

Summer Food Service Program

Returning Sponsor Training



March 3, 2026

Non-Discrimination Statement

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To file a program discrimination complaint, submit Form AD-3027, **USDA Program Discrimination Complaint Form** which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>,

from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax:

(833) 256-1665 or (202) 690-7442

or

Email:

Program.Intake@usda.gov



This institution is an equal opportunity provider

SFSP Training Sign-In Sheets

Your signature is required as *proof of attendance* at this training.

- If you haven't signed already, please do so at the next break.



Please note that there is a sign-in sheet located at the registration desk. If you have not yet signed in and/or paid for the training, please be sure to do so on break. Your signature is required as proof of attendance at this training. Please also be sure to include both the time that you arrived and the time that you departed on the sign in sheet on the day you attend training.

Agenda

8:00 am - 8:30 am	Registration - Michelle Buhler
8:30 am - 9:00 am	Welcome, Eligibility Requirements – David Thibodeaux/Stephanie Loup/Toya Porter
9:00 am - 9:10 am	KidKare and Recordkeeping – Tammy Bloyed
9:10 am - 9:50 am	LDH/LDAF
9:50 am - 10:15 am	Recordkeeping Requirements - Toya Porter/Alicia Murphy
10:15 am - 10:30 am	Break
10:30 am - 10:45 am	SFSP Common Findings – Debbie Gary
10:45 am - 11:00 am	Meal Pattern and Menus – Rachel Jeoffroy
11:00 am - 11:20 am	Procurement Reminders – Jodi Wallace
11:20 am - 11:30 am	Civil Rights Reminders – Angela Louis-Kelly
11:30 pm - 12:30 pm	Non-Congregate Meal Service – Charelle Morgan/Toya Porter



The LDOE DNS TEAM

Stephanie Loup Division Director	David Thibodeaux Director of Community Programs (SFSP)	Misty Woods Director of School Nutrition (SSO)
Michelle Buhler CACFP Admin 225-342-3997	Toya Porter SFSP Coordinator 225-342-6337	Shae Williams CACFP Admin 225-342-3707
+ All Education Consultants (ECs)		

DNS Email:
childnutritionprograms@la.gov

DNS Address:
LDOE
% DNS
1201 North Third Street
5th Floor
Baton Rouge, LA 70802



This slide provides the contact information for the LDOE Division of Nutrition Support, as well as the listing of staff.

Timelines

Sponsor Type	New Sponsor Checklist (Pre-Application Process)	Summer Feeding Plan Survey	Sponsor and Congregate Site Applications	Non-Congregate Site Requests	Final Non-Congregate and Other Site Applications Due
School Food Authorities	N/A	March 16th	March 30th	April 13th	May 18th AND > 14 days before operations*
Local/State Govt.	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Indian Tribal Organizations (ITO)	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Private Non-Profit Organizations (PNP)	N/A	March 16th	April 27th	May 4th	May 18th AND > 14 days before operations*
Prospective New Sponsors	March 23rd	N/A	April 27th	N/A	May 18th AND > 14 days before operations*



Survey

Summer Feeding Plan Survey

CNP
Child Nutrition Programs
Division of Nutrition Support

ZZZ Sponsor (Test Sponsor)
Summer Feeding

Home | **CNP** | School Food Service | Summer Feeding | Fresh Fruit & Vegetable Program

To Do List
Reports
Agreements
Authorized Contacts
Home
Summer Survey
3 Survey
2 Records
Applications
Sponsor
Sponsor Accounts
Program Administration
Site Search
Sponsor Information
Summer List
Log Out

Thank you for completing this summer feeding interest questionnaire. The results will be used to determine which areas of the state are covered for both congregate and rural non-congregate (RNC) feeding locations. If the survey is not completed, locations may be offered to other sponsors per the hierarchy outlined in federal regulations. Completion of this survey is not an application. You will still be required to complete and submit a sponsor and facility application for each site. Non-congregate sites will require a Site Request form submission prior to facility application submission. No sites may begin operations until they are approved by the State agency.

The last day to submit this survey is Monday, March 16, 2026.

ZZZ Sponsor (Test Sponsor)

Question 1.
The USDA Rural Designation Map has been updated to indicate areas that may be eligible for RNC feeding if all requirements are met. Please indicate below if your sites are interested in participating in Summer Feeding 2026 (checkmark to the left of the site), in addition to if you are interested in operating specifically in May, June, July or August in a Congregate, Non-congregate, both, or neither capacity (using the drop-down). Please note that sponsors must be in good standing and self-prep meals. Also note that sites within a 2.5 mile radius of an open congregate site are not eligible for non-congregate feeding.

Participating	Site	May	June	July	August
<input type="checkbox"/>					

Question 2.
Do you intend to submit Site Addition Requests for any additional rural non-congregate sites? Please note that these requests should be submitted via the CNP Site Addition request forms for review by 2026 Summer Food Service Program Deadline Dates.

Yes
 No

Question 3.
Are you interested in providing rural non-congregate feeding (served meals must be utilized—not bulk—in rural non-congregate feeding)?

Yes
 No

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The Summer survey consists of 3 questions pertaining to the sites and type of SFSP operation you are anticipating for the upcoming summer. The survey is due by Monday, March 16th.



Eligibility Requirements

Sponsor and Site



Purpose of the SFSP

The purpose of the Summer Food Service Program is to ensure that **children from low-income families** continue to receive nutritious meals when school is not in session **during the summer months**.

This federally funded program **provides free meals and snacks to children in eligible areas**, helping to meet their nutritional needs during the summer break.

Meals are served at summer sites in low-income communities, where sponsors **often also offer enrichment activities**.



During the school year, 30 million children in the United States receive free and reduced-price breakfast and lunch. But when school is out, many of the children relying on these school meals, go hungry. Summer Meal Programs help close that gap. Summer Meals give children the nutrition they need so they are ready to learn when they return to school.

The SFSP was established to ensure that low-income children continue to receive nutritious meals when school out and children do not have access to school meals. Through the SFSP, free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentration of low-income children.

How eligibility requirements are met and how sponsors meet the Federal nutrition guidelines will both be addressed later in this presentation.

Role of the State Agency	Role of the Sponsor	Role of the Site
<ul style="list-style-type: none"> • Implement Program outreach • Approve sponsor applications • Sign agreements with sponsors • Conduct training of sponsors • Monitor Program operations • Process Program payments 	<ul style="list-style-type: none"> • Attend State agency training • Locate and recruit eligible sites • Advertise Program offerings • Hire, train, and supervise staff and volunteers • Arrange for meals to be prepared or delivered • Monitor sites • Review and verify records, prepare claims for reimbursement • Ensure compliance with civil rights requirements 	<ul style="list-style-type: none"> • Attend a sponsor training • Supervise activities and the meal service • Distribute meals by following SFSP guidelines • Keep daily records of meals served • Store food properly • Keep the site clean and sanitary.



Eligible Organization Types

Eligible organizations may include:

- Schools (SFAs)
- Local government agencies
- Camps
- Faith-based
- Other non-profit community organizations

While responsible for the operation of summer meal sites, sponsors also must ensure **access to meals is available and known to eligible children in their communities.**



Sites

Sites are the places in the community where children receive fresh, well-balanced meals.

Sites may be located in a variety of safe and supervised settings, including:

- Schools
- Parks
- Community Centers
- Churches
- Camps
- Migrant Centers



Seamless Summer Option (SSO) vs SFSP

SSO	SFSP
<ul style="list-style-type: none">● Only School Food Authorities (SFAs) administering the NSLP or SBP may participate● Standard NSLP/SBP reimbursement rates apply for SSO● Currently used NSLP/SBP meal patterns <u>must</u> be followed in the SSO● Area eligibility may be used	<ul style="list-style-type: none">● SFAs, governmental entities, universities, and private non-profit organizations may participate● SFSP reimbursement rates apply● Current NSLP/SBP meal patterns <u>may</u> be followed by SFAs or they may default to the SFSP meal pattern as other sponsor types use● Non-SFA sponsors <u>must</u> use SFSP meal patterns



Site Type Definitions

Open Sites:

- An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program.

Restricted Open Sites:

- The purpose of the restricted open site designation is to allow sponsors that want to operate an open site to restrict or limit site participation due to reasons of space, security, or safety.

Closed Enrolled Sites:

- A closed enrolled site offers meals to a specific group of low income children. The children must be enrolled in the program in order to receive a meal.

Residential/Nonresidential Camps:

- Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children.



Camps - Definitions per Federal and State Statutes:

7 CFR 225 defines Camps:

"Camps means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services."

Louisiana Revised Statute 17:407:33(1) defines camps:

"'Camp' means any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group which serves only children five years of age or older and operates only when school is not in session during the summer months or school holidays."

The Board of Elementary and Secondary Education Bulletin 137 defines camps in the same way:

"Camp - any place or center operated by any institution, society, agency, corporation, person or persons, or any other group that serves only children ages five and older and operates only when schools are not in session for the summer months or school holidays."

In 303 B. the Bulletin further distinguishes camps from other non-licensed care through mention of cost:

"Camps and all care given without charge are exempt from the provisions of this bulletin" indicating that camps are unlicensed and are not subject to certain state statutes.

Therefore, **camps are eligible to participate** in the Summer Food Service Program and must adhere to all federal requirements.



Camps

A **nonresidential camp** is similar to a closed enrolled site in that it serves an identified group of children and offers an organized program of activities.

However, to establish eligibility **to receive reimbursement** for eligible meals served to all children, closed enrolled sites (along with open and restricted open sites) **may use area free or reduced price data for the location of the site or document that at least half of the enrolled children are eligible for free or reduced-price meals.**

Camps, on the other hand, may not use area eligibility data to qualify for reimbursement. Sponsors participating as a nonresidential camp *must collect documentation of individual income eligibility for participating children and may be reimbursed only for meals served to eligible children* who meet the Program's income standards.

[\[7 CFR 225.6\(b\)\(8\) and SFSP Policy Memorandum, SFSP Waiver for Closed Enrolled Sites, November 17, 2002, http://www.fns.usda.gov/sfsp111702\].](http://www.fns.usda.gov/sfsp111702)



Interpretation

- ❖ Does the site offer organized activities?
- ❖ Does the site enroll children?
- ❖ Does the site charge tuition? (more than a nominal fee)

If the answer to these three questions is **yes**, the site is likely a **camp** and will need to collect free and reduced price meal applications on children.



How do I determine if my site is Open, Restricted Open, or Closed Enrollment?

Open: Any child in the community can stop in for a meal. The site is advertised to the community.

REMINDER: If the site is offering academic summer school, the site **MUST BE OPEN**. If that is not possible, the site will need to participate under NSLP (not SFSP or SSO).

Restricted Open: Children in the community may come in, but they would be restricted in numbers due to capacity or staffing. The site is advertised.

Closed Enrolled: Only the enrolled children are participating. The State agency will have limits on approving closed enrolled sites to ensure operation of a closed site does not limit program access in the area.



Restricted Open

Schools operating an accredited summer school program may not enroll in SFSP as a restricted open site and only serve meals to summer school participants.

This is not the intent of the restricted open site designation. The purpose of the restricted open site designation is to allow sponsors that operate an open site to limit site participation due to reasons of space, security, safety.



RECORD KEEPING & KIDKARE



SFSP Recordkeeping

All records to show Program compliance and support a claim MUST be maintained for the current year plus the previous 3 years.

- A good program can only be shown through good documentation

Don't lose money through disallowed meals as a result of poor documentation!

Checklist of Records: pages 290-92 of the Administration Guide for SFSP Sponsors: [Summer Food Service Program Administrative Guide 2024](#)



A good program cannot exist without proper documentation of its activities. That is why the maintenance of source documents is essential. Source documents are those documents that support or provide proof of SFSP activities conducted by a sponsor. These documents must be maintained, at a minimum, for 3 years, plus the current year. Please do not lose money from disallowed meals as a result of poor documentation!

SFSP Documentation

SFSP training documentation (*sign-in sheets, with agenda and training materials, including Civil Rights training*)

Monitoring visit(s) and review forms (*pre-operational visits, first 2-week visits, first 4-week reviews*)

Food Records (*purchases/invoices, inventory, menus, etc.*)

Program Receipts - Itemized (*must be legible*)

Procurement Documentation (*Food Service Management Company/Vendor Contracts*)

SFSP Bank Account Records or Program Ledgers for Line-Item accounts

SFSP Staffing Records (*payroll/time/attendance*)

Mileage Logs (*if applicable*)

Lease/Rental Agreements (*if applicable*)

Media Release (*current year*) (*for any open/restricted open sites*)

All Meal Count Documentation - *completed and current* (*daily meal count forms, satellite forms, field trip forms*)

Most recent Racial/Ethnic Site Forms, Discrimination/Civil Rights Complaint Forms

Health department documentation

[USDA Prototype Forms](#)



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During a review of the SFSP, State Agency staff will review items that may include, but are not limited to the following:

1. SFSP training documentation
2. Monitoring visit and/or review forms, completed to date
3. Food records – including documentation for purchases/invoices, inventory, planned menus, etc.
4. Program receipts
5. SFSP Financial Records
6. SFSP Staffing Records (Time/Attendance Forms) and Mileage Logs (if applicable)
7. Media Release
8. All meal count documentation in support of any claims filed, to date
9. Most recent Racial/Ethnic Site Forms that have been completed
10. Health Department documentation

A link to the USDA Prototype Forms has been provided for your convenience.

Approved Expenses - Payroll

SFSP payroll costs **cannot exceed** information approved in the SFSP online applications. **Timesheet records** should match information approved in the most current application.

- No staff member should be recording work on the SFSP timesheet for more hours per day than approved in the associated online application's staffing plan.
- Hourly pay reimbursed with SFSP funds may not exceed the amount on the current application.



SFSP payroll must align with approved SFSP online applications. Timesheet records should support the information approved in the most current application. No staff member should be documenting daily work hours that exceed what has been approved in the SFSP application. Nor should hourly pay reimbursed with SFSP funds exceed the amount on the current application.

Approved Expenses - Mileage

Mileage is **not** an allowable SFSP expense unless it has been **included and approved in the most current Sponsor-level budget**.

Approved mileage expenses must be documented by a complete record supporting travel for approved SFSP meal delivery.

- Detailed log of miles driven for SFSP purposes only
- If an employee does deliveries and monitoring, record should reflect the activity resulting in the mileage expense
- Completed/signed Satellite Delivery Form



Mileage is not an allowable SFSP expense if it has not been included and approved in the budget.

Mileage should never be reimbursed by the sponsor to an employee if there is not record to support the SFSP mileage traveled.

Information documented on the time records should be in agreement with the staffing information included and approved in the most current online applicable form.

Kidkare Records

Many required SFSP records are input into the Kidkare system by the sponsor and sites:

- Menus
- Attendance and Meal Counts – Point of Service
- Satellite forms for delivered meals
- Expenditures tracked via receipts in Kidkare



Kidkare Documentation: Menus

Breakfast

Collapse

egg blubry bsct

Meat/Alternate	Eggs, fresh
Bread/Alternate	Biscuits (group B)
Is this whole grain-rich? <input type="checkbox"/> No	
Fruit	Blueberries, fresh
Vegetables	
Milk	Milk 1% over 2- whole under 2

Edit



KidKare will allow you to enter in your cycle menus and copy and paste them for future use. It will ensure that you meet all of the component requirements, and will disallow any meal that does not meet those requirements.

Kidkare Documentation: Point of Service – Open Site

Menus/Attendance > SFSP/ARAS

Meal: 12:30 PM - 01:30 PM

< Lunch > SFSP 17

Meals & Attendance

Served	63	Seconds	1
Non-Participating	0	Ordered	75
Discarded	1	Leftover	8

Total Claimed



Meal Counts need to be taken during the meal service, as children pick up their meals. You will be able to set up multiple users to be able to document meal counts. Meal counts can be taken on phones, tablets, or computers. Any meal counts that are put in after a meal service must have paper documentation to back it up. This should be the exception, and not the rule and used only when absolutely necessary. Not taking meal counts at the time of service is considered a serious deficiency.

Kidkare Documentation: Point of Service – Closed Enrollment



Abraham, Dymere 9 y A	ATT <input checked="" type="checkbox"/>	Boyd, Britney 13 y A	ATT <input checked="" type="checkbox"/>	Fernandez, Daisy 13 y	<input type="checkbox"/>
Figueroa, Saraz 10 y	<input type="checkbox"/>	Frenanzed, Stan 15 y A	ATT <input checked="" type="checkbox"/>	Frog, Carson 16 y A	ATT <input checked="" type="checkbox"/>
Gonzalez, Zoe 11 y A	ATT <input checked="" type="checkbox"/>	Gould, Lucy 14 y A	ATT <input checked="" type="checkbox"/>	Green, Matthew 13 y A	ATT <input checked="" type="checkbox"/>
Hanes, Trina 12 y	ATT <input checked="" type="checkbox"/>	Hanes, Trudy 11 y A	ATT <input checked="" type="checkbox"/>	Johnson, Zach 12 y A	ATT <input checked="" type="checkbox"/>
Momoh, Jamela 15 y	<input type="checkbox"/>	Moore, Cadence 13 y	<input type="checkbox"/>	Morales, John 14 y	<input type="checkbox"/>



Meal Counts need to be taken during the meal service, as children pick up their meals. You will be able to set up multiple users to be able to document meal counts. Meal counts can be taken on phones, tablets, or computers. Any meal counts that are put in after a meal service must have paper documentation to back it up. This should be the exception, and not the rule and used only when absolutely necessary. Not taking meal counts at the time of service is considered a serious deficiency.

Kidkare Documentation: Expenditures

→

Edit Expense

Date: 12/29/2022 Vendor: Borden Milk
Invoice#: 1234 Receipt Total: \$ 67
Description: Whole & 1% Milk

Unapproved	0	\$0.00
Food	67	\$67.00
Supplies	0	\$0.00
Labor	0	\$0.00
Other	0	\$0.00

Total Expense \$67.00

Whole Milk: 5 gal
1% Skim Milk: 11 gal
Substitute Milk: 0.25 gal

Delete Save

→

Edit Expense

Date: 01/24/2023 Vendor: Labor
Invoice#: 23456 Receipt Total: \$ 575
Description: January 1-15 labor--Chef Boyardee

Unapproved	0	\$0.00
Food	0	\$0.00
Supplies	0	\$0.00
Labor	575	\$575.00
Other	0	\$0.00

Total Expense \$575.00

Whole Milk: 0 gal
1% Skim Milk: 0 gal
Substitute Milk: 0 gal

Delete Save



Enter in all of your receipts paid for with food program funds. Any transaction on your bank statement must be entered in on the software. Mark which categories the receipt fits into. This will help you keep track of your budget. Remember that you can only purchase items that are allowable in regs and are within your approved budget. You must keep ALL program documentation for a minimum of 3 years plus the current year.

Kidkare Report: Financial - Center Receipts Journal

State of LA TEST Account

State of LA TEST Account 1

Claim Month/Year:

June 2022

Receipt #	Date	Vendor / Description	Invoice #	Verified	Total Amount	APPLICATION OF FUNDS DURING THE MONTH				
						Food	Labor	Supplies	Other	Not Approved *
1	06/01/22	Wal-Mart / Food and non-food supplies	NA		\$25.00	\$15.00	\$0.00	\$10.00	\$0.00	\$0.00
2	06/07/22	Wal-Mart / milk	182		\$35.18	\$35.18	\$0.00	\$0.00	\$0.00	\$0.00
3	06/23/22	Wal-Mart / weekly groc	38455		\$355.86	\$243.08	\$0.00	\$94.56	\$0.00	\$18.22
4	06/23/22	Borden Milk / milk	3521		\$321.21	\$321.21	\$0.00	\$0.00	\$0.00	\$0.00
5	06/27/22	Wal-Mart / weekly groc	8544		\$456.14	\$353.96	\$0.00	\$86.96	\$0.00	\$15.22
Totals					\$1,193.39	\$968.43	\$0.00	\$191.52	\$0.00	\$33.44
Program Total									\$1,159.95	

* - indicates the receipt total does not balance with it's applied funding categories

* - Not Approved = Funds are required to be returned to the designated CACFP account

You will still need to keep backup documentation:

- Original Itemized Receipts/Invoices – make copies if prone to fading
- Bank Statements
- Time sheets for all labor paid with SFSP funds



The Disbursement journal is automatically filled out when you enter receipts and payments from the state. You will still need to keep your backup documentation...Itemized receipts, bank statements, time sheets

Financial Documentation

- Approved SFSP Budget
- Bank statement for SFSP bank account*
- Receipts/invoices, contracts for services
- Gas receipts or mileage documentation
- Procurement documentation

*If using a line item statement in a shared bank account, the line item ledger must be available as well, including total monies available to that line item.



Making a Claim for Reimbursement

Office Error Report

Center # 1 License Center Claims Month: December 2022
State of LA TEST Account Phone: (202)611553

Days	Payment Type		Checked By	Comments
	Free	Participated		
Attendance	25	17		
ADA	25	7		

	2023 Calc. - 7/01/23-6/30/24		Total	Disallowed
	Free	Part		
Breakfast	15	22	45	3
Mid Snack	0	0	0	0
Lunch	15	22	45	3
PM Snack	14	19	40	2
Snack	0	0	0	0
Evening Snack	0	0	0	0
Participated	17	19	42	\$1675.74

Cash In Lieu Amount	\$13.00	Reimbursement Amount	\$206.35	Admin Rate	0.0000%	Admin Amount	\$0.00
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16 A memo was recorded, but no children were recorded in attendance.
0 - 3 Months Old - 12/1 BLP Allow/Item
6 - 11 Months Old - 12/1 BLP Allow/Item

29 A Dr's statement has not been received for the special diet child(ren) served during the month.
Shen, Mazze - 12/29 BLP Allow/Item

40 Special diet statement on file for given child(ren) is expired.
Anderson, Joseph - 12/29 BLP Allow/Item
Ingram, Adam - 12/29 BLP Allow/Item
Brown, Patricia - 12/29 BLP Allow/Item
Shen, Mazze - 12/29 BLP Allow/Item

67 Child not participating in CACFP has been removed from claim totals
Gill, Stacy - 12/29 BLP Disallowed B1 L1 P1
Schwaninger, Karen - 12/29 BLP Disallowed B1 L1 P1

76 Quantity of food prepared was less than quantity required.
Bridget Nutritionist - 12/29 B Allow/Item
VingFit/Jane Nutritionist - 12/29 B Allow/Item

79 Quantity of food prepared was recorded with a measurement type inconsistent with the quantity required.
VingFit/Jane Nutritionist - 12/29 B Allow/Item

81 No infant form on file.
Gentle, Jennifer - 12/29 BLP Allow/Item

83 Memo notes/comments have been supplied.
- 12/29 B Allow/Item

87 Milk Audit resulted in milk shortage - 1% or more milk

10/27/2023 3:22:53PM Page 1 of 2

Claims > Submit Claims To State

Submit Claim to State

State: LA

Claim Month: April 2023

Submission Batch: All Submissions

Export Files: State Claim File (SFSP/ARAS)

Claim Types: Detail

To Do List

- Approvals
- Approvals
- Authorized Contacts
- Notes
- Summary Status
- Applications
- Claims**
- Claim Upload
- Program Administration
- File Search
- Spencer List
- Log Out

Step 1 - Attach Claim File

Step 2 - Check and Process

Help - How to Use Claim Upload



There are over 200 edit checks in Kidkare that help to keep you from making mistakes. If you do happen to make a claim, it will show you where after you go to process your claim. If you have documentation to fix the error, maybe you forgot to enter something but you have it written, go back and enter it in. If you made a legitimate mistake, and can't fix it, it won't allow you to claim the meal. If done properly, you won't receive reimbursement for meals that would get you in trouble on a review. Use this as an edit check to see where you need to retrain yourself or your staff. When you are ready to process your claim, you generate it in Kidkare and then upload that file into our state CNP system.

Required Records Checklist



SFSP Required Records/actions
for Single site KidKare users

Daily To-Do List:

- o Mark total number of children in attendance.
- o Mark number of meals that children are served. *food program=attendance and meal count!* fill out this page
- o Complete satellite form. (if meals are delivered)

Weekly/Monthly To-Do List:

- o Enter menus.
- o Enter any receipts/payments into the system. Be sure to place amounts paid in the correct categories. (i.e. – food, labor, non-food etc.)
- o Calculate Claim after last meal or snack served.
- o Check Claim error report. Fix any errors with documentation and recalculate claim.
- o Submit your claim. Go to claims page > Submit claim to state > select month > all submissions > generate Save this file to your computer.
- o Login to the CNP website and upload this file. Claims > upload *Claims*. *Verify* open claim in CNP and submit.
- o Go to KidKare and mark the claim as having been submitted.
- o Record your payment from the state when received. Claims page > record payment > enter amount
- o Place receipts, bank statements, and any CACFP timesheets in your monthly folder.
- o Print the Non Profit Status report and place in monthly folder. Reports > Finance > Non Profit Status Report > choose month, ensure Cost of Food Used is at least 50%
- o Complete Inventory report and place in your monthly folder.

Yearly To-Do List:

- o Complete your Sponsor, Facility, and budget applications.
- o Complete your annual trainings in the months indicated on your Sponsor Application.
- o Complete your monitoring visits in the months indicated on your Sponsor Application.
- o Ensure that you have the correct policies/paperwork on file. (examples at <https://opa.louisiana.gov/Work/Programs/SFSP>, and <http://opa.doe.louisiana.gov/DNA/Memos/Resources/SFS-20-47%20SFSP%20Forms%20Book.pdf>) Keep a copy in a separate folder.

Verify that you have all of your required documentation

- Use your checklist as a guide to ensure that you are meeting all of your LDOE requirements.

SFSP Required Records Kidkare



Kidkare Training Resources

Trainings

1. Set Up Your Account

Manage Sponsor Information
Enroll Sites
Create Additional Admin Logins

4. Claims

Track Received Claims
Mark Centers Claim for Processing
Review Claims before Submitting to State
Submit Claim to State
Advance Claim Month
State Claims List

2. Create Menus

Create Master Menus (Required)
Copy & Paste Menus
Assign Menus to Locations
Setup Vendor with Menu Access

5. Reports

Admin Reports (Non-menu)
Sponsor Menu Reports
Disbursement Journal & Status report

3. Sponsor Monthly Tasks

Sponsor Attendance / Bulk Entry
Enter Receipts (Required)
Advance Claim Month

6. Site Training Videos

Marking Meals & Attendance
How to Complete a Satellite Form
Submit Claims to Sponsor
How Sites view Menu Production Records



<https://www.kidkare.com/training-la/sfsp-la/>



Recordkeeping Requirements

Meal Counting and Claim Preparation



Meal Counting Critical Daily Documentation

- ✓ **Production Records** - <https://ilearn.theicn.org/learn/courses/154/production-records>
- ✓ **Daily Meal Count (DMC) Records** – *whether electronically or manually maintained, are necessary*
- ✓ **Satellite Account Records** - *are necessary when meals are delivered to SFSP sites from another location (or site)*



Documentation that should be completed on a daily basis are production records, daily meal count records, and satellite account forms (as needed).

SFSP Documentation 101

SFSP sponsors *may* utilize their own forms/prototype documents to capture various required details of the program.

However, the sponsor *should annually* compare any created documents that are used in place of State agency or USDA prototype forms to ensure that all required areas are captured.

The State agency highly recommends the use of USDA / State agency prototype documents to ensure that all required information is included, including areas recently updated.



SFSP sponsors may use their own forms to capture required details, however, they should annually compare any created documents used in place of State agency or USDA prototype forms to ensure that all required areas are captured.

Meal Counting and Claiming Point of Service (POS) Requirements

Important: Meal counts must be taken for *each* meal service at *each* operating SFSP site **at the time of the meal service.**

Meal counting systems at each site must capture *all* reimbursable 1st meals and any/all 2nd meals (as applicable) that were served to eligible children *separately* from any/all adults meals.

Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.

When receiving a SFSP review, the Point of Service [POS]/meal counting process is closely reviewed.



Meal counts must be taken for each meal service at each operating site at the time of the meal service.

Each site must capture all reimbursable 1st meals and any 2nd meals that were served to eligible children separately from any adults.

Each site must have a designated meal count person and at least one staff fully trained for back-up. When receiving a SFSP review, the POS meal counting process is closely reviewed.

Meal counting/claiming Acceptable counting Methods at the POS

Completion of the [*Daily Meal Count \(DMC\) in Kid Kare*](#) (or a comparable software program) at each meal service at the POS

Electronic POS (all children coded free)

Clicker utilized at each meal service, where each child is accounted for as he/she passes the POS with a reimbursable meal

If a clicker is utilized, the final count must still be transferred to a record that accounts for all complete 1st and 2nd (as applicable) meals served to children (with any adult meals accounted for separately by type).



Acceptable counting methods at the POS includes the daily meal count in Kid Kare or a comparable software program, electronic POS, or a clicker utilized at each meal service where each is accounted for as they pass the POS with a reimbursable meal. If a clicker is used, the final count must still be transferred to a record that accounts for all complete 1st and 2nd meals.

Meal Counting and Claiming: Common errors found at POS

- POS clerk has been assigned multiple duties requiring him/her to leave POS during meal service.
- Head or Plate counts utilized *in place of* a POS.
- Attendance records used *in place of* a POS
- Allowing number of meals “prepared” (or, # of meals delivered) to be used as the reimbursable meal count or POS count

Reimbursement **must always** be based upon the # of reimbursable meals that were **SERVED** to eligible children. The sponsor must have backup documentation on file that can prove the number of meals reported in the claim.



Common errors found at the POS are the following: the POS clerk has been assigned multiple duties requiring them to leave the POS during meal service, head or plate counts used in place of a POS, attendance records used in place of a POS, allowing the number of meals prepared or delivered to be used as the reimbursable meal count or POS count.

Meal Counting and Claiming

IMPORTANT MEAL SERVICE REMINDER

- Only complete (first) meals served to eligible children may be claimed for reimbursement (along with a select number of 'complete' second meals, as applicable).
- OVS is only allowed for School Food Authorities (SFAs).
- The number of prepared meals often does not equal the number of meals to be claimed.

Site staff ***MUST*** be trained to recognize a reimbursable meal.



Here are some important meal service reminders.

Only complete meals served to eligible children may be claimed for reimbursement.

OVS is only allowed for SFA's.

The number of prepared meals often does not equal the number of meals claimed.

Please note the following:

- (1) Total meals available
- (2) "1st meal" reimbursable meal counts. *This prototype requests for site staff to report the total number of 1st meals, including any that may have been reported on page 2.*
- (3) "2nd meal" counts, as applicable
- (4) Program adult meals, as applicable
- (5) Non-program adult meals, as applicable
- (6) Total meals served
- (7) Non-reimbursable meals (i.e. damaged, incomplete)
- (8) Total Leftover Meals
- (9) Total of items (6+7+8)... should equal (1)

Site-level details

Signature and Date

Daily meal counts are to be recorded in Kid Kare, however, if a site must use the Daily Meal Count form, please ensure that all pertinent information (items 1-9) is captured. It is the responsibility of the Sponsor to ensure that site staff is trained on how to complete these forms. As Kid Kare or other electronic software is the requirement, these forms should only be used under extenuating or emergency circumstances. If necessary, please contact the State Agency for more information.

EXAMPLE: SATELLITE ACCOUNT FORM

- The sponsor is transporting unitized (pre-portioned) meals to the feeding site location.
- The hot items are portioned and packaged together.
- The remaining items will be placed on the serving line providing children with the opportunity to take or decline the items.

Satellite Account Report*
(*Should be filled out and signed daily for sites that receive meals from a central kitchen)

Sponsor Agency: ABC Food Bank
 Central Kitchen Site: ABC Elementary School
 Satellite Site: ABC Middle School
 Date: 6/2/2014

Breakfast Lunch Supper AM Snack PM Snack

Table below for: **Bulk Items Shipped** Quantity: _____

Items	Quantity	Portion Size	Temperature	
			Leaving central kitchen	Arriving at site

Table below for: **Pre-Plated Meals Shipped** Quantity: 75

Items	Quantity	Portion Size	Temperature	
			Leaving central kitchen	Arriving at site
<u>Chicken strips (100 @ 100g)</u>	<u>5 ea.</u>	<u>1 ea.</u>	<u>181°F</u>	<u>175°F</u>
<u>Apple, whole (112 @ 112g)</u>	<u>1 ea.</u>	<u>1 ea.</u>	<u>184°F</u>	<u>180°F</u>
<u>Cheese, cheddar, cubed</u>	<u>1/2 cup</u>	<u>1/2 cup</u>	<u>36°F</u>	<u>32°F</u>
<u>Basil (1/2 oz)</u>	<u>1/2 oz</u>	<u>1/2 oz</u>		

Additional Items Shipped for Future Use

Items	Quantity	Portion Size	Temperature	
			Leaving central kitchen	Arriving at site

Driver: Dave Doe Time Departed: 10:08 AM
(I verify that the above information is true and accurate)
 Comments: _____

Site Representative: John Doe Time Received: 10:56 AM
(I verify that the above information is true and accurate)
 Comments: _____



The SFSP satellite account report, also captured in Kid Kare, must be used when food is being transported from one location (i.e. sponsor central kitchen or FSMC cooking location) to another (i.e. feeding site). Here is an example of a completed satellite account form that shows the type of information that must be recorded.

Recordkeeping Requirements

Site Visits, Site Review Requirements



New or Experienced Site?

NEW SITE

- did not participate in the Program in the prior year, or
- an experienced site that is proposing to operate a non-congregate meal service for the first time, or
- as determined by the State agency, a site which has experienced significant staff turnover from the prior year.

An **experienced site** is a site which, as determined by the State agency, has successfully participated in the Program in the prior year.



Monitoring Duties and Required Forms

- The monitor(s) of the SFSP is a key link between site-level activities and the central office.
- Monitors must complete pre-operational and first 2-week visits.
- Monitors are also responsible for the completion of the [first 4-week Site Review Form](#). This must be done annually at ALL operating SFSP sites *(even those that operate for shorter than 4 weeks)*.
- Food Service Reviews may occur at the same time as the site visit.

All new sites are required to complete a **Visit Form** during the first two weeks of operations in addition to and **Site Review Form** that occurs during the first 4-weeks of operation.



In accordance with federal regulations under 7 CFR 225.15(d)(2) and 7 CFR 225.15(d)(3), monitoring visits of approved SFSP sites must occur in the first 2 weeks of operation and a review of the food service operation must occur within the first 4 weeks of operation. The “first 2 weeks monitoring” and the “food service review” may occur at the same time; however if the program operates for less than 4 weeks, both the first 2 weeks and first 4 weeks food service review must take place prior to the end of program operations and meal services.

Because the monitor must conduct oversight and correction of program operations, the individual(s) designated as the monitor(s) must not be also work in a site-level capacity (only other administrative duties could be performed if this person[s] covers more than one job assignment). In plain language, it would be difficult for a worker to check his own work. Having a monitor that is separated from daily activities ensures that program integrity is maintained.

Monitoring Duties and Forms

Pre-Operational Visit Form:
 One-page document completed *prior* to the start of the SFSP at any/all new sites.

Louisiana Department of Education

SUMMER FOOD SERVICE PROGRAM **Pre-Operational Visit Form**

Site name: _____ Site number: _____

Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

<input type="checkbox"/> Recreation center	<input type="checkbox"/> Residential camp	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Other
<input type="checkbox"/> School	<input type="checkbox"/> Play street	<input type="checkbox"/> Libraries	
<input type="checkbox"/> Church	<input type="checkbox"/> Playground	<input type="checkbox"/> Rural Development (RD)/Housing and Urban Development (HUD)	
<input type="checkbox"/> Park	<input type="checkbox"/> Settlement house		

Estimated number of children the site could serve: _____ Estimated number of needy children in area: _____

Estimated number of personnel needed to adequately control the food service: _____

Are the present facilities adequate for an organized meal service? Yes No

If answer is no, comments: _____

For the estimated number of children, does the site have:

Shelter for inclement weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate cooking facilities (if applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate storage for prepared or delivered food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storage space for records at site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate refrigeration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access to a telephone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is this site for-profit? Yes No

What types of organized activities are possible or planned at this site?

Improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor's Signature _____ Date _____



Prior to the start of the Summer Food Service Program, your monitor should complete a Pre-Operational Visit Form. This one-page document should be completed for any and all new sites.

Site Visit Form (1st 2 Weeks)

Louisiana Department of Education

SUMMER FOOD SERVICE PROGRAM **First Week Visit Form**

Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____
 Site name: _____ Site address: _____
 Discussion with site staff (list names): _____

Area of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals necessary?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off-site).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "And Justice for All" poster provided by the sponsor, or display in a prominent place?	

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:

Monitor's Signature _____ Date _____

 <https://cnp.doe.louisiana.gov/DNAMemo/SFSP/Forms/First%20Week%20Visit%20Form.pdf>

First Two Weeks

(<https://cnp.doe.louisiana.gov/DNAMemo/SFSP/Forms/First%20Week%20Visit%20Form.pdf>)

- Monitoring Review
 - This must be conducted during the first 2 weeks of operation
- Sites that operate for a week or less require a First Two Weeks Visit, prior to the End of Operations/SFSP Meal Service
- New Sites/Sites with Operational Problems in the Prior Year/Any Site determined by the State agency



During the first 2 weeks of operation, monitors must conduct a site visit. This allows sites to correct any operational deficiencies. If the site operates for a week or less, they are not exempt from this requirement and must have this visit completed prior to the end of SFSP operations.

Please click the link on this slide to access this form.

Site Review Form (1st 4 weeks)

SUMMER FOOD SERVICE PROGRAM Site Review Form

NOTE: To be completed during first four weeks of operation

Sponsor: _____ Site: _____
 Site Contact Name: _____ Title: _____
 Site Address: _____ Telephone: _____
 Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____
 Site Supervisor: _____

Open site Closed/visited site
 Camp site Average daily participation (if applicable): _____
 Today's attendance: _____ Approved meal service time: _____

Types of meals reviewed: Breakfast AM Snack Lunch PM Snack Dinner
 Approved level of service: _____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Dinner
# Meals delivered (if applicable)					
# Meals/links from previous day					
Time meals delivered (if applicable)					
Time meals served					
# First meals served to children					
# Second meals served to children					
# Meals served to Program adults					
# Meals served to non-Program adults					
Discarded meals (spilled, spoiled, incomplete meal, food meat, etc.)					
# Meals leftover					

* Not meal cannot be defined for reimbursement but should be recorded

First Four Weeks:

(<https://cnp.doe.louisiana.gov/DNAemos/SFSP/Forms/Site%20Review%20Form.pdf>)

- **Food Service Review**
Must Occur and be Documented Within the First Four Weeks of the Program (may occur at the same time as the "First Two Weeks Visit")
- Sites that operate for three weeks or less require a First Four Weeks Visit, for a Review of the Food Service, prior to the End of Operations/SFSP Meal Services



During the first 4 weeks of operation, monitors must conduct a site review. This allows sites to correct any operational deficiencies that were identified during the 2 week site visit and/or address any ongoing problems. If the site operates for 3 weeks or less, again, they are not exempt from this requirement and must have this review completed prior to the end of SFSP operations. Please note: the site review may occur at the same time as the first 2 weeks visit. Site Review Key Points: This form should be completed annually regardless of the length of program. The monitor is required to be on site prior to the start/delivery of the meal service to observe the entire service (from start to finish/clean-up). The site monitor is required to complete the form in its entirety and ensure signatures are obtained from the monitor, site supervisor and sponsor representative. Problematic site reviews may require monitors to provide technical assistance and/or a follow-up to the site.

Please click the link on this slide to access this form.

Reminder: Max ADP and Site Caps

As you conduct site visits, determine if the ADP should be amended in the online application:

- Sponsors may request an increase to the approved ADP any time prior to submitting the claim.
 - **However, the State agency has discretion to approve or decline the request.**
- Please remember that site adjustments will be reviewed by the state agency, and a site visit may be required prior to approval.
- The State agency will use prior year validated data to help establish site caps in vended sites.



SFSP Reviews Process & Timelines

Per USDA Regulations (at 7 CFR Part 225), SFSP sponsors must receive, at a minimum, one SFSP review every three (3) years.

In addition, please note the following regarding SFSP Reviews:

- All NEW private non-profit (PNP) organizations receive a review in their 1st year of operation.
- Larger sponsors (those having received a significant portion of SFSP reimbursements) are typically reviewed more frequently.
- Problematic systems also receive more frequent SFSP reviews.

If cooking of meals is done at an alternate location, SA staff will perform a review of that central kitchen.



Each Private Non-Profit (PNP) sponsoring organization will receive a review in their first year of operation. These are generally USDA-led with the state agency assisting on the review.

USDA regulations require that the state agency review all SFSP sponsors, at a minimum, once every three years. Additionally, when selecting the SFSP sponsors up for review in a given year, the state agency must assess which sponsors received the largest amount of the prior summer's SFSP reimbursement. These sponsors (making up 50% of the total prior-year SFSP reimbursement) will need to be reviewed, in addition to any already selected to be up for review in the given SFSP.

SFSP Reviews Process & Timelines

- SA staff typically conduct **on-site reviews of SFSP** sponsors between the months of **May** and (early) **August**.
 - **During reviews**, central office records are reviewed, along with meal service operations at select sites.
- SA staff **must** conduct on-site reviews at a minimum number of SFSP sites (no fewer than 10% of approved sites).

Site Selection (example):

Sponsor ABC School System is due for a SFSP review in Summer 2026. This sponsor had a total of 19 sites approved for the current year and will have 8 in operation at the time of the review.

How many sites will need to be visited by SA staff?

SA staff would visit at least 2 SFSP sites (of the 8 currently in operation) during the on-site review.



The state agency generally conducts on-site reviews of the SFSP between the months of May and early August. During these reviews, central office records are checked, along with meal service operations at selected SFSP sites. The SA must conduct on-site reviews at no fewer than 10% of the approved SFSP sites. Please note that the determination is made based on the number of “approved” sites in the current year’s SFSP. It is not based on the number currently in operation (as this may be less).

An example has been provided at the lower portion of this slide. In the example, sponsor ABC is due for a SFSP review in the Summer of 2024. The sponsor was approved to operate 19 sites in the current summer and will still be operating 8 of those sites at the time of the on-site SFSP review. How many sites should the sponsor anticipate that the SA will visit? The answer is “2” at minimum.

SFSP Reviews Process & Timelines

For each review site:

- **Daily Meal Counts** (for the past 5 operating days)
- **Inventory** – including a review of temperature logs, use of FIFO, available space, etc.
- **Current Permit to Operate**
- **Health Inspection** - visibly posted
- **Meal service** – components offered, planned/offered serving sizes, planned/offered menu, etc.
- **Point of Service** – is an accurate count being recorded at the point of meal service?
- **Offer versus Serve**, as applicable – only an option for SFAs using NSLP/SBP meal pattern in their SFSP
- **Civil Rights** – ensure compliance in this area



During a review of the SFSP, at the site-level, SA staff will review items that may include, but are not limited to the following:

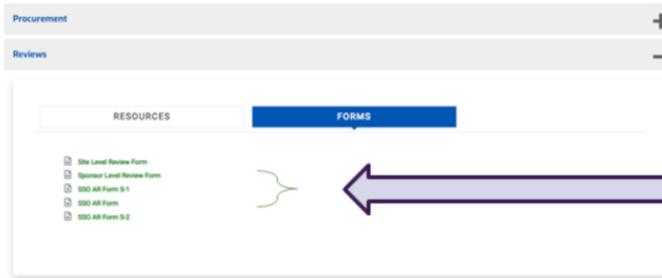
- Daily meal counts (for the past five operating days) and Inventory
- Current Permit to Operate and latest Health Inspection – posted in a publicly visible location
- Meal service and Point of Service
- Offer versus Serve, if applicable, as well as the site's Civil Rights Process/Procedures

SFSP Reviews Process & Timelines

The current prototype review forms – both sponsor and site-level - are posted to the CNP website under SFSP Forms

At each review conducted,

- One sponsor-level review form is completed
- One facility-level review form is completed – *per visited site*



Review Instruments
utilized by the SA



55

The review instruments that are utilized by SA staff during a SFSP Review are posted to the CNP website under SFSP ► Resources ► Reviews ► Forms. A screenshot of the general forms section of the website has been provided at the bottom portion of this slide. Please be reminded that review staff will complete one sponsor-level review instrument and one site-level review instrument *per targeted review site* on each SFSP review.

Follow- Up Visits

Sponsors **must** conduct follow-up visits for any serious deficiencies that were identified during a site visit (first 2 weeks) or site review (first 4 weeks) to ensure that **permanent** corrective action has been implemented.

The monitor's signature is required on **each** of the monitoring forms.

Additionally, the site supervisor's signature is required on 1st week and first 4 week forms.

To be considered complete, all required signatures (and responses) must be listed on the form(s).

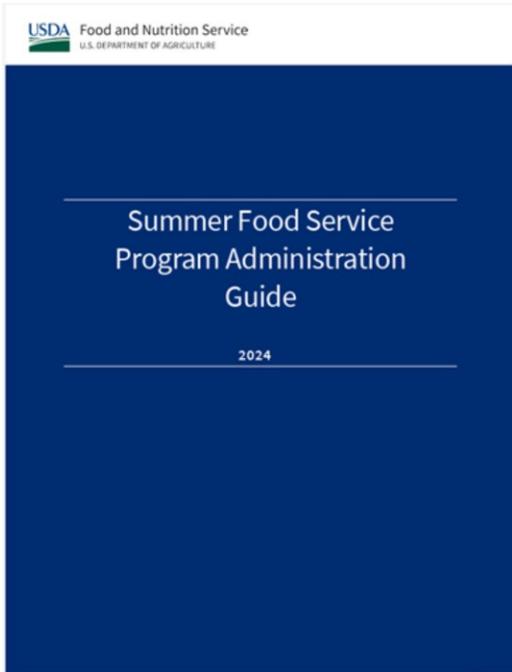
Please be sure that **only those** individuals approved as monitors on the online sponsor application (to be covered later) are performing these visits/reviews. If changes are needed mid-program, these should always be handled through submission of online form revisions.



Each monitor must conduct a follow-up visit to any site that has serious deficiencies found during a site visit or review. This must be done to ensure that permanent corrective action has been implemented.

The monitor's signature is required on each of the monitoring forms completed each year. Additionally, the site supervisor's signature is required on two (of the three) forms, (1.) the first 2 weeks visit form and (2.) the first 4 weeks review form.

Please be certain that only those individuals approved as monitors on the online sponsor-level application are performing these visits/reviews. If changes to the staff listed and approved in the online sponsor-level application are needed mid-way through the program, these can always be handled through submission of online form revisions.



SFSP Documentation 101

Please reference USDA's Guidance Manuals for Prototype Forms

- USDA's website: www.usda.gov
- USDA SFSP Guidance Books located at: <http://www.fns.usda.gov/sfsp/handbooks>



For the administration guide, please reference USDA's Guidance Manuals for prototype forms on either USDA's website, www.usda.gov, or USDA's SFSP guidance book at <http://www.fns.usda.gov/sfsp/handbooks>.

SFSP Common Findings



Common SFSP Site Level Findings

- No Point of Service
- Serving meals outside of approved meal service times
- Incorrect Use of Offer vs Serve (OVS) (or unauthorized use)
- Meals served away from approved locations
- Site is functioning like a non-congregate site, but only approved for congregate meal service



This is a few of the most common SFSP site level findings pertaining to meal service:

1. No Point of Service
2. Serving meals outside of approved meal service times
3. Incorrect Use of Offer vs Serve (OVS) (or unauthorized use)
4. Meals served away from approved locations
5. Site is functioning like a non-congregate site, but only approved for congregate meal service
6. Missing or incomplete Satellite information
7. Health Inspection not Posted
8. Missing Daily Meal counts
9. Site Supervisor not on site

No/Incorrect Point of Service

It is critical that site personnel and monitors understand the importance of accurate point-of service meal counts.

- Only complete meals served to eligible children can be claimed for reimbursement.
- Meals must be counted at the actual point of service, i.e., as they are served.

This will ensure that an accurate count of complete and reimbursable meals is obtained and reported.



The point of service meal count was executed incorrectly. The point of service meal count must be taken once a complete, reimbursable meal is offered to a participant. The point of service meal count cannot be taken prior to the meal being offered, or based on the number of plates available. Sponsors must train the site staff on proper point of service meal counts and have records of this training available for review.

Meal Service Times

- Serve breakfast at the beginning of the day, and before lunch or supper.
- A minimum of one hour must elapse between the end of one meal service and the beginning of another.
- Meal service must ALWAYS occur within the meal times indicated on the online application. Deviations from the approved schedule must be approved prior to meal service in order to be claimed.
- Always call the State agency if an emergency occurs requiring a change in the meal service time. 225-342-3997



Unapproved Offer vs Serve (OvS)

- All non-school food authorities must serve all required food components in the required minimum serving size for meals to be eligible for reimbursement
- However, offer vs serve is permitted for meals (not snacks) provided by School Food Authorities (SFAs) only and must be approved by the State Agency



Meals served away from approved locations

- Approval is required for all meals claimed that were consumed away from approved locations.
- Meals served away from approved locations will be disallowed.
- Sponsors must notify the SA anytime that there will be a change in the approved meal schedule at a site.
- All field trips should be submitted to the state agency through a completed [SFSP Field Trip form](#)

In relation to non-congregate meals: Sponsors **MUST** have approved NC feeding sites established in the CNP website prior to children taking meals off-site.



Unapproved Non-Congregate operation

- All Non-Congregate SFSP operations must have prior State Agency approval.
- If sites are approved as congregate feeding sites, all meals must be served and consumed on site in a supervised setting.
 - If meals are taken off site, those meals are disallowed.
- It is imperative that sponsors train site staff on the requirements of congregate feeding.



Common SFSP Sponsor Level Findings

- Budget Discrepancies (unapproved charges to the SFSP/ over budget)
- Procurement
- Supporting Documentation missing
- Over or Under Claiming (meal counts do not equal claim)
- Unapproved site operation
- Training not completed with staff (Civil Rights, all programmatic requirements)



This a few of the most common SFSP sponsor level findings:

1. Unapproved charges to the SFSP (not on budget) - unallowable costs; sales tax
2. Procurement - no procurement plan established/unsigned code of conduct document
3. Utilization of your own prototype for meal count documentation, which does **not** break out meals by type – as indicated on state's prototype (i.e. 1st meals served to eligible children vs. 2nd meal served to eligible children or program adult meals vs. non-program adult meals)
4. Over Budget
5. Meal Counts do not equal claim - over claiming or under claiming of meals
6. Operating unapproved sites - operating sites without a facility application or unapproved non-congregate sites

SFSP Reviews Process & Timelines

- Violations of program requirements may result in:
 - withholding or recovery of reimbursements,
 - temporary suspension, or
 - permanent termination and exclusion from future participation in the program
- Sponsors who are declared **seriously deficient (SD)** and fail to submit adequate corrective action are terminated from program participation.
- **Termination from participation in one CNP impacts participation in any/all other Federally-funded programs.**



Violations found during a SA (or USDA)-led SFSP review may result in:

1. Withholding or recovery of reimbursements,
2. Temporary suspension
3. Permanent termination and exclusion from future participation in the program.

Any sponsor that is declared seriously deficient and who fails to submit adequate correction action will be terminated from program participation.

Tips to Prevent Common Sponsor-Level Findings

- Develop a system to keep all the required documents and forms organized (digital and physical)
- Use an additional staff member to verify:
 - Records are complete and eligibility has been determined correctly
 - Count and record the number of meals served
 - Compliance with meal pattern requirement
- Establish an adequate financial management system, ensuring that expenditures are adjusted based on expected income to the program and funds are used solely for allowable SFSP costs
- Train staff on the processes implemented and assign duties to follow through with the processes

When operational changes are necessary, always remember to create a revision to the sponsor and facility applications.



Meal Pattern & Service Requirements; Meal Quality

Menu Compliance



Food Requirements

SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

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

Meal Patterns: All SFSP sponsors must follow meal patterns established by the USDA. These patterns outline the minimum quantities and types of food components that must be included in each meal, such as fruits, vegetables, grains, protein, and dairy.

- SFAs may do so by utilizing the SFSP Meal Pattern *or* the more detailed NSLP/SBP meal pattern.
- Indication of which meal pattern is being utilized at **each operating site** must be provided in the site's corresponding facility application.



All SFSP sponsors must meet the minimum meal pattern requirements, as set forth by the USDA, at all participating SFSP sites. School Food Authorities (those school systems that participate in the National School Lunch and Breakfast Programs during the school year), may meet these minimum meal pattern requirements through offering the SFSP meal pattern or by offering the more detailed NSLP/SBP meal pattern in their SFSP.

SFSP Meal Pattern Requirements

IMPORTANT NOTICE!

Offer Versus Serve (OVS) will only be allowed for SFAs. If you are not a school system that operates the National School Lunch or Breakfast Program during the school year, all children must take all components of the served meal. They may NOT decline any items, including milk.



It is important to note that Offer Versus Serve will only be allowed for SFAs. If you are not a school system that operates the National School Lunch or Breakfast program during the school year, all children must take all components of the served meal. They may not decline any items, which includes the milk choice.

Breakfast Meal Pattern

	Component	Minimum Serving Size
Breakfast (offering of 3 components and 3 items)	Milk	1 cup (8 oz.)
	Vegetable/Fruit	½ cup
	Grain/Bread	1 serving



To meet the minimum meal pattern requirement for breakfast, sites must offer a serving of milk (8 oz.), a serving of fruit or vegetable (1/2 cup) and a bread/grain serving to all children who participate in the meal. With breakfast, 3 components are offered (milk, vegetable/fruit, and grain/bread) with at least one item present on the menu from each component group.

Lunch/Supper Meal Pattern

	Component	Minimum Serving Size
Lunch or Supper (offering of 4 components and 5 items)	Milk	1 cup (8 oz.)
	Vegetable/Fruit	$\frac{3}{4}$ cup from 2 or more different choices
	Grain/Bread	1 serving
	Meat/Meat Alternative	2 ounces (oz.)



To meet the minimum meal pattern requirements for lunch or supper, sites must offer a serving of milk (8 oz.), a serving of grain/bread, two servings (or ounces) of meat (or an approved meat alternative) and two different items (to total at least a $\frac{3}{4}$ cup serving) from the vegetable/fruit component. For this meal service, the meal planner is ensuring that four components are present each day, with five items represented on the menu (two of which come from the fruit/vegetable component).

Snack Meal Pattern

	Component	Minimum Serving Size
Snack (am or pm) Select <u>two</u> of the four components in the minimum portion size each day	Vegetable/Fruit	$\frac{3}{4}$ cup (or 6 oz. 100% juice)
	Grain/Bread	Bread – 1 slice Cornbread, Rolls, Muffin – 1 oz. Cooked Cereal – $\frac{1}{2}$ cup Cold, Dry Cereal – $\frac{3}{4}$ cup or 1 oz.
	Meat/Meat Alternative	1 oz.
	Milk	1 cup (8 oz.)

Sponsors may not serve two beverages as a reimbursable snack.
 If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).



The snack meal pattern for SFSP is a bit different than the breakfast and lunch/supper meal pattern.

Menu planners must offer two (out of 4 possible) components – in at least the minimum specified serving size- to children daily. Menu planners may choose from the vegetable/fruit component ($\frac{3}{4}$ cup minimum), the grain/bread component (1 serving minimum), the meat/meat alternate component (1 ounce minimum serving) or the milk component (8 oz.).

Please be aware that although you may select two of the four available components listed on this slide, you may not offer two components that are both in the form of beverages for the snack offering. For example, although a 6 oz. serving of apple juice and an 8 oz. serving of milk would meet the criteria of offering 2 components in the minimum required portion size, this would not be allowed (two beverages served). In contrast, a $\frac{3}{4}$ cup of apple slices with an 8 oz. serving of milk would be permitted. Please also be aware that with the current SFSP meal pattern, there is no whole-grain rich requirements for the grain/bread component as seen in the NSLP/SBP meal patterns. This applies for the SFSP breakfast, lunch (supper), and snack meal patterns.

SFSP Meal Pattern Requirements

GENERAL RULES

- All participating children **must** be offered **ALL** required meal components as per the meal pattern (*otherwise, these meals must not be claimed - exception: diet orders*).
- All meal components must be eaten on site, unless you have requested and received approval from the state agency to provide non-congregate meal service.
- All children must first be provided with a meal before any adults may receive a meal (includes kitchen staff).



Please be reminded that:

1. Children must be offered ALL required meal components as per the meal pattern, otherwise the meal(s) will not be deemed reimbursable and cannot be claimed. When utilizing OVS at breakfast, one additional item must be included on the menu that meets the specifications previously discussed.
2. Under the OVS option, children may decline one food item at breakfast and up to two food items at lunch. Please be reminded that some children may opt to still take all offerings despite having the OVS option present, which is completely acceptable.
3. All meal components must be eaten on site under adult supervision, unless the sponsor has requested and received approval from the state agency to provide non-congregate meal service.

SFSP Meal Pattern Requirements

When Serving Adult Meals...

- Meals served to adults are *never* reimbursable.
- The suggested price to charge non-program adults is normally your “cost” to produce the meal. Be sure to include the cost of commodities.
- SFSP funds cannot be used to subsidize the cost of *non-program* adult meals.



We will now reiterate some important items discussed regarding adult meals:

1. Meals served to adults are never reimbursable
2. The suggested price to charge non-program adults is normally your “cost” to produce the meal. Be sure to include the cost of commodities as well.
3. SFSP funds cannot be used to subsidize the cost of non-program adult meals. The cost of these meals must be recouped either through collection of money from the customer or from monies provided by the sponsor (non-Federal monies).

SFSP Meal Service Requirements

- Meals must **only** be served at the times approved in the most current online facility application. Any changes to your approved serving times or ADP levels must be submitted online and approved *prior to the change*.
- Recycling returned milk or any other discarded items from a served tray is not allowed by the LA Sanitary Code.
- If you are delivering meals to any sites, you must maintain **Satellite Account Records**. Please access the KidKare portal for electronic submission.



Other meal service requirements that are important to note include:

1. Meals must only be served at the times that they are approved to be served in the online application. Any changes to previously approved serving times or to ADP levels must be submitted online as soon as the sponsor sees that a change is needed. The change is only approved to occur after the official status of the application changes from submitted to approved.
2. Recycling returned milk or any other discarded items from a serving tray is not allowed by the LA sanitary code. These items must be discarded.
3. Completion and maintenance of satellite records – any time meals are being delivered to any site, these documented in Kid Kare.

Standardized Recipes

- **Standardized recipes** (which have been tried, tested, and shown to provide consistent yields) should be used in all CNPs to ensure program requirements are met.
 - Numerous standardized recipes for Child Nutrition Programs are available online for downloading.



Also, standardized recipes (tried, tested, and shown to consistently provide the same yield) should be used in all CNPs to ensure that program requirements are met. For your convenience, there are numerous standardized recipes available online for CNPs to use.

What about Documentation of Processed/Commercially Prepared Foods?

- Child Nutrition (CN) Labels, product labels, and/or product formulation statements (PFS) provide a way for food manufacturers to communicate with CNP operators.
 - These documents explain how products may contribute to the meal pattern requirements for meals served under USDA's CNPs.



For combination foods that are processed and not listed as described in the Food Buying Guide, sponsors must have a Child Nutrition Label or manufacturer's Product Formulation Statement (PFS) to receive credit for that product toward the meal pattern.

CN labels and product formulation statements are the way in which food manufacturers prove to Sponsors that the foods they produce make meet the component requirements for foods that make up a reimbursable meal.

These documents explain how products contribute to the meal pattern requirements for meals served under USDA's Child Nutrition Programs. Without a CN Label or Product Formulation statement, commercially prepared food items cannot be credited towards meal pattern components, making the meal non-reimbursable.

What Documentation is Acceptable?

When utilizing commercially prepared products (aka items that are *not* found in the FBG), be sure to purchase foods that have a **Child Nutrition (CN) Label** or obtain a **Production Formulation Statement (PFS)** from the manufacturer.

Without a CN Label or PFS, commercially prepared food items utilized in Child Nutrition Programs (SFSP, NSLP, SBP) **cannot** be credited towards meal pattern components.



To recap...

When a sponsor utilizes a commercially prepared product (one that is not found in the FBG), they must be sure to purchase foods that have a Child Nutrition (CN) Label or obtain a Product Formulation Statement (PFS) from the manufacturer.

It is important to note that without a CN Label or Product Formulation statement, commercially prepared food items cannot be credited towards meal pattern components.

Procurement



What is Procurement & Why it is Important?

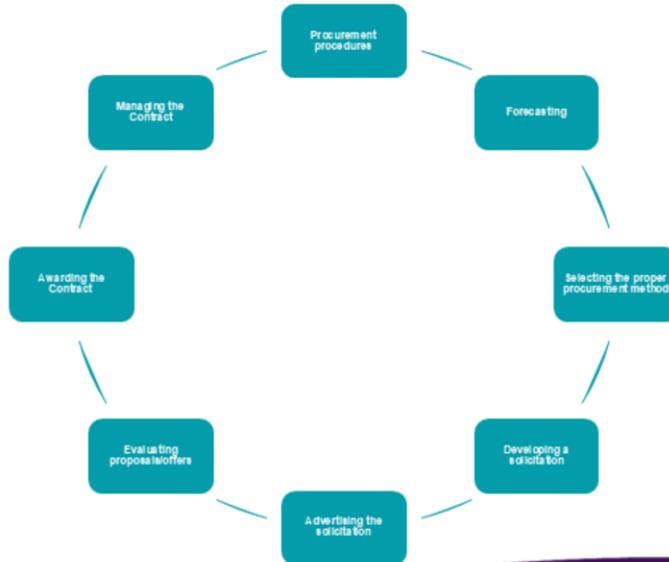
- The act of obtaining goods or services in exchange for money or value
- Federal dollars are being used to purchase goods and services
- Understand and comply with local, state, and federal procurement guidelines
- Ensure that proper practices are used when purchasing goods and services



Generally, when we use the term “procurement,” it refers to the purchasing of goods and services. Procurement is an important part of operating Child Nutrition Programs because federal dollars are being used to purchase goods and services. Therefore, Sponsors need to understand and comply with local, state, and federal procurement guidelines to make sure the federal dollars are spent wisely.

The procurement regulations were put in place to ensure that proper practices are used when purchasing goods and services. The procurement process is also in place to ensure that improper practices such as nepotism, improper awards, kickbacks, incentives, and other improper practices are not used when purchasing goods and services.

Procurement: A Multi-Step Process



Competition drives the procurement process. The procurement process is a multi-step process for obtaining the best goods and services at the best possible price. These steps are part of Administration of the Contract. Effective Contract Administration ensures that procurement procedures are well thought out, reflect needs, are completed properly in compliance with regulations, and, in the end, are managed properly at the contract award level.

The steps in this multi-step process include procurement planning, forecasting ones needs, choosing the appropriate procurement method, developing a solicitation, advertising the procurement, evaluating proposals/offers, awarding a contract or making a purchase, and managing the resulting contract and keeping documentation.

You can see that the procurement process is not just the solicitation and awarding of a contract. Awarding the contract is just the beginning of the process. Once a contract is awarded, the real work begins. This is known as contract management.



Before making a purchase, an organization should check their budget to make sure that an item or service has been approved and is an allowable cost.

2 CFR 200.403



Let's talk about allowable costs.

For a cost to be allowable, the purchase must be necessary to operate the program. The purchase must contribute to providing a reimbursable meal to an eligible child.

The cost must be reasonable.

The cost must be properly assigned to the activity that benefits from the cost. In other words, purchases that were made for the summer food service program cannot be used in the CACFP program.

The cost must be treated consistently across programs. If the purchase of an item benefits both the CACFP program and the SFSP program, the cost must be shared by both programs.

If a cost benefits more than just the child nutrition program, the child nutrition program must only bear a percentage of the cost.

Allowable vs. Unallowable Costs

Allowable Costs	Unallowable Costs
<ul style="list-style-type: none">• Compensation of employees and related fringe benefit costs (2 CFR 200.413)• Cost of material and supplies (2 CFR 200.318)• Memberships, subscriptions, and professional activity costs (2 CFR 200.454)• Conferences where the primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance (2 CFR 200.432)	<ul style="list-style-type: none">• Promotion, lobbying, public relations• Bad Debts• Depreciation• Contributions and Donations• The purchase of equipment/vehicles• The purchase of non-creditable food items• Excessive Administrative salaries• Labor Expenses for unapproved staff• Payment for audits when not required by state agency• Non-prorated expenses• Rent for buildings/sites• Late Fees/NSF funds/Loans• Meals for Day Travel <p>2 CFR 200</p>



Some allowable costs are:

Compensation of employees and fringe benefits,

The cost of material and supplies,

The cost of memberships, subscriptions, and professional activity costs,

And conferences where the primary purpose is disseminating technical information and is necessary and reasonable for successful performance of the summer program.

There are numerous unallowable costs such as:

Promotion, lobbying, public relations,

Bad debts

Depreciation,

Contributions and donations

The purchase of equipment and vehicles,

The purchase of non-creditable food items,

Excessive administrative salaries,

Labor expenses for staff the have not been approved by the state agency through the online application system,

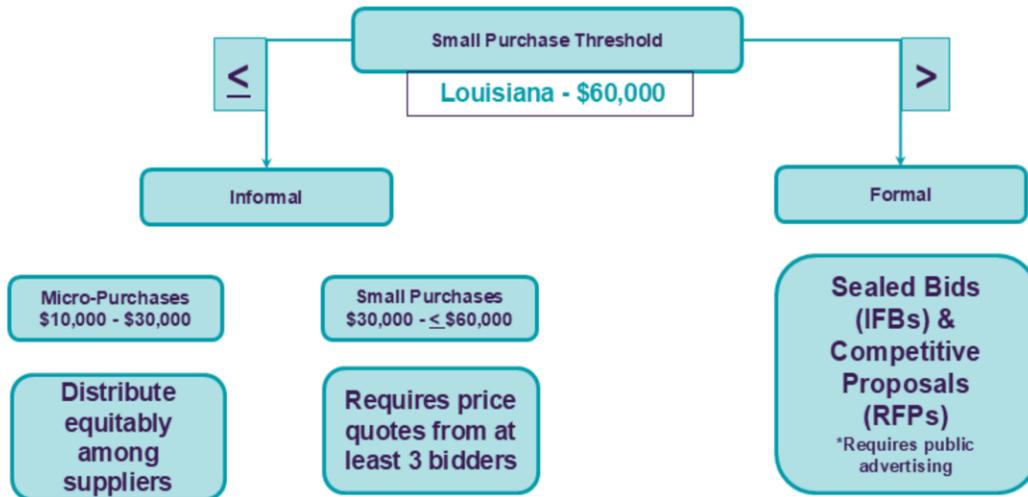
Payments for audits that are not required by the stage agency

Rent for sites is unallowable. You are providing a service to the site. You should not be paying their rent.

Late fees, insufficient fund fees, and payment on loans are all unallowable.

No payment for meals when on day travel should be charged to the summer food service program.

Procurement Methods



This slide demonstrates how the value of the procurement corresponds to the procurement thresholds.

The micro-purchase method does not require competition. However, purchases must be equitably distributed, the aggregate cost must not exceed \$10,000. However, if the Sponsor self-certifies, (see 2 CFR 200.320(a)(1)(iv) [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#)), the micro-purchase threshold can increase up to \$30,000, which is the State of LA micro-purchase maximum. The price must be reasonable and the purchase necessary.

The small purchase threshold is \$60,000. When the value of the purchase is estimated at less than or equal to \$60,000, informal methods, either micro-purchase or the small purchase method may be followed. However, when the value of the purchase is estimated at greater than \$60,000, formal procedures including sealed bids or (IFBs) and competitive proposals, (RFPs), apply.

Small purchases (between \$30,000 but less than \$60,000) require competition which means quotes must be obtained for the products specified from at least 3 bidders.

The formal procurement method consists of “formal procedures” such as sealed bids or competitive proposals that require public advertising and are more rigorous. Act 204 states that “All purchases of any materials or supplies exceeding the sum of \$60,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised.

All procurement procedures require documentation of how the solicitation was conducted, the responses received, how responses were evaluated and awarded, and the monitoring of contract performance.

Micro Purchases

The Micro Purchase Method is not to be used to avoid proper procurement

\$10,000 to
\$30,000

Distribute
Equitably

Free and Open
Competition



86

The first informal procurement method is for micro-purchases. The micro purchase method is typically used for emergency type purchases.

It is used to purchase supplies or services where the dollar amount of the purchase does not exceed \$10,000. However, if the sponsor self-certifies, the micro-purchase dollar amount may not exceed \$30,000. According to 2 CFR 200.320(a)(1)(iv) [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#)) The self-certification must include justification, a clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold is consistent with State law.

As a reminder, 2 CFR 200.320(a)(1)(i)) states that to the maximum extent practicable, Program operators should distribute micro-purchases equitably among qualified suppliers. The Micro purchase method is not to be used in order to circumvent free and open competition. In other words, the micro purchase method of procurement can not be used so that you don't have to obtain quotes or formal bids.

Micro-Purchases may be awarded without soliciting competitive price or rate quotations, if the Sponsor "considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly."

If a Micro Purchase procurement is used several times in a year for the same product or products, it is likely that the small purchase procurement method should have been used.

Small Purchases

Less than or equal
to \$60,000

Develop
Specifications

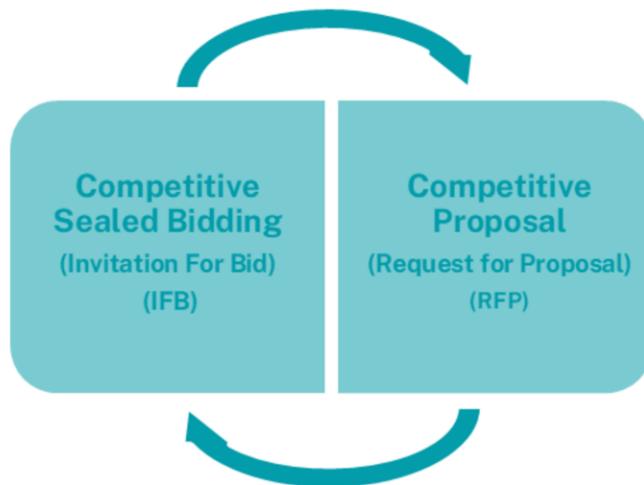
Accurate
Descriptions

3 Quotes



The second informal method is for small purchases. When utilizing the Small Purchase procurement method, commonly referred to as “quotes”, you must have written specifications and provide them to each vendor. These specifications should provide clear and accurate descriptions of all products and technical requirements. Price quotes must be obtained from at least 3 responsible and responsive vendors, and of course, you must document all quotes and maintain them on file. USDA requires quotes be obtained from at least 2 sources. Louisiana Revised Statute 38:2212.1 states that 3 documented quotes are required for purchases between \$30,000 and \$60,000.

Formal Procurement



The formal procurement method is used when the value of the purchase is expected to exceed the \$60,000 threshold. There are two methods to choose from. One method is called Competitive Sealed Bidding, commonly referred to as an Invitation for Bid (IFB) or a Competitive Proposal, commonly referred to as a Request for Proposal (RFP).

Competitive Sealed Bidding (IFB)

Invitation for Bid

What	When
Bids that are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price 2 CFR 200.320(b)(1)	<ul style="list-style-type: none">• Complete, adequate, and realistic set of specifications• Two or more responsible bidders• Firm fixed price contract is awarded



Competitive sealed bidding procedures use an Invitation for Bid (IFB). These are publically solicited and a firm, fixed-price contract is awarded. There may be one contract awarded to the most responsive and responsible bidder that has the lowest overall price or multiple awards may be made if the SFA states in the IFB that awards may be made to multiple bidders based on unit price by item or group of items. The sealed bid method or IFB is the preferred method when:

- There is a complete set of specifications of products and services,
- There are 2 or more responsible bidders willing to respond, and a firm fixed price contract is awarded.

Bids may be awarded based on a lump sum price to one bidder, a line item award based on the unit prices that is awarded to multiple bidders, or a combination award to multiple bidders based on items that are grouped. The key is that bids are awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

Competitive Proposal (RFP)

Request for Proposal

What	When
<p>Proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. Competitive proposals must be publicly solicited from an adequate number of qualified sources.</p> <p>2 CFR 200.320(b)(2)</p>	<ul style="list-style-type: none">• More than one source submits an offer• Use of sealed bids considered not appropriate



Now let's look at the competitive Proposal or RFP. A Competitive Proposal uses a request for proposal which describes how technical and cost factors will be considered in making the final determination for the purchase of goods and services. This results in the award of either a fixed price contract or a cost-reimbursable contract.

Competitive proposals are conducted with more than one source submitting an offer. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, requirements apply.

Additional Requirements for a Request for Proposal (RFP)

- **Weighted Award Criteria**
- **Price must carry the highest weight**

NAME OF VENDOR: _____

SAMPLE REQUEST FOR PROPOSAL SCORE CARD
(COMPLETE ONE FOR EACH VENDOR)

Criteria	Possible Points	Points Received by Vendor	Justification for Scoring
Lowest Bidder with the lowest price receives the maximum points. The other vendors receive points equal to the lowest price divided by their stated price x maximum points. (Do not round)			
Years of Experience			
3 years=2 points			
4 years=4 points			
5 years=3 points			
6 years=1 point			
General Availability Plan			
Financial Condition/Stability, Business Practices			
Delivery Plan			
References (Provide 3 references)			
Employee Training Program			
	100 Points		

*Complete the Maximum Points for each category. Price must be the primary factor. Score each vendor and provide detailed justification for scoring in each category.
**Score cards without justification are not allowed.

Signature of Committee Member _____ Title _____ Date _____



If you are utilizing an RFP, a set of weighted awarded criteria in the form of a weighted evaluation sheet must be included. There is a sample request for proposal scorecard in the sample Procurement plan. There is a snippet of the sample here on the slide.

Award criteria are included but may be changed by the sponsor as needed.

Price is not the only factor but it must be the primary factor in awarding the contract. Price must count for more than any other factor.

Again, this type of procurement is typically used when a service is involved. It is not typically used for the purchase of food and supplies where vendors are bidding on the same products and price is the important factor.

Advertising the Procurement

Must be:	Must contain:
<ul style="list-style-type: none">• Published twice in a regional news source• First advertisement must be at least 15 days before the bid opening• In addition to the newspaper, the Sponsor may also publish by electronic media <p>Revised Statute 38:2212.1</p>	<ul style="list-style-type: none">• General description of items to be purchased• Deadline for submitting questions and the date written responses will be provided• Date of pre-bid meeting if applicable and if attendance is required• Deadline for submission of proposals• Address where complete solicitation, including specifications and bid forms can be obtained• USDA Non-discrimination statement



State law requires the procurement to be published twice in a regional news source with the first advertisement being at least 15 days before the bid opening. The sponsor may also want to publish the bid utilizing an electronic bid platform.

The advertisement must contain:

- a general description of the items to be purchased
- the deadline for submitting questions and the date that written responses will be provided
- the date of the pre-bid meeting and if attendance is required. A pre-bid meeting is not required but if you plan to have a pre-bid meeting, it should be included in the advertisement.
- a deadline for submitting proposals, both the date and the time.
- The address where the solicitation including the specification and bid forms can be obtained
- As always with any information provided to the public, the USDA non-discrimination statement must be included.

The Bid Document must include:

- ✓ Contract Period
- ✓ Date, time, and location of bid opening
- ✓ How vendor will be informed of results
- ✓ Terms and conditions bidder must fulfill
- ✓ Benefit to Sponsor for poor performance
- ✓ Incentives, discounts, rebates, credits
- ✓ Piggybacking, if it will be allowed
- ✓ Escalation/De-Escalation (if applicable)
- ✓ Evaluation method and type of contract
- ✓ Specific Bid Procedures
- ✓ Access by the State Agency, USDA, Comptroller General
- ✓ Record Retention
- ✓ Order Process
- ✓ Statement of Non-Collusion
- ✓ Debarment and Lobbying Certification
- ✓ Specifications and quantities of product



The bid document must include detailed information about your bid such as:

- the contract period,
- the date, time, and location of your bid opening
- how the vendor will be informed of the results
- the terms and conditions that each bidder must fulfill to be evaluated.
- Benefits to Sponsor if contractor does not perform as contracted.
- There must also be a statement in the bid regarding the return of purchase incentives, discounts, rebates, and credits that must be returned to the Summer Food Service Account.
- If the sponsor is going to allow piggybacking, it must be included in the original bid document.
- If the sponsor is going to allow an Escalation/De-Escalation of prices based on a cost index, that also must be included in the original bid document.
- The document must also clearly define the method of evaluation and the type of contract.
- Any specific bid procedures must be included in the bid document.
- A statement must be included that requires the sponsor and vendor to give access to the program and documents by the state agency, USDA, and/or the Comptroller General.
- The document must also include a provision requiring the contractor to maintain all records for 3 years after final payment
- The sponsor must provide a description of the order process that will be expected from the winning vendor.
- The bid document must also include the Statement of Non-Collusion, Debarment and Lobbying Certificates, Lobbying Activities. These are required of all vendors and should be signed and included in the bid documents when the vendor returns the bid documents to the sponsor.
- And lastly, the sponsor must provide detailed specifications and estimated quantities they intend to purchase.

The sponsor should provide as much detail as possible to ensure prospective vendors are bidding on the exact same items.

RFP Award

- **The contract is awarded to the bidder whose proposal is:**
 - Responsive
 - Most advantageous to the Sponsor with price and other factors considered.



For RFP Awards:

The contract is awarded to the bidder whose proposal is both responsive and the most advantageous to the sponsor.

The bidder that receives the highest number of points based on the award criteria is awarded the bid.

Required Provisions Appendix II 2 CFR 200

Remedies for Breach	Contract Work Hours	Procurement of Recovered Materials
Termination Cause and Convenience	Rights to Inventions	Minority, Women's, Labor Surplus
Equal Opportunity Provision	Clean Air Act and Federal Water Pollution Control	Buy American Provision
Davis-Bacon Act	Byrd Anti-Lobbying Amendment/Debarment and Suspension	



All formal bids must include these provisions from Appendix II of 2 CFR 200. The bid must include the Administrative, contractual, or legal remedies the SFA plans to take if the vendor breaches the contract. It must include language concerning Termination for cause and convenience. The Equal Employment Opportunity Provision must be included in the bid. The Davis-Bacon Act is only applicable if the contract is for construction.

- Contract Work Hours and Safety Standards
- Rights to Inventions
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension
- Byrd Anti-Lobbying Amendment and Certificate
- Procurement of recovered materials
- Minority Businesses, Women's Enterprise, and Labor Surplus
- Buy American Provision

The sample procurement plan has some sample language that can be used.

Required Civil Rights Laws

Civil Rights
Act

Education
Amendment

Rehabilitation
Act

Age
Discrimination
Act

Americans
Disability Act

Civil Rights
Compliance



Additional contract provisions include the requirement that the vendor must comply with the following **civil rights laws**:

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- the Age Discrimination Act of 1975;
- Title 7 CFR Parts 15, 15a, and 15b;
- the Americans with Disabilities Act;
- FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

The sample procurement plan has some sample language that can be used.

Geographic Preference Local Agricultural Products

- Prohibited in Federal procurements except where applicable Federal Laws expressly permit their use
- Sponsors may apply a geographic preference when procuring unprocessed locally grown, locally raised, or locally caught as procurement specifications or selection criteria for unprocessed or minimally processed food items. agricultural products.
- The Sponsor has the discretion to determine the local area to which the geographic preference will be applied, so long as there are an appropriate number of qualified firms able to compete.



Geographic Preference is not allowed in formal procurements except when purchasing locally grown or raised unprocessed agricultural products. Geographic Preference can be used as an additional scoring criteria to provide preference points for the purchase of locally grown or raised agricultural products.

Sponsors participating in the Summer Food Service Program may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the sponsor has the discretion to determine the local area to which the geographic preference option will be applied.

For the purpose of applying the optional geographic preference in [paragraph \(e\)\(1\)](#) of this section, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. 7 CFR 225.17(e)(2)

Noncompetitive Proposal

- Items available only from a single source
- Prior State Agency approval is required



The final procurement method we will discuss is Noncompetitive Proposal. This procurement method is used if items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation.

Prior State Agency approval is required for any and all noncompetitive proposals.

State of Louisiana Contracts

- [Memo SFS 18-79](#)
- Approval from State Purchasing



Contracts that have been awarded by the State of Louisiana Office of State Purchasing may only be utilized by the Sponsor if all of the federal requirements are met.

See Memo SFS 18-79 for the requirements for using State Contracts.

The Sponsor must have applied for and received approval from the La. Office of State Purchasing in order to use their contracts.

Repeat Findings on Procurement

Serious Deficiency

Fiscal Action

Termination from the
Summer Food Service
Program



100

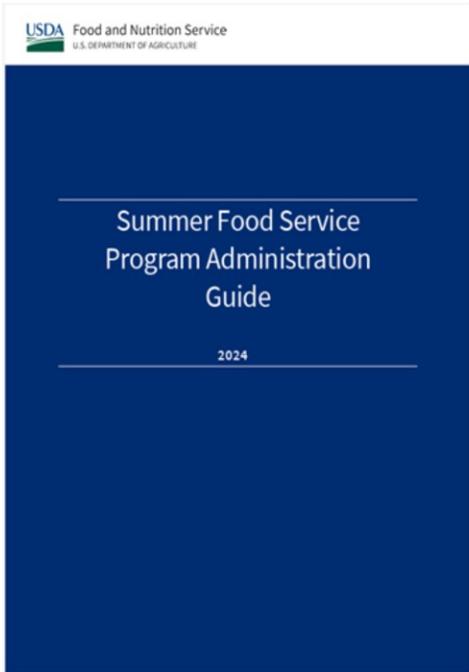
When you have a finding on Procurement during a state agency review, it is very important to correct the issue.

If the state agency comes to your organization to review your procurement documents at a later date and the problems have not been corrected, the state agency can determine the finding as a serious deficiency.

The state agency or USDA could determine that fiscal action needs to be taken. This could include requiring repayment of all reimbursement of meals during the procurement period.

Repeat findings on procurement could result in termination from the summer food service program.

As we discussed earlier, proper procurement is a main focus of USDA.



Resources

- [Contracting with a Food Service Management Company \(FSMC\)](#)
- [Contracting for Vended Meals](#)
- USDA SFSP Guidance Books located at: <http://www.fns.usda.gov/sfsp/handbooks>



The next two slides contain some links to additional procurement resources for your convenience.

Additional Guidance

[Code of Federal Regulations \(CFR\) at 7 CFR 225](#)



Code of Federal Regulations
A point in time eCFR system

Displaying Title 7, up to date as of 2/01/2024. Title 7 was last amended 2/01/2024. [view historical versions](#)

Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)

Title 7 Subtitle B Chapter II Subchapter A Part 225 [Previous](#) [Next](#) [Top](#)

CFR content

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PART 225—SUMMER FOOD SERVICE PROGRAM

Authority: Secs. 4, 13 and 14, Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 175b, 1761 and 1762a).

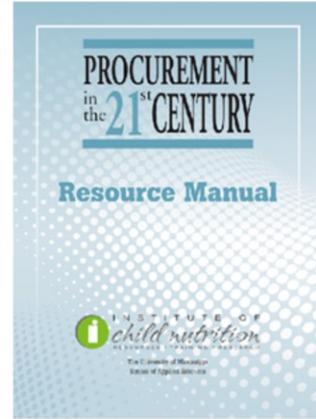
Source: 54 FR 18208, Apr. 27, 1989, unless otherwise noted.

Subpart A—General

§ 225.1 General purpose and scope.

This part establishes the regulations under which the Secretary will administer a Summer Food Service Program. Section 13 of the act authorizes the Secretary to assist States through grants-in-aid to conduct nonprofit food service programs for children during the summer months and at other approved times. The primary purpose of the Program is to provide food service to children from needy areas during periods when area schools are closed for vacation.

[Procurement in 21st century](#)



Here are some additional guidance for Procurement in the Summer Food Service Program.
Links to Procurement in the 21st Century and the Code of Federal Regulations 7 CFR 225.17 Procurement standards are available on this slide for your reference.

Civil Rights

Racial/Ethnic Data Collection



Civil Rights Training

All Staff must be trained **annually** on Civil Rights

- Part-time staff, temporary staff, volunteers, & full time staff
- Central office staff & site staff
 - [Civil Rights in Child Nutrition Programs - ICN iLearn](#)

Documentation of this training must be maintained

- Sign-in sheets (to show who was in attendance), agenda, date, time of training
- All civil rights training should be tracked on the training tracking tool



Civil Rights training is required annually for all staff; this includes full-time staff, part-time staff, temporary staff, central office and site staff, and volunteers. Documentation for Civil Rights training must be maintained for three years plus the current year. Documentation must include sign-in sheets, agendas, and dates and times of training. All civil rights trainings should be tracked on the training tracking tool. We have provided a link to the Civil Rights training course offered by the Institute of Child Nutrition (ICN) that you could use to train your staff.

Civil Rights Training: Requirements

- Collection & use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of non-compliance
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict Resolution
- Customer Service



Civil rights training subject matter must include the following:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of non-compliance
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

“And Justice for All” Poster

Prominently display the “And Justice for All” USDA nondiscrimination poster

- In each site
- In a location that is easily visible to the students and the public in the food service area
- Must be 11” x 17” in size



Sponsors must display the “And Justice” poster in the correct size (11”x17”) in a prominent location where it is visible to all participants in the program. The poster provides the USDA address and phone numbers that the public can use to file a complaint if they think their civil rights have been violated. Applicants and participants must be advised of their right to file a discrimination complaint, how to file a complaint, and the complaint procedures. Posters should be displayed in each site and in a location that is easily visible to the students and the public in the food service area.

Non-Discrimination Statement

The USDA required non-discrimination statement must be included on ALL forms of communication and program materials; including all materials for public information, education, or distribution that mentions USDA programs.

Long Version: *Use whenever possible.* The long version is required on all documents pertaining to student eligibility even if they are only a page long (prototypes such as letters to households, verification, Direct Certification, State Agency and program web pages (English and Spanish), etc.); or where space permits. The long version must be used on all vital material.

Short Version: required if the material or document is too small to permit the full (long) statement – 9 point font required (such as on menus or one page flyers).

“This institution is an equal opportunity provider.”



The USDA non-discrimination statement must be included on all forms of communication and program materials. Program materials include all public information and education. The Long version of the non-discrimination statement is required on all documents pertaining to student eligibility, such as prototypes of letters to the households, verification, and direct certification. The long version of the non-discrimination should also be used whenever possible or where space permits. The short version of the non-discrimination statement can be used if the document is too small and there is limited space, such as on menus or nutrition flyers. If using the short version of the non-discrimination statement a nine point font is required.

Racial Ethnic Data Form

- Providing racial and ethnic data is voluntary to program participants. If a program operator is unable to collect a participant's information, their response may be marked "unknown."
- FNS discourages asking a child to self-identify their race and ethnicity, as this practice may be confusing to young children.
- Additional Resources: FNS Instructions 113-1 Part XII in addition to the previously referenced Policy memos [11-2021](#) and [09-2022, 05-2022](#) with [Questions and Answers](#).



- Historically, program monitors have used visual identification to complete this form. The requirement to end the practice of visual identification was effective as of May 17, 2021. On January 1st of 2023, program operators must have established an alternative means to capture the data.
- Adult participants and parents and guardians **may be asked** to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only and that failure to report the information will not impact the participant's eligibility for meals.

Documentation 101 Racial/Ethnic Data Form

COMPLETED BY PROGRAM
MONITOR(S)

SUMMER FOOD SERVICE PROGRAM Racial and Ethnic Data Form**

Sponsor: _____ Site: _____
 Site Contact Name: _____ Title: _____
 Site Address: _____ Date of visit: _____
 Site Supervisor: _____

Ethnic Categories	Number of Participating Children
Hispanic or Latino	
Non-Hispanic or Latino	

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number of Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "African" can be used in addition to "Black or African American."
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Monitor's Signature _____ Date _____

** Note: Based on OMB Notice, *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity*, published 10/30/97 and in PNG Instruction 113.1, *Child Rights Compliance and Enforcement Manual Programs and Activities*, published November 8, 2005. See Back for Instructions.

Reminder:

1. The Racial/Ethnic Site Data form *must be completed* for each operating site on an **annual basis**.
2. The form must be completed while the site is **still in operation**.
3. If a site has different sessions, form to be completed once per session.
4. This is an area addressed during a SFSP Review.



Here is a snapshot of the Summer Food Service Program Racial and Ethnic Data Form. This is an area addressed during a SFSP Review.

The form must be completed by the program monitor for each operating site on an annual basis while the site is still in operation. If a site has different sessions the form must be completed once per session.

Civil Rights Compliance: Checklist

- ✓ Civil Rights written policy and compliant log should be kept
- ✓ Train all staff and volunteers annually
- ✓ All staff should know CNP Civil Rights Policy
- ✓ Prominently display “And Justice for All” poster
- ✓ Collect & record racial/ethnic data
- ✓ Keep All records for 3 years plus the current year
- ✓ Maintain Civil Rights complaint procedures & forms
- ✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs

***District policies regarding civil rights complaints should specify how civil rights compliance is handled for CNP separate from other programs**



Here is your checklist for Civil Rights Compliance:

- ✓ Civil Rights written policy and compliant log should be kept
- ✓ Train all staff and volunteers annually
- ✓ All staff should know CNP Civil Rights Policy
- ✓ Prominently display “And Justice for All” poster
- ✓ Collect & record racial/ethnic data
- ✓ Keep All records for 3 years plus the current year
- ✓ Maintain Civil Rights complaint procedures & forms
- ✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs

As a reminder, District policies regarding civil rights complaints should specify how civil rights compliance is handled for CNP separate from other programs

Civil Rights Training

Please refer to the following resources for Civil Rights Training:

[Civil Rights in Child Nutrition Programs - ICN iLearn](#)



[LDOE Civil Rights Training for Child Nutrition Programs](#)



Please refer to these resources for more information on Civil Rights.

Non-Congregate Feeding Implementation

Summer 2026



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Good afternoon, and welcome to the 2023 Summer Food Service Program Non-Congregate feeding Implementation training part 2.

Definitions

Congregate Feeding – Traditional serving method where children gather together in a central location

Non-congregate Feeding – meals are distributed or delivered



Congregate feeding refers to the traditional way of serving meals where children gather, or congregate in a central location, such as a school or community center, to receive and eat their meals. Under SFSP rules, congregate feeding sites must provide an organized activity for children before or after the meal, such as educational, enrichment, or recreational activities.

Non-congregate feeding, on the other hand, refers to the method of delivering meals directly to the homes of eligible children or serving them at distribution sites such as schools or community centers without the requirement for the children to gather in a central location.

Today we will be discussing the new guidelines around **non-congregate** feeding in SFSP.

Implementation Guidance

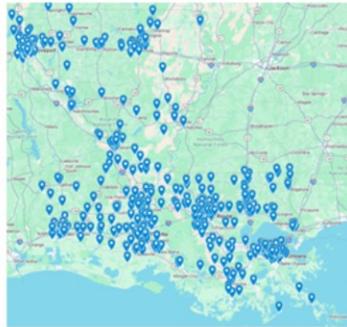
- [SFSP-24-005 Summer Food Service Program Questions and Answers](#)
- [SFSP-24-010 Implementation Guidance of the Interim Final Rule, Establishing Summer EBT Program and Rural Non-congregate Option in Summer Meals Program](#)
- [SFSP-24-013 Rural Designations in the Summer Meal Programs-Revised](#)
- [USDA \(SFSP 07-2024\) Non-Congregate Meal Service in Rural Areas Q&As](#)
- [SFSP-24-020 Non-Congregate Meal Service in Rural Areas Q&As #2](#)
- [USDA \(SFSP 03-2025\) Non-Congregate Meal Service in Rural Areas Q&As #3](#)



State Agency Approval of Non-congregate Meal Service

Where can a sponsor provide non-congregate meal service?

- Rural area
- No congregate meal service available within a 5 mile radius
- Free claiming in areas “in which poor economic conditions exist”



2024 Summer Sites



Sponsors can provide non-congregate summer meals in rural areas that do not have congregate meal service. If the rural area meets the definition of an 'area in which poor economic conditions exist' (per Program regulations at 7 CFR 225.2), then meals for all children may be claimed for reimbursement. If the rural area does not meet the definition of an 'area in which poor economic conditions exist,' only the meals served to children who are eligible for free or reduced price meals under the National School Lunch Program (NLSP) or the School Breakfast Program (SBP) may be claimed.

Site Proximity

The sponsor must document that the non-congregate meal site will serve a rural area.

The non-congregate site cannot be located in an area where children could receive the same meal at a congregate site

- **UNLESS the sponsor can demonstrate that the non-congregate site will serve a different group of children who may not be otherwise served.**



How do State agencies determine rural in 2026?

<https://www.fns.usda.gov/sfsp/rural-designation>



Can non-congregate meals be provided in non-rural areas if Program access is limited because of lack of transportation, safety concerns, lack of a location to serve meals, or other similar reasons?

No,

- SAs and sponsors should work together to determine how to leverage community resources to provide a congregate meal service that meets the needs of children in non-rural areas.



Can non-congregate meals be provided in non-rural areas if Program access is limited because of lack of transportation, safety concerns, lack of a location to serve meals, or other similar reasons?

No. Non-congregate meal service is only allowed in rural areas where no congregate meal service is available. State agencies and sponsors should work together to determine how best to leverage community resources to provide a congregate meal service that meets the needs of children in non-rural areas.

How is the State agency identifying whether an area has “no congregate meal service” for the purpose of determining if non-congregate meal service is allowable?

The State agency **MUST**:

- Ensure the area the site proposes to serve is not or will not be served by a congregate meal service
- Implement safeguards to prevent overlap between meal services to reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day
- Follow the priority system required by program regulations when approving applicants proposing to serve children in the same area.
 1. Congregate Meal service–Any sponsor type
 2. Public and private non-profit school food authorities
 3. Units of local, municipal, parish or state government
 4. Tribal governments
 5. Private-nonprofit organizations



How should State agencies identify whether an area has “no congregate meal service” for the purpose of determining if non-congregate meal service is allowable?

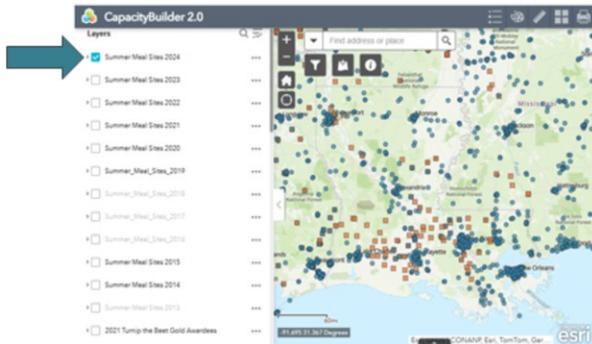
State agencies have the discretion to determine whether an area has no congregate meal service.

The State agency:

- Must ensure that the area the site proposes to serve is not or will not be served by a congregate meal service consistent with the requirement at 7 CFR 225.6(h)(1)(ii).
- Must implement safeguards to prevent overlap between meal services to reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day at 7 CFR 225.16(b)(3).
- Must follow the priority system required by Program regulations at 7 CFR 225.6(b)(5) when approving applicants proposing to serve children in the same area.

Site Proximity: Will my site address qualify?

<https://www.fns.usda.gov/sfsp/capacitybuilder>



- USDA provides a map to help sponsors see unserved areas
- Enter your site address to see if it is further than a 5 mile radius of a known site
- Cross check with the rural designation map
- Congregate feeding sites get priority over non-congregate
- If sites from last year choose not to participate new areas may open up for non-congregate feeding



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Congregate feeding is the primary focus of Summer Feeding. USDA 's mission is to feed children in the summer months and provide them with activities. If your area is not covered by congregate feeding and is designated as rural by USDA, your site may be eligible to serve non-congregate meals. Visit the USDA Capacity builder to see a list of sites that have historically been approved in your area. Non-congregate will not be an option if it is within a 2.5 mile radius of an approved Summer Feeding site.

What's Next?

The State agency **MUST**:

- Ensure that the congregate and non-congregate sites will not serve the same population of children for the same meal service on the same day.
- Reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day
- The state Agency is examining plans from existing priority level 1-3 sponsors to identify any coverage gaps.



From there, the SA must contact existing sponsors in the area to

- Ensure the area the site proposes to serve is not or will not be served by a congregate meal service
- Implement safeguards to prevent overlap between meal services to reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day

Follow the priority system required by program regulations when approving applicants proposing to serve children in the same area.

The SA has already been in contact with sponsors in each of the 28 rural parishes so we can make informed decisions about the need for non-congregate feeding locations in rural areas.

Further,

- State agencies **MUST** ensure that the congregate and non-congregate sites will not serve the same population of children for the same meal service on the same day.
- Reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day

Site Caps for Non-Congregate

Sites caps must reflect eligible children residing in the targeted rural community.

Please refer to the USDA area eligibility mapper to determine the upper limit for site caps: <https://www.fns.usda.gov/cn/area-eligibility>



Timelines

Sponsor Type	New Sponsor Checklist (Pre-Application Process)	Summer Feeding Plan Survey	Sponsor and Congregate Site Applications	Non-Congregate Site Requests	Final Non-Congregate and Other Site Applications Due
School Food Authorities	N/A	March 16th	March 30th	April 13th	May 18th AND > 14 days before operations*
Local/State Govt.	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Indian Tribal Organizations (ITO)	N/A	March 16th	April 13th	April 27th	May 18th AND > 14 days before operations*
Private Non-Profit Organizations (PNP)	N/A	March 16th	April 27th	May 4th	May 18th AND > 14 days before operations*
Prospective New Sponsors	March 23rd	N/A	April 27th	N/A	May 18th AND > 14 days before operations*



Summer Feeding Plan Survey

CNP
Child Nutrition Programs
Division of Nutrition Support

ZZZ Sponsor (Test Sponsor)
Summer Feeding

Home | **CNP** | School Food Service | Summer Feeding | Fresh Fruit & Vegetable Program

To Do List
Reports
Agreements
Authorized Contacts
Home
Summer Survey
Survey
Forms
Applications
Sponsor
Sponsor Accounts
Program Administration
Site Search
Sponsor Information
Summer List
Log Out

Thank you for completing this summer feeding interest questionnaire. The results will be used to determine which areas of the state are covered for both congregated and rural non-congregate (RNC) feeding locations. If the survey is not completed, locations may be offered to other sponsors per the hierarchy outlined in federal regulations. Completion of this survey is not an application. You will still be required to complete and submit a sponsor and facility application for each site. Non-congregate sites will require a Site Request form submission prior to facility application submission. No sites may begin operations until they are approved by the State agency.

The last day to submit this survey is Monday, March 16, 2026.

ZZZ Sponsor (Test Sponsor)

Question 1.
The USDA Rural Designation Map has been updated to indicate areas that may be eligible for RNC feeding if all requirements are met. Please indicate below if your sites are interested in participating in Summer Feeding 2026 (checkmark to the left of the site), in addition to if you are interested in operating specifically in May, June, July or August in a Congregate, Non-congregate, both, or neither capacity (using the drop-down). Please note that sponsors must be in good standing and self-prep meals. Also note that sites within a 2.5 mile radius of an open congregate site are not eligible for non-congregate feeding.

Participating	Site	May	June	July	August
<input type="checkbox"/>					

Question 2.
Do you intend to submit Site Addition Requests for any additional rural non-congregate sites? Please note that these requests should be submitted via the CNP Site Addition request forms for review by 2026 Summer Food Service Program Deadline Dates.

Yes
 No

Question 3.
Are you interested in providing rural non-congregate feeding (served meals must be utilized—not bulk—in rural non-congregate feeding)?

Yes
 No

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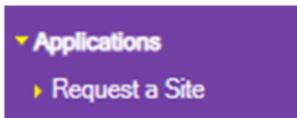
If you are planning to operate non-congregate sites, it would be beneficial to complete the survey to let us know where you are intending to establish your sites. The survey is due by Monday, March 16th.



What does this mean for you?

If your organization was approved in FY 2025 and you would like to offer non-congregate feeding, you will need to [submit a request to the State agency via the “Request a Site” feature added to the CNP website.](#)

Go to the purple Summer Feeding tab after you login, and select [“Applications”](#) from the left hand column. Then, select [“Request a Site”](#).



What does this mean for you? If your organization was approved in 2025, are in good standing with the state agency, and you would like to offer non-congregate feeding, you will need to submit a request to us via the “Request a Site” feature added to the CNP website. Please note—you will no longer use the jot form method for requesting any new sites you are sponsoring. Reminder: Areas considered already being served will not be eligible for non-congregate site requests . You must not solicit applications for participation from any area that you have not been approved by the state agency to service.

In order to access the request a site feature, go to the purple summer feeding tab after you log in to the website, and select “Applications” from the left hand column menu. Then, select “Request a site”

SITE ADDITION REQUEST - ALL FIELDS ARE REQUIRED

Site Name (must match permit exactly) Parish

Contact Phone

Reason for the Request.

If you wish the site to be designated for Non-Congregate Feeding, indicate here.

Is this site currently participating or has this site ever participated in CACFP, At-Risk, Summer Feeding, or any School or After-School Feeding Program?

What is the anticipated start date of operations for this site?

Physical Address (must match permit exactly) City State ZipCode

Mailing Address City State ZipCode

Pre-Approval Form

DHH Permit for this Site

[Submit this Request](#) [Cancel this Request](#)



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From there, you will need to complete the following request. Include the site name, contact phone number, and reason for the request. While this can be used to request both congregate and non-congregate site additions, please specifically note that it is a non-congregate site request if applicable. The State agency must designate sites as non-congregate due to USDA guidance and regulations. You will also need to answer if the site has participated in any CNP before (or if it is a new site), the anticipated start date of operations, and the physical and mailing addresses. Lastly, you will need to update the pre-operational site visit form completed by your sponsoring organization as well as the LDH Permit to operate for the site. The pre-operational site visit should be uploaded via the Pre- approval form button. Please note that non-congregate feeding sites must have their feeding plans submitted to LDH for approval. If meals are shelf-stable, they may not require a permit, but LDH should still be notified of all non-congregate feeding plans just as they are notified for congregate feeding plans.

Once you have completed all information, you can submit the request to the state agency for consideration. The SA will return with comments any sites where additional information is needed.

If sponsors offer non-congregate meal service in rural areas, are they still required to follow existing SFSP program requirements?

Yes,

- All SFSP program requirements in regulations ([7 CFR 225](#)) and other related regulations and instructions apply to both congregate and non-congregate meal service, unless otherwise specified in guidance.

[USDA documents and memos](#)

[7 CFR 225](#)



If sponsors offer non-congregate meal service in rural areas, are they still required to follow existing SFSP program requirements?
Yes. All SFSP program requirements in regulations (7 CFR 225) and other related regulations and instructions apply to both congregate and non-congregate meal service, unless otherwise specified in guidance.

What models of non-congregate meal service are allowed?

- Home Delivery
- Meal Pickup (Grab-and-go)
- Multi-day issuance of both
- Food safety is essential for all meal service models.
 - **Sanitarians MUST be informed of your intention to provide non-congregate meal service and the model must meet all state and local food safety requirements.**



What models of non-congregate meal service are allowed?

Home delivery and meal pick-up options may be used for summer 2023; in many cases, non-congregate meal service may look very similar to non-congregate service implemented during the COVID-19 public health emergency, which can serve as a reference point. State agencies opting to use these models must ensure that sponsors are able to maintain accountability and program integrity.

Home Delivery: This non-congregate meal service model is designed to deliver meals directly to homes. Delivery could be completed by mail or delivery service, or could be hand-delivered by the sponsor's staff, volunteers, or others.

Meal Pickup: This non-congregate meal service model is designed to provide packaged meals that are taken home for children to eat later. Examples of meal pickup include "grab and go," curbside service, or take-home backpacks. Meal pickup is available to all children when the pick-up site is in an area-eligible area, or to children who are eligible for free or reduced price school meals when the pick-up site is in an area that is not area-eligible. Meals must be packaged and portioned to allow children to carry the food from the SFSP site to their home.

Food safety is important for all meal service models. Sponsors should ensure food selections and packaging promote food safety; sponsors should also include instructions on at-home storage and preparation. As with congregate SFSP meal service, sponsors must ensure non-congregate meal packages meet State and local health and safety requirements.

Non-Congregate Meal Service Requirements

Procedures that document meals are only distributed, to a reasonable extent, to eligible children and that duplicate meals are not distributed to any child, if the applicant sponsor is electing to use the non-congregate meal service as described in [7 CFR 225.16\(i\)\(1\)](#) and [\(2\)](#).

Use of Enrollment and Rosters



Health Permits and Inspections

Only after Sponsors submit a Non-Congregate Meal Service (NCMS) plan/checklist and receive the Summer Feeding Temporary Permit to Operate from LDH, will facilities/sites be eligible for submission of a NCMS site online application through the Child Nutrition Program website.

Sites that require SFSP Inspections each summer are as follows:

1. Non-school sites including non-congregate sites (libraries, parks, medical/WIC clinics, housing authorities, home delivery, etc.);
2. School sites that are not a part of the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP);
3. School sites that are a part of the NSLP and/or SBP that elect to operate under a summer sponsor other than their own school system (i.e. a governmental entity that is the sponsoring organization at a school site);
4. School sites that have a significant change in feeding models for summer feeding (including Non-Congregate Feeding sites);
5. Non-SFA Central Kitchens, preparing food for distribution.



Only after Sponsors submit a Non-Congregate Meal Service (NCMS) plan/checklist and receive the Summer Feeding Temporary Permit to Operate from LDH, will facilities/sites be eligible for submission of a NCMS site online application through the Child Nutrition Program website.

Sites that require SFSP Inspections each summer are as follows:

1. Non-school sites including non-congregate sites
2. School sites that are not a part of the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP);
3. School sites that are a part of the NSLP and/or SBP that elect to operate under a summer sponsor other than their own school system (i.e. a governmental entity that is the sponsoring organization at a school site);
4. School sites that have a significant change in feeding models for summer feeding (including Non-Congregate Feeding sites);
5. Non-SFA Central Kitchens, preparing food for distribution.

Menu Considerations

- Menu Variety
- Instructions
- Food Safety
- Ability for the family to store the meals
- No Cooking required
- No weekend meal issuance (meals may cover weekend days, but may not be issued on Saturdays, Sundays, or State Holidays)



Grab-and-Go Requirements

- Submit a non-congregate new site request through the CNP website.
- If the site is rural according to USDA guidance, and there are no congregate or non-congregate feeding sites already serving the area, the State agency will set up a non-congregate site application.
- An Accurate Point of Service must take place.
- Claiming of meals must be specific to the days for which the meals were intended.
- If multi-day issuance occurs, meals in excess of 5 calendar days will be approved on a case-by-case basis.
- If a child is not present, the parent or guardian must complete a parent/guardian meal pick-up form to verify the meal is going to an eligible child.
- If using multi-day issuance, the sponsor must have methods to assure children are not receiving duplicate meals.



Here are your Grab-and-go Requirements:

First, submit a non-congregate new site request through the CNP website. If the site is rural according to USDA guidance, and there are no congregate or non-congregate feeding sites already serving the area, the State agency will set up a non-congregate site application.

An Accurate Point of Service must take place.

Claiming of meals must be specific to the days for which the meals were intended.

If multi-day issuance occurs, meals in excess of 5 calendar days will be approved on a case-by-case basis.

If a child is not present, the parent or guardian must complete a parent/guardian meal pick-up form to verify the meal is going to an eligible child. We will clarify who can be considered an eligible guardian on the next slide.

If using multi-day issuance, the sponsor must have methods to assure children are not receiving duplicate meals.

Remember... You **MUST** be approved for a non-congregate site to be able to provide grab and go meals.

Parent/Guardian

Who can act as an authorized guardian of a child for the purposes of meal pick-up?

- Legal guardian
- Adult with written permission from a parent
 - Adult or non-parental relative who is providing residency for a child during the summer
 - A neighbor or other adult who is babysitting the primary child on the day of meal distribution

Note: Adults representing a licensed child care center or day care home provider and adults supervising children as part of a formal, organized activity are not eligible to pick up meals for the children in their care.



The following adults may be considered guardians who can pick up meals for a child: Legal guardian - a person appointed by a court or otherwise has the legal authority to make decisions relevant to the child's personal well being.

With written permission from a parent, an adult that is providing scheduled, informal care of the child on the day of meal service.

Such as:

an adult or non-parental relative who is providing residency for a child during the summer or,

a neighbor or other adult who is babysitting the primary child on the day of meal distribution. Keep in mind that the parent must provide your site with written consent attesting that this adult is not a licensed child care professional and care is being provided outside of a formal, organized activity.

Note: Adults representing a licensed child care center or day care home provider and adults supervising children as part of a formal, organized activity are not eligible to pick up meals for the children in their care. For example, a team coach cannot pick up meals for his players to eat at practice.

Home Delivery of Meal Requirements

- Approved Sponsors must obtain written consent from the eligible child's parent or guardian that the household wants to receive delivered meals (through enrollment).
- Confirm the household's current contact information and the number of eligible children in the household to ensure the correct number of meals are delivered to the correct location.
- Protect the confidentiality of participants and their households throughout the process in accordance with confidentiality and disclosure provisions in the National School Lunch Act and SFSP regulations (7 CFR 225.15(f)-(l)).

<https://www.fns.usda.gov/cn/eligibility-manual-school-meals>



Sponsors that are approved to provide a non-congregate meal service using the home delivery model must be able to identify and invite households of eligible children to participate and obtain written consent from the eligible child's parent or guardian that the household wants to receive delivered meals.

In addition, sponsors must confirm the household's current contact information and the number of eligible children in the household to ensure the correct number of meals are delivered to the correct location. Sponsors must protect the confidentiality of participants and their households throughout the process in accordance with confidentiality and disclosure provisions in the National School Lunch Act and SFSP regulations (7 CFR 225.15(f)-(l)).

Part 5 of the Eligibility Manual for School Meals, provides specific guidance on applying the statutory and regulatory requirements, and is available online at: <https://www.fns.usda.gov/cn/eligibility-manual-school-meals>. Sponsors are encouraged to refer to the policy memorandum, SP16 CACFP06 SFSP10-2016: Disclosure Requirements for the Child Nutrition Programs for more information.

Home Delivery of Meals Continued

- Meals with perishable food items may not be dropped off at homes.
 - Someone must be home to receive the meals.
- All homes on the route **MUST** be confirmed to be in rural areas per the rural designation map. This means that each and every address submitted for meal delivery must be verified.
- Menus and instructions must be in each meal box.
- SA staff will be approving menus prior to start of meal service.



Additional Requirements for Home Delivery

- Plans submitted to LDH/permitted where applicable (plans must always be submitted; permit is required when meals aren't shelf-stable)
- Non-congregate site submitted for consideration through the CNP website site request feature
- No Weekend Delivery
- More than 5-day issuance will be approved on a case-by-case basis
- Meals will be claimed on the days for which they are intended (i.e. if a 2-day issuance is served on Monday, one meal will be claimed on Monday and one meal will be claimed on Tuesday)
- A max of 2 meals per day will be allowed (any combination except lunch and supper)



Some additional requirements are:

Plans must be submitted to LDH and you must be permitted where applicable (plans must always be submitted to LDH and a permit is required when meals aren't shelf-stable)

-Non-congregate sites must be submitted for consideration through the CNP website site request feature

-No Weekend Delivery or issuance will be allowed

-More than 5-day issuance will be approved on a case-by-case basis

-Meals should be claimed on the days for which they are intended (i.e. if a 2 day issuance is served on Monday, one meal will be claimed on Monday and one meal will be claimed on Tuesday)

-A max of 2 meals per day will be allowed in any combination except lunch and supper

Additional Requirements for Home Delivery

- No Bulk items if vended
- Max of 5 day meal issuance approvable if using bulk food items
 - If bulk items are utilized, sponsor must still ensure menu variety is present
- No #10 cans
- Cycle menu, serving sizes, and crediting information by food item must be submitted to and approved by LDOE
- Only shelf stable items may be delivered/dropped off if someone isn't present to receive them. If boxes have any hot/cold/frozen/refrigerated items in them, someone must be present to receive them.
- If not shelf stable, food safety information must be provided



Bulk items are not allowed, you must submit your Cycle menu, serving sizes, and crediting information by food item to LDOE

In order for delivered, non-shelf stable meals to be counted for claiming purposes, someone must be home to receive those deliveries. If you are serving food that is not shelf-stable, then you must provide us with food safety information.

Reminders for Multi-Day Issuance

- The maximum number of meals that may be offered at a non-congregate site and a congregate site is the same. Up to two meals, or one meal and one snack, per child, per day may be offered, in any combination except lunch and supper.
- The State agency will use discretion in approving sponsors by site application for multi-day distribution of meals for the allowable number of reimbursable meals that would be provided.
- Grab and Go and Parent-Pick-Up of meals in excess of a 5-day calendar period will be approved on a case-by-case basis (representing up to 2 meal combinations per day, not to include lunch and supper as a combination).



Reminders for Multi-Day Issuance:

The maximum number of meals that may be offered at a non-congregate site and a congregate site is the same. Up to two meals, or one meal and one snack, per child, per day may be offered, in any combination except for lunch and supper.

The State agency will use discretion in approving sponsors by site application for multi-day distribution of meals for the allowable number of reimbursable meals that would be provided.

Grab and Go and Parent-Pick-Up of meals in excess of a 5-day issuance (representing up to 2 meal combinations per day, not to include lunch and supper as a combination) will be approved on a case-by-case basis.

What is the difference between bulk items and multi-day meal issuance, and how do they relate to unitized meals?

- Bulk items: specific food items provided in a larger quantity than required for a single meal service (ex: loaf of bread and package of luncheon meat)
 - Bulk items not allowed by FSMCs/vended meals
 - 5 days max for self-prep with bulk meals
 - Bulk items require pre-approval by SA
 - i. Milk is the only bulk food item exception (7 days)
- Multi-day meal issuance: multiple days of meals are provided on one day.
 - More than 5 days of meals may be served at once upon SA approval.
 - No weekend meal issuance of multi-day meals is allowable.



For clarification purposes, FNS refers to bulk items in the non-congregate meal service as specific food items provided in a larger quantity than required for a single meal service. For example, a loaf of bread and a package of luncheon meat may be distributed as bulk items instead of being pre-assembled into individual sandwiches. A unitized meal is a meal that is individually portioned, packaged, and served as a unit; beverages such as milk or juice may be packaged separately, but served with the unitized meal. In Louisiana, only unitized meals are permitted in the non-congregate SFSP. Bulk items will not be allowed for home delivery of meals, such as #10 cans due to a variety of safety issues and safe food handling/food storage requirements and quality concerns related in light of home kitchens and standard food preparation and storage techniques commonly practiced in homes.

FNS refers to multi-day meal issuance in the non-congregate meal service when multiple days of meals are provided on one day, whether unitized or comprised of bulk items. For example, a sponsor may provide 5 days of meals every Monday. Unitized meals served in this fashion would be provided in five distinctly packaged units or sets of menu items. Bulk items, while not unitized in this fashion, must still be able to be portioned into specific quantities in line with the applicable meal pattern requirements, to preserve the quality of the intended menu items and/or meals.

In Louisiana, the State Agency may approve more than 5 days of meals to be issued at once (with no more than 2 meals per child per day, not to include lunch and supper). No weekend meal issuance of multi-day meals will be permitted.

Examples

The maximum number of meals distributed (max of 7 days/14 meals) must coincide with how often the site is operating a State agency-approved meal service.

Let's look at a few examples on the next few slides.



The maximum number of meals distributed (max of 5 days/10 meals) must coincide with how often the site is operating a State agency-approved meal service. Let's look at a few examples on the next few slides.

2024 JUNE

7 day/14 meal
issuance
(approved on a
case-by-case
basis)



= 7 day/14
meal issuance
(no weekend
issuance)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						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						

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If you would like to provide meal service for seven days, you must provide those meals on a weekday. In this example a 7-day box is given out on Monday to cover the weekend meals. Remember, no distribution is to be done on the weekend.

Hybrid Sites

The State agency may approve a site to operate as a [hybrid site](#) that will provide a combination of congregate and non-congregate meals.

The proposed site must meet applicable site approval requirements at [7 CFR 225.6\(h\)\(1\), \(h\)\(2\), and \(h\)\(3\)](#), and ensure that a non-congregate meal service will be conducted only when the site is not providing a congregate meal service.



Hybrid Sites

Examples:

- A site that only offers breakfast through a congregate meal service may be approved to provide a lunch through non-congregate meal service.
- A congregate meal site that serves lunch and breakfast 3 days a week may be approved to provide non-congregate meals on days, including weekends, when there is no congregate meal service.
- A congregate meal site that operates for part of a month may be approved to provide non-congregate meals for the remaining days of the month following their last congregate meal service day.



2024 JUNE



= Congregate meal issuance



= 3 days RNC meal issuance (no weekend issuance)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 1	8 2
9 3	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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If you would like to provide meal service for seven days, you must provide those meals on a weekday. In this example a 4 day box is given out on Monday and a 3 day box is given out on Friday to cover the weekend meals. Remember, no distribution is to be done on the weekend.

Multi-Day Issuance Documentation

Enrollment

- Parent name
- Alternate guardian name
- Child's name
- Child's DOB
- Child's address
- Rosters to document POS

Enrollment may be taken on-site

The sponsor must be able to audit documentation to ensure no duplication of meals.



If you are planning on offering multi-day boxes, please be sure to use the appropriate documentation for your meal counts. Sponsors may offer prior enrollment as well as on-site enrollment, just make sure that all documentation is maintained. A copy of the state form can be found on our website.

Non-Congregate Attestation

I attest that all foods offered will comply with SFSP Menu Pattern Requirements (or NSLP/SBP meal patterns for School Food Authorities). Nutrition facts labels, product formulation statements, CN labels and standardized recipes, must be maintained on file to prove creditable yield for USDA CNP Meal Pattern Requirements. Only single service items will be provided and no bulk containers are allowable. Meals must be unitized for service and Offer vs. Serve is not an option for non-congregate feeding for both SFA and non-SFA Sponsors. All multi-meal issuance boxes will include a menu with serving sizes and instructions for preparation, if applicable.



All sponsors of non-congregate feeding sites will be required to make the following attestation:

I attest that all foods offered will comply with SFSP Menu Pattern Requirements (or NSLP/SBP meal patterns for School Food Authorities). Nutrition facts labels, product formulation statements, CN labels and standardized recipes, must be maintained on file to prove creditable yield for USDA CNP Meal Pattern Requirements. Only single service items will be provided and no bulk containers are allowable. Meals must be unitized for service and Offer vs. Serve is not an option for non-congregate feeding for both SFA and non-SFA Sponsors. All multi-meal issuance boxes will include a menu with serving sizes and instructions for preparation, if applicable.

Documents Needed

- Point of Service Counts
- Satellite forms (if meals are delivered)
- Parent Authorization forms(Grab and Go) or written consent(delivery)
- Cycle Menus with serving sizes
- Financial Documentation (i.e. itemized receipts, time sheets, bank statements, disbursement journals, procurement, contracts, leases etc)
- Training documentation
- Monitoring forms
- Site eligibility documentation
- Racial/Ethnic data form
- Management plan
- Permit to Operate from LDH
- Media announcements
- MOU (if applicable)



Be sure to gather all of your required documentation prior to submitting your claim. Examples and forms can be found on our website.

Point of Service

- All Point of Service requirements must be met
- Unacceptable Counts:
 - Attendance Counts
 - Meal Box Counts
 - Number of prepared meal boxes count
 - Number of children signed up for meals count
 - Counts anywhere except at the Point of Service
 - Tick mark sheets (must be roster)



In order for a sponsor to claim meals for reimbursement, they must have a system in place to accurately count, record, consolidate, and report the number of reimbursable meals by category. The sponsor can use a manual or an electronic system for counting and consolidating meals at each school. The employee at the Point of Service must ensure that all meal pattern requirements are met before claiming the meal as reimbursable. There must be a system to count the number of meals served. Point of Service must occur regardless of where the meal is served. The point of service is the moment in time when a reimbursable meal is served to an eligible child. If this is done via home delivery of meals, the meal boxes must be counted as a person at a home receives the meal or meals.

Monitoring Requirements

Are SFSP Monitoring requirements of non-congregate sponsors and sites the same as they are for congregate sponsors and sites?

- Yes,
 - All non-congregate sites that did not operate in 2025 will be considered “new” sites in SFSP 2026 and will therefore need:
 - A pre-approval visit (State agency and Sponsor)
 - A first two-week site visit (sponsor) and
 - A first 4-week site review (sponsor)
 - Racial Ethnic Data Form (sponsor)



Are SFSP monitoring requirements of non-congregate sponsors and sites the same as they are for congregate sponsors and sites? Yes. All existing monitoring requirements for State agencies and sponsors apply to non-congregate sponsors and sites. This includes but is not limited to pre-approval visits, sponsor and site reviews, follow-up reviews, and meal preparation facility reviews by State agencies (as specified in 7 CFR 225.7) and site visits and reviews conducted by sponsors (as specified in 7 CFR 225.15).

- All non-congregate sites will be considered “new” sites in SFSP 2023 and will therefore need:
- A pre-approval visit
- A first two-week site visit and
- A first 4-week site review
- Racial Ethnic Data Form

How will the State agency review non-congregate home delivery of meals sites?

Sponsors should:

- Provide evidence of written consent from the eligible child's parent or guardian that the household wants to receive delivered meals;
 - Meal opt-in should include at a minimum: child's name, DOB, address, parent/guardian name(s), and phone number.
- Provide a record of how many children are eligible to receive meals in the home and how many meals were provided in each meal delivery;
- Record of rural designation for each household address.



As part of the State agency's review of the sponsor, all sponsors using the home delivery model should:

- Provide evidence of written consent from the eligible child's parent or guardian that the household wants to receive delivered meals;
- Provide a record of how many children are eligible to receive meals in the home and how many meals were provided in each meal delivery; and
- If applicable, provide a copy of the MOU between the sponsor and the SFA for use of household eligibility information.

How will the State agency review non-congregate home delivery of meals sites?

The State agency will:

- Observe meal packaging, including the assembly of meals (if applicable);
- Observe meal delivery;
- Ensure meal pattern requirements are met (meals are unitized and not bulk);
- Ensure appropriate number of meals are delivered;
- Ensure meal delivery times are followed as stated on the application approved by the State agency;
- Ensure local health, food safety and sanitation standards are followed;
- Ensure 'And Justice for All' poster is properly displayed on delivery vehicles and civil rights requirements are met;
- Ensure compliance with other State agency requirements as outlined at 7 CFR 225.7 or 7 CFR 210 and 220.



As part of the meal service observation, the State agency should:

- Observe meal packaging, including the assembly of meals (if applicable);
- Observe meal delivery;
- Ensure meal pattern requirements are met (meals are unitized and not bulk);
- Ensure appropriate number of meals are delivered;
- Ensure meal delivery times are followed as stated on the application approved by the State agency;
- Ensure local health, food safety and sanitation standards are followed;
- Ensure 'And Justice for All' poster is properly displayed on delivery vehicles and civil rights requirements are met; and
- Ensure compliance with other State agency requirements as outlined at 7 CFR 225.7 or 7 CFR 210 and 220.

How will the State agency review non-congregate meal pick-up locations?

As part of the meal service observation, the State agency should:

- Observe meal packaging;
- Observe meal pickup;
- Ensure meal pattern requirements are met (unitized or bulk);
- Ensure meal pickup times are followed as stated on the application approved by the State agency;
- Ensure appropriate number of meals are distributed;
- Ensure local health, food safety, and sanitation standards are followed;
- Ensure 'And Justice for All' poster is properly displayed at pickup sites and civil rights requirements are met; and
- Ensure compliance with other State agency requirements as outlined at 7 CFR 225.7 or 7 CFR 210 and 220.



If the site is operating a meal pickup model, State agencies should verify that the sponsor provides packaged meals that can be carried from the non-congregate site to the homes. Verification should be accomplished with onsite methods as determined by the State agency. Sponsors approved by the State agency to distribute meals to parents or guardians must maintain accountability and Program integrity. This includes establishing procedures and processes that ensure meals are distributed only to children or to the parents or guardians of eligible children, and that duplicate meals are not distributed. As part of the meal service observation, the State agency should:

- Observe meal packaging;
- Observe meal pickup;
- Ensure meal pattern requirements are met (unitized or bulk);
- Ensure meal pickup times are followed as stated on the application approved by the State agency;
- Ensure appropriate number of meals are distributed;
- Ensure local health, food safety, and sanitation standards are followed;
- Ensure 'And Justice for All' poster is properly displayed at pickup sites and civil rights requirements are met; and
- Ensure compliance with other State agency requirements as outlined at 7 CFR 225.7 or 7 CFR 210 and 220.

How will the State agency monitor combination congregate/ non-congregate sites?

- Monitoring requirements apply to both congregate and non-congregate feeding sites
 - Conducting sponsor and site reviews
 - Review of food service operations
 - Meal claim validation
 - Meal counts **MUST** be kept separate for congregate and non-congregate feeding (thus the necessity to separate site applications in the CNP website)
 - Temperature log records



As previously stated, monitoring requirements at 7 CFR 225.7 apply to both congregate and noncongregate meal service models, which include conducting sponsor and site reviews, review of food service operations, and meal claim validation. When reviewing an SFSP sponsor that operates both congregate and non-congregate sites, the State agency should prioritize selecting non-congregate sites as part of their review. In addition, the State agency should separately review a sponsor's meal count records for congregate and non-congregate meal services. Detailed records must be kept for each meal type separately, including breakfast, lunch/supper, and snacks. Separate records should also be reviewed for temperature logs. Food served during congregate meal services is normally held in a refrigerator, cooler, or other permanent type of warming or cooling device while food served with the home delivery model will require use of equipment in a mobile setting.

Sponsor Review of Food Service

- Review the entire meal service time
 - Ex: Home Delivery
 - Observe meals being loaded into delivery vehicles
 - Checking meal logs
 - Checking delivery routes
 - For meal delivery, the sponsor must ride along with or follow the delivery driver along the entire distribution route
 - Ex: Meal Pickup
 - Observe self-prep of meals in addition to meal service



The purpose of a full site review of food service operations is to ensure the site is operating as described in the approved site application. A full site review of meal service for non-congregate sites may look different than a full site review of a congregate meal service, depending on the meal service model being used. A full site review of a non-congregate site includes reviewing the entire meal service time, which is the time established by the sponsor for a site to distribute meals. For example, with a home delivery meal service model, a full meal service review may include observing the meals being loaded into delivery vehicles, checking meal logs and delivery routes, and additional items outlined by the State agency. The sponsor must also ride along with or follow the delivery driver along the distribution route to observe the meal delivery. In the instance of a meal pickup model, such as grab-and-go, meal service review may also include observing the self-preparation of meals. In all non-congregate service models, the sponsor must ensure eligible children are receiving the proper number of meals that meet nutritional standards and are consistent with all applicable State and local health, safety, and sanitation standards.

Additional Reminders

- No second meals may be claimed by Sponsors for NCMS sites.
- Meal service times must be accurate and up-to-date on the CNP SFSP Online Application. Meal times must be approved by the SA prior to implementation.
- Sponsors will be required to issue announcements in local media and publicize the days of delivery or pick-up when providing NCMS at approved sites.



Here are some additional things to note:

No second meals may be claimed by Sponsors for NCMS sites.

Meal service times must be accurate and up-to-date on the CNP SFSP Online Application. Meal times must be approved by the SA prior to implementation.

Sponsors will be required to issue announcements in local media and publicize the days of delivery or pick-up when providing NCMS at approved sites.

And Justice For All



Sponsors are required to ensure that “And Justice for All” Posters are displayed at all NCMS sites and/or is posted in a window/on vehicles for mobile delivery/home delivery options.



Be sure to place your And Justice for All poster at all NCMS sites and in the window or on the vehicle of any delivery vehicle bringing meals to homes.

When is an MOU required?

Non-SFA Sponsors are required to enter into an **MOU (Memorandum of Understanding)** with an SFA to use the SFA's student data as the basis for establishing their eligible population.

- If the SFA's student data is not the basis for establishing the eligible population, a MOU is not required.



If a sponsor wishes to use the SFA's student data as the basis for establishing their eligible population, they are required to enter into a MOU with that SFA. Sponsors that are not SFAs must have MOUs on the proper handling and storage of student data with the applicable SFA that ensure consistency with the above stated confidentiality requirements. It's important to note that SFAs are not required to agree to enter into MOUs with requesting non- SFA sponsors.

Tips for Overall SFSP Success

- Serve quality meals
- Keep sound financial records
- Ensure access to the program
- Include activities at your meal sites
- Highlight the program



Additional Resources



SFSP Administrative Guide

Summer Food Service Program
Administration Guide

Summer Food Service Program Administration Guide

2024

SFSP Sponsor Monitor's Guide

<https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-sponsor-monitors-guide-2017.pdf>





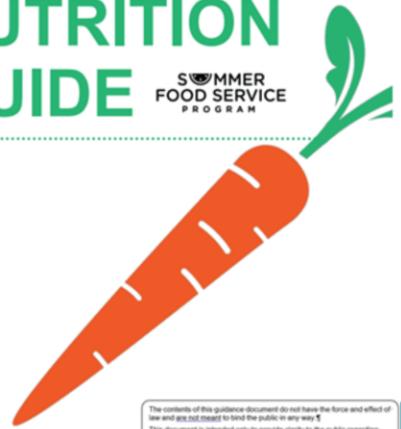
United States Department of Agriculture

SFSP Nutrition Guide

<https://www.fns.usda.gov/sfsp/nutrition-guide>

NUTRITION GUIDE

SUMMER
FOOD SERVICE
PROGRAM



The contents of this guidance document do not have the force and effect of law and are not intended to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law of agency policies.

SFSP Nutrition Guide

<https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-site-supervisors-guide-2017.pdf>

SITE SUPERVISOR'S GUIDE

SUMMER
FOOD SERVICE
PROGRAM



Questions?

Contact the Louisiana Department of Education Division of Nutrition Support at ChildNutritionPrograms@la.gov or by calling 225-342-3997

