will be responsible for keeping their application up-to-date with any changes to their organization, food service program, and related meal service operations. The organization will be responsible for submitting accurate monthly claims for reimbursement within the online system.

### **Press Release and Health Department Notification**

Sponsors must issue a press release advertising the program and non-discrimination information. Sponsors must notify the Health Department of program operation in case they would like to conduct an inspection.

### **Pre-Approval Visit and Administrative Review**

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

### **Training**

Sponsors must attend annual Summer Food Service Sponsor Training provided by the State agency. Regional trainings are offered throughout the state. At least one representative from the Sponsoring organization must participate. This training covers all aspects of Program operations. Sponsors are required to provide training annually to anyone involved in any Program operations. This training must be documented. Training topics must include:

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

- Monitoring Requirements for Program Monitors

## **Sponsor Monitoring Requirements**

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

- **Pre-Operational Visits:** Pre-operational visits must be conducted for new sites and those that experienced operational problems the previous year.
- **First Week Visits:** Sponsors are required to visit all sites at least once during the first week of operation. Sponsors may have this visit waived if the site operated successfully in the previous year and the Sponsor receives prior approval from the State agency.
- **Site Reviews:** Sponsors must conduct a review of each site at least once during the first four weeks of Program operation. If a site operates less than four weeks, the Sponsor must still conduct a review. The monitor will observe delivery or preparation of meals, the meal service, cleanup of the meal site, and completion of site meal counts.

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

## **Racial and Ethnic Data Form**

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

## **Meal Service Requirements**

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

Meals and snacks must be consumed on-site in a congregate setting to be eligible for reimbursement, unless the meal or snack is served on a State agency approved field trip.

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 up after the meal service. Counts based on pre-order numbers, attendance numbers, or counting trays are not allowable. Camp sites must track meal counts by child's name and eligibility status.

## Meal Pattern Guidelines

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

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

<b>Meat/Meat Alternate Component</b>	<b>Breakfast Serving Size<sup>1</sup></b>	<b>Lunch/Supper Serving Size</b>	<b>Snack Serving Size</b>
Lean meat, poultry, or fish	1 ounce	2 ounces	1 ounce
Soy products or Alternate Protein Products (APP)	1 ounce	2 ounces	1 ounce
Cheese	1 ounce	2 ounces	1 ounce
Eggs, large	½	1	½
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	2 tablespoons	4 tablespoons	2 tablespoons
Peanuts, soy nuts or other tree nuts or seeds	1 ounce	1 ounce = 50% <sup>2</sup>	1 ounce
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

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

<b>Grains/Breads Component</b>	<b>Breakfast Serving Size</b>	<b>Lunch/Supper Serving Size</b>	<b>Snack Serving Size</b>
Whole grain or enriched bread	1 slice	1 slice	1 slice
Whole grain or enriched bread products, e.g., cornbread, biscuits	1 serving	1 serving	1 serving
Whole grain, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)	¾ cup or 1 ounce	¾ cup or 1 ounce	¾ cup or 1 ounce
Whole grain, enriched, or fortified cooked cereal grain, rice, or pasta	½ cup	½ cup	½ cup
Whole grain or enriched savory crackers and sweet crackers, e.g., animal and graham crackers	1 serving	1 serving	1 serving

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

<sup>2</sup>No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry, or fish.

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

<sup>4</sup>Juice may not be served when milk is served as the only other component.

Serve two of the four components for snack.

#### Additional Resources:

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

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