



## Summer Food and At-Risk Meals Program Overview

Community Building for Child Nutrition Conference

March 10, 2022

Welcome, it is great to see such an interest in our child nutrition programs!

My name is..... I am the ... at the Minnesota Department of Education.  
Jeanette Johnson-Reed/Molly Turnquist Butala is also here with me today.  
Jeanette is...Molly is...

**This session will cover** the Summer Food and At-Risk program requirements at a high level. As with every government program, there are many more details to learn for new sponsors.

You may wish to **refer to the fact sheets and comparison form** in your folders during this session.

These forms are also available in various **translations** in the lower level.

There are **interpreters** if needed also in the room'

We are here to build community relations so want you to network and **have conversations with each** other. We will break periodically for table talks so you can get to know each other.

If you feel comfortable **asking your questions in front of the group**, please do so during our presentation OR record your question and contact information on the note cards on the table and we will respond later.

## Agenda

- Who makes these Programs work?
- At-Risk Afterschool Meals Program Overview
- Summer Food Service Program Overview
- Food Service Options
- Procurement and Vended Meals
- Wrap Up!

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This session will cover the various entities that make this program work;

Then we will provide an overview of the At-Risk Afterschool program,

And then an overview of the Summer Food Service Program.

We will discuss the various food service options, procurement and vended meals.

At the end there will time for more discussion and questions and answers.

**Let's take a look at how these program work...**

## USDA Child Nutrition Programs

National School Lunch  
& School Breakfast  
Program  
(NSLP & SBP)

Child and Adult Care  
Food Program  
(CACFP)

Summer Food Service  
Program  
(SFSP)

At-Risk  
Afterschool Meal  
Program  
(At-Risk)

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The United States Department of Agriculture, or **USDA**, administers several **child nutrition programs to help ensure children receive nutritious meals and snacks that promote health and educational readiness.**

The **three main USDA child nutrition programs** are the National School Lunch and School Breakfast Program, or NSLP SBP, the Child and Adult Care Food Program, or CACFP, and the Summer Food Service Program, or SFSP. The At-Risk Afterschool Meal Program is a component of the Child and Adult Care Food Program, and is referred to as At-Risk.

**CLICK** During this session, we will **focus on just the At-Risk Afterschool Meals and Summer Food Service Program**, which are the two main programs **operating outside of school time.**

We may refer to the Summer Food Service Program as Summer Food or SFSP during this presentation and to the At-Risk Afterschool Meal Program as At-Risk.

## What is the CACFP At-Risk Afterschool Meal Program?

At-Risk



The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers federal funding to afterschool care programs that serve free healthy meals and snacks to children in low-income areas during the school year.

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(READ) So what is the CACFP At-Risk Afterschool Meal Program?

It is a component of the CACFP which offers federal funding to afterschool care programs that serve free healthy meals and snacks to children in low-income areas during the school year.

**Many afterschool care programs already feed children using money from their own budgets. By participating in the At-Risk Afterschool Meal Program, or At-Risk, organizations providing afterschool care can offer healthier meals and snacks while using the money saved from their own budgets for additional programming, staff, and outreach.**

## What is the Summer Food Service Program?

Summer  
Food



The Summer Food Service Program (SFSP) offers federal funding to organizations that serve free healthy meals and snacks to children in low-income areas during summer break from school.

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And what is the Summer Food Service Program? It offers federal funding to organizations that serve free healthy meals and snacks to children in low-income areas during the summer break from school.

**The SFSP was established to ensure that low-income children continue to receive nutritious meals when school is out.**

## Who makes these programs work?

United States Department of Agriculture (USDA)

Minnesota Department of Education (MDE)

Sponsors

Sites

Vendors

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**So who makes these programs work? Let's review the overall administration of the federal child nutrition programs.**

(CLICK) **The United States Department of Agriculture (USDA) Food and Nutrition Service, administers child nutrition programs at the national and regional levels. The regulations for the programs are created by Congress. The USDA implements and enforces the regulations at the federal level.**

(CLICK) **Within each State, a state agency administers the programs.** In Minnesota, that agency is Minnesota Department of Education or MDE. MDE is responsible for:

- **reviewing and evaluating applications** from organizations that apply to participate
- **providing training and technical assistance** to sponsors
- **monitoring** the operations of participating sponsoring organizations and **conducting compliance reviews**, and
- **issuing payments**, known as reimbursement, to sponsors when claims are submitted.

(CLICK) **Sponsors** are the organizations that apply to participate and enter into agreements with MDE to administer the program at one or more sites. They **accept overall financial, administrative, and food service responsibility for operating the program.**

(CLICK) **Sites** are the physical locations where programming and meal service takes place.

(CLICK) **Sponsors often work with vendors or a distributor to obtain the food, milk and supplies for meal preparation at a site, or they might work with another type of vendor, a caterer or food service management company, that prepares meals for a site.**

You can see that these programs are a **team effort, a collaboration** between all entities.

## What do sponsors do?



### And what do sponsors do?

**They have overall responsibility for the program at all their sites. They make the program happen!** We would not have these child nutrition programs without them. THANK YOU!

Sponsors:

- (CLICK) Submit and renew program applications and submit monthly claims for reimbursement
- (CLICK) Attend state agency training and Train staff and volunteers at the sponsor level and at each of their sites
- (CLICK) Oversee site operations, which involves regular monitoring visits to the sites to assess the program
- (CLICK) Sponsors help arrange for and manage meal service at each site, and
- (CLICK) Ensure all program paperwork is complete, including financial records to track how program funds are used

(CLICK) Overall, the sponsor is ultimately responsible for following all program regulations at the sponsor and site level.



## Examples of Sponsors



Schools,  
colleges, and  
universities



Community and  
faith-based  
organizations



Private non-profit  
organizations



Local and tribal  
governments

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Some examples of Sponsors include:

- Schools, colleges and universities
- Community and faith-based organizations serving children and youth
- Private non-profit organizations. The YMCA pictured here is just one of many possible non-profit sponsors of child nutrition programs.
- Lastly, units of local government, such as county and city parks and recreation departments and tribal governments



## What do sites do?

### At-Risk and Summer Food Sites

#### At-Risk sites



Provide  
afterschool  
care  
programs



Prepare/order  
and serve  
meals and  
snacks



Make sure  
kids are safe  
and eat on  
site



Complete,  
maintain, and  
submit  
records



Follow all  
applicable  
regulations

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And what about sites, what do they do?

Sites are operated by site staff, which may be hired staff, volunteers or both.

(CLICK) **For At-Risk, sites** provide afterschool care programs with educational and enrichment activities. We'll talk more about this later.

(CLICK) **For both At-Risk and Summer Food**, sites prepare or order meals, and serve reimbursable meals and snacks to children.

(CLICK) Sites make sure children are safe and eat meals and snacks on-site.

(CLICK) Sites complete, maintain, and submit meal and snack records to the sponsor, and they

(CLICK) Follow all applicable program, health and safety, and civil rights regulations and requirements.

## Examples of Site Locations

### At-Risk & Summer Food



Schools



Libraries



Community Centers

Children must eat on-site =  
congregate & supervised

### Summer Food



Parks



Housing Complexes

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Remember that sites are the physical locations where program meals and snacks are served.

Some examples of At-Risk sites include school buildings, local libraries, and community centers where afterschool care programs already take place.

(CLICK) Summer Food sites include all of these plus any safe and accessible location where children gather, such as parks and common areas of housing complexes.

Sponsors must get permission to operate programs at sites they do not own, including public areas like city parks. This may include contacting a management company or the city office.

(CLICK) For both programs, children receiving meals and snacks must eat in a congregate, supervised setting, meaning they must remain on site to eat the meals and snacks. Meals and snacks cannot be handed out as a backpack or as grab and go meals.

## What does a vendor do?

Vendor = where program goods and/or services are purchased

Food and supply distributors

Grocery & retail stores

Vended meal providers (caterers)



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The last entity, Vendor, is used by a number of child nutrition programs.

There are many definitions of Vendor, however, when we use the term Vendor during this session, we are talking about the Vended Meal providers or Caterers that enters into a formal contract with a Sponsor to furnish prepared meals to sites.

## At-Risk and SFSP have the potential to...



Create and strengthen partnerships between organizations that support the health and well-being of children in their community.

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The benefits of the At-Risk and SFSP programs, other than nourishing children, are not always recognized.

These programs have the potential to create and strengthen partnerships with other organizations for activities, while enriching the health and well-being of children in their community. They also build friendships between children and adults of all ages.

Gardening, field trips, and socializing with other children all create a positive environment for children.

## Table Talk



Share:

- Name and Organization
- Where you work (state agency, school, sponsor, site, vendor or other)
- Which Child Nutrition program you operate or are interested in
- Your job / role in the program(s)

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Now that we have shared some program information, let's take 5 minutes to share about yourself and get to know each other. Molly/Jeanette and I will walk around and are able to answer questions you may have.

A few ideas are listed on the screen to get you started.

Please share:

Name and Organization

Where you work (state agency / sponsor/ site / vendor / other)

Which Child Nutrition program you might operate or are interested in

Your job / role in the program(s)

OK 5 minutes is up, Now you know a bit about each other, but we also want to learn something about you.

Please raise your hand when we ask:

How many of you are work At the state agency?

Are there any schools here?

Are a sponsor of CACFP At-Risk?

Are a sponsor of SFSP?

Work at an At-Risk or SFSP site?

Are a vendor?

Who else is here? Tell us what kind of organization you represent.

Who is not yet participating but is interested in participating?



## COVID-19 WAIVER School Year 2021-22

### #87: Nationwide Waiver to Allow Non-Congregate Meal Service

- Applies to CACFP, School Nutrition and Seamless **NOT Summer Food Service Program**
- For CACFP/SNP use only “for the duration and extent they are needed.”\*
- MDE published a Fall 2021 Guidance for Non-School Sponsors and Sites (on web)

\*CACFP 17-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022, Q&A #2, Question 18

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**As many of you already know, USDA issued a lot of waivers to the child nutrition program** regulations when COVID-19 was declared a nation-wide public health emergency. Most of them have either ended or are winding down, to a status of, “only as needed” if a school or childcare has to close for a set period of time. USDA currently does not have authority to issue nationwide waivers.

The non-congregate waivers that have been released due to COVID-19 allowed for off-site distribution of meals/snacks.

The current non-congregate waiver that is in effect is waiver #87. This waiver allows for non-congregate meal service from an at-risk care center or home delivery of meals during the time period when the at-risk care center or the school is closed due to the public health emergency.

The Q&A for this current school year provides more explanation and states that USDA Food and Nutrition Service expects program operators to use the non-congregate, meal times, and parent/guardian pick up waivers only for the duration and extent they are needed.

There was an earlier version of the non-congregate waiver that included summer food, but this one #87 replaced the earlier version, **waiver #87 is just for the current school year, and this most current version DOES NOT INCLUDE THE SUMMER FOOD PROGRAM.**

## Program Eligibility – Four Components



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As we move into the next section of our presentation, we are going to provide an overview of both the At-Risk Afterschool Meals Program and the Summer Food Service Program.

Because there are specific eligibility requirements for each program, we are going to focus on four components of eligibility and talk about:

- Sponsor eligibility:– that's the organization responsible for the child nutrition program or programs; **the sponsor needs to be eligible.**
- Then the site or **sites need to be eligible**, meaning the physical location where meals and/or snacks are served, and for At-Risk it is also where the afterschool care program takes place.
- Next, the **program needs to be eligible**. The program is the activities for children at the site, this applies to At-Risk only.
- Lastly, **the participants need to be eligible**. The participants are the children participating in the child nutrition program.



## CACFP At-Risk Afterschool Meal Program - 7 CFR 226

At-Risk



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Let's start by talking about the At-Risk After school Meals Program, then we will look at the Summer Food Service Program.

Note that we included 7 CFR 226 on this slide. CFR stands for code of federal regulations. 7 CFR 226 is where you will find the federal regulations for the CACFP. The program requirements that we will talk about come from the federal regulations.

There are some child care center sponsors here, however, in this presentation, we are **focusing on At-Risk only programs**, not child care centers that also operate both regular and at-risk CACFP.

# 1. Sponsor Eligibility

## Organizations eligible to become sponsors

- Public agencies
- Nonprofit organizations
- For-profit licensed child care centers that participate in and qualify for regular CACFP

Viable, capable, and accountable



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The first eligibility component is sponsor eligibility. The organization that sponsors the At-Risk Afterschool Meal program must be eligible.

These organizations include:

- Public agencies such as schools, colleges or city, county or Tribal governments
- Tax-exempt nonprofit organizations in good standing with IRS
- For-profit licensed child care centers that participate in and qualify for regular CACFP,

**All organizations must demonstrate that they meet three performance standards, which are in the CACFP regulations and are sometimes called VCA. They must be financially viable, administratively capable of operating the program, and demonstrate program and fiscal accountability.**

If any of you receive the Nutrition Program Bulletin that is sent from our division, you may have noticed a link in the February 14 bulletin message to a new online VCA course. We will show you how to access the bulletin archives at the end of our presentation.

<https://mdebrightontraining.com/course/index.php?categoryid=3>

## 2. Site Eligibility



All sites must meet applicable licensing requirements and health and safety standards

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The next eligibility component is site eligibility.



All At-Risk sites must meet applicable state and local licensing requirements as well as health and safety standards.

**All sites need to be safe for children to attend. Health department requirements need to be met as do local city ordinances, zoning, building and fire codes for the facility.**

The health department may require a **food and beverage license** for the site based on the planned meal or snack service, and whether the vendor or staff is serving meals, equipment, facilities and more.

Sponsors need to contact the local health department that has jurisdiction over the site's location in order to determine the health department requirements.

## 2. Site Eligibility – At-Risk



**At-Risk Afterschool Care Center definition:**

- Public or private nonprofit organization
- Provides nonresidential care to children after school through an approved afterschool care program
- Located in an eligible area

\*For profit sites are not allowed to participate in At-Risk. The only exception to this is licensed for-profit child care centers that meet certain criteria.

Regulation citations: 7 CFR 226.2 and 226.17a(a)(1)(iv)

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In order for a site to participate in At-Risk, it must meet the regulatory definition of an At-Risk Afterschool Care Center.

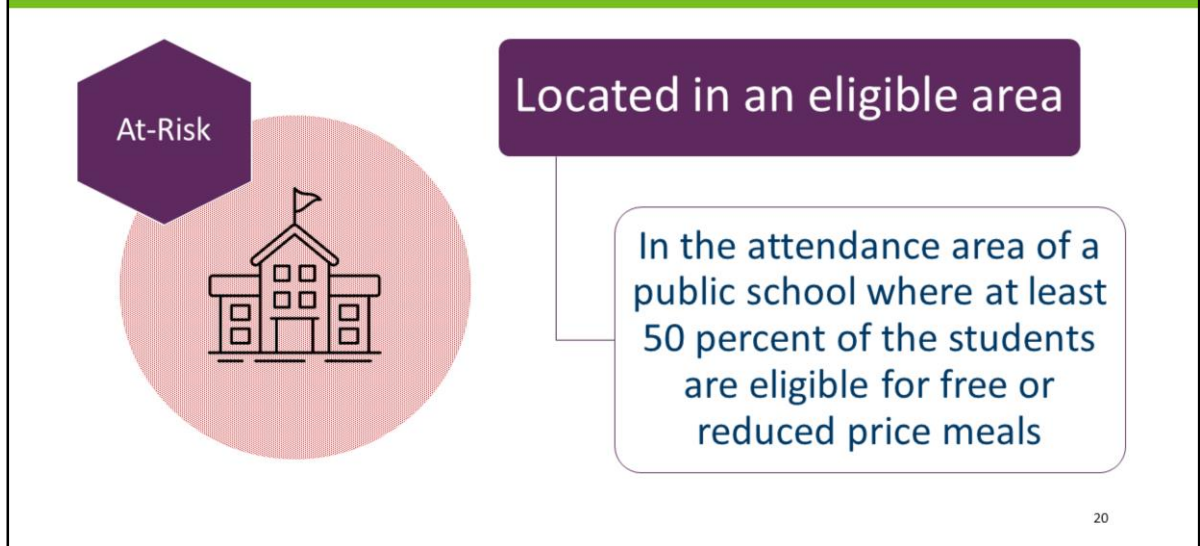
**An At-Risk afterschool care center is defined as a public or private nonprofit organization that provides nonresidential care to children after school through an approved afterschool care program located in an eligible area.**

Non-residential care means that the children are in care at the site, but they do not stay over night.

We'll discuss parts of this definition in more detail throughout this presentation.

- For profit sites are not allowed to participate in At Risk
- The only exception to this is licensed For-profit child care centers that are area eligible and have school age children in their center and meet all of program criteria.

## 2. Site Eligibility – At-Risk

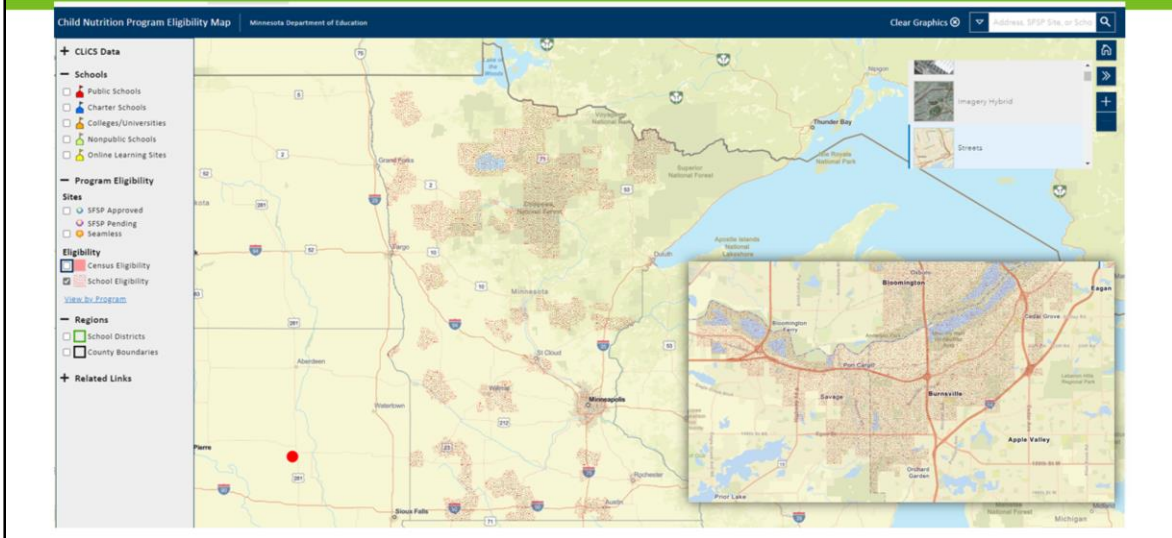


Sites must also be located in an eligible area. This is referred to as area eligibility.

For At-Risk this means that the site must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program.

This is the only area eligibility option for At-Risk.

## 2. Site Eligibility – Area Eligibility



The Child Nutrition Program Eligibility Map on our website can be used to determine whether a site meets the area eligibility criteria or not. The dotted areas indicate areas eligible for potential At-Risk sites. Sponsors still need to check with the city for health, zoning, building and fire codes.

You may need to zoom in to view the exact area, as shown in the inserted map of Shakopee, Savage, Burnsville, Apple Valley, Eagan and parts of Bloomington.

Does someone have an address that they would like to check out?



### 3. Program Eligibility



Provide care for children  
afterschool, on weekends,  
and holidays

At-Risk



Regularly scheduled, supervised,  
organized, age-appropriate  
educational or enrichment activities

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The next eligibility component is program eligibility. In addition to the site eligibility criteria we just reviewed, the programming taking place at the site must be eligible.

For At-Risk, the afterschool program operating at the site must:

- **Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year and**
- **Provide regularly scheduled, supervised, organized, age-appropriate, educational or enrichment activities in a structured environment**

Some examples of afterschool programs include science club, choir, chess, debate, theater, homework help, and the list goes on.



## 4. Participant Eligibility

At-Risk

Participating in an  
approved afterschool  
care program

AND

Age 18 and under or  
have a disability and  
are enrolled in an  
eligible care facility



The last eligibility component is participant eligibility.

At-risk afterschool meals and snacks are only reimbursable if served to children who are

- **Participating in an approved afterschool care program, and**
- **Are Age 18 or under at the start of the school year**
- **OR have a disability, as determined by the state, and are enrolled in an institution or child care facility serving a majority of persons who are age 18 and under**

There is no requirement that each facility must serve the full age range of eligible children. For example, a Program could operate at a high school and serve only high school age students.

## Table Talk



### Eligibility

- What is the first thing you think of when you hear the term “eligibility” as it relates to At-Risk?
- Did you learn anything new today about eligibility?

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Now that we have discussed Eligibility, maybe you’ve not really thought about the different types of eligibility for CACFP and the ways in which the term “eligibility” applies.

What is the first thing you think of when you hear the term ‘eligibility’ as it relates to At risk?

Did you learn anything new today about eligibility?

For the next 5 minutes, Go around your table and share your thoughts about eligibility.

## Meal and Snack Claiming Limits



Let's wrap up talking about At-Risk by highlighting some key program information.

The At-Risk program provides reimbursement for up to 1 snack and 1 meal per child per day. This is what we are calling claiming limits.

- There are several combinations depending on site capability. Here are a few examples:
  - CLICK Afternoon snack and supper
  - CLICK Supper and evening snack
  - CLICK Afternoon snack only
  - CLICK Supper only
  - CLICK Evening snack only. You are not required to provide both snack and supper. Sometimes snack is easier to provide.

**Note that the meal/snack must be offered at NO CHARGE to children.**

## Non-School Day Meal and Snack Claiming Limits



**Non-school days:** On weekends, holidays and school breaks, you may offer breakfast or lunch with or without a snack instead of supper.

Here are a few examples [CLICK READ](#)

# Meal Pattern Requirements



Child and Adult Care Food Program

## Child Meal Pattern

m DEPARTMENT OF EDUCATION



Refer to the meal pattern comparison handout

	Minimum Portion Size		
	Ages 1-2	Ages 3-5	Ages 6-12 and 13-18 <sup>1,2</sup>
<b>Breakfast</b> Serve all three components for a reimbursable meal.			
<b>Milk<sup>3</sup></b>	4 fluid oz	6 fluid oz	8 fluid oz
<b>Vegetables, fruits or portions of both<sup>4</sup></b>	1/4 cup	1/2 cup	1/2 cup
<b>Grains<sup>5,6</sup></b>			
• whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq
• whole grain-rich or enriched bread product, such as a biscuit, roll or muffin	1/2 oz eq	1/2 oz eq	1 oz eq
• whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup
• whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>			
• Flakes or rounds	1/2 cup	1/2 cup	1 cup
• Puffed cereal	3/4 cup	3/4 cup	1 1/4 cup
• Cereals	1/8 cup	1/8 cup	1/4 cup
<b>Lunch and Supper</b> Serve all five components for a reimbursable meal.			
<b>Milk<sup>3</sup></b>	4 fluid oz	6 fluid oz	8 fluid oz
<b>Meat/meat alternate</b>			
• Lean meat, poultry or fish	1 oz	1 1/2 oz	2 oz
• Tofu, soy product or alternate protein product	1/4 cup	3/8 cup	1/2 cup
• Cheese	1 oz	1 1/2 oz	2 oz
• Cottage cheese	2 oz or 1/4 cup	3 oz or 3/8 cup	4 oz or 1/2 cup
• Large egg	1/2	3/4	1
• Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
• Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
• Yogurt, regular or soy, plain or flavored, sweetened or unsweetened <sup>9</sup>	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
• Potatoes, any roots, tree nuts or seeds <sup>10</sup>	1/2 oz = 50%	3/4 oz = 50%	1 oz = 50%
<b>Vegetables or 100% vegetable juice<sup>4</sup></b>	1/8 cup	1/4 cup	1/2 cup
<b>Fruits or 100% fruit juice<sup>4,10</sup></b>	1/8 cup	1/4 cup	1/4 cup
<b>Grains<sup>5</sup></b>			
• whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq
• whole grain-rich or enriched bread product, such as a biscuit, roll or muffin	1/2 oz eq	1/2 oz eq	1 oz eq
• whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup

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The CACFP meal pattern requirements are shown on this slide.

The requirements vary depending on the age group you are serving. The most common age group is 6 -12 and 13 -18.

The meal pattern shows the required food components and portion sizes for each meal and snack.

Sponsors must maintain documentation to show the meals or snacks offered and how they meet the meal pattern requirements.

View the meal pattern comparison handout for more details. There are several training modules on the At-Risk Afterschool Meals Training web page that explain the meal pattern requirements.

All meal components, Milk, Fruit/Vegetable, Grain and Meat/Meat alternates must be taken by the child before the meal or snack can be counted.

Only complete meals can be claimed for reimbursement.

## Reimbursement

Sponsors receive reimbursement for each meal & snack that:

1. Meet meal pattern requirements
2. Are served at an eligible site
3. Are served to eligible participants
4. Are counted at the point-of-service
5. Are within meal/snack claiming limits

Meal Type	At-Risk CACFP
Breakfast	\$1.97
Lunch & Supper	\$3.92
Snack	\$1.00

Rates change annually

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This slide shows the reimbursement rates for the At-Risk meals/snacks.

Participating sponsors receive reimbursement for meals and snacks that meet all program requirements listed on the slide.

Reimbursement rates change annually. These rates can always be found on our website on the CLICS webpage.

## Summer Food Service Program – 7 CFR 225

Summer  
Food



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Now let's talk about the Summer Food Service Program (SFSP) and the four eligibility components. Note that we included 7 CFR 225 on this slide, which are the Summer Food Service Program regulations.



## 1. Sponsor Eligibility

### Organizations eligible to become sponsors

- Public or private nonprofit schools
- Public or private nonprofit summer camps
- Private, nonprofit organizations
- Units of local or county government, tribal or migrant organizations, and colleges or universities



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The first eligibility component is sponsor eligibility.  
The organization that sponsors the SFSP must be eligible.

Organizations that are eligible include:

- Public or private nonprofit schools. ☐
- Public or private nonprofit summer camps. ☐
- Private, nonprofit organizations. ☐
- Units of local or county government, tribal or migrant organizations, and colleges or universities.

## 2. Site Eligibility



All sites must meet applicable licensing requirements and health and safety standards

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The next eligibility component is site eligibility.

Just like in At Risk...

All SFSP sites must meet applicable state and local licensing requirements as well as health and safety standards.

Sponsors need to contact the local health department that has jurisdiction over the site's location in order to determine the health department requirements.

## 2. Site Eligibility for Different Site Types

### Summer Food



Serve children in low-income areas or specific groups of low-income children.

#### Three main site types

- Open
- Closed enrolled
- Camps
- Generally, sites must be non-profit. Some for-profit sites may be eligible to participate, but there are restrictions on how they operate

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Summer food site eligibility is more broad, but sites still need to be eligible in order to participate. In general, sites must serve children in low-income areas or a specific group of low income children.

There are three main site types in Summer Food and there are different eligibility requirements for each site type: open sites, closed enrolled sites, and camp sites, both residential and non-residential.

Open Sites, must be area eligible based on school or census data and Kids just show up and get a meal

Closed enrolled site can be either area eligible or not and serve a specific group of enrolled children. If the site is not in an eligible area, the group of children must have at least 50% of the children eligible for free or reduced price meals.

Camps cannot use area eligibility, they are only reimbursed for children who qualify for free or reduced price meals.

Generally, sites must be non-profit. Some for-profit sites may be able to participate in Summer Food, but there are restrictions on how they operate. There is more information in the SFSP handbook.

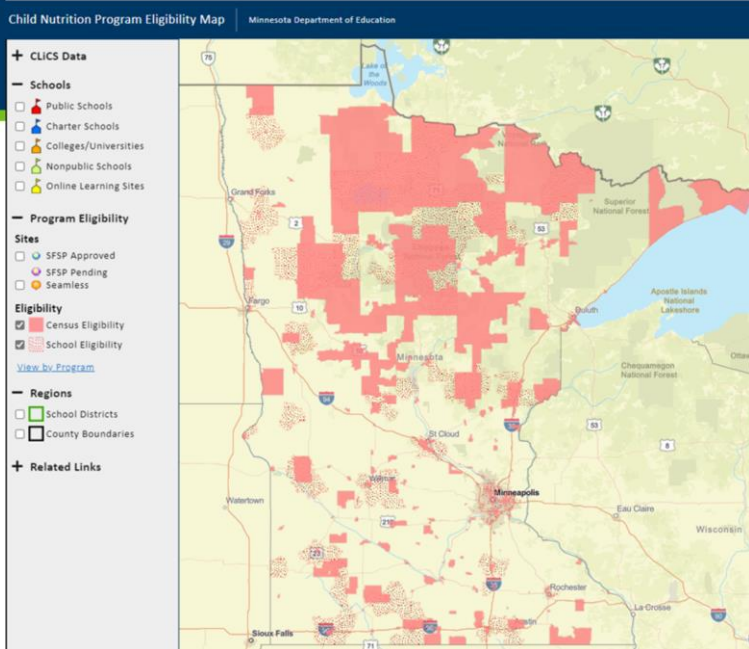
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Discuss if necessary:

- Must be sponsored by a public or non-profit organization
- Operate as an open site, open to all children
- located in an eligible area
- Cannot receive reimbursement (for example, a restaurant providing meals would not qualify as a site)

## 2. Site Eligibility – Area eligibility

Summer Food



The Child Nutrition Program Eligibility Map on our website can be used to determine whether a site meets the area eligibility criteria. The dotted areas indicate areas eligible based on school data and the pink shaded areas are eligible based on census data. Sponsors still need to check with the city for health, zoning, building and fire codes.

If a site does not qualify based on the area, there are more ways to qualify a site.

View additional site eligibility information on the **SFSP>Applications** web page in the intro text entitled **How to Determine Eligibility of Summer Food Service Program Sites**.

**Note that SFSP regulations specify that state agency must follow a priority system in approving applicants to operate sites that propose to serve the same area or same enrolled children. Public or nonprofit private school food authorities have first priority for serving a location.**

### **#93: Nationwide Waiver of Area Eligibility in Afterschool Programs and Family Daycare Homes**

- Does NOT include Summer Food Service Program

3/9/2022

Minnesota Department of Education | [education.mn.gov](https://education.mn.gov)

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**We need to clarify #93 Nationwide Waiver of area eligibility in Afterschool Programs and Family Daycare homes issued by USDA.**

**This waiver is the only in effect, for afterschool care programs under NSLP and CACFP and family daycare homes,**

**It does NOT COVER SFSP sites. So the eligibility map is current for SFSP sites.**

### 3. Program Eligibility



Activities not required, but encouraged

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The next eligibility component is Program Eligibility.

In summer food, a program or activities are not required to be offered alongside the meal or snack, but they are encouraged as they draw children to the site.

Sites must simply provide a safe and supervised place for children to sit and eat together.

## 4. Participant Eligibility



Summer  
Food

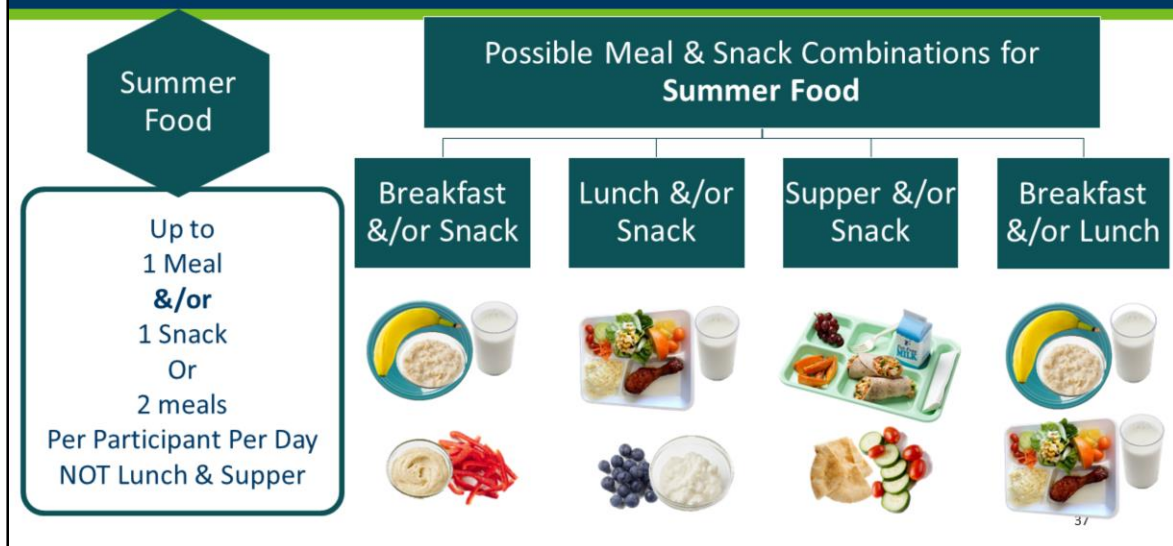
Children age 18  
and under or have  
a disability and  
attend school

The last component of eligibility is participant eligibility.

In Summer Food, eligible participants include all children age 18 and under or individuals age 19 and older with a disability and attend school.



## Meal and Snack Claiming Limits



Let's wrap up talking about SFSP by highlighting some key program information.

The Summer Food options differ from At Risk. Up to 1 meal and/or 1 snack or 2 meals, but not Lunch and Supper, may be served each day participant

Here are the possible meal combinations.

# Meal Pattern Requirements

## Summer Food

Refer to the meal pattern comparison handout

Summer Food Service Program Meal Pattern			
m DEPARTMENT OF EDUCATION			
Food components and items	Breakfast	Lunch or Supper	Snack
<small>For a reimbursable meal, all required components must be served.</small>			
<b>Milk</b>	<b>Required</b>	<b>Required</b>	
<small>Whole, low-fat or fat-free, sweetened and unsweetened, served as a beverage, or cream or used in part for each purpose. Lunch or supper served as a beverage.</small>	1 cup (1/2 pint, 8 fluid ounces)	1 cup (1/2 pint, 8 fluid ounces)	1 cup (1/2 pint, 8 fluid ounces)
<b>Vegetables, fruits or portions of both</b>	<b>Required</b>	<b>Required</b>	
<small>• vegetable or fruit OR</small>	1/2 cup	3/4 cup total <sup>1a</sup>	3/4 cup
<small>• 100% vegetable or fruit juice</small>	1/2 cup (4 fluid ounces)	3/4 cup (8 fluid ounces) <sup>2</sup>	3/4 cup (8 fluid ounces) <sup>2</sup>
<b>Grains/breads<sup>3</sup></b>	<b>Required</b>	<b>Required</b>	
<small>• Bread OR</small>	1 slice	1 slice	1 slice
<small>• Cornbread, biscuits, rolls, muffins, etc. OR</small>	1 serving <sup>4</sup>	1 serving <sup>4</sup>	1 serving <sup>4</sup>
<small>• Cold dry cereal OR</small>	1 ounce or 3/4 cup <sup>5</sup>	1 ounce or 3/4 cup <sup>5</sup>	1 ounce or 3/4 cup <sup>5</sup>
<small>• Cooked cereal or cereal grains OR</small>	1/2 cup	1/2 cup	1/2 cup
<small>• Cooked pasta or noodle products</small>	1/2 cup	1/2 cup	1/2 cup
<b>Meat and meat alternatives</b>	<b>Optional</b>	<b>Required</b>	
<small>• Lean meat or poultry or fish OR</small>	1 ounce	2 ounces	1 ounce
<small>• Alternate protein products<sup>6</sup> OR</small>	1 ounce	2 ounces	1 ounce
<small>• Cheese OR</small>	1 ounce	2 ounces	1 ounce
<small>• Egg (large) OR</small>	1/2 egg	1 egg	1/2 egg
<small>• Cooked dry beans or peas OR</small>	1/4 cup	1/2 cup	1/4 cup
<small>• Peanut or other nut or seed butters OR</small>	2 tbsp	4 tbsp	2 tbsp
<small>• Nuts or seeds<sup>7</sup> OR</small>	4 ounces or 1/2 cup	1 ounce = 50% <sup>8</sup>	4 ounces or 1/2 cup
<small>• Yogurt (plain or flavored, sweetened or unsweetened)</small>	4 ounces or 1/2 cup	1 ounce = 50% <sup>8</sup>	4 ounces or 1/2 cup

<sup>1a</sup> Serve two or more kinds of vegetables or fruits or a combination of both.

<sup>2</sup> 100% vegetable or fruit juice may be counted to meet not more than one half of this requirement.

<sup>3</sup> Grains may not be served when milk is counted as the only other component.

<sup>4</sup> Bread, pasta or noodle products and cereal grains shall be whole grain or enriched. Cornbread, biscuits, rolls, muffins, etc. shall be made with whole grain or enriched wheat or flour. Cereal shall be whole grain, enriched or fortified.

<sup>5</sup> Serving sizes and equivalents are included on the grain/food chart on the back side of this document.

<sup>6</sup> Yogurt, cottage cheese or ricotta cheese, minimum 1 oz.

<sup>7</sup> Must meet the requirements of 7 CFR 225 Appendix A.

<sup>8</sup> These nuts and seeds that may be used are listed in program guidance.

<sup>9</sup> One ounce of nuts or seeds is equal to one ounce of cooked bean meat, poultry or fish. Nuts and seeds may meet any part of the total meal/meal alternative along and must be combined with another meal/meal alternative to fulfill the lunch or supper requirement.



The SFSP meal pattern requirements are shown on this slide.

The meal pattern shows the required food components and portion sizes for each meal and snack.

Sponsors must maintain documentation to show the meals or snacks offered and how they meet the meal pattern requirements.

View the meal pattern comparison handout for more details.

There are several training modules on the Summer Food Service Training web page as resources in menu planning.

All meal components must be taken by the child before they can be counted at the point of service

## Reimbursement

Sponsors receive reimbursement for each meal & snack that:

1. Meet meal pattern requirements
2. Are served at an eligible site
3. Are served to eligible participants
4. Are counted at the point-of-service
5. Are within meal/snack claiming limits

Meal Type	At-Risk CACFP	Summer Food	
		Rural or Self-Prep Sites	Urban or Vended Sites
Breakfast	\$1.97	\$2.6050	\$2.5550
Lunch & Supper	\$3.92	\$4.5625	\$4.4875
Snack	\$1.00	\$1.0775	\$1.0525

Rates change annually

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Now let's talk about the reimbursement for meal and snacks served.

Participating sponsors receive reimbursement for meals and snacks that meet all program requirements listed on the slide.

Summer food reimbursement rates are slightly higher for sites that are in rural areas or are preparing their own meals than for urban and vended sites.

The reimbursement rates change annually.

## Table Talk



### Summer!

- What is your favorite summer activity?
- What is your favorite food to eat in the summer?
- Are you planning to participate in SFSP this summer?

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Table

Let's take 5 minutes to discuss Summer!

What is your favorite summer activity?

What is your favorite food?

Are you planning to participate in SFSP this summer?

OK Time up

With a show of hands, who is planning to participate in SFSP this summer?

## Planning for Summer 2022

- Sites must meet the area eligibility (school & census data)
- Each site must have an approved application in online application and claims system (CLiCS)
- Site application must be approved before meals can be counted for reimbursement
- All meals must be consumed on site in a congregate setting
- Meals distributed off-site (grab and go, home delivered, etc.) will not be reimbursed
- Sponsors must complete in-person site monitoring visits
- MDE will be conducting onsite administrative reviews of sponsors and sites

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So as you plan for this summer, **we want to be very clear, that MDE is planning to operate SFSP with regulations intact as we did Pre-pandemic before COVID-19.**

This means:

- Sites must meet the area eligibility (school & census data)
- Each site must have an approved application in online application and claims system (CLiCS).
- Site application must be approved before meals can be counted for reimbursement
- All meals must be consumed on site in a congregate setting
- Meals distributed off-site (grab and go, home delivered, etc.) will not be reimbursed.
- Sponsors must complete in-person site monitoring visits
- MDE will be conducting onsite administrative reviews of sponsors and sites

We recommend that all new and renewing sponsors complete the planning and administering the SFSP course (MDE100)

## Food Service Options



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Now that we have given you an overview of both the At-Risk and the SFSP, let's talk about food service options for sites.

Sites have the option to provide meals in one of three ways.

The first is to prepare meals on-site, which we call **self-prep**.

**Self-prep usually requires a full kitchen, a food and beverage license, and a certified food protection manager on-site.**

## Food Service Options



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Some sponsors have a full production kitchen at one location that is able to make meals for the other sites that do not have full kitchens but are under the same sponsorship.

This is a **satellite model**, meaning there is one central kitchen where all the meals are prepared and then transported to each site.

**This would still be considered self-prep because the same sponsor is preparing, delivering, serving, and claiming the meals.**



## Food Service Options



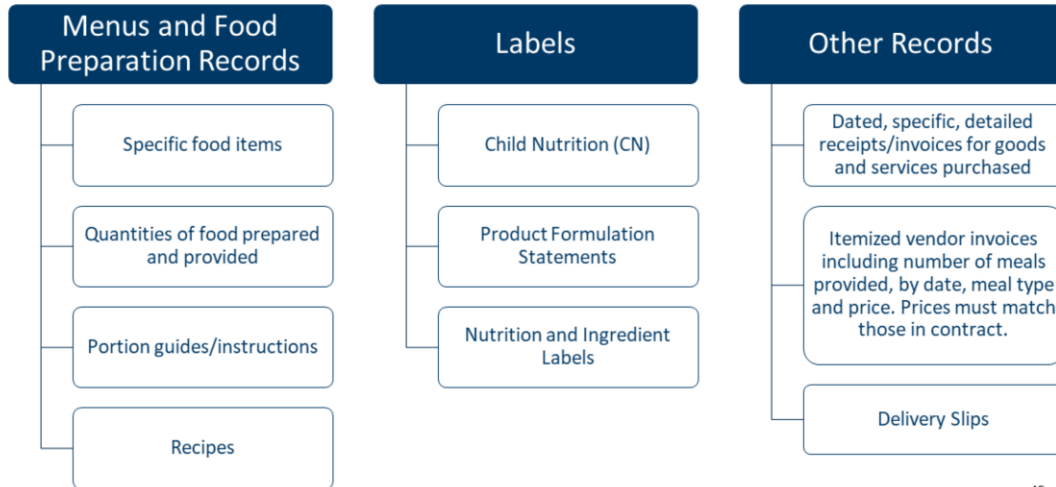
If the sponsor or site does not have the kitchen facilities or staff capacity to safely prepare meals on-site, they have the option to contract with a vendor, or caterer, to have meals delivered to the site.

We talked about the term vendor earlier, meaning a vended meal provider or caterer.

So the caterer prepares ready-to-eat meals for participants to eat at the program site.

These meals may be hot or cold, unitized, or bulk and served cafeteria style.

## Required Program Records



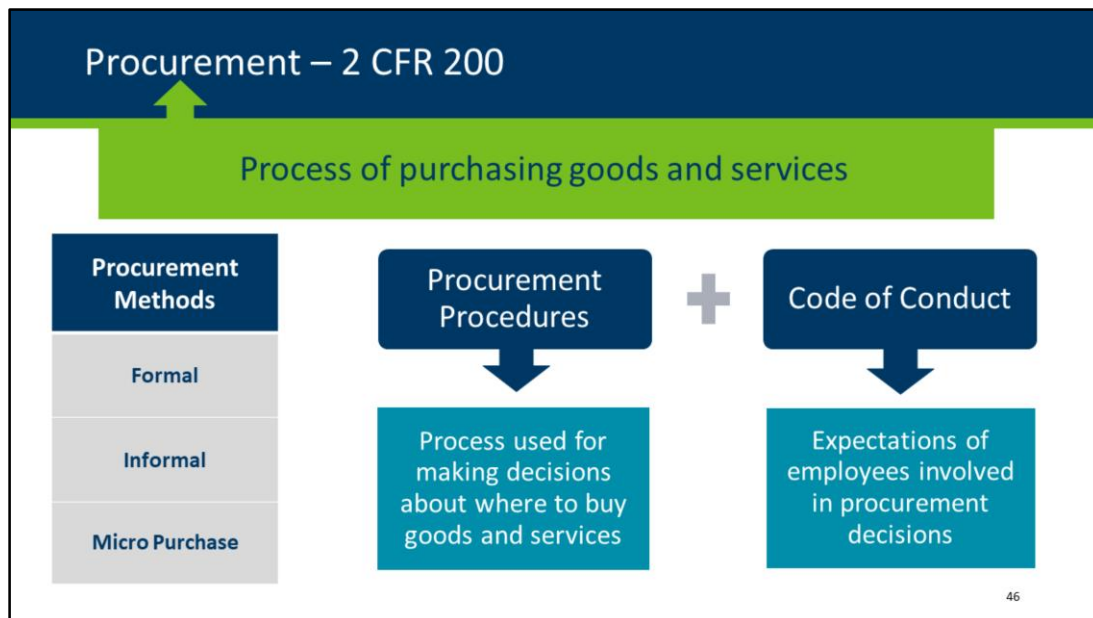
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Regardless of the type of food service a sponsor uses, there are certain program records that need to be completed and maintained. The person responsible for completing the records will vary depending on whether a sponsor self-prepares meals or obtains a vendor to provide meals.

Ultimately, though, the sponsor is responsible to ensure that records are completed and are available upon request.

We are not going into detail about these records, but this slide shows the key records needed for meals served.

These include menu and food preparation records, labels, and other records such as receipts, invoices and delivery slips.



Thinking about receipts and invoices leads us into the topic of procurement. Procurement is the process of purchasing goods and services, in this case for child nutrition programs.

We are not going into detail about procurement, but at least want you to know that the federal 2 CFR 200 regulations must be followed whenever purchasing good or services, such as a vendor.

There are several procurement methods and the one you use must be based on the estimated dollar amount you plan to spend on the purchase. For example, if a sponsor plans to obtain a vendor for both At-Risk and SFSP, they need to estimate the annual cost of that contract and then use the appropriate procurement method.

No matter what food service option is used, self-prep or vended, the sponsor needs to **conduct and document competitive procurement** was followed before deciding where to purchase goods/services from or which vendors to use.

Sponsors must have **written procurement procedures** and a **code of conduct for employees involved in purchasing decisions**.

The procedures describe the process used by the sponsor for making decisions about where to buy program goods and services. The procedures need to match the process that is actually followed by the sponsor.

The code of conduct describes the expectations of employees involved in those decisions. It includes parameters for conflicts of interest and accepting gifts from potential or existing vendors.

There are templates and more information about procurement and contracts on the MDE website.

## Vendors / Caterers

### Contract terms

- Meet meal pattern requirements
- Fixed price per meal type
- Accommodate disabilities
- Complete and provide required program records



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When procuring a vendor or caterer, sponsors need to be specific about their needs, including menu and other program requirements. For example, vendors must be able to accommodate children with disabilities and complete required records.

Vendors must also be in compliance with health department requirements.

These requirements are specified in the vended meal contract template.

# Vended Meal Contracts

**Child and Adult Care Food Program Contract for Vended Meals**

A Center that participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) must meet CACFP requirements for meals that will be claimed for CACFP reimbursements, as specified in this contract. The food service vendor shall operate in accordance with current [Program Regulations](#) 7CFR226, including the [meal pattern](#) and nutrition requirements by age group of children in care [7CFR226.20](#).

**I. Purpose and Authority**

This contract, between Center or Sponsoring Organization \_\_\_\_\_  
 Cyber-Linked Interactive Child Nutrition System (CLICS) Sponsor ID Number: \_\_\_\_\_  
 and Vendor \_\_\_\_\_  
 authorizes that Vendor will provide meals to Center in accordance with this contract and federal CACFP regulations at 7 Code of Federal Regulations (CFR) 226,  
 for the period of \_\_\_\_\_ 20\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_, Use Program Year, October 1-September 30.  
 Vendor will provide the meals to the CACFP site listed below or if more than one site, to the sites listed on the last page in "Table 1 Delivery Schedule." The number of meals by meal type to be delivered to each site location must also be indicated in the contract. Indicate time that meal will be delivered, or picked up by the site. Note that increase and decrease in the number of meal orders may be made by the site, in needed, within a time period prior to the meal service mutually agreed upon in the contract referenced in Section II of this contract.

**II. Meals**

A. Vendor will provide the following delivery schedule and meal types:

Site Name & Site Address	CLICS Site ID	Days of the Week	Meals Delivered & # of meals Delivered	Time(s) of Delivery
			Breakfast # _____	
			Lunch # _____	
			Supper # _____	
			Snacks # _____	
			Extra Meals # _____	

B. If delivering to more than one site fill in "Table 1 Delivery Schedule" which is the last page of the contract.  
 C. Vendor will provide meals that meet CACFP meal pattern requirements in accordance with [7CFR226.20](#).  
 D. Vendor has attached to this contract the menu that were used in initiation of this contract. The meals served under the contract shall conform to the cycle menu upon which the bid was based, and to menu changes agreed upon by the institution and food service vendor.



**Summer Food Service Program Contract for Vended Meals**

A sponsoring organization (Sponsor) that participates in the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) must meet program requirements for meals that will be claimed for program reimbursements, as specified in this contract.

**1. Purpose and Authority**

This contract between \_\_\_\_\_  
 Sponsor \_\_\_\_\_  
 Cyber-Linked Interactive Child Nutrition System (CLICS) Sponsor identification (ID) Number: \_\_\_\_\_  
 and Vendor \_\_\_\_\_  
 authorize that Vendor will provide meals to Sponsor in accordance with this contract and in federal SFSP regulations, 7 CFR 225. Sponsor will claim the meals for SFSP reimbursements.  
 Vendor may not subcontract with another organization for the total meal (with or without milk) or for assembling of the meal.  
 Vendor will provide the approved meal service to Sponsor's site(s) listed below, or on an attached list, up to the approved maximum number of meals for each approved meal service (B – Breakfast, L – Lunch, Sn – Snack or Supper, S – Supper).

Site Name/Address	B	L	Sn	S

Sponsor will notify Vendor with \_\_\_\_\_ days notice of changes to sites or meal services.

**2. Contract Terms and Renewals**

The term of the contract is \_\_\_\_\_ through \_\_\_\_\_.

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Vended meal contract templates are available on the MDE website. Sponsors must use the MDE template contracts. There is a separate contract for CACFP and SFSP.

The vended meal contract lays out the terms of the agreement between the program sponsor and the vendor. The vendor agrees to meet the Program requirements and the sponsor is responsible for making sure they do. This means that the sponsor must know and understand all program requirements.

Sponsors may need to train the caterer if the caterer does not know the child nutrition program requirements and required documentation.

We want to mention a difference between the CACFP and SFSP programs because it may impact vendor contracts. In CACFP, sponsors may allow sites to enter into a vended meal contract. In SFSP, the sponsor must enter into the vended meal contract. For this reason, it is recommended that sponsors operating both CACFP and Summer Food obtain one contract for both programs.

## At-Risk CACFP vs. Summer Food



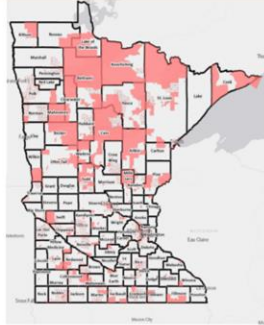
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At-risk and Summer Food compliment each other to give children access to healthy meals and snacks outside of school time year round

There are some similarities and differences between the two programs.

## Major Similarities

Both programs offer reimbursement for providing healthy meals and snacks to:



Children in low-income areas



Outside school time

**AT NO CHARGE!**

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A similarity between the At-Risk and Summer Food is that they both offer reimbursement for providing healthy meals and snacks to children in low-income areas outside of school time.

In both programs, meals and snacks must be served at no charge to participating children.



## Table Talk



Can you identify some of the ways At-Risk and Summer Food are different?

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We just talked about similarities, before we present the differences, can you identify some of the ways from the presentation At-Risk and Summer Food are different?

Discuss this for the next 5 minutes.

(Select one table and ask if anyone else wants to share something from their tables) Check time.

## Major Differences – Time of Year

At-Risk  
CACFP



Operated during the school year  
(afterschool, weekends, holidays and school breaks)

Summer  
Food



Operated during summer break  
from school

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So let's look at some of the major differences.

The biggest and most obvious difference between At-Risk and Summer Food is that they are not operated at the same time of year.

At-Risk is operated during the school year, afterschool, on weekends, holidays, and scheduled school breaks.

Summer Food is operated during summer break from school.

## Major Differences – Program Requirement

### At-Risk CACFP



Afterschool care program with regularly scheduled, supervised educational or enrichment activities required

### Summer Food



Activities not required, but encouraged

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The next major difference is the program requirement.

At-Risk meals and snacks **can only be served as part of an existing afterschool care program that provides regularly scheduled, supervised educational or enrichment activities to children.**

In Summer Food, organized activities are encouraged, but not required

## Major Differences - Participants

At-Risk  
CACFP



Children participating in the afterschool care program

Summer  
Food



Open sites serve all children

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The next major difference is the participants.

At-Risk meals and snacks can only be served to children participating in afterschool care programs, while summer food meals and snacks served at OPEN sites are intended to reach all children during summer months.

## Major Differences – Meal Patterns

At-Risk CACFP	Summer Food
	
Focus on whole grains, less added sugars, and vegetables.	Simple & flexible

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Lastly, the At-Risk CACFP meal pattern is focused on whole grains, less added sugars, and a variety of vegetables.

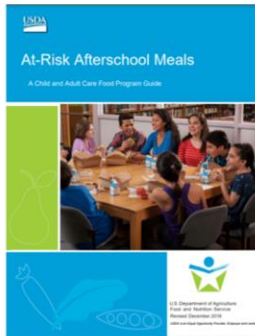
The Summer Food meal pattern is simpler and more flexible.

# Resources

## At-Risk CACFP



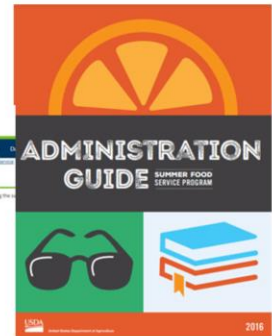
Program Regulations: 7 CFR 226.17a



## Summer Food

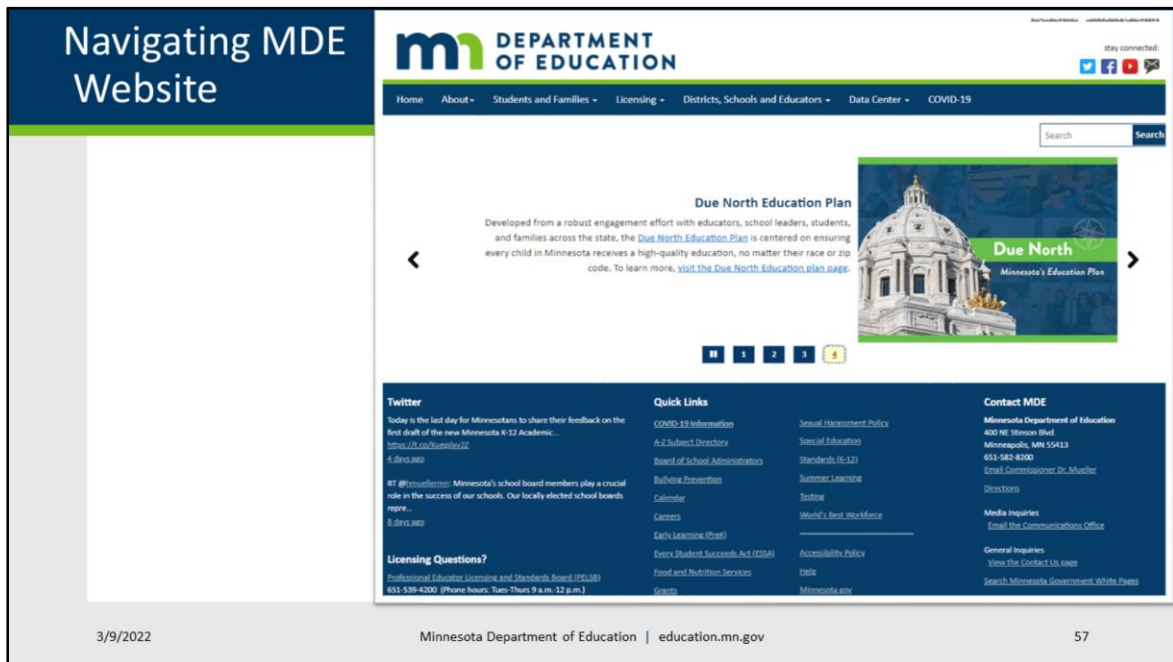


Program Regulations: 7 CFR 225



As we mentioned in the beginning, there are many details to learn about these programs. There are many resources for each of these programs on both the MDE and USDA websites including handbooks, regulations, policy memos, forms, etc.





Let's show you how to navigate the MDE website so you can locate program materials.

Walk through MDE to FNS

Show Connect with Us page: subscribe to bulletin. View archived bulletin messages.

Show At-Risk pages then SFSP pages. Show where to find the handbooks. Show SFSP Outreach and Promotion webpage and link to Free Meals for Kids webpage. Scroll down to see the Free Meals for Kids app.





- **FNS Customer Service Form and Phone Line**
  - Questions can be submitted using
    - “Contact Us” on FNS web page
  - You may also call the FNS main customer support line at 651-582-8526, or 800-366-8922 (toll free, Minnesota only).

(Check the time)

Questions?

Use the FNS Customer Service Form. A link to the form is found in the left margin of the Food and Nutrition Service webpage, select the ‘Contact Us’ link.

# Thank you!

**This institution is an equal opportunity provider.**

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Thank you for your participation. We hope that this presentation has been of value to you.

If you have written any questions on a notecard, please leave those at your table and we will gather them.

Please return to the Auditorium for the Wrap-UP