



Summer Food Service Program

Annual Training
April 14 & 20, 2021

This training covers the Summer Food Service Program (SFSP) requirements for summer 2021 operation.



Housekeeping

- The recorded training and Training Certificate are available on SFSP Training webpage

[SFSP Annual Training Certificate](https://www.education.ne.gov/ns/training/sfsp-training/)

<https://www.education.ne.gov/ns/training/sfsp-training/>

Welcome everyone to the 2021 Summer Food Service Program Annual Training.



Training Info & Resources

<https://www.education.ne.gov/ns/training/sfsp-training/>

COVID-19 SFSP Training Resources

[COVID-19 Summer Food Service Program Site Review Form](#)
Please have a member of your school complete a review of your SFSP operation using this review form within four weeks of transitioning to the SFSP for meal service. Please retain a copy of the form with your other SFSP records and submit a copy to NDE Nutrition Services only upon request

[SFSP Meal Pattern Chart](#) – Schools can choose to continue the NSLP meal pattern but have the option to use the SFSP meal pattern; all non-school sponsors must follow the SFSP meal pattern

[SFSP Production Record](#) – Schools may continue using the NSLP production records but this is available as an alternate option

[SFSP Daily Meal Count](#) – Open Sites that meet the 50% F/R eligibility requirement are allowed to use a daily meal count tally sheet; participant names do not need to be collected

Closed enrolled sites that do not meet the 50% F/R eligibility requirement must maintain daily meal count records using a roster of children who receive meals

Handout



Green "Handout" box = form/resource available on SFSP Training webpage

Today's training will focus on program guidance and requirements for **operating the SFSP during summer 2021**. Training and guidance related to the return to school for 21/22 will be provided through other opportunities.

The slides we're sharing today will be available, along with other SFSP training resources, on the **SFSP Training webpage**, located at the website link to at the top of the slide.

On some slides, you'll see the green "Handout" box which indicates the form we're sharing guidance for, is located on the SFSP Training webpage and you'll find them listed under the **SFSP Training Resources heading** like you see on this slide.



Agenda

- ✓ Program participation, application
 - Waivers for summer operation
 - Meal pattern & production records
 - Meal counting & claiming
 - Food safety
 - Allowable costs & procurement

Today's training will cover **program participation requirements** and a **summary of the flexibilities the current meal service waivers allow**. We will also provide information on **meal pattern and recordkeeping requirements** related to **meal service, and counting and claiming meals**. We will finish up with **food safety and procurement basics**. Let's get started with an overview of program participation requirements.



SFSP Meals

- Free meals to **children**
- *Not for adult meals*
 - *Adults must pay for meals*
- Allowable meal combinations:
 - Breakfast + lunch
 - Breakfast + supper
 - Breakfast + snack
 - Lunch + snack

The SFSP provides free meals to children ages one through 18 years. The meals offered at SFSP sites are not allowed to be provided for free to adults. Adults are allowed to receive meals and they must pay for them; we'll cover the adult meal price requirements later in the training. SFSP sites are allowed to provide meals in a few pairing combinations. The combination that is NOT allowed is lunch and supper at a site, nor are sites allowed to claim any combination of three meals and snacks.




Program Participation

- Viable, capable, accountable
- Resources to manage & supervise meal service
- Adhere to recordkeeping requirements
- Maintain online application
- Submit monthly claims on time

7 CFR Part 225.14

In order to participate in the SFSP, sponsoring organizations (SFAs and non-profits) must demonstrate viability, capability, and accountability. Simply put, this means you have the financial and administrative capability for Program operations and that you accept final financial and administrative responsibilities for total Program operations at all of your SFSP sites. Your team must adhere to recordkeeping requirements to demonstrate program compliance, and must maintain a program application that is current and reflective of your staff and meal service information. Finally, and for your benefit, you must submit monthly claims within the 60-day claim deadlines – more will be shared on this later.



Application

<https://nutrition.education.ne.gov>

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 1	Approved
View Modify	✓ Budget Detail	Rev. 1	Pending Approval
Details	✓ Food Production Facility List (8)		
Details	Site Field Trip List		
Details	✓ Checklist Summary (1)		
Details	Attachment List		


Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	95	1	0	0	0	0	96

[< Back](#)
[Submit for Approval](#)

Handout → Use SFSP Application Guide for help


Access the application from the web address at the top of this slide. If you're completing the SFSP application for the first time in the 20-21 program year, use the SFSP Application Guide for help; access the Application Guide on the SFSP Training page.

The Application Guide provides specific instructions about the order you should complete the application packet, and showed helpful pictures you can use to help complete the different pieces of the application packet You'll know your application packet is ready to submit for approval when all packet items are saved without errors, there are not red "X's" next to the items and, instead, they have green checkmarks. The "Submit for Approval" button is red and activated so you can click on it.




Site Updates: How-To Guide

Wait to Update until May 6th



SFSP Site Application Update
How to Revise Meal Service Dates
Summer 2021



Access your SFSP application packet by choosing "Applications" from the top left and then "Application Packet" from the list of items:

Summer Food Service Program

Item	Description
Application Update	SFSP Sponsor's Profile, Site and Menu Information
Application Packet	SFSP Application Forms (Sponsor and Site)
Request Revision	Request Sponsor's SFSP Advance(s) for the current year
Download Forms	Forms Available for Downloading

Select the 2020-2021 Program Year:

Program Year	Date Range	Application Packet
2020 - 2021	10/01/2020 - 09/30/2021	Application Packet on File
2019 - 2020	10/01/2019 - 09/30/2020	Application Packet on File
2018 - 2019	10/01/2018 - 09/30/2019	Application Packet on File

If your school or organization has been operating the SFSP during the current school year, you already have an application packet on file in our online system. We have an application update guide available to help you navigate what changes need to be made to the information you provide to us in the site application, as well as instructions for updating your adult meal price, which we'll cover a bit more later in the training.



Site Supervisors

- At the site every day to supervise meal prep & service
- Maintain daily records
- Meals served have all required components
- Point-of-service meal count completed when meals are served

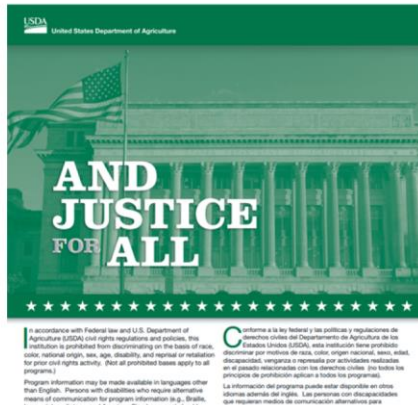


Each site application will ask the sponsor to identify a site supervisor. This person must be present at the site for each day of meal service. The site supervisor is responsible for ensuring that SFSP records, like production records and delivery tickets are completed daily, in addition to ensuring that all meals provided to children provide the required meal components, and that the point-of-service meal count is completed when the meals are served to children.



And Justice For All

Must be displayed at meal service site



Remember that each site must clearly display the green and white And Justice For All poster. If your school/organization needs additional And Justice For All posters, please email Rebecca.Heavican@Nebraska.gov to request new or additional posters.



Civil Rights

- All staff trained on Civil Rights requirements annually
- Refer to Civil Rights training:
https://www.education.ne.gov/ns/training/cacfp_alltraining.html

Also, please be sure to document that all members of your SFSP team have completed the required annual Civil Rights training. Visit the link on this slide to access the Civil Rights training slides available on our website.



Agenda

- Program participation, application
- ✓ Waivers for summer operation
- Meal pattern & production records
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Now that we've reviewed some basic program information, let's take a closer look at the waivers that are in place for 2021 summertime meal service.



Meal Service Waivers Summer Operations 2021

COVID-19 Child Nutrition Responses:

- Meal service time flexibility
 - Flexibility for time & duration of meal service
- Non-congregate meal service
 - Allows grab & go, delivery and drive-thru
 - Meals can be provided for multiple days at a time (up-to 7 days)
- Parent/Guardian/Adult may pick up meals for children

On March 9 the USDA released extensions of needed flexibilities for summer 2021 operations. These waivers do not address the start of school in August. Today, April 20, the USDA released a set of nationwide waivers for SY 21-22. As these waivers were just released this morning our office will be providing additional training regarding these newly released waivers.

Today we will be talking about four very important waivers that were extended for summer operations, the first three on listed on the slide and we will be reviewing the 4 on a later slide.

The first is: Nationwide Waiver for Meal Service Time Restrictions – this waiver permits flexibility regarding the service time and duration of time to serve meals. Meal can be served at different time than normally would be acceptable in the SFSP and are not limited to be served during a specific length of time.

The second important waiver allows for non-congregate meal service meals. This means meals can be provided through grab-and-go, delivery to homes, or through drive through. This waiver used in conjunction to the meal service flexibility allow for up-to 7 days of meals to be provided.

The third waiver extension Allows Parents/Guardians/or other Adult to pick meals for specific children and take these meals home to be consumed. The waiver also allows that children do not have to be present for the adult to pick up their meals.



Meal Service Waivers Summer Operations 2021

- Utilizing waivers is **not** required
(the sponsor can offer congregate/on-site meals)
- Can offer different service methods at a site
(offering both congregate and non-congregate meals)
- Sponsors may utilize different service methods for different sites

Key Point: ensure **integrity** and **accuracy** of the meal count no matter service method

Utilizing these waivers is not required (sponsor can offer congregate/on-site meals). You can offer different delivery service methods at a site (offering both congregate and non-congregate meals). And Sponsors may utilize different service methods for different sites

Remember: The sponsor must ensure the accuracy/integrity of the meal count no matter service method used



Meal Service Considerations

- Staffing (food production, delivery/point of service counting)
- Menu Planning/Food Quality
- Procuring disposable service ware



For those sponsors that do not yet know how they will be offering meals this summer the following are things to consider in making your decision:

Staffing – everyone at this point as some degree of COVID-19 Fatigue. Do you have enough willing staff to operate the program? This includes food service staff to order, prepare, package food, staff to distribute, staff to ensure an accurate point of service count? Administrative staff to compile meals counts, track costs, and file reimbursement claims?

Staff to plan menus to ensure meal pattern requirements are met and food quality is maintained if meals are offered non-congregate (grab/go, adult pick-up)

Last summer, meals had to be offered non-congregate. Our office is still hearing from Sponsors there are difficulties in procuring disposable service wares. Consider also the staff time it takes for package multiple days of meals.



Meal Service Considerations

- Do households have refrigerator/freezer space to safely store multiple days of meals?
- When food is sent for multiple days of meals in bulk, the household must be provided:
 - *Daily menus with portion size of each food component*
 - *Storage/serving instructions for food*

Other things to consider with offering multiple days of menus include: Do households have adequate storage for 3-4- 5 days of meals? Do households have adequate refrigerator/freezer space to store multiple days of meals safely? This is a tough one because you don't know what households have available. For example, if sending 5 days of breakfast and lunch meals for 3 children, for just the milk component that would be 30 cartons of milk. If sending milk in gallons, would need to send 2 gallons.

When food is sent for multiple days of meals in bulk, the household must be provided: daily menus which include the portion size of each food component and storage/serving instructions.



Program Integrity

Parent/Guardian/Adult Pickup:

- Post signage the SFSP program is for children ages one through 18 years
- Record first/last name of the child(ren)

Post signage indicating that the SFSP meals are for children ages one through 18 years of age. If your site will use the adult pick-up waiver, adult must provide the first and last names of the children for whom they are retrieving meals.



Program Integrity

- Set a limit for # of meals can be picked up without proof of a child (*student ID or other documentation*)
- If offering meals at multiple sites: cross-check names between sites (avoid duplication of meals)
- The sponsor's integrity plan must be documented. This information can be shared in the site application (comment box) and may also be requested during a review.

There are some considerations you can make to help support and ensure program integrity. For example, consider setting a limit for how many meals can be picked up without proof. A sponsor could require households to bring student IDs or some other form of documentation that verified students or other children will receive the meals picked up from the site. If offering meals at multiple sites, periodically cross-check names between sites for same day pick-up to avoid households going to several different sites and picking up meals for the same days. The sponsor's integrity plan must be documented. This information can be shared in the site application (comment box) and may also be requested during a review.



Site Review Waivers

- **Annual** Site Review is **required in 1st 4 weeks**
 - Can complete off-site
- Complete the **Annual** Site Review at all sites
 - Helps identify operational problems
- Complete site review even if operate <4 weeks
- The COVID-19 Site Review Form is available
at: <https://www.education.ne.gov/ns/forms-resources/summer-food-service-program>

Handout

Child Nutrition Responses 42 & 65 provide the flexibilities to complete one annual site visit for the SFSP. This visit must be completed in the first four weeks of operation and is allowed to be completed off-site in 2021. This visit must be completed for all sites. As you approach your site visit, keep in mind that this review is an important tool for identifying operation problems. While many of you have completed the annual site review, maybe in October or later, you may be operating differently this summer so completing another site review is needed.

The site review is required even if operating less than 4 weeks

The COVID-19 Site Review Form is available

at: <https://www.education.ne.gov/ns/forms-resources/summer-food-service-program>



Agenda

- Program participation, application & monitoring
- Waivers for summer operation
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If you have questions about available waivers and how they may impact your meal service, please reach out to Nutrition Services for guidance.


Let's transition to recordkeeping requirements by first reviewing meal pattern and production records requirements of the SFSP.



Meal Requirements

- SFSP or NSLP meal pattern
 - No OVS with grab & go meals
- SFSP meal pattern requirements are easier to meet
- SFSP better fit grab & go meals

You can choose to follow either the SFSP or NSLP meal pattern. Offer Versus Serve can not be implemented if grab and go meals are being provided. In considering which meal pattern to follow, keep in mind that the SFSP meal pattern requirements are easier to meet, and they are a better fit for grab and go meals.



FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	REQUIRED	REQUIRED	
Fluid milk (whole, low-fat, or fat-free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Vegetable or fruit or	½ cup	½ cup total ⁴	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (6 fluid ounces) ⁵
Grains/Breads⁶ – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving ⁷	1 serving ⁷	1 serving ⁷
Cold dry cereal or	½ cup or 1 ounce ⁸		½ cup or 1 ounce ⁸
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat/Meat Alternates Equivalent quantity of any combination of...	OPTIONAL	REQUIRED	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ⁹ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	½ cup	½ cup ¹	½ cup ¹
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹⁰ or		1 ounce=50% ¹¹	1 ounce
Yogurt ¹²	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

Handout

Here is the SFSP meal pattern for breakfast, lunch, supper and snack.

Note the serving sizes are different than those of the NSLP meal pattern. There are also no grade group requirements – serving sizes are the same for all ages. There are also no vegetable subgroup requirements.

Now let's look more closely at the breakfast and lunch SFSP meal patterns.



Breakfast

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

**Must serve
three
components**

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, and/or vegetable
1 grains/bread	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

Provide at least the minimum serving sizes

Here is the breakfast meal pattern. To be reimbursable, the meal must contain three components: one serving of milk, one serving of a fruit and/or vegetable, or full-strength juice, and one serving of grain. You must provide at least the minimum serving size of each component but you can provide more. Juice must be 100% juice (but we strongly encourage you to serve whole fruits or vegetables) and all grain items must be enriched or whole grain.

Again, note the serving sizes are different than those of the NSLP meal pattern and the serving sizes are the same for all ages.



Lunch and Supper

Must serve all four components

Five items:

- 1 Milk
- 2 Fruit or 2 Veg or 1 Fruit + 1 Veg
- 1 Grain
- 1 Meat/Meat Alt

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread	1 slice	bread or cornbread or biscuit or roll or muffin or
	1 serving	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
	1/2 cup	
1 meat/meat alternate	2 oz.	lean meat or poultry or fish ³ or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds ⁴ or
	8 oz.	yogurts

Provide at least the minimum serving sizes

For lunch or supper to be a reimbursable meal, it must contain all four components and five items: one serving of fluid milk, two (or more) servings of fruit/vegetable items (as shown here, 2 fruit or 2 veg or 1 fruit and 1 veg), a grain/bread item and a meat/meat alternate. Again, you must provide at least the minimum serving size of each component.

The same rules apply: if juice is served, it must be 100% juice (but we strongly encourage you to serve whole fruits or vegetables). Juice may be counted to meet not more than one-half of this requirement. All grain items must be enriched or whole grain.

Again, serving sizes are the same for all ages.



Breakfast OVS in SFSP

- Must offer at least 3 items/components:
 - fruit/vegetable + grain + milk
- **Add 1** additional serving of fruit/vegetable, grains/bread, or a serving of a meat/meat alternate
- All the food items must be different from each other
 - e.g. flake cereal and puff cereal are the same food item (both grains) and would count as only one item
 - e.g. apple slices and apple juice are the same food item (both apples) and would count as only one item
- A child must take at least three different food items from the items offered

If students are allowed to choose their components and you want to implement offer versus serve (OVS), here are the requirements.

Breakfast: You must offer at least 3 items from the three components: fruit/veg, grain and milk. PLUS you must add one additional serving from either the fruit/vegetable, or grains/bread group OR add a serving of a meat/meal alternate

All the food items must be different from each other.

A child must take at least three different food items from the items offered.



SFSP OVS for Breakfast: an example

- Menu:
 - muffin (2 oz)*
 - assorted cold cereals (1 oz size)
 - an orange
 - milk (8 oz.)

*2 oz muffin counts as one of the three required meal items

An example. Muffin and cereals from same component but different items.

In this case, a 2 oz muffin counts as one item instead of 2 as it would in school lunch NSLP.



Is this a reimbursable meal?



*2 oz. muffin

orange



milk



Child chooses the muffin, orange and milk. Is this a reimbursable meal?

Yes - Child must choose three different items.



Lunch OVS in SFSP

- Must offer at least 5 items from 4 component groups:
 - 1 serving of meat/meat alternate (2 oz eq)
 - 2 different servings of fruit and/or vegetable (two different food items)
 - 1 serving of grain/bread
 - 1 serving of fluid milk
- All the food items must be different from each other
- Child must take at least 3 food components, not just three items

Must offer at least 5 items from the 4 components.

All of the items must be different from each other.

A child must take at least three food components not just three items as required in breakfast.



SFSP OVS at Lunch: an example

- Menu:
 - cheeseburger on bun
 - green beans
 - apple wedges
 - milk
- Is this a reimbursable meal?
cheeseburger on bun + green beans



An OVS example. Menu has the four components and five food items. We are assuming the serving sizes meet minimum requirements

Yes, this is a reimbursable meal; it includes a M/MA, grain/bread, and fruit/veg items.



SFSP OVS at Lunch: an example

- Child must choose at a minimum 3 components:



cheeseburger on bun + green beans



bun only + apple wedges + milk

Child must choose at least 3 components. Both sample meals described on this slide are reimbursable meals where OVS is utilized.



Production Records

- Documentation that all required components provided in minimum required serving sizes
- **Daily** record must be completed as meal is prepared
 - Not the day before or the day after
- Must have production record for **every meal** claimed for reimbursement

Production records provide documentation that all required components were provided in proper amounts to meet the minimum required serving sizes.

Daily records for all meals served must be completed as meal is prepared – on the DAY it is prepared, not the day before or after.

There must be a clear, complete record for every meal claimed for reimbursement.



Production Records

Summer Food Service Production Record

(for Sponsors operating the Summer Food Service Program- not for use with any other Program)

Circle Meal record is for: Breakfast **Lunch** Snack Supper

Sponsor Name: MidNebraska Food Bank

Site Name: Cooper Park

Date: June 6

June 6, 2021

- Complete **Sponsor Name** & **Site Name** on master copy
- Each day circle meal type and write full date
 - e.g. June 1, 2021

*Can continue using NSLP production records if you want to

Handout

You can continue to use NSLP production records or use the SFSP version which is shown here. You can complete a master copy with Sponsor Name and Site Name and make copies. Each day you will circle the meal type and write in the full date as it is shown here.

Production Record

Circle Meal record is for: Breakfast Lunch Snack Supper

Sponsor Name: ABC Public School
 Site Name: XYZ Elementary Date: April 1, 2020

Make sure Meal Pattern has been met	Planned # of Meals Children <u>100</u> Program Adults <u>0</u> Non-Program Adults <u>0</u>	Planned # Portions List serving size for each food item	Grab and Go
	Menu: List each food item	Number of Meals Planned 100	
	Mini Bagels Orange Juice Milk	1 oz 1/2 c. 8 fl. oz.	
	List required food components and portion sizes		

This is an example of a grab and go breakfast production record.

The top part should be completed by entering the Planned number of meals. In the left column, list each food item offered. Don't forget to list milk!

The right column is where you list serving sizes offered. DO NOT just write 1 each!! Include the specific portion size for each item in each meal.

We should be able to look at this portion of the PR and see if you meet meal pattern by looking at the food items and serving sizes, so please include all required information!



Production Record

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or its Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables Orange Juice	Hiland	100 - ½ c	7
Grains/Breads Mini Bagels	Lenders	100 - 1 oz.	7
Milk Milk - 1%	Hiland	100 - 8 fl. oz.	7
Other (e.g. margarine, jelly) Jelly	Smuckers	100 pc.	7

All columns of the bottom portion of the record must be completed: the food items used and form; the product name and #, indicate if it's a commodity item, list SR with number of servings prepared; then total amount prepared; and amount leftover.

DO NOT FORGET to complete the amount leftover column!



Child Nutrition (CN) Label

- CN Label or Product Formulation Statement for Processed or Combination Dishes
- They state the amount of creditable Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread
- Do not serve commercially prepared combination food items without a CN label or product formulation statement

You must have a CN label or product formulation statement for all processed or combination items.

These types of documentation are needed to determine how the items credit and, therefore, contribute to meal pattern.

They state the amount of creditable Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread.

Do not serve commercially prepared combination food items without a CN label or product formulation statement



Child Nutrition (CN) Label

Three 1.18 oz. fully cooked whole grain strip-shaped chicken pattie fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for the Child Nutrition Meal Pattern Requirements.

An example of a CN label.



Product Formulation Statement

Product Formulation Statement Example:

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Chicken Patty Code No.: 555

Manufacturer: Chicken Company Case/Pack/Count Portion Size: 158servings/case

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
Chicken	3.04	X	0.658	2
		X		
		X		

A. Total Creditable MMA Amount[†]

[†]Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	

B. Total Creditable APP Amount[†]

C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)

An example of a product formulation statement. This is the top portion. Note that it's for Meat/Meat Alternate and shows the calculation that documents the creditable amount. This information must be on company letterhead, state the company contact information, and be signed by an official company rep. The item label should also be kept on file with this form.



Product Formulation Statement

Total weight (per portion) of product as purchased 3.04

Total creditable amount of product (per portion) 2.0

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 3.04 ounce serving of the above product (ready for serving) contains 2.0 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Bob Chicken

Signature

VP – R&D

Title

Bob Chicken

Printed Name

9/24/14

Date

555-5555

Phone Number

The bottom of the statement showing the signature.



Standardized Recipe

EXAMPLE:

STANDARDIZED RECIPE FORM

1 Recipe Name: Chili (Source: USDA: D-20) Recipe Number: Entrée 6

2 For <u>50</u> Servings		2 For <u>100</u> Servings		4 Directions
3 Ingredients	Weight	Measure	Weight	Measure
Ground beef (85/15)	7 lb		14 lb	
Onion, chopped	1 lb		2 lb	
Garlic powder		1 Tbsp		2 Tbsp
Pepper		2 tsp		1 Tbsp, 1 tsp
Chili Powder		3 Tbsp		1/4 c, 2 Tbsp
Paprika		1 Tbsp		2 Tbsp
Onion Powder		1 Tbsp		2 Tbsp
Ground, Cumin		2 Tbsp		1/4 cup
Tomatoes, diced, <u>cond</u>	3 lb 3 oz	1/2 #10 can	6 lb 6 oz	1 #10 can
Water		2 1/2 qt		1 gal, 2 cups
Tomato Paste	1 lb 12 oz	1/4 #10 can	3 lb 6 oz	1/2 #10 can
Pinto Beans, canned	2 lb 1 oz	1 qt 1 1/2 cup	4 lb 4 oz	2 qt, 3 cups

5 Serving Size for Elementary is 1/2 cup (unit: cup, fl oz, each)
Serving Size for Secondary is 1/2 cup (unit: cup, fl oz, each)

6 Total Yield for 50 1/2 cup (# servings recipe makes) is 1 1/2 (number) gal (unit: lb, gal, or # pans and # servings/pan)
or 32 1/2 cup servings

7 Serving Utensil: 4 oz ladle
Serving Utensil: 6 oz ladle

8 Meal Pattern Contribution:

Grades	Meat /Meat Alternate	Grains/Breads	Fruit/Vegetable
Elementary	2 oz		1/2 cup
Secondary	3 oz		1/2 cup

9 Critical Control Points (opt)

1. Brown ground beef
2. Add onions, seasonings
3. Stir in tomatoes, water, tomato paste, max. Bring to boil. Reduce heat. Cover. Simmer slowly, stirring occasionally until thickened, about 40 min.
4. Stir in beans. Cover and simmer about 10 min. or to 165°F.
5. Pour into serving pans. Keep hot over 135°F.
6. Quick-chill leftovers in a shallow pan in an ice bath.
7. Serving Suggestions: add a sprinkle of cheese or Fritos

School recipes must be included and in a standardized format including the meal pattern contribution as shown on this one.



Details matter

- Meet meal pattern requirements and document this on production records for all meals!
- Missing meal components or incomplete records = disallowance! 🤔
- Nutrition Services recommends a procedure to review records each day to ensure all details are recorded!

SO VERY IMPORTANT to keep complete records that show you meet meal pattern for every single meal!

Missing meal components or incomplete records can result in a disallowance of reimbursement!

Nutrition Services recommends a procedure to review records each day to ensure all details are recorded!


It's recommended that a second person check production records at the end of each day to ensure required documentation is complete!



Agenda

- Program participation, application & monitoring
- Waivers for summer operation
- Meal pattern & production records
- ✓ Meal counting & claiming
- Food safety
- Allowable costs & procurement

Continuing on with the documentation theme, up next we will be talking about meal counting and claiming.



Meal Counting

Single Day or Single Meal Distribution

DAILY MEAL COUNT FORM	
Site Name: _____ Meal Type (circle): B L SN SU	
Address: _____ Telephone: _____	
Supervisor's Name: _____	Delivery Time: _____ Date: _____
Meals received/prepared _____ + Meals available from previous day _____ = (Total meals available) ⑥	
First Meals Served to Children (cross off number as each child receives a meal): 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 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	
Total First Meals = ⑥	
Second meals served to children: 1 2 3 4 5 6 7 8 9 10	
Total Second Meals = ⑥	
Meals served to Program adults: 1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals = ⑥	
Meals served to non-Program adults: 1 2 3 4 5 6 7 8 9 10	
Total non-Program Adult Meals = ⑥	
TOTAL MEALS SERVED = ⑥	
Total damaged/incomplete/other non-reimbursable meals = ⑥	
Total leftover meals = ⑥	
Total of items: ⑥ + ⑥ + ⑥ + ⑥ = ⑥	
(Item ⑥ should be equal to Item ⑥)	

Handout

Multi-Day Meal Distribution

MULTI-DAY MEAL COUNT FORM	
Site Name: _____ Meal Type (circle): B L SN SU	
Address: _____ Telephone: _____	
Supervisor's Name: _____	Delivery Time: _____ Date(s): _____
Meals received/prepared _____ + Meals available from previous day _____ = (Total meals available) ⑥	
First Meals Served to Children (cross off number as each child receives a meal): 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 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	
Total First Meals = ⑥	
A _____ x B _____ = C _____ ⑥ (A) is the total # meals per package; (B) the number of children; (C) equals total # meals to be claimed.	
Meals served to Program adults: 1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals = ⑥	
TOTAL MEALS SERVED = ⑥	
Total damaged/incomplete/other non-reimbursable meals = ⑥	
Total leftover meals = ⑥	
Total of items: ⑥ + ⑥ + ⑥ + ⑥ = ⑥	
(Item ⑥ should be equal to Item ⑥)	

By signing below, I certify that the above information is true and accurate.

Signature _____ Date _____

As part of the Summer Food Service Program requirements, you need to have documentation of the number of reimbursable meals served each day to support your claim for reimbursement.

There are 2 Daily Meal Count Forms Available on our website.

Pick the form that best meets your needs based on whether you will be providing meals on-site, doing pick-up/grab-n-go, delivery or multi-day meal distribution.

If you are operating a closed-enrolled site, you could also continue to use your POS software or a roster for counting meals, if you choose.

The form on the left is the daily meal count form that can be used for single day or single meal distribution. Some examples of when you might want to use this form would be for traditional, on-site meal service or you could also use it for pick-up or grab and go meals if you are distributing just one day's worth of meals.

The Multi-Day meal count form on the right can be used if you are distributing one or both meals for more than one day at a time and you want to track those all on one form without having to fill out a meal count form for each of those days.

Once again you can choose the method that works best for you and your operation as long as it is easy to identify the number of meals being claimed and the days the meals are being claimed for.

We will talk about both forms more in-depth in the upcoming slides



Daily Meal Counts

- Must have daily meal count for EVERY day meals are served
- Completed at the time of meal service
 - Not before or after meal service
- Tally marks to cross out one number at a time when each child receives meal with all components

DAILY MEAL COUNT FORM	
Site Name: <u>Clinton Elementary</u>	Meal Type (circle): <u>B</u> <input type="radio"/> SN <input type="radio"/> SU
Address: <u>2250 West Platte Street, Somers, NE</u>	Telephone: <u>402-999-9999</u>
Supervisor's Name: <u>Joan Smith</u>	Delivery Time: <u>11:00</u> Date: <u>6/02/16</u>
Meals received/prepared: <u>28</u> • Meals available from previous day: <u>0</u> • <u>28</u> (Total meals available)	
First Meals Served: Children (cross off number as each child receives a meal):	
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 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	
Total First Meals • <u>19</u>	
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	
Total Second Meals • <u>2</u>	
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals • <u>4</u>	
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total non-Program Adult Meals • <u>3</u>	
TOTAL MEALS SERVED • <u>28</u>	
Total damaged/incomplete/other non-reimbursable meals • <u>0</u>	
Total leftover meals • <u>7</u>	
Total of items: <u>35</u> (Item ④ should be equal to item ⑤)	
Number of additional children requesting a meal after all available meals were served:	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
<u>Joan Smith</u>	<u>June 2, 2016</u>
Signature	Date

No matter what form you use, All meals claimed for reimbursement must be documented on a daily meal count form for every day meals are served. This form MUST be completed at the time of meal service – not before or after. Use tally marks to cross out one number at a time when each child receives meal or package of meals with all required components

MULTI-DAY MEAL COUNT FORM	
Site Name: <u>Lincoln Elementary</u>	Meal Type (circle): B <u>L</u> SN SU
Address: <u>123 A Street, Anytown</u>	Telephone: _____
Supervisor's Name: <u>Erica Arter</u>	Delivery Time: _____ Date(s): <u>June 1, 2 & 3, 2021</u>
Meals received/prepared <u>10</u> + Meals available from previous day <u>5</u> = <u>15</u> (Total meals available) ①	
First Meals Served to Children (cross off number as each child receives a meal):	
<div style="display: flex; justify-content: space-between;"> <div style="border: 2px solid green; padding: 2px;"> <u>✓</u> <u>✓</u> <u>✓</u> <u>✓</u> <u>✓</u> <u>✓</u> </div> <div>7 8 9 10 11 12 13 14 15 16 17 18 19 20</div> </div> <div style="border: 2px solid red; padding: 2px; margin-top: 2px;"> 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 </div>	
<div style="display: flex; justify-content: space-between;"> <div>41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56</div> <div>57 58 59 60</div> </div> <div style="display: flex; justify-content: space-between;"> <div>61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76</div> <div>77 78 79 80</div> </div> <div style="display: flex; justify-content: space-between;"> <div>81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96</div> <div>97 98 99 100</div> </div> <div style="display: flex; justify-content: space-between;"> <div>101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116</div> <div>117 118 119 120</div> </div> <div style="display: flex; justify-content: space-between;"> <div>121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136</div> <div>137 138 139 140</div> </div> <div style="display: flex; justify-content: space-between;"> <div>141 142 143 144 145 146 147 148 149 150</div> <div>Total First Meals + ②</div> </div>	
A x	B = C NO!
<p>NOT OK TO DRAW A LINE THROUGH NUMBERS</p> <p>DO NOT MARK THIS BEFORE CHILDREN RECEIVE MEALS</p> <p>MUST HAVE TALLY MARK FOR EACH MEAL CLAIMED</p>	

Here we see examples of the correct and incorrect methods for completing daily meal count forms. The top row enclosed with the green box is the correct method for marking the meals provided to children. The second row enclosed in the red box is the INCORRECT method for marking meals, as one line is made through numbers 21 through 36; each number must be marked one at a time as a staff member observes each child receiving a meal with all components. It is a violation of program requirements to mark the number of meals on this form before the meals are served. In this example, only 6 meals would be allowed to be claimed for reimbursement.



Daily Meal Counts

- Can use one daily meal count form if distributing B & L together
- Must mark both meal types on the form

MULTI-DAY MEAL COUNT FORM																			
Site Name:		Meal Type (circle) B L SN SU																	
Address:		Telephone:																	
Supervisor's Name:		Delivery Time:		Date(s):															
Meals received/prepared _____ + Meals available from previous day _____ = (Total meals available) ●																			
First Meals Served to Children (cross off number as each child receives a meal)																			
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	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	Total First Meals + ●									
A <input type="text"/>		X B <input type="text"/>		C <input type="text"/>						●									
(A) is the total # meals per package; (B) the number of children; (C) equals total # meals to be claimed.																			

NDE allows using one daily meal count form if distributing B & L together rather than having a separate form for breakfast and a separate form for lunch. To use this meal counting document, you must mark both meal types on the form to indicate this as shown here on the right. Both breakfast and lunch are circled.

For example, This could be for...

- B&L for Wednesday, Thursday, and Friday; or
- On Thursday-you are handing out lunch for Thursday, breakfast and lunch for Friday, and Breakfast for Monday- two of each meal type but for different days

*In both scenarios (as long as a child *cannot opt out* of any meal that is meant to be part of the distribution), one meal count form can be used to document the # of meals served.

However, if you allow them to say not take a breakfast and just take the lunches, then you need to use a separate form for breakfast and a separate form for lunch to have an accurate meal count.

MU First meals served cannot exceed # meals available

Site Name: Lincoln Elementary e): B L SN SU

Address: 123 A Street, Anytown Telephone:

Supervisor's Name: Erica Arter Delivery Time: Date(s): June 1, 2 & 3, 2021

Meals received/prepared 150 + Meals available from previous day 15 = 165 (Total meals available)①

First Meals Served to Children (cross off number as each child receives a meal):

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	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										

Total First Meals: 52 ②

A 3 x B 52 = C 156 ③

Box A indicates # of meals included in each package & should correspond with date(s) and # of days at top of form

This is the # of meals you include in your monthly claim total

This is an example of how to complete the multi-day meal count form. At the top, fill out the site information, and indicate which meals and the dates the form is being completed for. In this example you can see that this form is only for lunch for June 1, 2 and 3rd. They have prepared 150 meals plus have 15 meals available from the previous day to give a total of 165 meals available to distribute. The first meals you serve down below cannot exceed the number of meals you have available here. The red tally marks are marked off one at a time for each child that receives a package of 3 lunches. You can see that they handed out lunches to 52 children. Box A indicates the number of meals included in each package and should correspond with the dates and # of days at the top of the form. In this case, 3 days worth of lunches were handed out, so 3 is entered into box A. The number of children that received the lunches is entered into box B which is 52 and corresponds to the tally marks above. To get the total number of lunches distributed for Box C, you take 3 x 52 to equal 156 lunches. 156 is the total number of meals that goes into your monthly claim.

If both breakfast and lunch were circled at the top, you would claim 156 breakfasts and 156 lunches.

DAILY MEAL COUNT FORM																																																																																																																																																																									
Site Name: <u>Clinton Elementary</u>					Meal Type (circle): B <u>(L)</u> SN SU																																																																																																																																																																				
Address: <u>2250 Platte St, Somewhere, NE</u>					Telephone: _____																																																																																																																																																																				
Supervisor's Name: <u>Joan Smith</u>					Delivery Time: _____		Date: <u>6/2/2021</u>																																																																																																																																																																		
Meals received/prepared <u>15</u> + Meals available from previous day <u>8</u> = <u>23</u> (Total meals available) <u>0</u>																																																																																																																																																																									
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These values go into your claim

Does your total meals served value exceed our total available?

This shows an example of how to complete a daily meal count form for single meal or single day meal distribution. This daily meal count form is for lunch on June 2nd. The tally marks are marked off one at a time after the child receives a reimbursable meal. In this example, 17 first meals were given out. This form also has a place to mark Second meals, program adults meals for those directly involved in serving or supervising meal service and Non-Program adults such as parents where income would need to be collected for those meals. You would claim the 17 first lunches served on your claim for reimbursement. You could also claim the 2 second lunches served. We will talk more about second meals on the upcoming slides. Also, we can see the total meals served (in this case 21) does not exceed the total meals available (23).



Second Meals

Allowed for Summer Operations ONLY

- Must provide **all** required meal components
- A second meal **is not** a second helping of the main entrée
- Serve second meals **only after** all children at site have received a first meal
- Record all second meals on meal count sheet
- SFSP is intended to provide **one meal** per child at each meal service

Claiming second meals was not an option for SFSP during the school year, but during regular summer operations it is acceptable to claim 2nd meals. Cannot provide second meals for delivery, pick-up or multi-meal distribution options. If you decide to allow second meals, it would only be an option traditional, on-site meal service. Remember the following:

- The meals must provide all required meal components to claim a second meal;
- A second meal is not just a second helping of the main entrée;
- You can serve second meals only after all children at the site have received a first meal;
- You need to record all second meals on meal count sheet separate from 1st meals; and
- SFSP is intended to provide one meal per child at each meal service so offering or allowing second meals is not required by the sponsor and many sponsors choose not to provide second meals.



Second Meals

- Reimbursement allowed for up to 2% of first meals
 - Example: serve 55 first meals and 10 second meals; you'll be reimbursed for one of those second meals
 - $55 \times .02 = 1.1$
 - You need to have money to cover cost of meals above the 2% threshold (cannot be SFSP reimbursement)
- *How will the other nine meals be paid for?

Also keep in mind a few considerations if you plan to serve second meals in the SFSP:

1. Reimbursement is only allowed for up to 2% of first meals

- Example: serve 55 first meals and 10 second meals; you'll be reimbursed for one of those second meals
- $55 \times .02 = 1.1$

2. You need to have money to cover cost of meals above the 2% threshold (cannot be SFSP reimbursement)

You'll need to answer the important question: How will the other nine meals be paid for?



Daily Meal Counts

- Ways you cannot count meals:
 - Morning preparation counts
 - Anticipated meal counts
 - Before the meal is received
 - Counting in your head
- MUST count and record meals as they are served to each child
- Serve more meals than one meal count form has? Add additional forms

The following meal counting procedures are not allowed:

- By using Morning preparation counts or
- Anticipated meal counts
- You cannot count meals Before the meal is received by the child
- And you cannot Count meals/children in your head and then documenting them on the meal count form at a later time/date

These methods do not provide an accurate meal count at the POS as required by program regulations.

Your staff MUST count and record meals as they are served to each child.

If you serve more meals than one meal count form has numbers to document, then add additional forms and be sure to date and staple the forms together.



Delivery/Drop-off Meal Counts

- Delivery driver must mark the meal count sheet at the time the meals are delivered


If you are utilizing delivery or drop off meals, the delivery driver must mark the meal count sheet at the time the meals are delivered or dropped off. This procedure is the most accurate way to record meal counts at the point of service where the child receives the reimbursable meal. This meal service method can use a meal count sheet or roster to count meals.



Claims for Reimbursement

- Claims submitted individually for each month meals are served
- Claims **must** be submitted & “accepted” no later than **60 days** after last day of month the meals were served

The online CNP system is used for sponsors to submit their monthly claims for reimbursement. Claims for reimbursement for the SFSP meals you serve to children are submitted monthly for each site you operate. These monthly claims must be submitted and have “accepted” status within 60 days of the last day of the month that the meals were served.

 <h2>Handy Chart for Claim Submission</h2>	
Month	Last Day for Submission
January	April 1 (Leap year March 31)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (Leap Year February 29)

<https://www.education.ne.gov/ns/eft/>

We have this handy chart for claim submission available on our website that shows the last day for submission of each month's claim. We of course encourage you not to wait until the 60th day to submit a claim so you don't run into any issues at the last minute that would potentially cause you to miss out on reimbursement. The sooner you submit a claim, the sooner you will receive your reimbursement



Claims for Reimbursement

- Reimbursement only for the meal types reflected in your SFSP application
- Application must be approved by NDE with updated meal service days before a claim can be submitted

You can receive reimbursement only for the meal types reflected in your approved SFSP site applications. Your application must be approved by NDE with updated meal service days for the summer before a claim can be submitted



Claim Consolidation Form

SFSP Daily Record of Meals Served – complete separate form for each feeding site

Site: _____

Claiming Month & Year: _____

Date	Breakfast Served	2 nd Breakfast Served	Lunches Served	2 nd Lunches Served	Program Adult Breakfasts Served	Program Adult Lunches Served	Non-Program Adult Breakfasts	Non-Program Adult Lunches
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								
Totals								

Handout

There is a claim consolidation form available on the SFSP website as a fillable PDF or as an Excel worksheet. You don't have to use our form, but you must have documentation of daily meal counts listed for each meal type and totals for each meal type to demonstrate numbers entered in the claim are correct. Since you claim by site, you need a separate claim consolidation form for each feeding site.



Claims for Reimbursement

- Claim meals in the correct month for multi-day distribution
 - For example:
 - Distributing 5 days of meals Monday, June 28th
 - 3 meals claimed in June
 - 2 meals claimed in July

June 2021							July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

One other thing to keep in mind for claiming when doing Multi-Day meal distribution is you need to ensure you are claiming meals for the correct month or the month for which the meals were intended for.

For example: Distribute 5 days of meals Monday, June 28th means three days of meals would be claimed in June and the remaining two days of meals would be claimed in July.




Do NOT claim

- Program Adult Meals
- Non-Program Adult Meals
- Damaged, incomplete or other non-reimbursable meals
- Leftover Meals



Meals cannot be claimed if meal count form is incomplete or not completed accurately

When you are entering your claim for reimbursement, you never enter/claim meals that were served to program or non-program adults, meals that were damaged or incomplete or otherwise couldn't be served to a child, and leftover meals (as they also were provided to a child).

Meals cannot be claimed if meal count form is incomplete or not completed accurately so it is really important that whatever meal counting form or method you choose is trustworthy and has good attention to detail.




Submitting a Claim

SFSP Claim Entry Hints & Tips

Click on "Claims" in white letters at the top. Then click on "Claim - SFSP" under "Item".



Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Handout

Since most of you have been claiming meals through SFSP for most of the school year, we will not go through step-by-step instructions for how to submit a claim, but directions on entering and revising a claim, can be found on the SFSP claim Entry Hints and Tips handout on our website.



Agenda

- Program participation, application & monitoring
- Waivers for summer operation
- Meal pattern & production records
- Meal counting & claiming
- ✓ Food safety
- Allowable costs & procurement

Food safety considerations are always important when feeding children. There are special considerations for food safety and a safe meal service in summer 2021.



Food Safety

- Maintain temperature logs
- Wearing a mask is best practice
- Sanitize surfaces and equipment
 - Disinfect high touch surfaces
- Proper hand washing



Food safety requirements remain largely the same with some additional special considerations related to COVID-19. Continue maintaining temperature logs, as your sites normally would. Temps can be recorded on production records, delivery tickets, or on the Food Cooking Temperature log. Continue, also, maintaining refrigeration, freezer, sanitizer, and disinfectant logs.

Wearing a mask is still a best practice. The CDC continues to recommend ongoing protection that includes wearing masks, maintaining physical distancing when possible, good ventilation, and washing hands properly and often.

Sanitize surfaces and equipment, and disinfect high touch surfaces. Always wash, rinse, sanitize or disinfect, wash, and rinse again with clear water. Make sure you are waiting for the correct amount of time for your sanitizer/disinfectant to be effective. Remember to use proper hand washing by wetting hands and arms using warm water then apply soap to build up a good lather, scrub vigorously for 1-15 seconds cleaning under fingernails and between fingers. Rinse hands and arms thoroughly, using running warm water. Dry hands and arms using a single-use paper towel or a hand dryer.

Educate site staff on when to wash hands: After using the restrooms and after touching the body or clothing or coughing, sneezing, or using a face tissue. Remember also to wash hands after: handling service animals; changing tasks (both before and after); leaving and returning to the kitchen/prep area; using electronic devices; and after touching anything that may be dirty (e.g. dishes, equipment, work surfaces, clothes, computer keyboards).

If your sites use hand sanitizers, they must comply with the Code of Federal Regulations (CFR) and Food And Drug Administration (FDA) Standards. We'd like to offer a few quick tips about using hand sanitizers: use hand sanitizers only after handwashing; never use hand sanitizer in place of handwashing; and wait for hand sanitizer to dry before touching food or equipment.



Delivery and Grab & Go

- Plan production to prevent leftover meals
- Keep cold foods 41°F or below, hot 135 °F or above
 - If temp not maintained, must be discarded at end of meal service
 - Cannot keep leftovers without proper holding equipment
- Use leftover meals first
- Adjust order for the next day accordingly

It's important to plan production to prevent leftovers meals. Ensure sites have a plan and/or necessary equipment to keep cold foods at 41°F or below, hot foods at 135 °F or above.

If proper temperature is not maintained, the food item must be discarded at end of meal service. And without proper holding equipment, leftover meals or meal items may not be served the following day. In order to ensure leftovers were properly cooled and stored, record the cooling temperatures of the leftover items on a cooling log. When the Food Safety Inspector comes to inspect your kitchen and they see leftovers they will be asking to see the cooling temperature log as well as a calibration log to ensure your thermometers are working properly to document food and storage temperatures.

It is a good practice to minimize leftovers by monitoring site participation and adjusting orders accordingly.

If you are serving meals in a cafeteria, self-serve bars and are not a best practice. Operating self-serve bars or open water stations requires first seeking guidance from your local health departments to see if they are allowed. You will need to have a plan

in place on how you plan to keep the self-serve bars safe for your students/participants. Visit here to find a map of Nebraska's health departments, as well as contact information for each of them: [https://cdn.education.ne.gov/wp-content/uploads/2020/06/NE Health Dept Map Dec 2016-2.pdf](https://cdn.education.ne.gov/wp-content/uploads/2020/06/NE_Health_Dept_Map_Dec_2016-2.pdf)

Share tables are not allowed in order to minimize high-touch surfaces.



Delivery and Grab & Go

- Will foods be safe to eat for several days after distribution?
- Use coolers for grab and go and deliveries.
- Include storage instructions with meals along with the menu.



If your sites are planning to distribute food for multiple days, you need to make sure food safety procedures are followed from receiving through service/pick-up or delivery.

Please consider a few factors in multi-day meal distributions:

- Examine whether the family/household will have room for the multiple days' of meals (some families may not be able to handle the large amount of food);
- Some food holds better than others (sandwich salads such as tuna and chicken salad do not hold well; they get soggy once they are made and held);
- Chicken nuggets, ham and cheese wraps, precooked hamburgers, are examples of food that hold well in refrigeration;
- Fresh fruits like apples, oranges, and bananas store well at room temperature;
- Prepared fruits and veggies (like cut melons) must be refrigerated;
- Milk needs to be kept cold during service, grab n go times, and deliveries;
- Store the cold food separate from hot food
- Frozen items may be provided as long as thawing and heating instructions as well as Food Safety instructions.

Remember to keep food safety front and center. Visit ICN's Food Safety resources and

training: <https://theicn.org/>



Agenda

- Program participation, application & monitoring
- Waivers for summer operation
- Meal pattern & production records
- Meal counting & claiming
- Food safety
- ✓ Allowable costs & procurement

Let's close out training with a quick review of allowable costs and procurement requirements.



Allowable Program Costs

Operating costs

- costs of food used
- non-food supplies for food service
- space for food service
- meals served to adult volunteers or paid staff who work directly with meal service

Allowable operating costs are all of those related to your SFSP operation including the cost of food for meals served to children, non-food meal preparation and meal service supplies, space for food service, and meals served to adults (volunteers or paid staff) who work directly with meal service. We refer to these adults as "Program Adults" who are allowed to receive meals free of charge, but not claimed for reimbursement. Answer the following questions when determining whether adults are allowed to receive meals for free as a "Program Adult": Does this person help with meal preparation? Does this person help with meal service? Does this person supervise meal service? Does this adult deliver meals? If the answer to any of these questions is "Yes" then these SFSP employees can receive an SFSP meal for the meal service they work in for free. These meals would not be claimed for reimbursement and cannot be included in the monthly claim; the cost of their meal would be an allowable program cost.

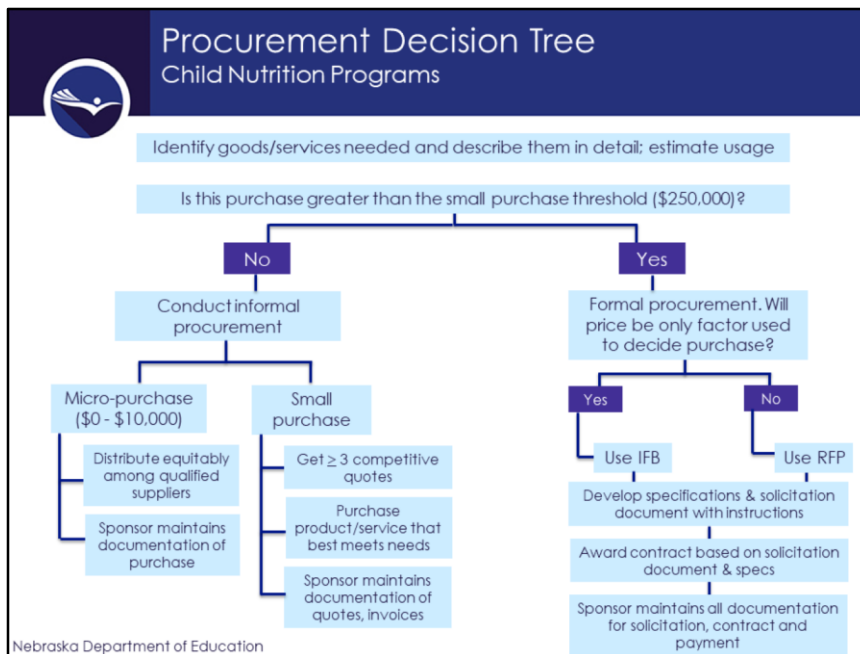


Unallowable Costs

- Costs for excess meals ordered or prepared but not served
- Meals not meeting meal pattern
 - Missing a component
 - Inadequate quantity
- Meals served at unapproved site

Unallowable program costs include any costs that are not directly related to the meals served, the supplies, space or transportation for meals, or the wages paid to staff for meal service. The SFSP also does not allow program reimbursement to cover the cost of meals ordered or prepared that were not provided to children, which underscores the importance of closely monitoring meal orders and preparation amounts. The intent of the SFSP is to provide one reimbursable meal to each child so ordering or preparing above your participation level is not recommended because program funds cannot be used to cover the cost of meals that do not reach children's hands. Additional unallowable costs include meals that are missing a component or don't provide the minimum required quantity of the required components, and meals that are served at unapproved sites. Program reimbursement cannot be used to cover these kinds of expenses.

Please remember that the SFSP is Federally funded using taxpayer dollars. We are all called to be good stewards of those funds and we must be mindful of how the funds are used, we need to pay attention to how funds are used, and must provide a paper trail for all program costs. Maintain in your SFSP records documentation for all purchases made or costs paid for using the SFSP reimbursement.



This procurement decision tree is helpful for deciding which type of procurement procedures need to be followed based on the amount and type of purchase. As we noted, these slides will be posted on the SFSP training page so you will have access to this decision tree after the slides are posted to the training web page. Most SFSP operators use micropurchasing, which is allowed for purchases less than \$10,000 as long as operators "spread the wealth" by purchasing goods from all available and qualified vendors or suppliers. If you choose to purchase items from a single vendor, justification for this procurement method must be documented. Please contact Nutrition Services for questions regarding procurement and to ensure you are properly implementing these requirements.



Reimbursement

Based on # meals served multiplied by the sum of administrative & operating rates

*Reimbursement allowed only with approved application with NDE

Operating Costs	Administrative Costs (2 levels)
Food	Self-preparation/rural sites
Non-food supplies for food prep, service	All other site types
Space for food service	Planning, organizing, administering the SFSP

The reimbursement you receive is based on the number of meals you serve to each child at your approved sites. The number of meals served is multiplied by the sum of the operating and administrative cost identified for each meal type. Breakfast reimbursement is \$2.46 per breakfast and \$4.31 per lunch for sites that make their own meals. Those amounts are slightly less for sites located in an urban area that also has a vendor agreement for meal service.



Reimbursement Rates

Summer Food Service Program – 2021			
	Operating Costs	Administrative Costs	
		Rural or self-preparation sites	Other types of sites
Breakfast	\$2.24	\$.2225	\$.1750
Lunch or Supper	\$3.91	\$.4075	\$.3400
Snacks	\$.91	\$.1100	\$.0875

The reimbursement rates table is available from the QuickLinks menu on the left side of the Nutrition Services web page.



Questions?

NDE Nutrition Services is working remotely
Contact NSLP/SFSP specialists
by [phone or email](#)

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- (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.

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