

Summer Food Service Program

Meal Patterns and
Reimbursement
Rates



2013 Summer Food Service Program Reimbursement Rates

<u>Meal</u>	<u>Self-Prep & Rural Sites</u>	<u>Vended & Urban Sites</u>
Breakfast	\$1.9800	\$1.9425
Lunch/Supper	\$3.4700	\$3.4125
Snack	\$0.8200	\$0.8000

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- | Go to person for application and claim questions.

Number and Types of Meals

- For Camps and Migrant Sites:
 - Up to 3 Meals: any combination of meals & snacks up to 3/day
- For Open and Enrolled Sites:
 - Up to 2 Meals/day: e.g. breakfast & lunch, lunch & snack, 2 snacks, breakfast & supper, snack & supper, etc.
 - *Not allowed: lunch & supper*

Time Requirements

- | **3 hours between the beginning of one approved meal service (including snacks) and the beginning of another is no longer a requirement.**
- | **4 hours between lunch and supper when a site serves lunch and supper with no afternoon snack has been waived.**
- | **Supper must begin before 7 p.m., and must end by 8 p.m.**
- | **Time limitations for meal service have also been waived**
- | **There is no restriction on weekend meals.**

Meal Pattern Requirements

- | Family style or cafeteria style meal service is permitted:
 - | Family-style requires that all components must be offered so that a child could take a full portion of each.
 - | Cafeteria style (going through a tray line or scattered system) requires that a complete meal be received by the child (in the correct portion size).

Unitized Meals & Offer vs. Serve

- | Meals delivered to your site may be unitized- all meal components (except milk or juice) are packaged, delivered, and served as a unit. Beverages may be packaged and provided separately, but must be offered with the meal.
- | All sites may use offer versus serve (OVS) meal service.
- | The decision to use unitized or OVS will depend on the ease of delivery and supervision.

Meal Pattern: Four Components

Milk

Vegetables and/or Fruits

Grains and Breads

Meats/Meat Alternates

Breakfast

- | **Milk** – 8oz. or 1 cup
- | **Vegetables and/or Fruit** – ½ cup
- | **Grains and Bread**
 - Bread – 1 slice
 - Cornbread, biscuits, rolls, muffins – 1 serving
 - Cold Dry Cereal ¾ cup or 1 oz.
- | ***Meat/Meat Alternate – Optional***
 - Lean meat, fish or cheese – 1 oz.
 - Peanut Butter – 2 tbsp.
 - Peanuts – 1 oz.
 - Yogurt – 4oz. Or ½ cup

Lunch /Supper

- | **Milk** –8oz. or 1cup
- | **Vegetables and/or Fruit** – 3/4 cup total (2 kinds)
- | **Grains and Bread**
 - Bread – 1slice
 - Cornbread ,biscuits, rolls, muffins – 1 serving
 - Pasta or rice 1/2 cup
- | **Meat/Meat Alternate**
 - Lean meat, poultry, fish or cheese – 2oz.
 - Eggs – 1 Large Egg
 - Peanut Butter – 4 TBSP.
 - Yogurt – 8 oz. Or 1 cup

Snack

Choose 2 of the Four

- | **Milk** – 8oz. or 1 cup
- | **Vegetables and/or Fruit** – 3/4 cup or 6 fl. Oz. of juice
- | **Grains and Bread**
 - Bread – 1 slice
 - Cornbread ,biscuits rolls, muffins – 1 serving
 - Cold Dry Cereal 3/4 cup or 1 oz.
- | **Meat/Meat Alternate**
 - Lean meat, fish or cheese – 1oz.
 - Peanut Butter – 2 tbsp.
 - Peanuts – 1 oz.
 - Yogurt – 4oz. Or 1/2 cup

Meal Patterns

- | Use grains/breads/pasta that are whole-grain or made from enriched flour or meal. Cereals must be whole-grain, enriched, or fortified.
- | Nuts and seeds may fulfill the whole component requirement for snack, but no more than 1/2 of the requirement for lunch/supper
- | Use 100% juice to meet fruit/veggie requirements
- | Use the reference section of your handbook's Nutrition Guidance for Sponsors (pg 95) for more information on meal patterns, serving sizes, sources of nutrients, and more!

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**Go to person for USDA Foods
How to order
Delivery**



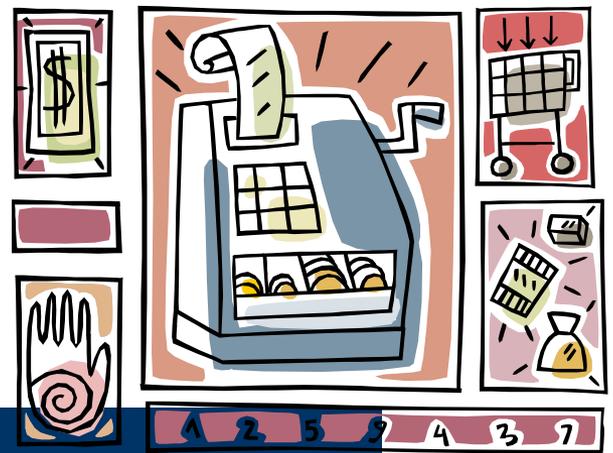
Summer Food Service Training Budgets & Program Management 2012





- | Administrative planning tool
- | Establishes actual categories of costs to be reported on monthly claims
- | Sets boundaries to ensure financial success of the program

Operating Costs



- | Directly related to
 - Preparation
 - Service of Meals
- | Direct supervision of children during the SFSP serving time

Cost of Obtaining Food

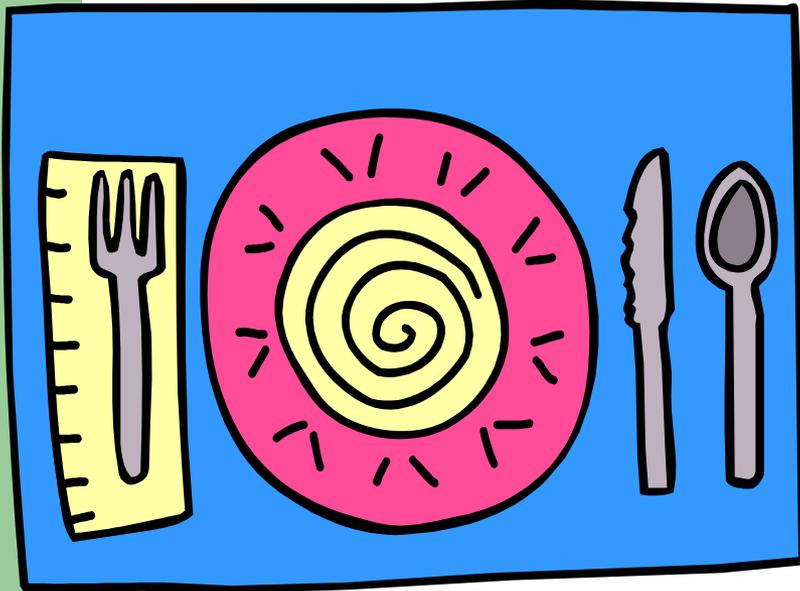
- | Supplier of Vendor invoices and delivery receipts
- | Transportation Charges
- | Storing, handling and distributing purchased and donated commodities
- | Reporting the *cost of food used*, must do a physical inventory of food at the beginning and end of each month of operation

Reductions to Food Costs

- | Meal disallowances
- | Cash discounts
- | Rebates
- | Inventory adjustments
(returned goods, spoilage or damages)



Non-Food Supplies



- | Paper and plastic service items, cleaning supplies, minor expendable equipment (serving utensils)
- | Repot value used, based on accurate beginning and ending inventories

Labor Operating Costs



Salary and Fringe Benefit Costs for:

- | The preparation, delivery and service of program meals, and cleanup
- | The supervision of children during the meal service
- | The on-site preparation of records required for the program

Transportation

- | Costs for transporting children to a central feeding location (rural sponsors)
- | Costs for transporting food to children (central kitchen/satellite sites)



Other Direct Operating Costs

- | Rental of:
 - food service preparation and dining facilities
 - Equipment for preparation, refrigeration, storage, cleanup, service and transportation of food

Administrative Costs



Related to:

- | Planning
- | Organizing
- | Administering the SFSP program

Administrative Activities

- | Completing the application package
- | Contract preparation
- | Determining site eligibility
- | Attending Training
- | Hiring and training administrative and site personnel
- | Reviewing and monitoring operations and sites
- | Preparing claims for reimbursement
- | Preparation of records for the program



Administrative Costs

- | Administrative Labor
 - Program Administrator
 - Food Service Manager
 - Monitors
 - Clerical Support
- | Office Space Rental
- | Other expenses which can be directly allocated to the SFSP...mileage, telephone, office supplies, audit fees, etc.



Pro-Rating Direct Costs



- | Readily identified and benefit more than one program
- | Fair allocation of costs among programs
 - % of time for use of delivery trucks (operational)
 - % of supplies, phone, postage, charged to the food service program (administrative)
 - Actual number of labor hours spent on SFSP related activities (both O &A)

Indirect Costs



- | Common or joint objective –cannot be readily identified or assigned to a particular program
 - Central administrative expenses
 - Facility maintenance and operating costs
- | Current indirect cost rate assigned, or cost allocation plan
- | Adequate documentation maintained

Unallowable Costs

- | Cost of meals which are spoiled, damaged or in violation of service requirements
- | Non-program adult meals (no charge)
- | Repayment of overclaims
- | Interest expense
- | Capital expenditures



Program Income



- | Funds *specifically* identified to help finance the SFSP
- | Can include:
 - Food sale to adults
 - Cash donations
- | **Do not include:**
 - Cash donations not specifically identified for the SFSP
 - Loans to the program
 - Reimbursement payment and any interest earned on such payments

SFSP is a Nonprofit Program

Use of funds at end of summer

- | Use next year to improve the quality of the program
- | If not operating the following year, funds can be used for other child nutrition programs
- | Return funds to USDA via Maine DOE

Managing the Program

- | Training staff on proper completion of required paper work
- | Completing Pre-operational Site Visits to all new sites and any sites that operational problems in the preceding year
- | Completing the first week visit form for all new sites and problem sites.
- | Completing race-ethnicity forms
- | Completing a review form within 4 weeks for all sites

Other Pre-operational Requirements

- | Notify the health department in writing of all prospective site locations
- | Make arrangements for prompt and regular removal of trash
- | Media release

Managing the Meal Service

- | Ensure that all children consume the meal on site (field trip exceptions)
- | Ensure that all children receive a meal before any child receives a second meal
- | Adhere to local health and sanitation requirements
- | Make arrangements for inclement weather
- | Serve meals during the time approved by the state agency

Managing the Meal Service

- | Accurate Point of Service Counts are critical
- | Maintaining good documentation of meal counts mandatory

Civil Rights

- | Display nondiscrimination poster in a prominent place at all sites and sponsor's office
- | Make reasonable effort to provide information in appropriate translation on availability of the SFSP
- | Include nondiscrimination statement on any program information

Civil Rights

- | Ensure all children are served regardless of color, race, national origin, sex, age, disability
- | Ensure all children have equal access to services and facilities
- | Complete the Ethnic/Racial form as required