

Summer Food Service Program

Overview

Potential Program Partners

Summer Break Café Staff

January 2025



SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Summer Food Service Program

- The Summer Food Service Program (SFSP) is a federally funded program established by the United States Department of Agriculture (USDA) to ensure that low-income children continue to receive nutritious meals and snacks when school is not in session.
- This program provides free meals that meet federal nutrition guidelines at approved sites to children 18 years and younger. Sponsors are reimbursed for all meals served.
- SFSP is administered and monitored by South Carolina Department of Education (SCDE) to ensure program rules and regulations are being followed.



Program Structure

USDA

State Agency

Sponsors

Sites

Summer Food Service Program Key Players



What is SCDE Role?

As the State Agency, SCDE:

- Approves sponsor and site applications.
- Conducts sponsor training.
- Monitors local SFSP operations.
- Processes claims for reimbursement.
- Conduct an administrative review to assess program operation.





What is a Sponsor?

Organizations that assume the SFSP administrative and financial responsibility for the summer food service program under an agreement with their state agency.

Who Can Be a Sponsor?

Public or Private Nonprofit School Food Authority (SFA)

Public or Private College University

Private Nonprofit

Unit of Local, County, Municipal, State or Federal Government

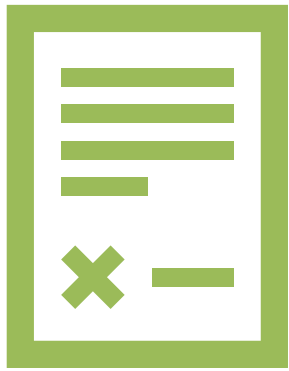


Sponsor Eligibility

- Demonstrate financial and administrative capabilities.
- Not be declared **Seriously Deficient** in any USDA federal child nutrition program in previous years
- Serve low-income children.
- Conduct a nonprofit program in which reimbursement funds are used solely for the operation or improvement of the food service program.
- Provide a year-round public service to the community.
- Exercise management control over sites
- Complete pre-operational visits



Sponsor Eligibility



Approved sponsors must sign a written permanent agreement with the state agency.



Must not have a negative balance with any CNP from prior year operation.



501 (c)(3) must be in good standing. Registered with the SC Secretary of State as a charitable organization.

Sponsor Requirements

- Attend state annual training.
- Locate and recruit eligible sites.
- Monitor, evaluate, and sustain site.
- Provide approved nutritious meals to approved sites.
- Hire, train, and supervise staff/volunteers.
- Competitively procure food and supply items.
- Prepare and file claims for reimbursement.
- Maintain program documents for 3 years in addition to the current year.



Site Requirements and Eligibility



What is a Site?

- A site is a physical location, approved by the state agency where meals are served, and children eat in a supervised setting.
- Must be in an area where at least 50% of children are eligible for free or reduced priced meals based on:
Census Data
School Data
- Eligible sites are those that serve children in low-income areas or those that serve specific groups of low-income children.



Examples of approved meal sites

- School
- Church
- Playground
- Community Parks
- Library
- Residential Summer Camps
- Apartment Complexes (mutual area location)



Examples of unapproved sites

- For-profit Daycare
- Individual residence
- Unsafe or unsanitary environment





Outreach and Marketing

Once sites are identified, families need to be made aware of the open site locations and the availability of meals (using media outlets).

Meal Service Requirements



Meal Pattern

Your menu must meet the USDA approved meal pattern.

What type of meals will I be serving?

How many children should I prepare for?

Is this meal reimbursable?

Where will my meals be prepared?

Does my organization have the manpower?

Look at the nutrition guide at www.fns.usda.gov/sfsp/handbooks for additional guidance.



Types of meals that can be served

- Breakfast
- Lunch
- Dinner/Supper
- Snack (AM/PM)



Food Components



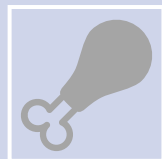
Milk



Vegetable and Fruits



Grains



Meat and Meat Alternates

Food Safety and Sanitation

- Every food preparation site must have a permit and the ServSafe food safety manager's training certification.
- Every site will receive a summer feeding inspection.
- Sites may be closed for failure to comply with state food safety and sanitation regulations.



Preparing your meals



Three ways to procure your meals

- Self-Preparation
- Food Service Management Company (FSMC) –Food Vendor
- Purchasing Meals From School



Vending Options

Sponsors that decide to contract with a Food Service Management Company (FSMC) to obtain meals must meet various program requirements and follow certain procedures.



Financial Viability and Administratively Capable Requirements



Are you financially viable?

Can you generate sufficient income to meet operating expenses and debt commitments while maintaining service levels?

Do you have funds available to cover cost to run the program plus non-reimbursable costs, which can range from \$100 to \$10,000 depending on sponsor size?

Remember this is a reimbursable program, you are being reimbursed for allowable expenses only.

Can you operate financially until you receive reimbursement for meals served the previous month?



Do you have the fiscal accountability?

- Is there a governing board that meets regularly to review finances?
- Do you have financial statements and banking records for at least 6 months?
- Do you have an annual operating budget and financial projections?
- Are you registered in the federal System for Award Management (SAM)?
- Do you have IRS Form 990 returns (only for 501(c)3s entities)?
- Do you have a Unique Entity Identification number (UEI) entity ID?
- Who is responsible for keeping financial records?
- Do you already have an accounting system?
- What is your records retention schedule for financial records?



Do you have administrative capability?

- Sponsor must have qualified and employ sufficient staff to operate the program.
- Sponsor must have written policies and procedures for recruiting qualified staff.
- Sponsor must have written policies and procedures to ensure civil rights compliance.
- Sponsor must have written policies and procedures to assign duties to staff.
- Sponsor must maintain documentation showing these managements practices.



Reimbursement Rate

- Sponsors are reimbursed based on the number of reimbursable meals served multiplied by the appropriate reimbursement rate during operation.
- New reimbursement rates are posted annually by USDA.
- Reimbursements must be applied to:
 - Operating costs: labor (food prep and service), food, and supplies
 - Administrative costs: planning, organizing, and management of the program
- Advances-Are available but must be paid back.
- Do not rely solely on advances for the operation of your program.



2024 Reimbursement Rates

Rural/ Self-Prep Sites

- Breakfast: 2 dollars and 97.75 cents
- Lunch or Supper: 5 dollars and 21.25 cents
- Snack: 1 dollar and 23.50 cents

All other types of sites

- Breakfast: 2 dollars and 92.25 cents
- Lunch or Supper: 5 dollars and 14 cents
- Snack: 1 dollar and 20.50 cents



Funds needed to operate

How many sites will your program serve?

What meals are going to be served at each site? (breakfast, am snack, lunch, pm snack, supper)

How many meals are going to be served at each site?

The reimbursement rate by meal type?

How many days will the program operate the meal service?

Whether you are rural/self-prep or urban/vended?

(number of sites: 3 sites x meal type breakfast and lunch x number of meals per site per day 50 x reimbursement rate x 40 days)

3 sites x 25 breakfast per site = 75 x 2.8250 = 211.88 x 40 = 8,475

3 sites x 25 lunch per site = 75 x 4.95 = 371.25 x 40 = 14,850

\$23,325 (based on rural/self-prep rate) delete

“Don’t forget this amount covers your administrative & operational budget”



Things to consider

- What do you feel would be their biggest challenge in operating the program?
- What resources do you feel that you have will you operate a successful program?
- Do you have experienced people within your organization already to assist?
- Do you have enough available funds?
- How will you prepare the meals?



Ways to get involved

- Become a sponsor
- Become a site
- Support existing sites with volunteers, activities, and outreach
- Help coordinate and organize groups of sites



Next Steps

- Assess your Administrative and Financial Viability
- Determine the need for the program and where you would operate
- Contact us by **2/14/25** if you would like to pursue becoming a sponsor.
- If you proceed with SFSP, you must attend the two-day New Sponsor Training – **TBD**
- Obtain a SAMs, SC Vendor and Unique Entity Identifiers (UEI) Number
- Determine Meal Preparation
 - *Kitchen Managers ServSafe Certificate/Food Handling Training (Self-Preparation)
 - *Complete permit application for any unpermitted kitchen (Self-Preparation)
 - *Vendor Contract if choosing to purchase from school district or FSMC- food vendor

Contact Information:

SC Department of Education

Summer Break Café

Email: Summerbreakcafequestions@ed.sc.gov

SC Department of Agriculture formally DHEC

website: agriculture.sc.gov



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1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2.fax:
(202) 690-7442; or

3.email:
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