



MODULE 1: Introduction to SFSP

SFSP serves nutritious meals and snacks to children when school is not in session. Sponsors participating in SFSP must follow program regulations.

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How to Contact the Program

For questions about the Summer Food Service Program (SFSP), requests for technical assistance, or instructions on how to schedule training, please contact:

**Missouri Department of Health and Senior Services
Community and Public Health
Community Food and Nutrition Assistance**

P.O. Box 570
930 Wildwood Drive
Jefferson City, MO 65102

1-888-435-1464

Fax: 573-526-3679

Email: sfsp@health.mo.gov



Training

1. Training for the Summer Food Service Program is available online at: <https://health.mo.gov/sfsp>. The training consists of four modules. SFSP sponsors must complete all four modules.
2. Training will be provided via WebEx or on-line Modules. Contact CFNA to register.
3. Online Civil Rights training is also available at: <https://health.mo.gov/sfsp>.



Introduction

Learning does not end when school lets out. Neither does the need for good nutrition. The United States Department of Agriculture's (USDA) Summer Food Service Program (SFSP) relies on innovative and collaborative efforts to reach children in need. The USDA encourages collaborations with valued partners at the national, state, and local levels to raise awareness about the nutrition gap children can face when schools close for the summer and to raise awareness about the availability of summer meals to close this gap.

The SFSP was established to ensure that children continue to receive nutritious meals when school is not in session. Free meals that meet federal nutrition guidelines are provided to all children at approved SFSP sites.

The SFSP operates during school vacations, primarily in the summer months – from May through September. It may also provide meals during vacation breaks in schools that are operated on a year-round basis or a continuous school calendar, or during emergency school closures from October through April.

The USDA's Food and Nutrition Service (FNS) administers the SFSP at the national and regional levels. Within the state of Missouri, the program is administered by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA).

Locally, public or private nonprofit organizations that want to "sponsor" the program apply, and if eligible, are approved by the DHSS-CFNA to operate the program. These sponsoring organizations sign program contracts and are responsible for overseeing program operations. Sponsors receive federal reimbursement from the DHSS-CFNA to cover the administrative and operating costs of preparing and serving meals to children at one or more eligible meal service sites. As a sponsor interested in administering the SFSP, you are the link that translates this federal benefit into nutritious meals and snacks for children. If you are new to the program, please consider participating as a site or sponsor in this important mission. If you are a returning sponsor, please consider adding sites and activities that will help draw children to your existing program.



Reimbursement Rates

(Rates Change Annually)

Administrative and Operational Rates are Combined

(Please record current rates from the training slides)

For Meals Served at Rural and/or Self-prep Sites:	
Breakfast	
Lunch or Supper	
Supplement	

For Meals Served at Urban Vended Sites:	
Breakfast	
Lunch or Supper	
Supplement	

Current Meal Reimbursement Rates are also located on the SFSP website under Applications and Forms at:

<https://health.mo.gov/sfsp>

Calculate Potential Reimbursement for the Budget

Estimated daily meals to be served _____

Times the number of days of operation _____

Times the reimbursement rate for meal type _____

Equals the potential SFSP reimbursement for meal type _____

Perform this calculation for each meal type to be served then add these amounts together. Repeat calculations for sites with different meal types or a different number of days of operation. The sum of all calculations equals the potential reimbursement and should be used to prepare the budget on the application. When you access the web-based system, the meals times rate will be displayed on the web-based budget sheet.

Performance Standards

Financial Viability, Administrative Capability, Program Accountability

To participate in the Summer Food Service Program (SFSP), a sponsor is required to demonstrate financial and administrative capability for program operations and accepts final financial and administrative responsibility for program operations at all sites it proposes to conduct a food service in accordance with the performance standards outlined in SFSP regulations (7 CFR 225.6).

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) must only approve the applications of those sponsors that meet these performance standards, and must deny the applications of those sponsors that do not meet the standards. In ensuring compliance with these performance standards, the DHSS-CFNA establishes rules and procedures and makes decisions based on information from internal controls at the federal and state level that includes information obtained during the application process; information from audits and complaints, results of edit checks, claim reviews, monitoring reviews; and notice of civil and criminal action.

Each new and renewing sponsor must submit information sufficient to document they are operating in accordance with the **SFSP Performance Standards – Viability, Capability, and Accountability (VCA)** outlined in 7 CFR 225.6(d):

1. The sponsor must be **Financially Viable**. The sponsor must expend and account for program funds in accordance with 7 CFR 225.6, FNS Instruction 796-4, Financial Management in the Summer Food Service Program; 2 CFR part 200, subpart D; and USDA regulations 2 CFR parts 400 and 415.

The sponsor must provide a budget and demonstrate that it has adequate sources of funds available to operate the program, pay employees and suppliers during periods of temporary interruptions in program payments, and pay debts if fiscal claims are assessed against the sponsor. The sponsor must provide documentation to demonstrate financial viability, such as audit documents, financial statements, and other requested documentation prior to approval of an application and at any time requested by the state agency.

2. The sponsor must be **Administratively Capable**. The sponsor must have appropriate and effective management practices in place to ensure that the program will operate in accordance within SFSP regulations. To demonstrate administrative capability, the sponsor must have an adequate number and type of qualified staff to ensure the operation of the program, consistent with SFSP regulations; and have written policies and procedures that assign program responsibilities and duties and ensure compliance with civil rights requirements.
3. The sponsor must demonstrate **Program Accountability**. The sponsor must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the program will operate in accordance with SFSP requirements. To demonstrate program accountability, the sponsor must demonstrate that the sponsor has a financial system with management controls specified in written operational policies that will ensure that:

- All funds and property received are handled with fiscal integrity and accountability;
- All expenses are incurred with integrity and accountability;
- Claims will be processed accurately, and in a timely manner;
- Funds and property are properly safeguarded and used, and expenses incurred, for authorized program purposes; and
- A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.

The sponsor must maintain appropriate records to document compliance with program requirements, including budgets, approved budget amendments, accounting records, management plans, and site operations.



Program Integrity

Each program will be reviewed for compliance with the SFSP Regulations 7 CFR 225. Sponsors will also be reviewed to ensure that they are following the guidelines set out in this manual and the guidelines set out in the SFSP contract and Scope of Work. If serious violations are found, a sponsor must be determined Seriously Deficient (SD).

USDA regulations define Seriously Deficient (SD) as the status of an institution that has been determined to be non-compliant in one or more aspects in its operation of the program. An institution that is determined to be currently SD or has been terminated from any federal child nutrition program may not enter into an agreement to participate in the Summer Food Service Program (SFSP).

The individuals noted on the Sponsor and Site Information Sheets on the Application and in the CNP web-based system are considered responsible individuals or responsible principles of the program.

By virtue of the management position as a “responsible person”, you have administrative and financial responsibility for the oversight, management, and integrity of the SFSP and compliance with applicable regulations.

As a contracted provider of the SFSP, sponsors must maintain records and provide access to any records or documents to authorized representatives of the Department, State, and Federal government for inspection upon request.

Management Tools and Resources

Sponsors enter into a contract with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to participate in the SFSP. The following management tools and resources are available on the Missouri SFSP website at: www.health.mo.gov/sfsp.

- SFSP Income Eligibility Guidance for Camps and Enrolled Sites
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Summer Food Service Program Manual
- “And Justice For All” poster
- SFSP Signs
- USDA Manuals: Administration Guide, Nutrition Guide, Site Supervisor Guide, and Sponsor Monitor’s Guide



Non-Contractible Management Responsibilities

7 CFR 225.15 (a)(3)

Each SFSP sponsor is required annually to complete a Management Plan. The Management Plan is part of the online application. The Management Plan instructs the sponsor to line out who will be responsible for certain management actions.

There are specific management responsibilities that sponsors may not contract out. Sponsors remain legally responsible for ensuring the food service operations meet all requirements specified in the agreement the sponsor signs with the state agency. **Sponsors may NOT contract out management responsibilities of the program, including but not limited to the following tasks:**

- Attending the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) annual training.
- Locating and recruiting eligible sites.
- Conducting pre-operational visits of sites.
- Competitively procuring food to be prepared or contracting with a vendor for meals to be delivered to your meal sites.
- Monitoring all sites.
- Preparing and submitting claims for reimbursement.
- Conducting a nonprofit food service.
- Ordering meals.
- Assuming official recordkeeping responsibilities.
- Consolidating and submitting claims for reimbursement.
- Training and monitoring administrative and site staff.
- Announcing availability of meals to the news media.
- Determining income eligibility and maintaining individual income eligibility statements.
- Enforcing corrective action.
- Preparing program applications.

Sponsors should check with the state agency before allowing a Food Service Management Company (FSMC) to undertake any other tasks that may be considered management functions or any tasks that are related to the bulleted items listed above. It is also important to note that an FSMC contract is between the sponsoring organization and the FSMC only, and neither USDA nor the state agency have jurisdiction to enforce it with either party, or to resolve any disputes that may arise.

Expansion and Outreach

Summer Food Service Program (SFSP) sponsors may utilize the United States Department of Agriculture's (USDA) Capacity Builder Map to determine underserved areas and identify locations for new sites. Sponsors can also find their nearest potential community partners such as multi-family housing units, libraries, faith-based institutions, military bases, schools, and more. The Capacity Builder Map is available on the USDA website under **Mapping Tools for Summer Meal Programs**.

Families may utilize Missouri's Geographic Information System (GIS) map to find SFSP sites in their area. This can be found on the SFSP website, under "Find an SFSP site near you"

Families can also text "Summer Meals" to 914-415-6617 or call 1-866-348-6479 to find a site near them.



Pre-Operational Site Review

Pre-operational visits must be conducted by the sponsor for each new site prior to application submission and the Pre-Operational Site Review forms must be kept on site for the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to review. Before sites operate the SFSP, pre-operational visits must be completed for new sites, sites that are new to rural non-congregate meal service, and those sites that experienced operational problems the previous year. These visits are required to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. The Pre-Operational Site Review Form is located on the next page.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 SUMMER FOOD SERVICE PROGRAM (SFSP)
PRE-OPERATIONAL SITE VISIT

Site Selection Worksheet

Sponsor Name and Address

Site Address

Site Phone Number	Person to contact for use of site
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Type of Meal Service:
 Congregate Rural Non-Congregate

Type of Site:
 Open Site Outside School Building Residential Camp Conditional Non-Congregate
 Open Site in a Building Camp/Day Program University Building Other

Estimated number of participants the site could serve

Estimated number of supervisory personnel needed to adequately control food service

Does the site have:	Yes	No	N/A	Comments
A shelter or alternate site for inclement weather?				
Hand washing facilities for the food handlers and participants?				
Adequate refrigeration or coolers for storage of cold meal items?				
Adequate cooking facilities for preparation of meals, if applicable?				
A place to store prepared or delivered food to maintain appropriate food temperatures?				
Is this site needed in the area?				
Are present facilities adequate for an organized meal service?				
If applicable for non-congregate meals, does the location have adequate and safe space for cars to pull through?				

If no, explain

What types of organized activities are planned at this site?

Signature of Authorized Representative	Date
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Operation Guidelines

The Summer Food Service Program (SFSP) operates during school vacations, primarily in the summer months from May through September. This program may also provide meals during vacation breaks where schools are operated on a year-round basis or a continuous school calendar, or during disaster-related emergency school closures from October through April.

Sponsors are responsible for overseeing program operations and ensuring that all sites adhere to federal regulations. Sponsors receive federal reimbursement from the state agency to cover the administrative and operating costs of preparing and serving meals to eligible children at one or more feeding sites. A sponsor can be very large and have many sites or be small with only one or two sites.

General Site Rules for SFSP Programs:

- Meal services are for children 18 years or younger and persons with disabilities over age 18 who participate in school programs for people who are mentally or physically disabled.
- Food provided by the site as part of SFSP cannot be taken from the site (congregate meals); all meals must be eaten on site (unless prior approval is given by the State).
- Second meals may only be served after all children have received a first meal.
- The maximum number of second meals a sponsor can be reimbursed for is 2% of the sponsors' total first meals in a claiming period. Therefore, it is critical that sites adjust their meal preparations daily to avoid overproduction of meals.
- Parents may assist their children in carrying or opening meal packages, but may not consume any part of the meal.
- Sponsors with rural sites may request to serve non-congregate meals. All requests will require the completion of an agreement to operate the non-congregate meal service under the stipulations set forth by the state. Requests should be sent to sfsp@health.mo.gov.



Dates and Times of Operation

Meals must only be served during the approved meal times. The approved meal times are the times listed on the approved Site Information Sheet in the Summer Food Service Program (SFSP) application and claims database. You must adhere to your approved meal times and meal dates, or meals will be disallowed. A sponsor may submit changes to a site's meal service times and meal service dates at any time during the operation of the site. However, it is critical these changes be submitted and approved by the state prior to implementing the changes. Submit changes online at <https://mo.cnpus.com/cnp/Login>.

A site that does not operate or is unable to serve the proposed meals for the approved date and meal time may be closed by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). This includes being inoperable due to a non-disclosed field trip or inclement weather. Regulation 7 CFR 225.6(g)(1)(viii) states that sites will make arrangements for food service during periods of inclement weather. This requirement may be met by providing an alternate location during a weather event. All sponsors that operate sites outdoors must have a plan for serving meals during inclement weather, including excessive heat.

A site may be closed for the following:

- Failure to provide meal service on a date or during a time submitted and approved on the Site Information Sheet.
- Failure to request prior approval for a change in meal types served.
- Failure to request prior approval for a change in serving times.
- Failure to request prior approval for site operation location changes.
- Failure to request prior approval for site operation dates.
- Failure to complete and submit a site application for a site.
- Failure to report field trips prior to the trip date.
- Failure to adhere to the inclement weather policy.



Planning for Extreme Weather Conditions

Concerns for the physical health and safety of children and consideration of extreme weather conditions must be addressed by sponsors. Sponsors must ensure they have made appropriate arrangements for food service during periods of inclement weather. Although all outdoor Summer Food Service Program (SFSP) sites are not required to have an alternate temperature controlled site, sponsors should have a contingency plan for dealing with extreme weather conditions, such as thunderstorms and excessive heat.

If possible, sponsors of open sites should continue operating at the approved location. If due to extreme weather conditions, a sponsor must temporarily close an open site, the sponsor must update their site application in the CNP web-based system and submit for the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) approval.

If DHSS-CFNA approves the open site to close, the sponsor must notify the community of the change in meal service and provide information on alternative open sites.



Site Definitions and Eligibility Documentation

Summer Food Service Program (SFSP) Site Types: A site is a physical location where program meals are served and where children consume meals in a supervised setting. Once a site is determined eligible, it is eligible for 5 years.

Site Type	Site Description	Eligibility Documentation
Open	<ul style="list-style-type: none"> ➤ Serves all children in the geographical area where at least 50% of the children are eligible for free or reduced-price school meals. ➤ Reimbursed for complete meals served to all children. No enrollment or attendance is required. 	<ul style="list-style-type: none"> ➤ School Data ➤ Census Block Group Data
Restricted Open	<ul style="list-style-type: none"> ➤ Initially “open” to the entire community on a first-come, first-serve basis. ➤ Sponsor may impose limits for reasons of space, security, safety, or control due to staff limitations, etc. ➤ Children cannot be chosen based on any particular characteristic or from any identifiable group in the community. ➤ Notification to the community must stipulate the “open” criteria. ➤ Draws children exclusively from eligible areas. ➤ No fees are charged. ➤ Reimbursed for complete meals served to all children. ➤ Not an option for schools that offer an accredited summer school. No enrollment or attendance is required. 	<ul style="list-style-type: none"> ➤ School Data ➤ Census Block Group Data
Closed Enrolled	<ul style="list-style-type: none"> ➤ Serves only the identified group of children enrolled at the site. ➤ Closed to the community at large. ➤ At least 50% of the children enrolled at the site must be eligible for free or reduced-price meals for the site to qualify. ➤ Reimbursed for complete meals served to all children. Each child must have an enrollment form for the program, and attendance must be taken at each meal. 	<ul style="list-style-type: none"> ➤ Income Statements ➤ School Data ➤ Census Block Group Data
Residential Summer Camp and Non-Residential Day Camp	<ul style="list-style-type: none"> ➤ Reimbursed only for meals served to campers who have been individually determined to be eligible for free or reduced-price school meals, based upon income eligibility applications. Meal counts must include the names of children fed. 	<ul style="list-style-type: none"> ➤ Income Statements
Migrant	<ul style="list-style-type: none"> ➤ Migrant organization certifies that site serves over 50% migrant children initially. Site can be open or open restricted. ➤ Reimbursed for complete meals served to all children. 	<ul style="list-style-type: none"> ➤ Certification from migrant organization

<p>Conditional Non- Congregate Sites</p>	<ul style="list-style-type: none"> ➤ Must only be operated at sites designated as “Rural” with no “Congregate meal service” as determined in CFR 225.6(h)(3) and (4). ➤ Reimbursed only for meals served to children who have been individually determined to be eligible for free or reduced-price school meals, based upon income eligibility applications. Meal counts must include the names of children fed. 	<ul style="list-style-type: none"> ➤ Income Statements ➤ Designated rural through USDA Rural Designation Map or State Agency and USDA Regional Office approval
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Approval and Operation of a Rural Non-Congregate Site

The Consolidated Appropriations Act, 2023, established a permanent non-congregate meal service option for rural areas with no congregate meal service available.

Sponsors that operate in rural areas can request to operate a rural non-congregate feeding site with the following guidelines noted:

- The site must be indicated as a rural site as determined by USDA Memo SFSP 17-2015 and the organization must provide documentation supporting the rural designation, such as a screenshot of the FNS Rural Map.
- To participate, an organization must be currently in good standing. Meaning that the organization is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time as required from a previous review.
- When utilizing the non-congregate option, an organization must ensure that the required food components for each reimbursable meal served meet the meal pattern requirements; ensure that all food items that contribute to a reimbursable meal are clearly identifiable; must ensure that menus are provided; and must ensure that food preparation is minimal.
- To be approved, a rural non-congregate site must be at least 10 miles from any open congregate site that is offering the same meal service
- To be approved, a rural non-congregate site must not be in operation/will not operate within 15 miles of another non-congregate site.
- Operation of a site as rural non-congregate must be documented on the SFSP Site Information Sheet in the Non-Congregate Operations section in the CNPWeb application.
- The capacity of children to be served at the rural non-congregate site must be no greater than one hundred percent of the number of children 0-18 years of age in the service area per the most current census data.
- Parents or Guardians may pick up meals for child(ren) without the child(ren) present, but the Parent or Guardian must provide the name(s) of the child(ren) who will receive the meals and the sponsor must keep this documentation on file.
- The sponsor must collect and retain documentation of each child's name receiving a meal as the meal is distributed.
- The organization must have a procedure in place to ensure that duplicate meals are not distributed to any child and children only receive the allowable number of meals per day per SFSP regulation.
- Bulk meal pick-up or multiple day meal pick-up at the rural non-congregate site are the two non-congregate options.
- The organization may only provide bulk meal (non-unitized, grocery-style meals) pick-up for 5 days at a time.
- The organization may only provide multiple unitized meal (individual proportioned meals) pick up for up to 10 days. If an organization wishes to only serve 7 days, they may increase to 10 days if there is a holiday.
- If a site wishes to serve non-congregate meals but does not qualify based on area eligibility, the site could be determined to be a Conditional Rural Non-Congregate site.

The site can collect Income Eligibility Forms from participants and claim only those children that meet the income standards. If this option is chosen, the sponsor must submit a copy of the organizations hearing procedures with the application.

- The organization must complete a Pre-Operational site visit and document the visit on the Pre-Operational site review form prior to site approval for all sites that did not participate in the program the prior year; existing sites that are new to non-congregate meal service; and existing sites that exhibited operational problems the prior year.
- If at any time the organization receives a poor review of their rural non-congregate site (claiming more meals than observed, no meal counts available, no trained site on staff, unallowable meals served, meals provided to ineligible participants, and any other findings determined serious), the organization can be restricted to congregate meals only. In addition, depending on the findings, and at the discretion of the state, the site can be terminated and no future non-congregate sites will be allowed until the organization operates three years with minimal findings