

Chapter 21: Summer Programs

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Administration of Summer Feeding Programs (SSO and SFSP)

The Food and Nutrition Service, a division of the U.S. Department of Agriculture (USDA), administers the summer nutrition programs at the federal level. State agencies administer the programs at the state level. Locally, approved sponsors, including School Food Authorities (SFAs), local government agencies, camps, and private nonprofit organizations operate programs. Sponsors provide meals to a group of children at a central site, such as a school or a community center. They receive payments from USDA, through their state agency, for the meals they serve.

The South Carolina Department of Education (SCDE) is the state agency responsible for administering the summer nutrition program options available to sponsors. There are three options available to program sponsors as described in this chapter. In October 2014, SCDE assumed responsibility for administering the Summer Food Service Program (SFSP) for non-school sponsors (such as churches and community centers). The South Carolina Department of Social Services (DSS) formerly administered this program.

How to Provide Summer Meals

SFAs may provide summer meals using any of the following three options:

- 1 Continuation of the School Breakfast Program (SBP) and/or the National School Lunch Program (NSLP) (otherwise known as summer school sessions)
- 2 Seamless Summer Option (SSO)
- 3 Summer Food Service Program (SFSP)

Continuation of the SBP and/or the NSLP

This option is only available to SFAs and it is the only way to provide reimbursable meals for closed academic summer school sites. It allows SFAs to simply continue the operation of the SBP and NSLP which includes the Afterschool Snack Program (ASP) into the summer months or other vacation periods. All of the requirements regarding menu planning and patterns, Offer versus Serve options, and service times remain the same for summer meals. For additional information, refer to Food-Based Menu Planning Basics, School Breakfast Program and Afterschool Snack Program or call SCDE at (803) 734-8188. Meals are reimbursed according to the child's eligibility status as determined during the school year (i.e. at the free, reduced-price or paid rate). Applications must be complete and approved before any free or reduced-price meal benefits are claimed for students. See the "Free and Reduced-Price School Meals Family Application" form provided in Forms Section. The requirements for records and the procedures for filing monthly claims for meals served during summer school are the same as during the regular school year. The SCDE is the state agency responsible for ensuring that SFAs implement all program requirements correctly.

SSO

This option is also only available to SFAs and any outside sites they want to sponsor. It also allows SFAs to continue the operation of the SBP and/or the NSLP which includes the ASP into

vacation months. All menu planning requirements remain the same. For additional information on menu planning guidelines, refer to Food-Based Menu Planning Basics, School Breakfast Program and Afterschool Snack Program or call SCDE at (803) 734-8188.

All menu planning requirements remain the same. For additional information on menu planning guidelines, refer to Food-Based Menu Planning Basics, School Breakfast Program and Afterschool Snack Program or call SCDE at (803) 734-8188. One important difference between a continuation of the SBP/NSLP as described above and SSO is that once approved for participation in this program, all complete meals served to eligible children are reimbursed at the SBP and NSLP **free** rates. Additional information on eligible sites and requirements regarding meal service, monitoring and record keeping is provided in this chapter. Note that closed academic summer schools are **not** eligible for participation in the SSO. The SCDE is the state agency responsible for ensuring that SFAs implement all SSO program requirements correctly.

SFSP

Both public and private non-profit organizations including schools, camps, universities operating the National Youth Sports Program and government organizations are eligible to apply to be a SFSP sponsor. Under this program, complete meals served to eligible children are reimbursed at the current SFSP rate for the applicable meal type. There are several regulations for participating sponsors and sites, many of which are similar to or the same as those for the SSO. An overview of these requirements is provided in this chapter. Detailed instructions for program administration may be obtained from USDA's *Summer Food Service Program; 2016 Administrative Guidance for Sponsors*. This resource can be downloaded from <https://www.fns.usda.gov/sfsp/handbooks>.

Site Selection

Sponsors may operate more than one SSO or SFSP site location where meals are served and children eat in a supervised setting. When selecting sites, two factors must be considered: the site's eligibility and the ability of the site to meet requirements.

Site Eligibility

Eligible sites are those that serve children in low-income areas or specific groups of low-income children. Sponsors must provide documentation that proposed sites meet the income eligibility criteria required by law. There are three common types of sites: open sites, camps (residential and nonresidential), and closed enrolled sites. Restricted open and migrant sites are two additional types of open sites.

Open Sites

Open sites must be located in a low income area where 50 percent or more of the children are eligible for free or reduced-price meals. The meals are available to all children in the surrounding area at no charge on a first-come, first-served basis. Under the SSO, all complete meals served to eligible children are reimbursed at the free rate regardless of a child's eligibility status. Under the SFSP, complete meals served to eligible children are reimbursed according to meal type at the current SFSP reimbursement rate. A maximum of **two** (2) meals (choice of 2 of these 4 meal types: breakfast, lunch, morning snack or afternoon snack) per child per day may be claimed for reimbursement. Supper may only be served at an authorized migrant camp. The

site's eligibility or status as an open site or restricted open site (see below) must be documented every five years if free and reduced-price application information from area schools is used. If U.S. census data was used to establish eligibility in the prior year, eligibility must be updated when significant changes occur and/or new information is available.

Restricted Open Sites

These are the same as open sites except that following initial broad community participation, attendance is restricted or limited for reasons of space, security, control or safety. When an open site is restricted, the sponsor must:

- Use recent data to document that the area in which the site is located (or draws participation) is actually eligible;
- Make it publicly known in its media release that the site is open on a first-come, first-served basis to all children of the community at large; and
- Give the reason(s) that the site's enrollment will be limited (i.e. space, security, control or safety).

See the previous section entitled, "[Open Sites](#)" for additional information.

Migrant Sites

A migrant site is a type of open or restricted open site. Sponsors must certify that the site only serves or primarily serves children of migrant workers. Determination of site eligibility is required on an annual basis through a migrant coordinator. Under the SSO, meals are provided at no charge and complete meals served to eligible children are reimbursed at the free rate. Under the SFSP, meals are provided at no charge but are reimbursed at the current SFSP rates for the meal type(s) being served. With State Agency approval, migrant sites claim reimbursement for serving up to three meals or two meals and one snack. A maximum of **three** meals (including snacks) per child per day may be claimed for reimbursement. Snack cannot be claimed for the same child on the same day that breakfast, lunch and supper is claimed.

Residential/Nonresidential Camp Sites

Camps that offer regularly scheduled food service as part of an organized program for enrolled children may receive reimbursement for meals served to children eligible for free or reduced-price school meals. Under the SSO, all meals served to these children are reimbursed at the free rate. Under the SFSP, these meals are reimbursed at the current SFSP rates for the applicable meal type. No reimbursement is received under either program for children eligible for meals at the paid rate. A maximum of **three** meals (choice of 3 of these 5 meal types: breakfast, lunch, morning snack, afternoon snack or supper) per child per day may be claimed for reimbursement. Lunch and supper **may** be claimed for the same child on the same day. The eligibility of each child must be determined annually using information from area schools or the "Free and Reduced-Price School Meals Family Application" provided in [Policy Agreement](#).

Closed Enrolled Sites

A closed enrolled site serves only enrolled children registered in a specific program offered by the school on a daily basis. The food service site is not open to any other area children. Examples of closed enrolled sites include recreation programs and enrichment classes or programs. The SFA could sponsor and operate these sites or sponsor sites that are operated by

local government, school or private non-profit organizations. Closed enrolled sites are usually established where:

- An identified group of low income children live in a “pocket of poverty;” not reflective of the community’s economic status;
- Identified low income children are transported to a congregate meal site located in an area with less than 50 percent eligible children;
- A program providing recreational, cultural, religious, or other types of organized activities operates for a specific group of children with the exception of an accredited summer school.

To qualify as a closed enrolled site, at least 50 percent of the enrolled children must have been individually determined to be eligible for free or reduced-price school meals. All children in attendance then receive a free meal. Under the SSO, all complete meals served to eligible children are reimbursed at the free rate. Under the SFSP, these meals are reimbursed at the current SFSP rates. A maximum of **two** meals (including snacks) per child per day may be claimed for reimbursement. Lunch and supper may **not** be claimed on the same day for the same child.

Eligibility must be determined annually and may be determined using school free and reduced application data or U.S. census data, as applicable per program. Non-school sponsors may request free and reduced-price meal application and direct certification information collected by SFAs during the school year.

Site Evaluation

Each SFA or sponsor is responsible for all sponsored sites and should only approve sites that demonstrate that they have the financial and administrative capabilities to operate a summer feeding program. All SSO sites are deemed financially viable unless they have an adverse Administrative Review finding that shows a lack of financial stability or reporting irregularities. Where possible, SFAs are encouraged to expand their summer feeding programs by sponsoring non-school sites that are operated by non-profit organizations. It is essential, however, to ensure that all sites under sponsorship meet all requirements. All sites must be public spaces, easily accessible by children, and in safe/secure surroundings.

If possible, sponsors should select sites that offer organized activities during the day (for example, year-round public-service programs in the community). These sites will usually have facilities that can be used for the meal service and have permanent staff.

Select sites with adequate space and equipment for both the service and preparation of meals (if applicable) for the anticipated number of children. During the site selection, consideration should also be given to whether a site will be located indoors or outdoors and the availability of handwashing, restrooms, tables, and chairs. To determine the expected number of children, consider the site’s capacity and the number of children living in the area who are likely to attend. Contact schools and other children’s organizations in the area and then determine the number of needy children within a short walking distance of each site. An accurate estimate is essential for proper planning. It impacts everything from administrative and facility needs to the total potential reimbursement the sponsor will receive.

Ensure that all sites meet state and local public health standards. The sanitation or health inspector from the local health department can assist in establishing compliance with state and local rules and regulations. For additional information, contact the South Carolina Department of Health and Environmental Control (DHEC) at (803) 896-0640 or your local county Health Department.

When considering how many sites to operate, keep in mind that the sponsor is responsible for providing adequate supervision at all sites in order to enforce program requirements and ensure student safety.

Eligible Participants

Participation in SBP and NSLP

Any student enrolled in a school of high school grade or under, including persons enrolled in a school program for mentally or physically disabled, and persons under 21 enrolled in an RCCI, are eligible to receive reimbursable meals.

Participation in SSO and SFSP

Children eligible to participate in all three summer feeding programs are those who are 18 years of age and under. Those over age 18, who are determined by the applicable state agency to be mentally or physically disabled and who participate during the school year in a public or private non-profit program for mentally or physically disabled persons, are also eligible.

If meals are served to additional persons, they may not be claimed for reimbursement.

Menu Planning

The goal of all Child Nutrition Programs, including the SBP, NSLP, SSO and the SFSP, is to serve nutritious meals that are appetizing to children. Careful menu planning is necessary to meet this goal. Meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs.

Planning Summer Meals under the SBP, NSLP and SSO

SFAs providing meals under the SBP, NSLP or SSO should plan lunches (and suppers under the SSO if authorized under the migrant program) following the food based menu planning system, breakfasts following the guidance provided in School Breakfast Program, and morning and afternoon snacks following the meal pattern described in Afterschool Snack Program. The Offer versus Serve option, which allows children to refuse one or more menu items while still consuming a reimbursable meal, may be used at breakfast, lunch and/or supper but does not apply to snacks.

Planning Summer Meals under the SFSP

Breakfasts provided under the SFSP must consist of:

- One serving of fluid milk;
- One serving of a vegetable or fruit or full-strength juice; and
- One serving of grain or bread.

A meat or meat alternate is optional.

Lunches and suppers provided under the SFSP must consist of:

- One serving of fluid milk;
- Two or more servings of vegetables and/or fruits;
- One serving of grain/bread; and
- One serving of meat/meat alternate.

Snacks provided under the SFSP must:

- Contain at least two food items from different food components. (Food components are milk, vegetable/fruit, grain/bread, and meat/meat alternate.)
- Not consist only of milk and full-strength juice. (That is, two beverages alone do not make a reimbursable snack.)

Refer to Table 26.2 – Summer Food Service Program Meal Pattern for detailed information on the meal pattern and portion sizes required for each meal and snack. SFSP sponsors serving meals that are prepared in schools may, with prior approval from SCDE, use the SBP, NSLP and ASP meal pattern requirements which they are accustomed to using instead of the SFSP meal patterns described in this chapter.

Table 26.2 – Summer Food Service Program Meal Pattern

Food Component / Item	Breakfast	Lunch or Supper	Snack¹ (Choose 2 of the 4)
Milk Milk, fluid	8 fl. oz. or 1 cup ²	8 fl. oz. or 1 cup ³	8 fl. oz. or 1 cup ²
Vegetables and/or Fruits Vegetable(s) and/or fruit(s) Full-strength vegetable or fruit juice: An equivalent quantity of any combination of vegetable(s), fruit(s), and juice	½ cup ½ cup or 4 fl. oz.	¾ cup ⁴ (K-8) 1 cup (9-12)	¾ cup ¾ cup or 6 fl. oz
Breads and Grains⁵ Bread Cornbread, biscuits, rolls, muffins, etc. Cold, dry cereal Cooked pasta or noodle product Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	≥1 oz. eq. 1 serving ¾ cup or 1 oz ⁶ ½ cup ½ cup	≥1 oz. eq. (K-8) ≥2 oz. eq. (9-12) 1 serving ½ cup ½ cup	≥1 oz. eq. 1 serving ¾ cup or 1 oz ⁶ ½ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish or alternate protein product ⁷ Cheese Eggs Cooked dry beans or peas Peanut butter or soy nut butter or other nut or seed butters Peanuts or soy nuts or tree nuts or seeds Yogurt, plain or sweetened and flavored An equivalent quantity of any combination of the above meat/meat alternates	1 oz. 1 oz. ½ large egg ¼ cup 2 Tbsp. 1 oz. 4 oz. or ½ cup	1 oz. (K-8) 2 oz. (9-12) 2 oz. 1 large egg ½ cup 4 Tbsp. 1 oz. = 50% ⁸ 8 oz. or 1 cup	1 oz. 1 oz. ½ large egg ¼ cup 2 Tbsp. 1 oz. 4 oz. or ½ cup

- 1 Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.
- 2 Must be served as a beverage, or on cereal, or use part of it for each purpose.
- 3 Must be served as a beverage.
- 4 Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- 5 All grain/bread items must be enriched or whole grain, made from enriched or whole grain meal or flour, or if it is a cereal, the product must be whole grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour. Beginning 2013-14, all grains must be whole-grain rich.
- 6 Either volume (cup) or weight (oz.) whichever is less.
- 7 Must meet the requirements in Appendix A of the SFSP regulations.
- 8 No more than 50 percent of the requirements shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

Meal Preparation

Meals can be prepared onsite or may be transported from another site. At least one employee with the authority to direct and control food preparation and service shall be a certified food protection manager. All safety and sanitation guidelines required by DHEC must be followed. For additional information, contact DHEC at (803) 896-0640.

Meal Service

For information on meal service requirements for meals provided under the SBP and NSLP, see Meal Service Policies provided in this *Program Reference Manual*. When providing meals under the SSO and SFSP, sponsors must do the following:

- Offer an identical meal to each child.
- Under the SSO, use the following guidelines for serving times:
 - Breakfast must be served in the morning hours before 10:00 AM;
 - Lunch must be served between 10:00 AM and 2:00 PM;
 - Supper meals must begin before 7:00 PM and end by 8:00 PM; and
 - Snacks must be evenly and adequately spaced between other meal service times.
- Under the SFSP, use the following guidelines for serving times:
 - Three hours must elapse between the **beginning** of one approved meal service (including snacks) and the **beginning** of another;
 - Four hours must elapse between lunch and supper when a migrant or day camp site serves lunch and supper, with no afternoon snack between the two meals;
 - Supper must begin before 7:00 PM (unless SCDE grants a waiver) and, in all cases, end by 8:00 PM;
 - The serving periods for lunch and supper may not exceed two hours; and
 - The serving periods for breakfast and snacks may not exceed one hour.

Note: These time restrictions do not apply to residential camps.

*Annually, the State has to request a state waiver request for mealtime restrictions Pursuant to CFR 225.16 (c) (1).

- Provide meals during the advertised serving times approved by SCDE. SCDE must approve any changes in meal service times.
- Ensure that children eat all parts of the meal onsite. Provide adequate supervision to ensure that food is not taken away from the site for later consumption. Only meals consumed onsite are eligible for reimbursement.
- Ensure that all children in attendance at the site receive one meal before any child is served a complete second meal, or any adult meals are served.
- Make adequate arrangements for food service during inclement weather if meals are usually served at an outdoor site.
- Count the number of reimbursable meals served at the point of service (i.e. as they are served).
- Serve meals free of charge under the SSO and SFSP with the exception of camps which may charge for meals served to children who are not eligible to receive free or reduced-price meals.

Reimbursement

Reimbursement is based on the type of meal and number of meals served. All complete meals served to eligible children under the SBP and NSLP are reimbursed at the free, reduced-price or paid rate for the applicable meal program (SBP, NSLP, or ASP) according to each child's eligibility status. When operating the SSO, all complete meals served to eligible children are reimbursed at the free rate for the applicable meal type (breakfast, lunch or snack). When operating the SFSP, all complete meals served to eligible children are reimbursed at the SFSP rate for the appropriate meal type. All reimbursement rates are established annually by USDA and are then distributed to SFAs by SCDE. The SSO rate of reimbursement is the same rate for the SBP, NSLP and ASP programs offered during the regular SY, effective from July 1 to June 30. The SFSP rates are effective from January 1 to December 31 each year. All rates are available from [Link to SFSP Reimbursement Rates](#) or by contacting SCDE at (803) 734-8188.

Monitoring

Requirements for SSO Sponsors

Each year, SFAs are required to review all their SSO sites and at least one of the every meal type being offered at each sites at least once during the site's operation of the program. The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements. Compliance with these requirements must be observed and documented in writing. Use of the [Seamless Summer Option Review Form](#) provided in this chapter of the *Program Reference Manual* is recommended.

Requirements for SFSP Sponsors

SFSP Sponsors are required to conduct a:

- **Pre-operational visit.** Visiting all new and problem sites before they begin operations is required to make sure that the sites have facilities to provide meal services for the number

of children expected to attend. Use of the Summer Food Service Program Pre-operational Visit Form provided in the Forms Section is recommended.

- **Site visit** at all sites during the first week of operation. The purpose of site visits is to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved. (Note: A site “visit” does not require the monitor to observe a complete meal service from beginning to end.) Use of the Summer Food Service Program First Week Visit Form provided in the Forms Section is recommended.
- **Site review** at all sites at least once during the first four weeks of operation (or before they shut down if site operates less than four weeks). A site “review” requires the monitor to determine if the site is meeting all program requirements. To accomplish this, a monitor will have to observe a complete meal service from beginning to end. This includes delivery or preparation of meals, the meal service, and clean up after meals. Use of the Summer Food Service Program Site Review Form provided in the Forms Section is recommended.

Follow-up by Sponsors

If monitors find any problems while conducting visits or reviews, corrective actions must be documented and prompt action must be taken by the site to correct the problems. SFAs should follow up on previous reviews and inspections by the health department as well as their own reviews to ensure that all problems have been corrected. SFAs or sponsors must continue to monitor sites throughout the summer at a level sufficient to ensure that all sites continue to comply with program regulations.

Reviews Conducted by SCDE

SCDE staff will also review summer food programs and sites. SFAs operating the NSLP receive an Administrative Review (AR) every three years. SCDE is required to review at least one SSO site in operation at all SFAs scheduled for an Administrative Review during either the previous or current school year. See Administrative Review for additional information on these reviews. In addition to the areas monitored by individual sponsors, SCDE staff will evaluate civil rights compliance, program promotion activities, and general administration of the program. USDA staff may also visit summer food sites during their operating schedule.

Record Keeping

Requirements for SFAs Continuing the SBP and NSLP

Each chapter in this *Program Reference Manual* explains record keeping requirements for SFAs operating the SBP and NSLP and provides forms that can or must be used. Refer to each chapter as needed.

Requirements for SSO Sponsors

In addition to documentation of site reviews, SSO sponsors must use and maintain a record of daily meal counts to document the number of program meals served to eligible children. The sponsoring SFA must provide the necessary record sheets for each site. The Daily Meal Count Form for the Seamless Summer Option Program provided in the Forms Section may be used. Site personnel are responsible for completing the records based on actual counts taken at each

site for each meal service on each day of operation. Site personnel must be sure that they record all required counts.

These counts must include the following information:

- The number of meals delivered (receiving site) or prepared (preparation site), by type (breakfast, snack, lunch, supper)

Vended programs must support this information with a signed delivery receipt. Good program management practices require that programs with a central kitchen should also support this information with a signed copy of the delivery receipt. A designated member of the site staff must verify the adequacy and number of meals delivered by checking the meals when they are delivered to the site.

- The number of complete reimbursable meals (count a maximum of two or three meals per child per day depending on type of site and do not count seconds served in this number);
- The number of non-reimbursable meals (i.e. incomplete meals, seconds);
- The number of meals served to program adults, if any;
- The number of meals served to non-program adults, if any;
- The number of excess meals or meals leftover.

SFAs must keep all records related to the SSO program on file for three years plus the current school year. Meal count records are the supportive documentation for reimbursement claims. All review forms and meal count records are subject to review and audit.

Requirements for SFSP Sponsors

In addition to documentation of site visits and reviews, SFSP sponsors must maintain records of:

- Meal counts taken daily at each site;
- Program operating costs, including food and other costs;
- Program administrative costs, including labor and supplies; and
- Funds accruing to the program.

For instructions on how to keep these records and for sample forms, refer to USDA's *Summer Food Service Program; 2016 Administrative Guidance for Sponsors* from <https://fns-prod.azureedge.net/sites/default/files/sfsp/AdminGuideSponsors.pdf>

Questions and Answers

Q1: Can a Seamless Summer Option (SSO) sponsor invite children in the community to participate in a meal service at a site where an academic summer school program is in session?

A1: Yes. If the meal service is open to all children residing in the low income area served by the site, the academic summer school is considered an open site and is eligible for participation in the SSO.

Q2: Do we still have to report operational and administrative costs in order to receive reimbursement for the Summer Food Service Program (SFSP)?

A2: No. Beginning January 2008, all complete SFSP meals served to eligible children are reimbursed at the maximum rate regardless of actual operational and administrative costs. Sponsors do not need to report actual costs to SCDE. However, sponsors must keep records of such costs on file for SCDE and USDA reviewers to audit, as needed.