



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

Summer Food Service Program Manual

Phone: (888) 435-1464

Website: Health.Mo.Gov/sfsp

Email: SFSP@health.mo.gov



Missouri Department of Health and Senior Services Summer Food Service Program Manual

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339

To file a program discrimination complaint, a Complainant should complete a 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; or

fax:

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

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Table of Contents

Module 1: Introduction to SFSP.....	1
How to Contact the Program	
Introduction	
Reimbursement Rates	
Performance Standards	
Program Integrity, Management Tools and Resources	
Non-Contractible Management Responsibilities	
Expansion and Outreach	
Pre-Operational Site Review (SFSP-661)	
Operation Guidelines	
Dates and Times of Operation	
Planning for Extreme Weather Conditions	
Site Definitions and Eligibility Documentation	
Approval and Operation of a Rural Non-Congregate Site	
Module 2: Applications, Training, and Civil Rights.....	19
Application Process and Deadlines	
New Application Checklist	
Site Operation Checklist	
Sponsor Annual Checklist (SFSP-644)	
Meal Preparation and Contracting for Food Service	
Making Changes	
USDA Donated Food (Commodities)	
Procurement of Goods and Services	
Training Requirements	
Documentation of Training to Program Personnel (SFSP-662)	
Civil Rights Requirements	
Outreach and Beneficiary Data Survey (CACFP/SFSP-650)	
Module 3: Meal Service and Meal Pattern.....	45
Meal Service Requirements	
Four Meal Components in Menu Planning	
Meal Pattern Requirements	
Food Chart	
Milk Purchase Requirement	

Meal Pattern Substitutions
Medical Food Substitution Record (SFSP-617)
Processed Food Documentation
Offer Versus Serve Meal Service- Allowed for School Sponsors Only
Serving Local Foods

Module 4: Recordkeeping, Program Costs, Sanitation, and Monitoring..... 65

Menu-Meal Template (form)
Sample Menus
Daily Meal Count Forms (SFSP-664) and (SFSP-665)
Meal Count Records for Camps (SFSP-672)
Weekly Consolidated Meal Count (SFSP-667)
Site Meal Count Consolidation (SFSP-668) Non-Reimbursable Meals
Production Records
Food Production Record (SFSP-660)
Daily Meal Receiving Log (CACFP/SFSP-645)
Meal Communication and Credit Log (CACFP/SFSP-646)
Nonprofit Food Service
Program Cost Report (SFSP-659)
Donated Food Log (CACFP/SFSP-670)
Allowable Costs and Needed Documentation
Unallowable Costs
Network User Access and Claims
Sanitation Requirements
Monitoring Your Sites
Monitor Site Review for Self-Preparation Sites (SFSP-651)
Monitor Site Review for Vended Sites (SFSP-652)
Monitoring Checklist
Common Findings
Corrective Action Plan
Corrective Action Plan (CACFP/SFSP-409)
Appeal Procedure
Tips for Success
Annual Newsletter
Requesting Advances
At-Risk Afterschool Program

Module 5: Resources..... 119

Online Resources

Outreach Materials

SFSP Informational Flyer

Accurate Meal Counting and Claiming in the SFSP

Do's and Don'ts For Site Supervisor

Food Product Thermometer Calibration

Crediting Tips Sheets

