SUMMER FOOD SERVICE PROGRAM (SFSP)

“Back to the Basics”
Non-Schools

Arizona Department of Education
HUNGER IN ARIZONA

Currently Live in Poverty

1 in 7 seniors
1 in 3 children
1 in 5 Arizonans

1 in 7 seniors
Arizona’s hunger rates are higher than national averages:

- 17.8% of Arizonans are food insecure, compared to 15.9% nationally, (1.9% Difference)

- 28.2% of Arizonan children face hunger, compared to 21.6% nationally. (6.6% Difference)
Arizona ranks **THIRD** in the country for high child food insecurity rates, behind only New Mexico and Mississippi, with 456,760 children facing hunger on a daily basis.
ARIZONA SFSP MEALS

Arizona SFSP Meals Served (million)

- 2014: 4 mil
- 2015: 3.9 mil
- 2016: 3.4 mil
COMMON FINDINGS
# COMMON FINDINGS

## PROGRAM INTEGRITY

<table>
<thead>
<tr>
<th>Inaccurate meal counts</th>
<th>Claiming meals delivered as meals served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claiming meals based on attendance</td>
<td>Claiming second meals which are incomplete</td>
</tr>
<tr>
<td>Claiming adult meals as reimbursable</td>
<td>Failure to adjust operating dates and meal service times</td>
</tr>
<tr>
<td>Improper food handling procedures for outdoor sites</td>
<td>Claiming meals that were taken off site</td>
</tr>
</tbody>
</table>

**Please Be Mindful of all Weather Conditions**
• Return to Basic Instruction
• Start the Learning Process Over Again

**Our Goal**

• Successfully Grow Summer Food Service Program
WHAT TO EXPECT?

AGENDA

Site Eligibility
How to Create a Budget
How to Run a Summer Food Site
Simplified Sponsors

• This type of program is designed for
  • **SCHOOL** Sponsors
  • **NON-SCHOOL** Sponsors
    • Non-Profits
    • County/City Government Entities
    • Etc.}.
DETERMINING ELIGIBILITY
Types of Eligibility

• Site Eligibility
• Income Eligibility
• Area Eligibility
SITE ELIGIBILITY

Sites in areas where 50% of children are eligible for free and reduced price meals

MIGRANTS

Site Eligibility determined by site predominantly serving migrant workers.
INCOME ELIGIBILITY

CAMP SITES

Must collect and maintain individual household applications

* Only reimbursed for enrolled students who meet free/reduced price eligibility standards.*
AREA ELIGIBILITY

Sites in Needy areas in which at least 50% of enrolled children qualify for Free/Reduced meals under NSLP

*Main focus for Non School Sponsors*
HOW TO DETERMINE AREA ELIGIBILITY
Determining Area Eligibility

To be eligible to participate in the Summer Food Service Program (SFSP), a site must be located in an eligible area. “Area eligibility” means the site is located in the attendance area of a public school (elementary, middle or high school) or census block where at least 50% of the students are eligible for free or reduced price meals under the National School Lunch Program. Therefore, you have two options for demonstrating site eligibility, either through school data or census data.

To determine eligibility for NON-SCHOOL sites using school data, follow steps 1-3.
For SCHOOL sites using school data, skip to step 2.

1) Look up school boundaries at: http://arizona.hometownlocator.com/schools/
   a. Scroll down to the picture of the map.
   b. Enter the address in the search box; click on the boxes for primary, middle and high school; and click “GO.”
   c. This will give you a listing of the public schools you can use to determine area eligibility.

Search by a Arizona address to find School Attendance Zones (School Boundaries)
2) Go to the free/reduced price percentage reports to look up the schools listed under “School Attendance Zone” on the map: http://www.azed.gov/health-nutrition/frpercentages/. If your site is a school, look up that school’s data.
   a. Once you locate your school(s) in the report, select a school that is at least 50% free or reduced price eligible and print that page or select it and print the selection.

<table>
<thead>
<tr>
<th>Davis Bilingual Magnet School</th>
<th>100201191</th>
<th>4403</th>
<th>5672</th>
<th>Regular or Provision 2/3 Base</th>
<th>Year</th>
<th>346</th>
<th>58%</th>
</tr>
</thead>
</table>

3) What to submit:
   a. If your SFSP site is housed within an eligible school, you only need to send the data from the free/reduced price report.
   b. Otherwise, if area eligibility is based on a school that is not the site, send a copy of the map listing the eligible schools and the eligibility data from the free/reduced price table.
   c. If your site is located in a private or charter school, you can either use the data from your own school or use the data from the assigned public school following steps 1 and 2 above.

To determine eligibility using census data, follow these steps:

1) Click on the link for the USDA Data Mapper.
2) Enter the site address in the “Find address or place” search bar and hit enter.
3) If your site is located in a pink area, it is eligible. If it is located in a blue area, it is not.
4) Submit a picture of the map.
Census Map

http://www.azed.gov/health-nutrition/files/2016/01/7-how-to-determine-area-eligibility.pdf
Documenting Site Eligibility

Open Sites
Restricted Open Sites
Migrant Sites
Closed Enrolled Sites
Camps
How can you promote SFSP at your location?

- Local TV
- Local radio
- Twitter
- Facebook
- Instagram
- Snapchat
- School website
- Flyers
- Texting
- Billboards

PROMOTE TO ALL CHILDREN
SPONSOR RESPONSIBILITIES

• Financial and administrative capability
• Not be seriously deficient
• Serve low-income children
• Conduct a non-profit food service
• Provide ongoing year-round activities for children or families
• Exercise Management Control Over Sites
Objectives

• How is reimbursement calculated
• Why Budget
• Importance of a realistic budget
• How to develop a budget
• How to use spreadsheet
Reimbursement Calculations

- Meals x Rates
  - Get a set amount for each meal you serve

- Not reimbursed based on costs

- Reimbursement may not cover all food service costs
Why Budget?

- Determine a realistic financial plan
  - Goals

- Determine if being a SFSP sponsor is feasible
  - Avoid going into debt

- Reduce stress
Realistic Budget

• Demonstrates financial and administrative capability

• Increases the chances for success

• Advances
How to Develop a Budget

• Assess your current financial situation
  • Identify monies that can contribute to the Program if necessary

• Define costs

• Assess potential revenue

• Know what you need to serve to be a viable site
BUDGET WORKSHEET

Breakfast
Lunch/Supper Snack
Administrative Staff
Operational Staff
Budget
# BUDGET WORKSHEET

## Breakfast Reimbursement

### Arizona Department of Education
Summer Food Service Program (SFSP)
Estimated Breakfast Reimbursement
Program Year 2017

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization</th>
<th>CTD # (Do not enter dashes)</th>
<th>Enter the meal service information for each site to determine the estimated reimbursement for this fiscal year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas Cowboys United</td>
<td>20-20-20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site #</th>
<th>Site Name</th>
<th>Enter Self-Prep (S) or Vended (V)</th>
<th>Enter Rural (R) or Urban (U)</th>
<th>Total Operating Days</th>
<th>Estimated Breakfasts Served</th>
<th>Admin Rate</th>
<th>Operating Rate</th>
<th>Total Estimated Admin Reimbursement</th>
<th>Total Estimated Operating Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kenny's Site</td>
<td>s</td>
<td>u</td>
<td>50</td>
<td>75</td>
<td>$ 0.1925</td>
<td>$ 1.94</td>
<td>$ 722.00</td>
<td>$ 7,275.00</td>
</tr>
<tr>
<td>2</td>
<td>Dallas' Site</td>
<td>s</td>
<td>u</td>
<td>51</td>
<td>50</td>
<td>$ 0.1925</td>
<td>$ 1.94</td>
<td>$ 491.00</td>
<td>$ 4,947.00</td>
</tr>
<tr>
<td>3</td>
<td>Smitty's Site</td>
<td>s</td>
<td>u</td>
<td>40</td>
<td>60</td>
<td>$ 0.1925</td>
<td>$ 1.94</td>
<td>$ 462.00</td>
<td>$ 4,656.00</td>
</tr>
</tbody>
</table>
## Estimated Reimbursement

<table>
<thead>
<tr>
<th>Total Sites 1 thru 50</th>
<th>0</th>
<th>141</th>
<th>185</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Reimbursement Sites 1 thru 50</td>
<td>$1,675</td>
<td>$16,878</td>
<td></td>
</tr>
</tbody>
</table>
# BUDGET WORKSHEET

## Lunch Reimbursement

---

**Arizona Department of Education**

**Summer Food Service Program (SFSP)**

**Estimated Lunch/Supper Reimbursement**

**Program Year 2017**

<table>
<thead>
<tr>
<th>Site #</th>
<th>Site Name (If claiming both Lunch and Supper for the same site, use two rows for the same site.)</th>
<th>Meal Type</th>
<th>Enter Self-Prep (S)</th>
<th>Enter Rural (R) or Urban (U)</th>
<th>Total Operating Days</th>
<th>Estimated Lunch/Supper Served</th>
<th>Admin Rate</th>
<th>Operating Rate</th>
<th>Total Estimated Admin Reimbursement</th>
<th>Total Estimated Operating Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kenny's Site</td>
<td>L</td>
<td>s</td>
<td>u</td>
<td>50</td>
<td>100</td>
<td>$0.3550</td>
<td>$3.39</td>
<td>$1,775.00</td>
<td>$16,950.00</td>
</tr>
<tr>
<td>2</td>
<td>Dallas' Site</td>
<td>L</td>
<td>s</td>
<td>u</td>
<td>51</td>
<td>65</td>
<td>$0.3550</td>
<td>$3.39</td>
<td>$1,177.00</td>
<td>$11,238.00</td>
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<tr>
<td>3</td>
<td>Smitty's Site</td>
<td>L</td>
<td>s</td>
<td>u</td>
<td>40</td>
<td>75</td>
<td>$0.3550</td>
<td>$3.39</td>
<td>$1,065.00</td>
<td>$10,170.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sites 1 thru 50</td>
<td>0</td>
<td>141</td>
<td>240</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Reimbursement Sites 1 thru 50</strong></td>
<td>$ 4,017</td>
<td>$ 38,358</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Administrative Staffing Plan

**Arizona Department of Education**  
Child and Adult Care Food Program  
Summer Food Service Program (SFSP)  
**Sponsor Estimated Reimbursement**  
**Fiscal Year 2016**

#### Staffing Plan

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization</th>
<th>CTD #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DALLAS COWBOYS UNITED</td>
<td>20-20-20</td>
</tr>
</tbody>
</table>

**1. Administrative Staffing Plan Instructions**

List administrative positions that will be involved in the operation of the SFSP. Include all expenses attributable to SFSP administration, regardless of whether SFSP reimbursement will be sufficient to cover them. Administrative labor includes activities such as completing the SFSP application, completing and submitting the claim for reimbursement, monitoring sites, and conducting training. For additional guidance, consult the Operating and Administrative Cost Sheet included with your application packet.

*For Job Function enter the corresponding number: Administrator = 1, Monitors = 2, Secretary, Bookkeeper = 3*

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Position Title</th>
<th>Number of Staff</th>
<th>Hours per day on SFSP Admin</th>
<th>Rate per Hour</th>
<th>Number of Days</th>
<th>Total Salaries</th>
<th>Total Amount of Benefits</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Monitor</td>
<td>2</td>
<td>3</td>
<td>$9.00</td>
<td>48</td>
<td>$2,592.00</td>
<td>$100.00</td>
<td>$2,692.00</td>
</tr>
<tr>
<td>1</td>
<td>administrator</td>
<td>1</td>
<td>2</td>
<td>$15.00</td>
<td>110</td>
<td>$3,300.00</td>
<td></td>
<td>$3,300.00</td>
</tr>
<tr>
<td>2</td>
<td>Monitor</td>
<td>3</td>
<td>3</td>
<td>$13.00</td>
<td>25</td>
<td>$2,925.00</td>
<td></td>
<td>$2,925.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Administrative Staffing:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$6,225.00</strong></td>
<td></td>
<td><strong>$6,225.00</strong></td>
</tr>
</tbody>
</table>
2. Administrative Position Descriptions

For each of the Position Titles above provide a description of the duties associated with the position.

Position Title:
Monitor

Position Description/Duties:

Observes food service site during meal service
# OPERATIONAL STAFF

Arizona Department of Education  
Child and Adult Care Food Program  
Summer Food Service Program (SFSP)  
Sponsor Estimated Reimbursement  
Fiscal Year 2016

## Staffing Plan

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization</th>
<th>CTD #</th>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>DALLAS COWBOYS UNITED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. Operational Staffing Plan Instructions

List operational positions that will be involved in the SFSP. Include all expenses attributable to SFSP operations, regardless of whether SFSP reimbursement will be sufficient to cover them.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Number of Staff</th>
<th>Hours per day on SFSP</th>
<th>Rate per Hour</th>
<th>Number of Days</th>
<th>Total Salaries</th>
<th>Total Amount of Benefits</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook</td>
<td>2</td>
<td>6</td>
<td>$10.50</td>
<td>48</td>
<td>$6,048.00</td>
<td>$100.00</td>
<td>$6,148.00</td>
</tr>
<tr>
<td>site manager</td>
<td>1</td>
<td>4</td>
<td>$12.00</td>
<td>55</td>
<td>$2,640.00</td>
<td></td>
<td>$2,640.00</td>
</tr>
<tr>
<td>site manager</td>
<td>1</td>
<td>4</td>
<td>$12.00</td>
<td>51</td>
<td>$2,448.00</td>
<td></td>
<td>$2,448.00</td>
</tr>
<tr>
<td>site manager</td>
<td>1</td>
<td>4</td>
<td>$12.00</td>
<td>50</td>
<td>$2,400.00</td>
<td></td>
<td>$2,400.00</td>
</tr>
<tr>
<td>cook</td>
<td>1</td>
<td>6</td>
<td>$15.00</td>
<td>55</td>
<td>$4,950.00</td>
<td></td>
<td>$4,950.00</td>
</tr>
<tr>
<td>site worker</td>
<td>3</td>
<td>4</td>
<td>$10.00</td>
<td>55</td>
<td>$6,600.00</td>
<td></td>
<td>$6,600.00</td>
</tr>
</tbody>
</table>

Total Operational Staffing: $19,038.00
# Operational Positions

## 2. Operational Position Descriptions

For each of the Position Titles above provide a description of the duties associated with the position.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>site manager</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Description/Duties:</th>
</tr>
</thead>
<tbody>
<tr>
<td>oversees program at site</td>
</tr>
</tbody>
</table>
# COMPLETED BUDGET

<table>
<thead>
<tr>
<th>Name of Sponsoring Organization</th>
<th>CTD #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DALLAS COWBOYS UNITED</td>
<td>20-20-20</td>
</tr>
</tbody>
</table>

## Total SFSP Budget

Include all expenses attributable to SFSP operations, regardless of whether SFSP reimbursement will be sufficient to cover them. Please consult the Operating and Administrative Cost Sheet included with your application packet to help determine whether expenses are administrative or operational.

### Administrative Costs

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td></td>
</tr>
<tr>
<td>Administrators</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Monitors</td>
<td>$2,925.00</td>
</tr>
<tr>
<td>Secretary, Bookkeeper</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total Salaries/Benefits</strong></td>
<td><strong>$6,225.00</strong></td>
</tr>
<tr>
<td>Printing/Mailing/Phone</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>$600.00</td>
</tr>
<tr>
<td>Printing/Copying</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Total Printing/Mailing/Phone</strong></td>
<td><strong>$850.00</strong></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$150.00</td>
</tr>
<tr>
<td>Postage</td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Total Office Supplies</strong></td>
<td><strong>$225.00</strong></td>
</tr>
<tr>
<td>Travel to and from Sites</td>
<td></td>
</tr>
<tr>
<td>Administrative Mileage</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total to and from Sites</strong></td>
<td><strong>$100.00</strong></td>
</tr>
<tr>
<td><strong>Total Administrative Costs</strong></td>
<td><strong>$7,400.00</strong></td>
</tr>
</tbody>
</table>

### Operational Costs

<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Food Service Labor/Benefits</td>
<td>$19,038.00</td>
</tr>
<tr>
<td>Facilities/Utilities</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Transportation of Food</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Transportation of Children to Sites</td>
<td>$-</td>
</tr>
<tr>
<td>Non-Food Supplies</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total Operational Costs</strong></td>
<td><strong>$85,038.00</strong></td>
</tr>
</tbody>
</table>
## SFSP Cost Summary for Fiscal Year 2016

<table>
<thead>
<tr>
<th></th>
<th>Administrative</th>
<th>Operational</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected SFSP Costs</td>
<td>$ 7,400.00</td>
<td>$ 85,038.00</td>
<td>$ 92,438.00</td>
</tr>
<tr>
<td>Estimated Reimbursement</td>
<td>$ 6,161.44</td>
<td>$ 59,797.50</td>
<td>$ 65,958.94</td>
</tr>
<tr>
<td>Carryover from Previous Year</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>Projected Balance after Reimbursement</td>
<td>$ -</td>
<td></td>
<td>$ (26,479.06)</td>
</tr>
<tr>
<td>Available funds from other sources should costs exceed reimbursement</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>FY2016 Balance</td>
<td>$ -</td>
<td></td>
<td>$ (26,479.06)</td>
</tr>
</tbody>
</table>

## Sponsor Revenue Summary

Transfer the information below to the online sponsor application (section 9):

- Planned Breakfast Servings Per Day for All Sites: 185 Breakfast
- Planned Total Number of Operating Days for All Sites Serving Breakfast: 51 Max days from column B for Breakfasts
- Planned Lunch Servings Per Day for All Sites: 240 Lunch
- Planned Total Number of Operating Days for All Sites Serving Lunch: 51 Max days from column B for Lunches
- Planned Snack Servings Per Day for All Sites: 0 Snack
  - Max days from column B for Snacks
- Planned Total Number of Operating Days for All Sites Serving Snack: 51 Max days from column B for Snacks
- Planned Supper Servings Per Day for All Sites: 0 Supper
  - Max days from column B for Suppers
- Planned Total Number of Operating Days for All Sites Serving Supper: 51 Max days from column B for Suppers

Available Sponsor Funds Should Costs Exceed Reimbursement: $ -

Total Sponsor Estimated Operating Reimbursement: $ 59,797.50

Total Sponsor Estimated Administrative Reimbursement: $ 6,161.44

Total Sponsor Estimated Revenue: $ 65,958.94
ERRORS IN BUDGET

- COSTS ARE HIGHER THAN REIMBURSEMENT
  - $26,479.06

<table>
<thead>
<tr>
<th>SFSP Cost Summary for Fiscal Year 2016</th>
<th>Administrative</th>
<th>Operational</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected SFSP Costs</td>
<td>$ 7,400.00</td>
<td>$ 85,038.00</td>
<td>$ 92,438.00</td>
</tr>
<tr>
<td>Estimated Reimbursement</td>
<td>$ 6,161.44</td>
<td>$ 59,797.50</td>
<td>$ 65,958.94</td>
</tr>
<tr>
<td>Carryover from Previous Year</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>Projected Balance after Reimbursement</td>
<td>$ -</td>
<td></td>
<td>$ (26,479.06)</td>
</tr>
<tr>
<td>Available funds from other sources should costs exceed reimbursement</td>
<td>$ -</td>
<td></td>
<td>$ (26,479.06)</td>
</tr>
<tr>
<td>FY2016 Balance</td>
<td>$ -</td>
<td></td>
<td>$ (26,479.06)</td>
</tr>
</tbody>
</table>
WHERE CAN YOU CUT?

Operational Labor
Transportation of Food
Facility Expenses
Telephone
Etc.
Food Service Costs

All Sponsors must keep documentation to:

- Support all claims
- Demonstrate CNP funds are being spent on allowable administrative and operational costs
- Demonstrate organization is running a non-profit food service
ALLOWABLE VS NOT ALLOWABLE
Allowable or Not Allowable

Costs for excess meals prepared, but not served to eligible children?

Not Allowable- Reimbursed for meals served

Meals that don’t meet the meal pattern?

Not Allowable- All meals MUST meet the meal pattern

Serving Breakfast and Dinner at the same site on same day?

Allowable- Can not serve Lunch or Dinner
Is it Allowable or Not Allowable

Meals served outside the approved time frame?
Not Allowable- All meals MUST be served in Approved time frame

Rental costs for building, food service equipment and vehicles?
Allowable- Costs are associate with Summer Program

Meals consumed off site?
Not Allowable- All meals MUST be consumed on site
WHAT’S NEEDED?

• Staffing and training
• Meal pattern
• Food safety
• Monitoring
• Menu Production Records
STAFFING

Things to remember when considering your Staffing Needs:

Number of sites
Size of sites
Volunteers and Paid staff
Quality vs Quantity
TRAINING

Before Program operations begin, Sponsors are REQUIRED to have trained staff

- Administrative and Site Staff
- Office staff
- Area supervisors
- Monitors
MENUS

Open and Closed Enrolled Sites:
• Can claim up to 2 meals or 1 meal and 1 snack/day.

Camps:
• Can claim up to 3 meals or 2 meals and 1 snack each day.
Meal Service Requirements

*All meals must meet meal pattern requirements*

- Meals must be consumed on site.
- Ensure all children receive a meal before any adults are served.
- Serve meals on time.
- If meals are vended, make sure contract includes summer meals.

*Production records and menus required.*
Meal Requirements

• CAN claim up to 2 meal types
  • Unless a Camp or Migrant site.

• CAN NOT claim Lunch and Supper at the same site on the same day
  • Unless a Camp or Migrant site.
## TYPE OF MEALS

<table>
<thead>
<tr>
<th>Breakfast Only</th>
<th>Snack Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Only</td>
<td>Supper Only</td>
</tr>
<tr>
<td>Lunch and Snack</td>
<td>Breakfast and Snack</td>
</tr>
<tr>
<td>Breakfast and Lunch</td>
<td>Supper and Snack</td>
</tr>
<tr>
<td>Breakfast and Supper</td>
<td>Two Snacks</td>
</tr>
</tbody>
</table>
MEAL PATTERN
SFSP Meal Pattern

You may operate:

Offer vs Serve

or

Serve Only

Must follow the rules of SFSP Offer vs Serve
SFSP Meal Pattern

Breakfast

• One serving of milk (8 oz.)
• One serving of a fruit, vegetable or 100% fruit juice (1/2 cup or 4 oz.)
• One serving of a bread or grain (1 slice)
SFSP Meal Pattern

Breakfast- Offer vs Serve

• You must offer at least 4 different food items.
  • Extra item can be a fruit/vegetable, meat/meat alternate or a bread/grain.
  • Child needs to take 3 items.
SFSP Meal Pattern

Lunch and/or Supper

• One serving of milk (8 oz.)
• Two or more servings of fruits and/or vegetables (¾ cup total)
• One serving of a bread or grain
• One serving of a meat or meat alternate (2 oz.)
SFSP Meal Pattern

Lunch and/or Supper – Offer vs Serve

• Must offer all 4 food components/5 items.
  • Child must take 3 food components, not items.
SFSP Meal Pattern

Snack, Same for Offer vs Serve and Serve Only

• Must contain 2 food items from different food components.
Meal Service Requirements

Second meals

✓ Can claim up to 2% of reimbursable second meals
Meal Service Requirements

Meal Times & Duration

• No designated timeframes for Non-School sponsors, but ADE would like you to be reasonable.
Reimbursement Rates

Non-Schools
FOOD SAFETY
FOOD SAFETY

• Department of Education and Department of Environmental Services have partnered to ensure that all SFSP sites comply with local/State health codes.

Agreement with State Agency
• Site will maintain proper sanitation

REQUIRED
HANDWASHING

• Wash hands the right way...for 20 seconds with plain soap and running water.
<table>
<thead>
<tr>
<th>Minimal Internal Temperature</th>
<th>Type of Food</th>
</tr>
</thead>
</table>
| 165°F (74°C) for 15 seconds | • Poultry, whole or ground  
• Stuffing made with fish, meat, or poultry  
• Stuffed meat, seafood, poultry, or pasta  
• Dishes including previously cooked TCS** ingredients |
| 155°F (68°C) for 15 seconds | • Ground meat (beef, pork, and other)  
• Mechanically tenderized meat  
• Ground seafood  
• Shell eggs held for hot service |
| 145°F (63°C) for 15 seconds | • Seafood – fish, shellfish, crustaceans  
• Steaks/chops of beef, pork, veal, and lamb  
• Commercially raised game  
• Shell eggs being served immediately |
| 145°F (63°C) for 4 minutes  | • Roasts of beef, pork, veal, and lamb |
| 135°F (57°C)                 | • Fruits, vegetables, grains (rice, pasta) and legumes  
(bean, refried beans) that will be hot-held for service |
CHECK YOUR TEMPERATURES

<table>
<thead>
<tr>
<th>Type of Food</th>
<th>Minimum Temperature to Receive at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold TCS Food</td>
<td>41° F (5° C) or lower, unless otherwise stated</td>
</tr>
<tr>
<td>Milk</td>
<td>45° F (7° C), cool to 41° F (5° C) in 4 hours</td>
</tr>
<tr>
<td>Shell Eggs</td>
<td>45° F (7° C)</td>
</tr>
<tr>
<td>Hot Food</td>
<td>135° F (57° C)</td>
</tr>
<tr>
<td>Frozen Food</td>
<td>Should be frozen solid when received</td>
</tr>
</tbody>
</table>
DANGER ZONE

Minimum Internal Temperature for Safety
- Poultry, Stuffing, Casseroles, Reheat Leftovers
- Egg Dishes and Ground Meat
- Beef, Pork, Lamb, Veal* Roasts, Steaks, Chops
- Ham, fully cooked (to reheat) Holding Temperature for Cooked Food

Danger Zone

Refrigerator Temperature
Freezer Temperature

*Allow to rest for at least 3 minutes.
RULE OF THUMB

• Avoid holding foods in the danger zone for longer than 2 hours.

Discard after 1 hour if temperature is over 90 degrees.
MONITORING
Types of Monitoring Visits

• **Pre-operational Visit** – visits conducted on all new or problem sites prior to meal service beginning.

• **Site Visits** – visits conducted on all sites the first week of operation.

• **Site Reviews** – site reviews are conducted on all sites at least once during the first 4 weeks of operation.
MONITORING PURPOSE

Monitors

• Must ensure that the site operates the program according to program guidelines.

• Must understand program requirements
  • civil rights requirements,
  • provide technical assistance to site personnel when necessary
  • spend enough time at each site to ensure proper program operations.

• Must also give Corrective Action where applicable.
SPONSOR MONITORING REQUIREMENTS?

*MUST VISIT EACH SITE AT LEAST ONCE DURING THE FIRST WEEK

(Promptly Correct any Deficiencies)
SPONSOR MONITORING REQUIREMENTS?

- MUST CONDUCT REVIEW OF FOOD SERVICE AT LEAST ONCE IN THE **FIRST FOUR WEEKS** OF OPERATION
**Summer Food Service Program (SFSP)**

**MENU PRODUCTION RECORD**

**Meal Type**
- Breakfast
- AM Snack
- Lunch
- PM Snack
- Supper

**Street Name**

**Date**

**Preparation**

**Day of week**
- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

**Comments/Special Instructions**


<table>
<thead>
<tr>
<th>Menu</th>
<th>Portion size</th>
<th># of Servings (kids and adults)</th>
<th>Quantity to Purchase (Round up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat/Meat alternates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable/fruit (must be from 2 or more sources)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grains/Breads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk (must equal 8 fl oz per serving)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other food items served (condiments, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Institution is an equal opportunity provider.
APPLICATION DEADLINES

NON-SCHOOL SPONSORS

Monday, MARCH 27, 2017
CHALLENGE

- ADD ACTIVITIES TO EACH SITE
- INCREASE VARIETY IN FRUIT AND VEGETABLES
- INCREASE FRESH FOOD OPTIONS
- DECREASE SUGAR INTAKE
- BE ACCOUNTABLE

MAKE YOUR SITE A FUN PLACE FOR EVERYONE!
FOOD FOR THOUGHT

You don’t have to cook fancy or complicated masterpieces -just good food from fresh ingredients.

– Julia Child
SFSP Resources

- SFSP Team
  - Kenny Barnes
  - Suzanne Callor
  - Satiria Clayton

- www.azed.gov/health-nutrition/cacfp/sfsp/
- www.summerfood.usda.gov
Happy Valentine’s Day