

# Food Service Facts

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## 27. Summer Nutrition Options

### Hunger Doesn't Take a Vacation

For over two months every year, most schools close their doors for summer vacation. As a result, thousands of Kansas children who depend on school meals to meet a substantial amount of their daily nutrient needs do not have the opportunity to participate in a summer meal program. This lack of access to basic nutrition is most pronounced among low-income children who have no summer alternative to school meals.

Good nutrition is essential for effective learning every day, all year long. Learning does not end when school lets out, neither does the need for good nutrition. Children with adequate nutrition learn, play and grow better. Working parents struggling to make ends meet have concerns about what their children are doing in the summer - who is watching them, are they safe, and will they have enough food to eat?

Summer meal programs help children get the nutrition they need throughout the summer months when they are out of school. Sponsors in the Summer Food Service Program provide well-balanced meals to children at schools, playgrounds, parks, camps and other sites to assure that children are ready to learn when school resumes in the fall.

Three options are available for sponsors to provide summertime nutrition:

- ◆ School Nutrition Programs
- ◆ Seamless Summer Option
- ◆ Summer Food Service Program

The first two options, School Nutrition Programs and Seamless Summer Option, are available only to public or private nonprofit school sponsors. These sponsors as well as public or private nonprofit residential camps, units of government, and private nonprofit organizations may choose the third option, the Summer Food Service Program. The features of all three options are compared in the chart on page 27-3.

Program applications are approved by Kansas Department of Education annually. Sponsor and site applications must be submitted by May 1 each year.

## Option 1 - School Nutrition Programs

Sponsors of the School Nutrition Programs (i.e. National School Lunch Program, School Breakfast Program, Afterschool Snack Program and Special Milk Program) may continue their operation during the summer for students in academic summer school programs.

The rate of reimbursement, records and procedures for filing monthly claims for meals served during summer school are the same as during the regular school year. During summer school, reduced price and free meals may be claimed for students with approved applications on file for the current school year. Applications must be complete and approved before any reduced price or free meal benefits are provided to students.

## Option 2 - Seamless Summer Option

Sponsors of the School Nutrition Programs that serve low-income populations are eligible for this option. Approval is granted through the School Nutrition Program site application. Documentation is presented to show the site addresses the needs of a low-income population. Once it is determined that a low-income population is being served, all meals are reimbursed at the School Nutrition Program free rates for breakfast, lunch and afterschool snacks. Seamless summer claims are paid through the School Nutrition Program.

## Option 3 - Summer Food Service Program

The Summer Food Service Program (SFSP) was established in 1968 to ensure that children in low-income areas continue to receive nutritious meals when schools are closed for vacation. Meals are provided at no charge to all children at approved sites serving areas with significant concentrations of low-income children. Children between the ages of one and 18 may receive meals through the SFSP. In addition, the SFSP is also available to those over 18 who are determined by a state educational agency to have a mental or physical disability and who participate in a school program for individuals with a disability. Sponsors earn reimbursement based on the number of meals served to children multiplied by the SFSP reimbursement rates.

## Comparison of Summer Nutrition Options Available to School Sponsors

The chart on the following page compares key features of the three options available to sponsors for providing summer nutrition for children.

## Food Service Facts – Chapter 27, Summer Nutrition Options

### Comparison of Summer Nutrition Options Available to School Sponsors

1. Continuation of School Nutrition Programs (SNP): National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Afterschool Snack Program (ASP)
2. Summer Food Service Program (SFSP)
3. Seamless Summer Meals Option

Topic	School Nutrition Programs (SNP)	Summer Food Service Program (SFSP)	Seamless Summer Meals Option
<b>Reimbursement Rates</b>	Current fiscal year rates by meal type and eligibility category (updated July 1)	Current SFSP rates (updated in December or January)	Free NSLP/SBP/ASP rates for current fiscal year (updated July 1)
<b>Reimbursement Structure</b>	Paid/Reduced Price/Free rates	One (1) rate for each type of meal that includes Operating and Administrative reimbursements	Free rate for each type of meal at eligible sites
<b>Eligible Participants</b>	Any enrolled student under 21 who has not yet earned a diploma	Except for camps, all children ages 1-18, and over 18 if definition of disability is met	Except for camps, students attending school, as applicable, plus children residing in the area
<b>Number and Type of Meals</b>	Any combination of breakfast, lunch and/or snacks in the ASP	No more than 2 meals/snacks per day. Migrant sites may serve 3 meals.	Same as SFSP
<b>Site Eligibility</b>	Operation of summer school in the state education system.	Open - $\geq 50\%$ eligible by school or census Enrolled - $\geq 50\%$ eligible by participant Migrant – certified migrant eligible Camps	Sites may qualify by SFSP guidelines: Open Enrolled, Migrant, or camps
<b>Summer School Audience</b>	May not serve meals to children from the area who are not enrolled	If academic, must open to children from the area who are not enrolled	Open sites must serve area children.
<b>Site Monitoring by Sponsor</b>	On-site review of breakfast and lunch counting & claiming for each school by Feb 1 each year.	Sponsor must conduct: <ul style="list-style-type: none"> <li>▪ Pre-operational visit at new sites and at those sites that experienced significant operational problems in prior year</li> <li>▪ First week visit (optional for school sponsors)</li> <li>▪ Review in first four (4) weeks of operation, including racial/ethnic identification</li> </ul>	Review sites newly approved to operate the Seamless Summer Meals Option during the first three (3) weeks of food service. Meal counting, claiming and meal pattern compliance must be monitored at each site at least once during each site's operation.
<b>Meal Time Restrictions</b>	Breakfast must begin before 10 AM Lunch, must be served between 10 AM and 2 PM Snacks must be served after school	Meal times and the distribution of meal times should address the need of the children.	Breakfast must begin before 10 AM; lunch, served between 10 AM and 2 PM; snacks must be served after school.
<b>Point-of-Service Accountability</b>	Roster/meal count by category	Written tally	Written tally
<b>Sponsor Eligibility</b>	School Food Authorities (SFA)	SFA's, Government agencies, Private non-profit, Univ or college, Faith based org.	SFAs eligible except if sponsor had a problematic SNP review

All SFSP and Seamless Summer Meals Option sponsors must:

- Demonstrate/accept final financial and administrative capability to provide meal service operations at all sites under the sponsorship
- Conduct a regularly scheduled food service for children from areas in which poor economic conditions exist
- Not have been determined seriously deficient in operating the SFSP or the Child and Adult Care Food Program (CACFP)

## Program Administration

### Before Opening

- ◆ Plan ahead – Applications/renewals for participation are due May 1.
- ◆ Participant in KSDE’s SFSP training for an update on program requirements in April and May. The current training schedule is available at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Training.
- ◆ Document site eligibility and receive approval for operation from KSDE.
- ◆ Determine food source. Sponsors may prepare meals or contract for meals. Contracts must be completed and approved prior to operation. Contracts with Food Service Management Companies over \$100,000 require formal purchasing methods to be used.
- ◆ Send [Letter to Health Department](#) listing prospective site locations.
- ◆ Complete the pre-operational site visit (using [Pre-Operational Site Visit](#), Form 27-C).
- ◆ Site records should be maintained at the sponsor’s office for a period of three years plus the current year after the submission of the final reimbursement claim.
- ◆ Train personnel in preparation, service, and civil rights. Complete the [Training Certification](#) and send to KSDE.

### After Opening

- ◆ Complete [Enrollment Certification](#) (Form 27-A) for enrolled sites.
- ◆ Monitor Daily “Point of Service” Counts. Meals must be counted at a point that the child has received a complete meal.
- ◆ First week visit to all sites are encouraged to assure smooth operation. New sites or sites with new personnel or sites that had problems in the prior year must be targeted by the sponsor for First week visits.
- ◆ Prior to the field trip submit [Field Trip Request](#) (Form 27-B) to KSDE for approval to serve meals on field trips.
- ◆ Complete the [Daily Meal Count](#) (Form 27-J) to record all meals served for each month of operation.
- ◆ Submit claims for reimbursement.
- ◆ Monitor program costs for:
  - Food using invoices and receipts,
  - Labor costs using payroll data, and
  - Other expenses.
- ◆ Complete the [Monitor Site Review](#) (Form 27-E) for each site. See below for guidance for sites that operate both SFSP and CACFP At-Risk Afterschool Meals Program.
- ◆ Complete [Monthly Financial Status Summary](#) (Form 27-G), optional but recommended.

## Meal Service

The goal of every program should be the service of nutritionally adequate meals that include:

- ◆ safe, wholesome foods,
- ◆ variety,
- ◆ ethnic/cultural preferences,
- ◆ foods available in season, and
- ◆ a safe, comfortable, enjoyable environment.

## Eligible SFSP Sponsors

Eligible sponsors include:

- ◆ Public or private nonprofit school sponsors
- ◆ Public or private nonprofit residential summer camps
- ◆ Units of local, county, municipal, state or federal government
- ◆ Public or private non-profit colleges or universities
- ◆ Any other type of private, nonprofit organization

## Requirements for SFSP Sponsors

Throughout the remainder of this chapter, there are references to KSDE forms. The title of each form is underlined. All of these forms are available on [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program.

An SFSP sponsor must:

- ◆ Be a public or private nonprofit IRS tax-exempt entity; including a faith-based organization, a school, a unit of government; a public or private non-residential camp. (\*churches must be tax-exempt, but there is no requirement that they provide documentation of their tax-exempt status).
- ◆ Serve low-income children at one or more sites
  - Each “open” site must be documented as an area in which poor economic conditions exist.
  - Each “enrolled” or “camp” site must certify that household size and income information will be collected to document the site’s SFSP eligibility.
- ◆ Demonstrate financial and administrative capability and accept final financial and administrative responsibility for SFSP operation at all food service sites.
- ◆ Provide ongoing year-round service to the community; unless the sponsor serves children of migrant workers, residential camp students, or areas where low-income children might not otherwise be served.
- ◆ Conduct outreach that notifies area families of the location and availability of meals at site/s.
- ◆ Have adequate personnel for overall management of each food service site. New and returning sponsors must monitor site operations throughout the period of program participation. They must also demonstrate their ability to maintain contact with meal service staff, ensuring that there is adequately trained meal service staff on site.
- ◆ Enter into a written agreement with KSDE to:
  - Maintain/collect site eligibility records.
  - Operate a nonprofit food service for children during summer vacation (typically May through September) or at other times at schools that operate on a year-round school calendar.
  - Ensure that administrative personnel have received KSDE training, and provide training sessions throughout the summer for all administrative and site personnel with regard to program duties.
  - Provide training for site personnel and allow no site to operate unless site personnel have been trained.
  - Serve meals which meet SFSP meal pattern or NSLP meal pattern if school sponsor.
  - Maintain food production records or other documentation to document that meals meet SFSP requirements.

## Food Service Facts – Chapter 27, Summer Nutrition Options

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- Record meals served to children at the point-of-service.
- Serve all meals free, except that camps may charge for meals served to children not eligible for reduced price or free school meals.
- Adhere to USDA Food and Nutrition Service standards for purchase of goods and services. Maintain records to show expenditures within approved guidelines.
- ◆ Certify that all sites have been visited prior to the beginning of meal service and are capable of conducting the meal service for the number of children anticipated and of supervising children on-site while meals are being consumed.
- ◆ Complete a [First Week Site Visit](#) (Form 27-D) for new or problem sites in the first week of operation.
- ◆ Complete a [Monitor Site Review](#) (Form 27-E) at every site during the first four weeks of operation. This review must be completed at all sites regardless of the length of operation.
- ◆ Not have been declared seriously deficient in operating any federal child nutrition program in previous years.
- ◆ Serve low-income Children in a regularly scheduled meal service.
- ◆ Have access to facilities adequate for storing, preparing and serving food, as appropriate.
- ◆ Notify news media of SFSP operation.
- ◆ Make program information available to the public upon request and in the appropriate foreign language translations.
- ◆ Notify the local health department of the times, dates and sites of the food service operation.
- ◆ Meet applicable state and local health, safety and sanitation standards for each site's food service operation
- ◆ Maintain documentation of site visits and reviews.
- ◆ Serve the same meal pattern to all eligible children regardless of race, color, national origin, sex, age or disability and display the USDA nondiscrimination poster at the sponsor's office and all meal sites.
- ◆ At one meal service, identify participants by racial and ethnic identity.
- ◆ Use existing school food service facilities to the maximum extent feasible. Prior to contracting with a Food Service Management Company (FSMC), sponsors of vended operations should contact the local school sponsor and document efforts to obtain school meals using the [Verification of Efforts to Obtain School Meals or Use School Food Service Facilities](#). Private nonprofit sponsors may not vend with another private nonprofit.
- ◆ Conduct a nonprofit food service and maintain a financial management system (meal count records, cost information and SFSP income) as prescribed by KSDE.
- ◆ Submit reimbursement claims in accordance with procedures established by KSDE.
- ◆ Have an audit conducted of final claims and SFSP operations, if the amount of federal funds from all sources expended in the prior fiscal year is \$750,000 or more.
- ◆ Maintain all records for three (3) years plus the current year; however, records must be retained after the three-year period if audit findings have not been resolved.
- ◆ An "unaffiliated" site is not part of the sponsor's organization. Sponsors must be able to train staff and administer the program at the site. Sponsors administering meal programs in unaffiliated sites should enter into an agreement with the unaffiliated site's supervisor or a responsible site official using the [Unaffiliated Site](#)



Agreement. This agreement does not relieve the sponsor of final administrative and financial responsibility for the SFSP site.

- ◆ If the sponsor is a school, college or university with an existing year-round contract with a FSMC to prepare meals:
  - Amend the contract to assure that SFSP requirements are met.
  - A sponsor with a FSMC contract totaling \$100,000 or less is not required to comply with the formal competitive purchasing procedures.
- ◆ If the sponsor is a private, nonprofit agency, it may:
  - Contract with a school for the preparation of SFSP meals,
  - Contract with any FSMC for the preparation of unitized meals.

### Eligible Sites

#### Open Site

- ◆ Fifty percent (50%) or more of the school enrollment or children in the geographic area from which the site draws its attendance must be eligible for reduced price or free school meals.
- ◆ Free meals are available to any child who attends a meal service. Sponsors must allow meal service access to all children residing in the area served by the site. Information regarding the meal service must be publicized in the community served.
- ◆ Only meals served to children (ages 1-18) are eligible for reimbursement.
- ◆ Eligibility is documented every 5 years:
  - With KSDE's annual Principal's Building Report data, current school data, or the individual school ISP data for schools that participate in Community Eligibility Provision (CEP)
  - OR
  - Census Tract and Census Block Group (CBG) data are available through the FNS Area Eligibility Mapper is located at <http://www.fns.usda.gov/area-eligibility>. The map may be used to conduct weighted averaging for eligibility. Contact KSDE for assistance. A tool to average is Form 27-H.
  - Other Data: Approved alternative data sources may include information from Departments of Welfare, Zoning Commissions, USDA Rural Development Housing Authorities, Housing and Urban Development (HUD) Housing Authorities or local Housing Authorities.
  - Exceptions:
    - If a significant number of low-income children from outside a school's normal attendance area are transported to the school, the enrollment eligibility for the site must be adjusted to reflect the children who have access to the site/program.
    - Restricted Open sites allow sponsors to operate an open site, but restrict or limit site participation due to reasons of space, security, safety, or control. A restricted open site must be open to community participation at some point but a limit announced and maintained.
- ◆ A maximum of two (2) of the following meals may be claimed for reimbursement: breakfast, lunch, supper, snack. However, lunch and supper cannot be claimed on the same day.



All sites should consider alternate arrangements for inclement weather. Sponsors operating approved outdoor meal sites without temperature controlled alternative sites may request a waiver to operate as non-congregate sites on days when the area is experiencing excessive heat. Sponsors who request a waiver from the state agency may send meals home with children on days that the National Weather Service has declared a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor feeding site is located. Application for the waiver is part of the Site Application in KN-CLAIM. Only one meal per child may be sent home – no meals may be sent with children or adults for children who do not come to the site. Sponsors must document the Heat Advisory each day it occurs.

### Enrolled Site

- ◆ At least fifty percent (50%) of the enrolled children must have been individually determined to be eligible for reduced price or free school meals.
- ◆ Only the specific groups of enrolled children are served meals. If a summer school program required for graduation is offered, area children must be allowed to attend meals and their participation factored into the site's eligibility OR the NSLP meal program should be continued through summer school. Summer school programs may not enroll as restricted open sites in order to serve only summer school participants.
- ◆ Once fifty percent (50%) eligibility for reduced price or free school meals is achieved, all children in attendance in the enrolled program receive a free meal and all meals served to children are eligible for free reimbursement.
- ◆ Documentation of fifty percent (50%) eligibility should be completed by at least the fifth day after food service begins. Reimbursement claims may not be paid unless documentation of site eligibility is on file with KSDE.
- ◆ If fifty percent (50%) eligibility is not documented by the specified deadline, the sponsor may claim reimbursement for only the students eligible for reduced price or free school meals.
- ◆ When SFSP sponsor have to obtain individual eligibility information, they can obtain student-specific eligibility status from another Child Nutrition Program operator, like a school or child care center to expedite the certification process. The [Request for Information on Eligibility](#) (Form 6-A) allows the potential SFSP to clearly identify the information request for the purpose of a child nutrition program.
- ◆ A maximum of two (2) of the following meals may be claimed for reimbursement: breakfast, lunch, supper, snack.

### National Youth Sports Program (NYSP) Site

- ◆ Sponsors document that fifty percent (50%) of participating children are eligible based on:
  - Completed Applications for Child Nutrition Program Benefits, OR
  - Residency in an area where poor economic conditions exist, OR
  - U.S. Department of Health and Human Services guidelines for income eligibility.
- ◆ The fifty percent (50%) eligibility should be documented by at least the fifth day after food service begins.
- ◆ Once fifty percent (50%) eligibility is achieved, all enrolled NYSP children in attendance are eligible to receive a maximum of two (2) of the following reimbursable meals: breakfast, lunch, supper, snack.

### Residential/Nonresidential Camp Site

- ◆ Sponsors receive reimbursement for meals served to students eligible for reduced price or free school meals.
- ◆ Upward Bound (UB) Programs must document the number of eligible children based on:
  - A completed [Application for Child Nutrition Program Benefits](#), or
  - An Upward Bound application in which the participant qualifies by income; however, participants who are determined eligible for Upward Bound on criteria other than income must complete an income eligibility form, or
  - By disclosure of eligibility by the student's home school district. The school district should be contacted using the [Request for Information on Eligibility](#) (Form 6-A).
- ◆ A maximum of three (3) of the following meals may be claimed for reimbursement: breakfast, lunch, snack, supper.

### Migrant Site

- ◆ Sponsors must certify that the site serves children of migrant workers. If site also serves non-migrant children, sponsor must certify the site primarily serves migrant children.
- ◆ A maximum of three (3) of the following meals may be claimed for reimbursement: breakfast, lunch, snack, supper.

### Disaster Situations

- ◆ Summer Food Service Program or Seamless Summer Options may be useful when schools or day care facilities must remain closed due to disaster situations. KSDE can approve organizations with current agreements to open emergency feeding sites. Contact Child Nutrition & Wellness to address these situations.

## Site Activities

Children are drawn to locations that offer educational, enrichment and recreational activities. SFSP reimbursement funds are to defray the cost of food, production, service and monitoring and may not be used to fund other program costs at a site. Sponsors are encouraged to cooperate with programs that are able to provide activities that attract children to the meal setting. Consider local libraries, swimming pools, faith-based organizations, school programs, local coalitions, United Way, Boys & Girls Clubs, recreational programs, 4-H clubs, YMCA and YWCA programs and National Youth Sports Programs.

## Reimbursement

Sponsors receive reimbursement based on claims of number of meals served submitted at the end of a service month. The United States Department of Agriculture (USDA) establishes the rates annually. Current reimbursement rates are available at [www.kn-eat.org](http://www.kn-eat.org).

Sponsors indicate the Average Daily Attendance (ADA) for each site. Once approved the ADA becomes the maximum capacity that can be claimed daily at the site. If participation exceeds the projected ADA, the sponsor may change the level of the cap and the consultant may approve up to the level that the sponsor can efficiently and safely operate.

Advances may be requested through KSDE. An advance is a partial payment paid at the beginning of a month of operation. Advances are reconciled with each claim payment. Advances that exceed claims must be repaid in full.

Reimbursement claims are filed on-line in KN-CLAIM. KSDE vouchers weekly. Claims filed promptly will be paid promptly.

Sponsors must file original claims 60 days after the last day of the claiming month. Original claims submitted later than 60 calendar days following the last day of the claiming month cannot be paid without a request for a 36-month exception. A 36-month exception must be requested in writing from KSDE. If approved, it will enable the sponsor to receive payment for a late claim, but no additional late claim payments will be allowed for the following 36 months.

### SFSP Meal Pattern Requirements

- ◆ Schools have the option to continue the National School Lunch Program (NSLP) or School Breakfast Program (SBP) meal pattern used during the school year or use the SFSP meal pattern.
- ◆ Additional foods may be served particularly to children aged 12-18. All additional foods served must represent meal pattern requirements. Foods not part of the menu pattern (ice cream, desserts, etc.) must be donated or purchased with non-program funds. Where possible the extra foods should be served at times other than meal times.
- ◆ **SFSP Breakfast** – Each meal must include foods from 3 component groups:
  - Grain/bread: 1 serving
  - Fruit/Vegetable: ½ cup vegetable, fruit, or full-strength juice
  - Milk: 8 oz. milk
- ◆ **SFSP Lunch or Supper** – Each meal must include foods from 4 component groups:
  - Meat/meat alternate - 2 oz.
  - Fruit/vegetable - ¾ cup from two different sources
  - Grain/bread - 1 serving
  - Beverage milk - 8 oz. milk
- ◆ **SFSP Snack** – Each snack must include two servings representing two different components:
  - Meat/Meat Alternate, Grain or Bread, Fruit/Vegetable, Milk
  - Juice cannot be served when milk is the only other component of a snack.
- ◆ **“Offer vs Serve”** – Sponsors may **serve** the full meal (all components) to all participants or may choose to **offer** all components but allow participants to choose a minimal number of components and claim the meal as reimbursable.
  - If “offer” will be used at a SFSP breakfast, an additional bread, fruit/vegetable, or meat/meat alternate item must be offered (offer 4 components). A reimbursable breakfast must contain 3 of the 4 items offered.
  - At lunch or supper, offer 5 food items from 4 component groups and a participant must choose 3 components in order to claim the meal for reimbursement.
  - In “offer” every participant must have the option to choose all components for the meal.
  - Snacks are serve only.

- ◆ Schools participating in SFSP have the option to continue the National School Lunch Program and School Breakfast Program meal pattern. The offer option may be used at breakfast, lunch or supper.

Additional information regarding the foods and quantities of foods needed to meet the requirements of the SFSP meal pattern are available through the *Nutrition Guidance for Sponsors* and the *USDA Food Buying Guide for Child Nutrition Programs* available at [www.fns.usda.gov](http://www.fns.usda.gov).

### Family Style Meals

Summer Meal Programs provide nutritious meals to children and help children develop healthy eating habits. Serving meals family-style support these goals by allowing children and Program staff to eat together, creating a relaxing eating environment, and promoting healthy eating habits and attitudes toward food.

Additional information and resources on Family Style Meals can be found at <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>.

### A New Way to Teach Healthy Eating Habits

Only camps and closed enrolled summer sites have the option of serving meals family style because these settings provide a stable environment. All the foods needed to meet the meal pattern requirements are placed in serving plates or bowls on a table for children to serve themselves. The National Academy of Medicine (formerly the Institute of Medicine) recommends serving meals family style because it creates a healthful eating environment that is responsive to children's hunger and fullness cues.

- ◆ Children learn and practice social and motor skills such as taking turns; sharing; and passing, pouring, and scooping foods.
- ◆ Children may choose to take smaller portions of food and know they can take seconds if they want.
- ◆ Children are encouraged to try new foods by seeing other children and Program staff eating them.
- ◆ Program staff become good role models for children by sitting at the same table, eating the same meal as the children, and providing assistance, as needed.
- ◆ Children and Program staff can enjoy pleasant conversation with each other in a friendly, supportive family-like environment.

### Requirements for Serving Meals Family Style

- ◆ A sufficient amount of food must be placed on each table to provide the required portions of each of the food components for all children at the table and any Program staff eating with the children.
- ◆ Children must be allowed to select food components and the size of the initial serving. Children should initially be offered the full required portion of each food component.
- ◆ When a child does not initially take the full required portion of a food component, it is the Program staff's responsibility to actively encourage the child to accept the full required portion of each food component. For example, if a child initially refuses a food component, or initially does not take the full required portion of a food component, Program staff should offer the food component to the child again.

## Be Aware of Food Safety Considerations

- ◆ Understand and follow State or local health requirements for serving meals family style to prevent any possible food safety issues.
- ◆ Keep food at the proper temperatures.
- ◆ Use appropriate and clean containers and utensils to serve the meal.
- ◆ Make sure all children and Program staff wash their hands before the meal.

## Documenting SFSP Meal Requirements

- ◆ Maintain daily point of service counts as follows:
  - Open, Enrolled and NYSP sites may use the [Daily Meal Count Form](#) (Form 27-J).
  - Residential and Camp sites may use the [Enrollment Roster](#) (Form 27-K).
  - The [Daily Meal Count Form](#) or [Enrollment Roster](#) must be used for field trip meals claimed for reimbursement.
- ◆ The [Food Production Record](#) (Form 27-I) may be used to document that each meal met nutrition requirements for the number served.
  - Larger amounts of foods may be planned for older children.
  - Prior authorization must be obtained from KSDE to serve smaller quantities of foods to children less than six years of age and/or to serve children under age one.
- ◆ Meal service times and time between meal services should be established with consideration of the needs of the children.
- ◆ Recommended serving periods for lunch and supper should not exceed two hours and breakfast and snacks one hour.
- ◆ Adults may not eat any portion of a child's meal. The SFSP is a child nutrition program. If a sponsor chooses to serve adults, the cost of the adult meal must cover all costs of food, preparation, and service. No reimbursement funds may be used to pay adult meal costs.
- ◆ All food must be consumed on-site. Exceptions:
  - Field trips that include reimbursable meals prepared and documented by the sponsor may be claimed if permission is received from KSDE in advance of the field trip on the [Field Trip Request](#) (Form 27-B) and documentation is maintained of the point-of-service meal count.
  - Permission to take food off-site – sponsors determine that children can take one item from the site – that item must be from the child's own meal service or the share table and must be a fruit, vegetable, or grain only.
  - Permission to serve non-congregate meals at an outdoor site during excessive heat. Permission is made through the site application.
- ◆ Production should plan for one meal per child per food service period. Because of the uncertainty of attendance at "open" sites, occasionally there will be leftover food.
  - Sponsors may be reimbursed for a limited number of second meals to children. This is helpful in situations where excess meals have been delivered to a site and will not be able to be held for service another day. The total number of seconds reimbursed will be 2% of first meals.

- All alternatives permitted by Program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include using leftovers in subsequent meal services, offering “sharing tables” or transferring food to other sites. Where it is not feasible to reuse leftovers, excess food may be donated to a non-profit organization, such as a food bank, homeless shelter, or other nonprofit charitable organizations.
- ◆ A “share” table may be used for unopened packaged food items that children do not consume.
  - Children who wish more to eat may take food from the share table to eat on-site.
  - Adults may not take food or beverages from the share table.
  - Share table foods may be returned to appropriate storage and served at another meal or may be donated to recognized charities.

### Re-service of Unopened Milk Containers

Re-service (sharing) of unopened cartons of milk is permitted by Kansas Department of Agriculture (KDA) if the following criteria are met:

- ◆ Within 30 minutes after an unopened container of milk is placed on the share table, the container shall be:
  - Served to another child as a second milk with their meal.
  - Placed on ice for other students to consume later in that serving period.
  - Placed in refrigeration separate from unserved milks, and marked in some way (such as “R” or a slash mark) to designate that they are the returned product.
  - Milk can be returned to appropriate storage and donated to a recognized charitable organization.
- ◆ Returned unopened containers of milk shall not be intermixed with fresh milk storage.
- ◆ Returned unopened milk can be stored properly and used for cooking purposes.
- ◆ Expiration date of returned milks shall be monitored and product discarded when expiration date is reached.

### Using Clean Tableware for Second Portions & Refills

Food service employees may not use tableware, including single-service articles, soiled by the consumer, to provide second portions or refills. Exception: A consumer's drinking cup or container can be refilled if there is no contact between the pouring utensil and the lip-contact area of the drinking cup or container.

- ◆ Self-service consumers may not be allowed to use soiled tableware, including single-service articles, to obtain additional food from serving equipment.
- ◆ Self-service consumers may reuse drinking cups and containers if refilling is a contamination-free process as previously specified.
- ◆ A child with a disability that restricts his or her diet is entitled to receive special meals at no extra charge, when that need is supported by a statement signed by a licensed medical authority. Refer to *Food Service Facts*, Chapter 19 for forms and instruction.
- ◆ Food safety is especially critical in the summer heat. Refer to *Food Service Facts*, Chapter 22 or USDA's *Nutrition Guidance for Sponsors*.



## Civil Rights

All sponsors must meet the following SFSP requirements related to civil rights.

### Public Notification

- ◆ Display USDA approved nondiscrimination poster as distributed by KSDE at the administrative office AND at all sites
- ◆ Provide informational materials in the appropriate translation(s) concerning the availability and nutritional benefits of the program
- ◆ Make SFSP information available to the public upon request
- ◆ All outreach materials, including notification of program availability, used by each sponsor will include the following nondiscrimination statement when space permits:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

- ◆ When space is limited in the document, the following statement will be used in print no smaller than the text of the document:

**This institution is an equal opportunity provider.**



### Data Collection & Maintenance

- ◆ Determine the number of potential eligible beneficiaries by ethnic/racial category for each proposed site and record on the Site Application.
- ◆ Collect actual beneficiary data by ethnic and racial category once (during the Monitor Site Review) for each approved site. Sponsors that maintain this data on file for a specific group of enrolled children need not collect the data at the site level again.
- ◆ Use the Request for Information on Eligibility (Form 6-A) when requesting to share eligibility information with other Child Nutrition Sponsors.
- ◆ Use the Civil Rights Complaint (Form 5-A) to record a complaint of discrimination.
- ◆ Maintain this data on file for a period of three years after the last claim has been filed.

### Training

- ◆ Attend SFSP training conducted by KSDE staff. The current training schedule is available at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Training.
- ◆ Provide training as needed for all staff and volunteers including **Civil Rights Training for Front-line Staff** and their supervisors prior to opening each site.

## SFSP Sites that Continue as CACFP At-Risk Afterschool Programs

Sponsors that operate **sites that are SFSP in summer and CACFP during the school year** are not required to monitor their sites following the SFSP requirements and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer: review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced.