

# 2015 Summer Food Service Program Reimbursement Rates

<u>Meal</u>	<u>Self-Prep &amp; Rural Sites</u>	<u>Vended &amp; Urban Sites</u>
Breakfast	\$2.0775	\$2.0375
Lunch/Supper	\$3.6450	\$3.5875
Snack	\$0.8650	\$0.8450

# Summer Food Service Program

Meal Patterns and  
Reimbursement  
Rates



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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

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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  $\frac{3}{4}$  cup or 1 oz.
- **Meat/Meat Alternate**
  - Lean meat, fish or cheese – 1oz.
  - Peanut Butter – 2 tbsp.
  - Peanuts – 1 oz.
  - Yogurt – 4oz. Or  $\frac{1}{2}$  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 ½ 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* 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 2015





- 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

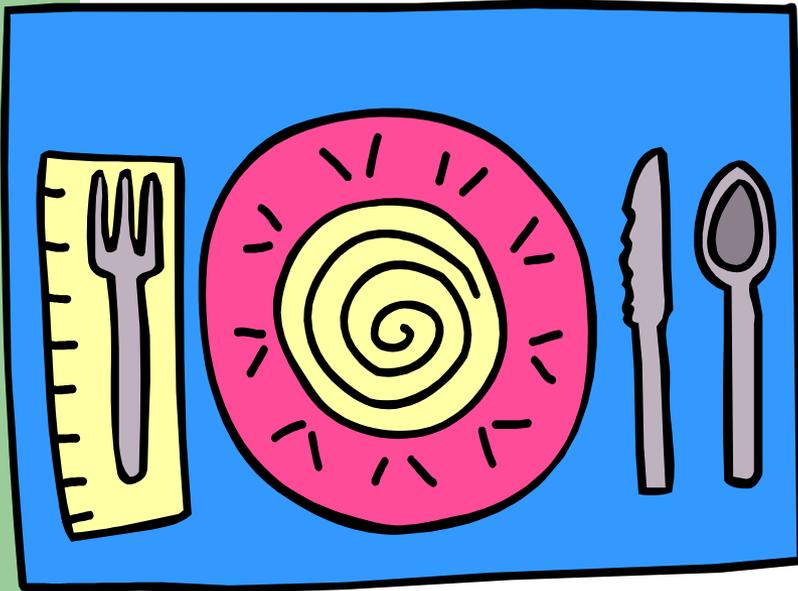
- Supplier or Vendor invoices and delivery receipts
- Transportation Charges
- Storing, handling and distributing purchased and donated commodities
- Reporting the *cost of food used*, must do a physical inventory of food at the beginning and end of each month of operation

# 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)
- Report 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 (part of civil rights)
- 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 (part of civil rights)

# 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
- Good communications between site managers and production of meals
  - Ensures adequate meals for children
  - Ensures that excess meals are tightly controlled

# Civil Rights

- Collection and use of data
  - All income application data confidential
  - Can share with other food service directors
  - Can share aggregated data Not individual data,
  - Complete the Race/Ethnicity form as required.  
This ***data must be collected***
  - *Make reasonable effort to provide information in appropriate translation on availability of the SFSP*
- Include correct nondiscrimination statement on any program information

# Civil Rights

- Public notification systems
  - Must submit a press release (sample provided) at minimum
  - Suggest including information about SFSP on website
- Compliance review techniques when monitoring meal sites
  - TA and corrective action
- Resolution of noncompliance

# Civil Rights

- 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)
  - Language assistance
- Display “**And Justice For All poster**” in a prominent place at all sites and sponsor’s office

# Civil Rights – When something goes wrong

- Establish a procedure for recording civil rights complaints and advise individuals
  - Can be oral complaint
  - Capture date, what happened, name of person complaining, contact info and/or
  - Refer person to USDA website to log a complaint
  - Comply with required timelines
  - Submit complaint to FNS Regional Office of Civil Rights
  - Notify State Agency of any complaints
- Resolution of the complaint/noncompliance

# Civil Rights

Civil Rights violation  
or customer service issue  
Conflict resolution

# Promotion of Meal Sites

- All open meal sites are posted by the State Agency on 211
- We ask that you post them on Hunger Hot Line
- April or early May, connect with your local school food service programs to help promote SFSP meal sites to their families
- Use the press release and embellish it

# Promotion of Meal Sites

- Assure that you are at the meal site when you say you will be there
- Do activities – Cooperative Extension, gardening, police department, fire departments, Food Corps
- Can be as simple as having frisbees, jumping ropes available for the children to use while waiting for meal delivery or coloring pages