

Summer Food Service Program

Food That's In When School's Out

This is what it is all about!



Child Nutrition
Maine Department of Education

2016 Reimbursement Rates

Meal	Rural/Self-Prep Sites	All other types of sites
Breakfast	2.1325	2.0925
Lunch/Supper	3.7450	3.6850
Snack	0.8875	0.8650



Accessing Summer System

Summer is in the old system, not NEO.

<http://www.maine.gov/doe/nutrition/claims/index.html>

Reimbursement System (1999-2014 school year, Summer 2015 & 2016)

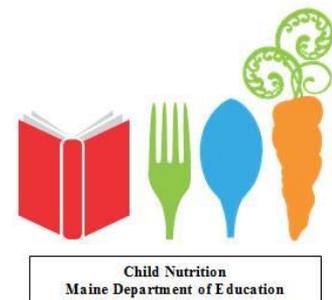
Select File Forms School system officials only

If you or your legal agent/superintendent does not have an id and password in the old system, contact Nanci.



Application, Site Information Sheets, & Claims for Reimbursement

- Go to gal: Nanci Kittredge
- 624-6877
- Nanci.kittredge@maine.gov



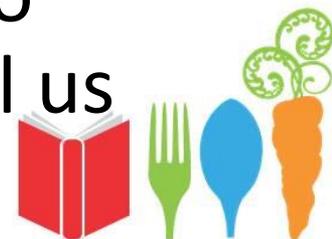
Days of Operation and Meal Combinations

- Camps and migrants sites can do up to 3 meals a day, any combination there of
- Open and enrolled
 - up to 2 meals a day; cannot do lunch and supper
 - can do different combination of meals on different days



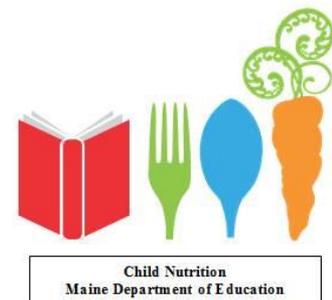
Times

- You can do weekend meals!
- Supper must begin before 7 and end by 8
- There are no time requirements between meals anymore, but they are built into the system. If you need to fudge the times to make it work in the system, please email us the correct times.



Site Qualification

- Using the FRAC map
- Approving applications- if you are a camp or non-profit we can help you with what is a complete application and how to approve them.



Filing a Claim For Reimbursement

- If you filed for an advance or you operate more than 10 days in a month you must file a claim
- If you have less than 10 days you can combine with another month
- Must call it the month with the most days
- Cannot combine three months, would have to file at least two claims
- Deadline to file is the 8th



Site Detail and Claim Form

There are two pieces to the Claim for Reimbursement.

- First you fill out the “**site detail**” for each site and then the “**claim form**”.
- You go into the old system, the same place you filled out you sponsor application and site information sheets.



Site Detail

You will fill out a site detail for each site. In the site detail you will put number of operating days for the claim period and number of meals served by type.



Claim Form

- The claim form is where you will put actual operational costs. In your sponsor application, you made educated guesses about labor and food costs, the claim form is where you will put actual amounts.
- Once you have submitted your claim, it needs to be approved by your legal agent.



Calculating Seconds

- You are responsible for calculating the number of reimbursable second meals.
- There is no section specifically for seconds, it just asks for eligible meals served.
- The method of calculating this is on your monthly consolidated sheet.



Reporting Seconds

- You can only be reimbursed for up to 2% of first meals served. This is based on the total number of first meals served by meal type at each site, in a claiming period. You take the total number of first meals that you served at each site and add in the allowable amount of second meals.



Schools Sponsors Only

All revenue and expenses for Summer Meals need to be recorded as a la carte revenue and expenses in either an August or September-School Lunch 2016 District Financial, in the NEO system.



Reporting Summer as A la Carte

This must be done to maintain a correct cashbook balance because the two systems do not speak to each other. Revenue from Summer Meals will be put under Children/Adults/Other, NOT subsidy received, and relevant expenses will be put under disbursements.



USDA Foods

Go to Gal: Terri Fitzgerald

624-6882 or Terri.fitzgerald@maine.gov

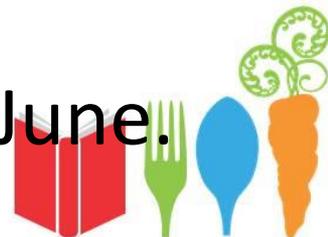


To Order USDA Foods

To be able to order USDA foods you must complete your application, site information sheets, and have it all in and approved by us and your legal agent by April 30th.

You will be able to order from May 1st – May 15th.

They will be delivered the first two weeks of June.



USDA Foods Continued

You must include your shipping address and must be a physical address, not a PO Box.

PFG will be delivering and must be able to contact you.

Please provide an easily reachable phone number.

Bonus does not come off your PAL entitlement.

Examples of past items include cheese, turkey taco filling and strawberry cups



Meal Pattern



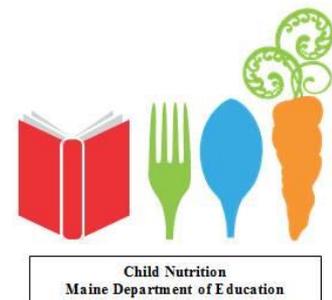
Meal Pattern Requirements

- Family style
- Cafeteria style



Unitized vs. OVS

- Unitized meals- All meal components are packaged, delivered, and served as a unit. Milk may be packaged separately.
- Offer vs. Serve- All meal components must be offered, but some can be declined.



Meal Pattern Components

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



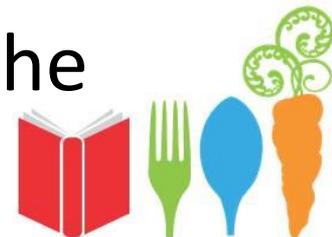
Breakfast

- **Milk**- 8 ounces/1 cup
- **Vegetables and/or Fruit** - ½ cup
- **Grains**- 1 ounce
 - Bread is a 28 gram slice
- **Meat/Meat Alternate** is optional at breakfast
 - meat, fish, cheese – 1 ounce
 - Nut Butters – 1 ounce/2 tablespoons



OVS at Breakfast

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



“Different”

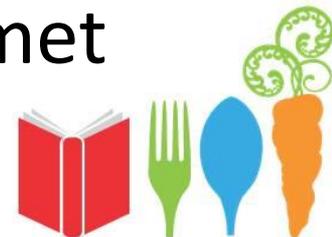
Unlike the School Breakfast Program...

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



Lunch/Supper

- **Milk**- 8 ounces/1 cup
- **Vegetables and/or Fruit:**
 - 3/4 cup total, 1/8 is minimum serving size
 - 1 vegetable and a different vegetable
 - 1 fruit and a different fruit
 - fruit and vegetable
- up to ½ of the total requirement may be met with 100% juice



Lunch/Supper Continued

- **Grains**

- Bread – 1 ounce/ 28 grams slice
- Tortillas – 1 ounce/28 grams
- Pasta or rice- ½ cup

- Use the Grain Crediting Chart and the Food Buying Guide to determine crediting



Lunch/Supper Continued

- **Meat/Meat Alternate**

- meat, poultry, fish, cheese- 2 ounces
- Eggs – 1 large egg
- Nut Butters – 4 Tablespoons; this is **a lot** of nut butter, often folks will offer a cheese stick too!
- Yogurt – 8 ounces/1 cup

As a reminder to schools: be careful,
it must be 2 ounces **daily**



OVS at Lunch/Supper

- Must offer 5 items from the 4 components
- Must select 3 components
- Watermelon, carrot sticks, and milk is not a meal because watermelon and carrots sticks are from the same component.



Snack – Two Different Components

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



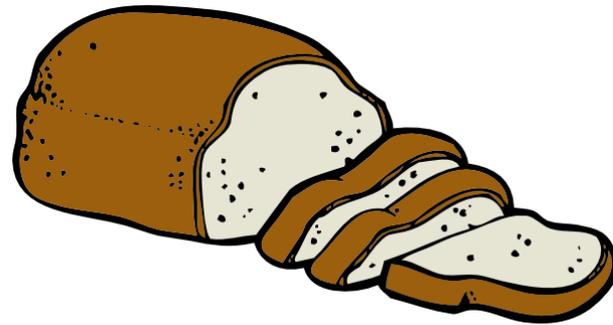
Snack

- Milk and juice only cannot be a snack

This is a “liquid” snack and kids need something more substantial



Menu Activity



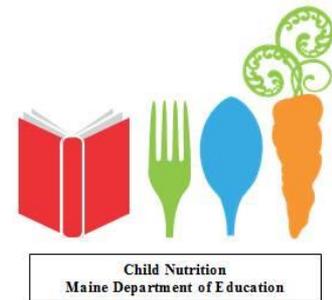
Budget

- It is an administrative planning tool.
- Sets boundaries to ensure financial success
- Guestimate costs that will be reported when claims for reimbursement are filed. If you operated last year, base it on those costs.



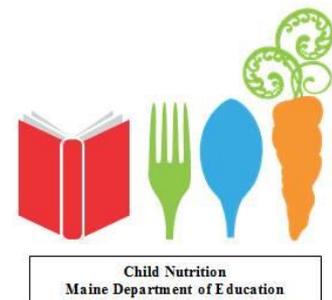
Operating Costs

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



Food Costs

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



Non-Food Supplies

- Paper and plastic utensils and service items
- Cleaning supplies



Inventory

Sponsors must keep track of inventory at the beginning and end of the summer and report this information in the Claim for Reimbursement.

This ensures there is enough food on hand to provide the correct portion sizes. Beginning inventory may be 0.



Food at the End of School and End of Summer

Schools are encouraged to use food leftover from the school year in their Summer Meals Program.

Food leftover at the end of the summer may be put toward operation of school year Child Nutrition programs or given to local food pantries.



Labor Costs

Salary and Fringe Benefit Costs

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



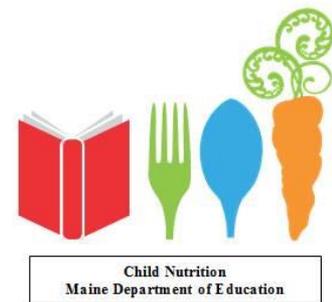
Transportation

- Bringing Meals to Children
- Bringing Children to Meals



Other Direct Operating Costs

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



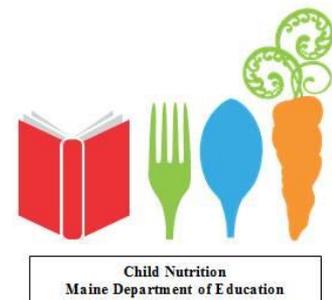
Administrative Costs

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



Unallowable Costs

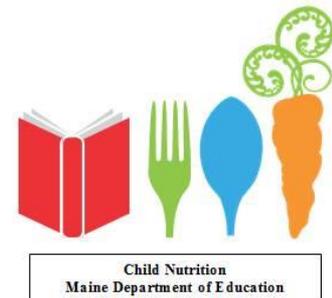
- Indirect costs are not allowed.
- Need to document break-out.
- Non-program adult meals are not allowable costs.
- Other unallowable meals.
- Capital expenditures



Program Income

Any other income to the program, besides reimbursement

- includes money for adults meals
- donations, monetary or food (estimate food donation amount)
- Grants/Mini-Grants



Leftover Funds

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

If sponsor ceases program operation, excess money must be returned to Maine Department of Education Child Nutrition



Sanitation

- Notify the Health Department in writing of where you are preparing and serving meals
This can be done in an email.
- Depending on what you are serving, should you be using gloves or tongs?
- Be temperature aware.



Sanitation and Delivering Meals

- Remember to use enough ice packs to keep the food cold. Take the temperature to determine how much ice is enough. Test yourself by temping the food upon arrival on a random day.
- Put food right back in coolers after meal service. Don't take everything out of the coolers until it is needed. Leave the lid closed during service.
- Clean out your coolers regularly. Think of them as any other utensil that you would wash.



Meal Service

- Ensure that all meals are consumed on-site
- Can take fruit **or** vegetable **or** packaged grain with them

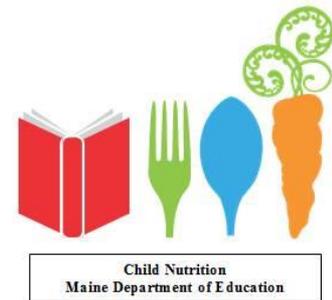
This is for food safety and to ensure the child is the one benefitting from the meal.

- Make a plan for trash removal
- Make an inclement weather plan



Registered Times

- Only serve during registered time
- These must be adhered to for food safety and advertising
- Notify us if you would like to change



Meal Count Sheet

- Mark down as a kid gets a meal
- DO NOT count after they have all gone through
- DO NOT count the number of leftovers



Reminders

Train your staff and volunteers on program requirements

Spread the word send home flyers with kids and continue to promote the program throughout the summer

Sites can be added at any time!



Required Visits

- First week visit required for new or problem sites during first week of operation
- On-Site monitoring within first 4 weeks of operation for every site
- Ethnic and Racial Data Form- fill this out during one of your visits! It is required once a summer for every site and once every session for camps



State Review Process

- Reviews are conducted every three years, however you may be re-visited the following year if there are errors. You will get a letter notifying you.
- We will review 1 site if you have under 10, 2 if you have 10 to 20, and 3 if you have 21-30
- We will watch one meal
- And review paperwork



Review Process

Summer meals paperwork to review

- Inventory
- Eligibility documentation
- Menu
- Production records(not required in summer)
- Invoices/receipts/food costs
- Meal count sheets
- Consolidated meal counts



Review Process Continued

- Press release
- Pre-operational visit sheet
- First week visit sheet
- Ethnic and Racial Data Form
- 4 week visit sheet
- Documentation of staff training
- Employee time attributed to the program



Common Review Findings

- Lack of training and documentation
- Times
- Non-discrimination information missing
- Mandatory press release not completed
- Insufficient meat/meat alternate
- Required visits not done

Refer to Contract to address these issues.





Child Nutrition
Maine Department of Education

Civil Rights



Equal Access

- To ensure all children are served regardless of color, race, national origin, sex, age, disability
 - All children have equal access to services and facilities (reasonable accommodation for persons with disabilities)
 - Reasonable accommodations for language assistance and food allergies
- Display **“And Justice For All Poster”** at all sites and office of director



Food Allergies

Reasonable Accommodation

- Make sure you know what it is the food and can communicate that to folks
- Alternative meal options



Sharing Data

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



Mandatory Press Release

- The press release is mandatory for every single sponsor.
- It must be sent out before program operation.
- It must include the full non-discrimination information. If a publication does not run your press release or does not include the non-discrimination information that is fine, but there must be documentation that efforts were made to do so.
- It is also recommended this be shared on a website.



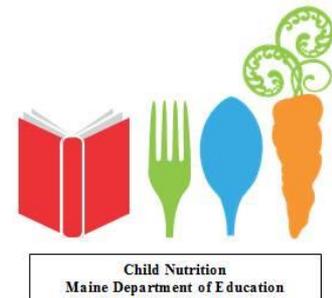
Complaints of Discrimination

- Establish a procedure for documenting and reporting complaints
- Capture details including date, names, contact information
- Refer the person to USDA website to log complaint
- Submit complaint to FNS Regional Office of Civil Rights
- Notify Maine Department of Education Child Nutrition
- Follow required timelines
- Resolution of complaint/noncompliance



Resolution

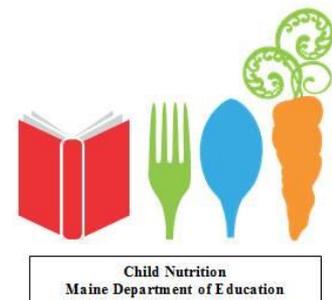
- Compliance review techniques when monitoring sites
 - Technical assistance and corrective action
 - Resolution of non-compliance



Short Non-Discrimination Statement

All program materials, including flyers, menus and signs are required to have the short non-discrimination statement:

“This institution is an equal opportunity provider.”



Outreach and Promotion

Open sites:

- How are you encouraging children to come?
- Offer programming and activities as a draw!
- The more meals served means more reimbursement, meaning program sustainability and security!



Expansion

Expansion can mean a variety of things:

- New sponsors
- New sites
- New meal at existing site
- More serving days
- Increased outreach and programming efforts



State Level Outreach and Promotion

- We advertise all open meal sites on the federal website Summer Food Rocks and the United Way-run Maine resource hotline 2-1-1
- It is extremely important for you to stick to your registered meal time or tell us changes
- We work with libraries, parks and recreation associations, WIC, DHHS, Healthy Maine Partnerships- SNAP-Ed, and others!



In the School!

Before School is Out:

- Send flyers home with all kids.
- Hang flyers in the school.
- Post it on websites and social media.
- Print information on menus.
- Include information in the announcements.



In the Community

- Connect with food pantries, local DHHS, WIC, General Assistances, town offices, housing authorities, and other community partners.
- Flyer the community!
Grocery stores, public buildings, churches, libraries, doctor's offices.



An Act to Further Reduce Student Hunger

Went into effect in Summer 2015.

It requires any district with a school with at least 50% or more children eligible for free and reduced meals and any kind of summer programming to participate in Summer Meals.



Summer Meals “Law” Continued

If the district chooses to not participate this decision must be made at a well-advertised public hearing, such as a school board meeting, and the minutes submitted to Maine Department of Education Child Nutrition.

This law resulted in 11 new sponsors and a total of 27 new sites in Summer 2015.



We want to be helpful!

Please send us your menus, your press releases, ask us questions about promotion, establishing new sites...

We want to help you make sure you have a great summer!



Questions?

Gail Lombardi

gail.lombardi@maine.gov

624-6876

Jamie Curley

jamie.curley@maine.gov

624-6666





Yum!



Child Nutrition
Maine Department of Education

Non-Discrimination Information

Federal

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) online or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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State

This institution is an equal opportunity provider. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability. (Not all prohibited bases apply to all programs)

To file a complaint of discrimination, write Maine Department of Education, Civil Rights Officer, 23 State House Station, Augusta, ME, 04333 or call 207-624-6875. Maine is an equal opportunity provider and employer.

