

South Carolina Department of Education 2016 Summer Food Service Program



Sponsor Training Manual

Office of Health and Nutrition



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Summer Food Service Program Resources

Summer Tool Kit

<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

Area Eligibility Map

<http://www.fns.usda.gov/areaeligibility>

Rural Designation Map

<http://www.fns.usda.gov/rural-designation>

SFSP Handbooks:

<http://www.fns.usda.gov/sfsp/handbooks>

- Administrative Guidance for Sponsors
- Monitor's Guide
- Nutrition Guidance for Sponsors
- Site Supervisor's Guide

SFSP Best Practices

<http://www.fns.usda.gov/sfsp/best-practices>

SFSP Meal Patterns

<http://www.fns.usda.gov/sfsp/sfsp-meals-and-snacks>

USDA Policies

<http://www.fns.usda.gov/sfsp/policy>

USDA Regulations

<http://www.fns.usda.gov/sfsp/regulations>

Standardized Recipes

www.nfsmi.org

South Carolina Department of Education State SFSP Resources

<http://ed.sc.gov/districts-schools/nutrition/summer-food-program/>

Summer Food Service Program (SFSP)

What Is the Purpose?

The Summer Food Service Program (SFSP) was designed to provide free meals to children during the summer months. When schools let out for the summer, many children are at risk of hunger and malnutrition. The lack of nutrition during the summer months can result in poor performance once the school year begins and makes children more prone to illnesses and other health issues. SFSP is designed to fill that nutrition gap and make sure children can get the nutritious meals they need. All children under the age of 18 are eligible to receive a free meal.

SFSP is funded by the United States Department of Agriculture (USDA) and administered by the South Carolina Department of Education (SCDE).

Who Can Sponsor the Summer Food Service Program?

Sponsors that are administratively and financially capable of managing a food service program may participate in the SFSP.

The following types of organizations can be sponsors:

- Public or private nonprofit schools
- Units of local, municipal, county, tribal, or State government
- Private nonprofit organizations
- Public or private nonprofit camps
- Public or private nonprofit universities or colleges

What Is a Site?

A site is a physical location approved by SCDE where SFSP meals are served during a supervised time period. Sites may be located in schools, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant centers, or on Indian reservations.

There are five types of sites:

- Open: At least 50% of the children in the area are eligible for free and reduced-priced school meals
- Enrolled: At 50% of the children in a program are eligible for free and reduced-price school meals or at least 50% of the children in the area are eligible for free and reduced-priced school meals
- Camp: Offers a regularly scheduled food service as part of a residential or day camp program.
- Migrant: Primarily serves children of migrant workers.
- NYSP: A college or university participating in the National Youth Sports Program Meal service.

Who Is Eligible to Receive Free Meals?

The following are eligible to receive free meals:

- All children 18 years of age or younger who come to an approved open site or to an eligible enrolled site may receive meals.
- At camps, only children eligible for free and reduced-price meals may receive SFSP meals.
- Individuals over age 18 enrolled in school programs for persons with disabilities and have an IEP on file may also receive meals.

How Many Reimbursable Meals Can Be Served?

Most sponsors may be approved to receive reimbursement for up to two meals per day. Eligible meals are breakfast, lunch, snack, and supper. The only combination not eligible for reimbursement is lunch and supper. If your site primarily serves migrant children, or you run a residential/non-residential camp, you may be eligible to serve up to three reimbursable meals each day. If you run a camp, you may claim reimbursements only for meals served to children who qualifies for free and reduced-price meals.

How Are SFSP Meals Prepared?

A sponsor may prepare its own meals (self-preparation), purchase meals through an agreement with an area school, or contract for meals with a food service management company (vended). Self-preparation meals receive a slightly higher rate of reimbursement than meals vended through a contract.

Four Ways to Participate in the Program

Be a Sponsor— For organizations that provides a service within their community and can manage a food service program. Sponsors receive training, establish meal sites, arrange meal preparation and deliver, and manage meal sites.

Run a Site— Some organizations do not have the financial or administrative ability to run the program, but they can supervise a food service for children, along with recreational or enrichment activities, at a site.

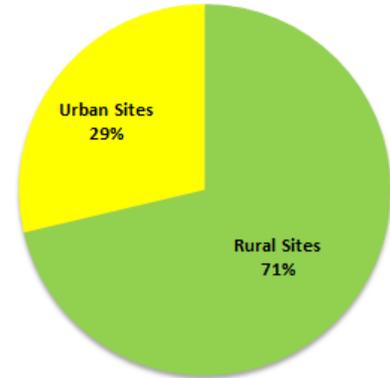
Be a Vendor— Organizations with kitchens and food service staff, including schools, commercial companies, or public or nonprofit institutions, can participate in SFSP as vendors. As a vendor you will prepare and deliver meals meeting Federal nutritional guidelines to sponsored sites.

Volunteer—Even if your organization cannot take on the responsibilities of a sponsor or a site, you can team up with a sponsor to provide any activity that makes summer fun!



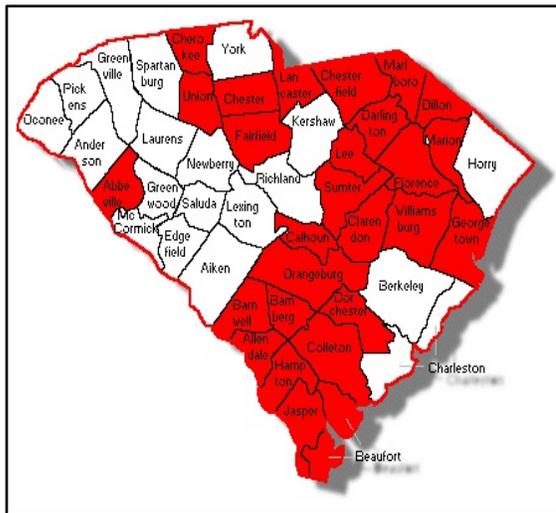
South Carolina Department of Education Summer Food Service Program Data Report

The South Carolina Department of Education (SCDE) approved 67 sponsors and approximately 1,600 summer sites for the 2015 Summer Food Service Program (SFSP). Sponsors that participated in the program were from public and non-profit organizations, government entities, and school districts. SCDE approved seven new sponsors one being the Medical University of South Carolina (MUSC) which was the first successful hospital site in the southeastern region.

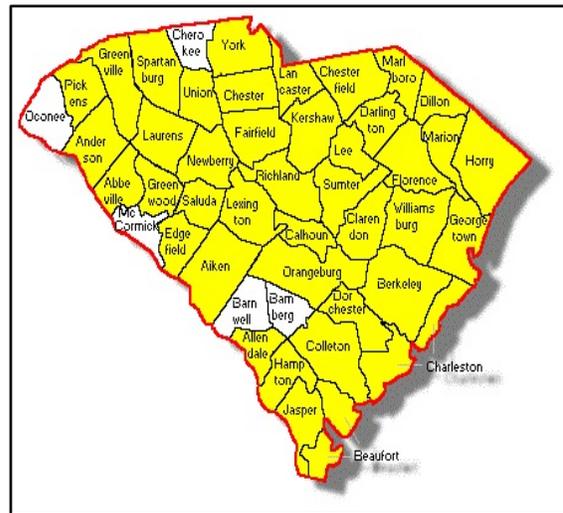


Type of Sponsor	# of Sponsors
School Food Authority	18
Private/Public Non-Profit	29
Government	18
Residential Camp	2
Total	67

1,288 sites were initially approved for the SFSP and over the course of the summer 350 new sites (a 27 percent increase) were added. Meal sites were located in 41 counties and 25 Strike Force counties. USDA classifies Strike Force counties as rural areas that experience persistent poverty.



USDA Strike Force Counties



2015 SFSP Meal Site Locations by County

Meals Served by Month	
June	1,398,673
July	1,530,882
August	346,415
Total	3,275,970

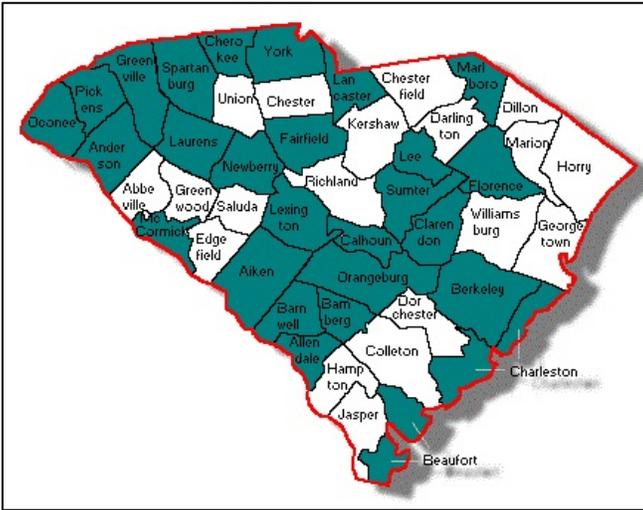
On average, SC SFSP sponsors served approximately 60,000 children daily and served 3.2 million meals throughout the summer. Compared to 2014, meal count totals increased by 3.2 percent.

Goals for 2016 Summer Food Service Program:

- Increased the number of meal sites by five percent for each approved sponsor
- Approve more meal sites to operate in all Strike Force Counties

Seamless Summer Option (SSO)

SCDE approved 46 local education agencies that participated in the National School Lunch to operate the Seamless Summer Option (SSO). Meal sites were located in 28 counties; five of those counties were Strike Force counties that did not have a SFSP meal site.



Approximately one million meals were served through the SSO for the 2015 summer.

Goals for 2016 Seamless Summer Option:

- Increase the number of local education agencies that participate in the program
- Increase the number of meal sites by 5% for each approved sponsor.

Aggregately, SCDE approved 113 sponsors to participate under both USDA summer programs. There were approximately 2,200 summer meal sites located in every county and Strike Force Area. Over four million meals were served during the 2015 summer.

Reimbursement Rates

SCDE reimburses SFSP sponsors on a per-meal basis for the meals they serve to eligible participants that meet program requirements. To receive your reimbursement, you must prepare a Claim for Reimbursement each month and submit it to SCDE. Total reimbursement is based on per-meal reimbursement rates. Your costs will depend on many factors including the number of meals you serve; the price you pay for food or meals, if purchased from a vendor; and the amount of wages you pay your staff. The total reimbursement can be used on any allowable operating or administrative cost (page 48-49).

Listed below are the maximum operating and administrative rates of reimbursement for the 2016 summer:

Rural or Self-Prep Sites		Urban Vended Sites	
Breakfast	\$ 2.1325	Breakfast	\$ 2.0925
Lunch or Supper	\$ 3.7450	Lunch or Supper	\$ 3.6850
Supplement	\$ 0.8875	Supplement	\$ 0.8650

Calculated Potential Reimbursement for the Budget

$$\begin{array}{r}
 \text{Estimated daily meals to be served} \\
 \times \\
 \text{Number of days of operation} \\
 \times \\
 \text{Reimbursement rate for meal type} \\
 = \\
 \text{Potential SFSP reimbursement for meal type}
 \end{array}$$

Perform this calculation for each meal type to be served then add these amounts together. Repeat calculations for sites with different meal types or different number of days of operation. The sum of all calculations equals the **potential** reimbursement and should be used to prepare budget in the application.

Sponsor's Responsibilities

The following is a summary of the responsibilities of operating a Summer Food Service Program. The summary is not intended to be an exhaustive list.

Sponsor Eligibility 7 CFR 225.14(b) Only certain organizations can sponsor a Program:	
	A public or private nonprofit school food authority.
	A public or private nonprofit residential summer camp.
	A unit of State, local, municipal, or county government.
	A public or private college or university currently participating in the National Youth Sports Program.
	Any other type of private nonprofit organization.

Sponsor Must	
	Demonstrate financial and administrative capability and accept final financial and administrative responsibility.
	Have not been declared seriously deficient in the operation of any Federal Child Nutrition Program.
	Serve meals in areas designated as low-income or agree to serve low-income children (exceptions: camps).
	Conduct a non-profit food service.
	Provide year-round service to the area in which they intend to provide the SFSP (some exceptions may be granted).
	Exercise management control over sites they serve.
	Visit and document that all new sites and sites that have had problems running the program in the past have been inspected prior to program commencement.
	Sign a written agreement with SCDE.

Site Eligibility	
	Provide site eligibility data with Site Applications.
	Submit a site application and receive approval prior to beginning meal service at that site.

Other Responsibilities	
	Conduct training for all administrative and operational personnel prior to starting the Program.
	Prepare meals, contract with school food service facility, or contract with a food service management company.
	Serve meals that meet requirements and prepare or order meals with the objective of providing only one meal per child per meal service.
	Conduct a regularly scheduled food service.
	Have adequate supervisory and operational personnel for monitoring, managing, and operating each site.

Other Responsibilities (Cont.)	
	Ensure that each meal is consumed on site. Exception: a fruit, vegetable, or grain may be taken off site at the sponsor's discretion.
	Monitor sites as required to ensure all requirements pertaining to the meal service are met.
	Ensure that daily records of meals served are maintained.
	Maintain accurate records to justify expenses.
	Claim reimbursements only for those meals served to eligible children.

A Camp Sponsor Must	
	Determine income eligibility for each child attending camp.
	Claim for meals based on the eligibility of children attending camp.

A School Sponsor May	
	Use the same menu planning option(s) as used for the National School Lunch and Breakfast Program during the previous school year.

Guidance Resources (<http://www.fns.usda.gov/sfsp/handbooks>)

Administrative Guidance for Sponsors
 Site Supervisors Guide
 Nutrition Guidance for Sponsors
 Monitor's guide

Site Definitions and Eligibility Documentation

A site is a physical location where program meals are served and where children consume meals in a supervised setting.

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. 	<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 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. ▪ Media release must stipulate the “open” criteria. ▪ OR ▪ Draws children exclusively from eligible areas. ▪ Open to community participation from eligible areas-only daily limits for security, safety, or control. ▪ Not open to the community at large. ▪ No fees are charged. ▪ Children from non-needy areas are not allowed. ▪ Reimbursed for complete meals served to all children. 	<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. ▪ Is located in a geographical area where at least 50% of the local children are eligible for free or reduced-price school meals. ▪ OR ▪ At least 50% of the children enrolled at the site are eligible for free or reduced price school meals. ▪ Reimbursed for complete meals served to all children. 	<ul style="list-style-type: none"> ▪ School Data ▪ Census Block Group Data ▪ Income Statements
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. 	<ul style="list-style-type: none"> ▪ Income Statements
Migrant	<ul style="list-style-type: none"> ▪ Migrant organization certifies that site serves over 50 percent migrant children initially. Site can be open or restricted open. ▪ Reimbursed for complete meals served to all children. 	<ul style="list-style-type: none"> ▪ Certification from migrant organization

Site Type Exercise

The following site is located at a facility that offers participants daily activities throughout the day. Children must sign up to participate in the site's sessions and not every child qualifies for free and reduced price meals during the school year. The sponsor uses individual income forms for their summer food service program and keeps track of meal counts by using a roster.

Type of Site: _____

The site displays posters and flyers around the neighborhood that notifies of free meals. To ensure the safety of children, the sponsor locks the doors to the facility and requires parents to sign their children in before participating in the meal service. All children are provided meals on a first come first serve basis.

Type of Site: _____

Children must sign up to participate in the site's program and the sponsor uses school data to determine eligibility for the site. The site offers a reading program for children a couple of weeks after school ends.

Type of Site: _____

The site is at a school and offers a summer school program for students that attend the school. Children from the community may also participate in the meal service.

Type of Site: _____

Site	Eligibility Determination (%)	Eligibility Documentation
Migrant		
Residential Camp		
Closed Enrolled		
Non-Residential Camp		
Open		

Site Eligibility and Rural Designation Resources

School Data

<https://ed.sc.gov/data/other/>

Census Data

<http://www.fns.usda.gov/areaeligibility>

USDA Rural and Urban Designation Map

<http://www.fns.usda.gov/rural-designation>

Meal Preparation and Service

Unallowable Meals

The following meals **WILL NOT** be reimbursed:

- **Meals served to adults. Do Not claim meals served to program/non- program adults.**
- Meals that do not meet meal pattern requirements.
- Meals not served as a complete unit.
- Meal types not approved.
- Meals served at unapproved sites.
- Meals consumed off-site. Sponsors must notify SCDE in advance of all field trips.
- Meals consumed off-site under the Inclement Weather waiver, where the site has not been preapproved by application, and a heat advisory, watch, or warning has not been issued for the site in question.
- Meals served to ineligible children (applies to camps only).
- Meals served in excess of the approved level.
- Meals not served to the children (left-over meals).
- **Second meals served in excess of 2% of the total first meals served in a claim period (*All second meals served should be shown on the claim for reimbursement.* However, reimbursement for second meals will be limited to only 2% of first meals served, or actual second meals served, whichever is less).**

Four Components in Menu Planning

SFSP nutritional guidelines help assure that children are provided with healthy foods that meet their growing needs. The four components below are used to plan meals and snacks. Additional foods may be served to provide additional calories and nutrients. Specific food information resources can be found in The Food Buying Guide and Creditable Food Guide.

Milk

Pasteurized fluid milk, flavored or unflavored

Specifics

- Fluid milk is required for breakfast, lunch and supper. Fluid milk may be served as one of two choices at snack.
- Milk must be served as a beverage at lunch and supper.
- Milk may be served as a beverage, served on cereal, or used for some of both at breakfast and snack.

Grains/Breads

Whole grain or enriched bread, grains, cereal, crackers, pasta

Specifics

- Required at Breakfast, Lunch, and Supper
- Ready — to—eat cereal at breakfast and snack only
- Grain-based chips creditable only 2 times a week and only at lunch, snack and supper
- Sweet type breads and grains including but not limited to: Coffee cake, doughnuts, sweet rolls, muffins, cereal/granola bars, and pop- tarts are creditable for breakfast and snack only; *No more than 1 time per week at breakfast and no more than 2 times per week at snack.*

Meat/Meat Alternates

Lean meat, poultry, fish, cheese, egg, cooked dry beans or peas, nuts and seeds, nut and seed butters, alternate protein products, yogurt (creditable at lunch, supper and snack only)

Specifics

- Required at Lunch and Supper as main dish
- Nuts/seeds/butters can meet only ½ of meat requirement at meals; meets full requirement at snacks
- No more than 2 different meat items creditable at 1 meal
- Peanut butter may not be used to meet the entire meat/meat alternate requirement at lunch or supper because of the large amount needed. An additional meat/meat alternate must be served with peanut butter at lunch or supper.

Vegetable/Fruit/Juice

Fruits and vegetables and 100% full strength fruit or vegetable juice

Specifics

- 1 serving required at Breakfast
- 2 different kinds required at Lunch & Supper
- Dried beans and peas cannot count as both fruit and vegetable and meat at 1 meal
- Juice cannot be served with milk for snacks

Only one vegetable/fruit creditable for snacks (Example – Not orange juice and apple wedges)

Food Chart – Summer Food Service Program

Breakfast Must contain milk, grains/breads & vegetable and fruit components	Fluid Milk	1 cup (8 fluid ounces) ¹
	Juice or Fruit or Vegetable	½ cup
	Bread, or	1 slice
	Cold Dry Cereal, or	¾ cup or 1 ounce ²
	Cornbread, Biscuits, Rolls, Muffins, etc., or	1 serving
	Cooked Cereal or Cereal Grains	½ cup
	Pasta, Cooked Noodles	½ cup
Lunch or Supper Must contain all four components, including two different servings of vegetables/fruits	Fluid Milk	1 cup (8 fluid ounces) ³
	Meat, Poultry, Fish, Cheese, or	2 ounces
	Egg, or	1 large egg
	Cooked Dry Beans, Peas, or	½ cup
	Peanut Butter or other Nut Butters,	4 tablespoons ⁴
	Peanut, Soy nuts, Tree Nuts, or	1 ounce = 50% ⁵
	Yogurt, plain or sweeten, flavored	1 cup
	Vegetables and/or Fruits (must serve at least two different varieties)	¾ cup total ⁶
	Grains/Breads	1 serving
Snack⁷ Serve 2 of 4 components	Fluid Milk	1 cup (8 fluid ounces) ¹
	Juice or Fruit or Vegetable	¾ cup
	Meat or Meat Alternate	1 ounces
	Grain/Bread	1 serving

1. Serve as a beverage, or on cereal, or use part of it for each purpose.
2. Either volume (cup) or weight (ounces, whichever is less).
3. Must be served as a beverage.
4. At lunch or supper, must serve an additional meat/meat alternate with peanut butter.
5. No more than 50% of the requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement.
6. Serve two or more kinds. Full-strength juice may be counted to meet not more than one-half of this requirement.
7. 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.

Note: All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is 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.

Sample Breakfast Menu

Requirements for the breakfast meal service:

Milk – 8 oz. or 1 cup (1/2 pint)

Fruit/Vegetable – ½ cup

Bread/Grain – 1 slice or equivalent

Monday	Tuesday	Wednesday	Thursday	Friday
Milk Applesauce Granola Bar Yogurt	Milk Orange juice Biscuit Sausage	Milk Mix fruit cup Bagel Peanut Butter	Milk Cantaloupe Cubes Whole Grain Cereal Cheese Stick	Milk Cranberry Juice Whole Grain Waffle Boiled Egg Syrup
Milk Peaches Biscuit Sausage Gravy	Milk Fresh Grapes Whole Grain Pancake Ham Syrup	Milk Orange Breakfast Pizza on English Muffin	Milk Apple Blueberry Muffin Boiled egg	Milk Banana Whole Grain Cereal Sausage
Milk Pineapple cubes French Toast Sticks Sausage	Milk Mixed Berries Biscuit Scramble Eggs Jelly	Milk Whole Banana Whole Grain Cereal Yogurt	Milk Orange Wedges Oatmeal Peanut Butter	Milk Honey Dew Cubes Granola Bar

Sample Lunch/Supper Menu

Requirements for the lunch/supper meal service:

Milk – 8 oz. or 1 cup (1/2 pint)

Fruit/Vegetable – ¾ cup total (must serve at least 2 different varieties)

Meat/Meat Alternate (M/MA) – 2 oz.

Bread/Grain – 1 slice or equivalent

Sample Cold Lunch/Supper Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Milk Fresh Blueberries Carrot Sticks Ham & Cheese Pita Sandwich Ranch Dressing	Milk Mix fruit cup Cucumber slices Turkey & Cheese on Bun	Milk Apple Lettuce, tomato Ham, Chicken & Cheese on Hoagie Roll Corn Chips	Milk Banana Carrot/Celery Sticks Roast Beef & Chees on Beard Mustard	Milk Melon Cubes Fresh Broccoli HM Chicken Salad Whole Grain Crackers Ranch Dressing
Milk Peach Slices Carrot Sticks Turkey/ham/ cheese wrap Ranch Dressing	Milk 1 Large Peach Celery Turkey/Chees In Pita Pocket	Milk Sliced Pears Black bean & Corn Salad Roast beef + cheese Hoagie bun	Milk Watermelon Tomato Slices HM Tuna salad on Bread or Bun	Milk Mixed berries Chef salad w/ Turkey/ham cheese Whole Grain Crackers Ranch Dressing
Milk 1 Large Banana Cherry Tomatoes Turkey or ham + cheese on Bun Ranch Dressing	Milk Fresh Strawberries Spring Mix Salad Roast beef/cheese on bun Mustard	Milk Watermelon Fresh Broccoli Cheese Stick Peanut butter/jelly Sandwich	Milk Large apple Carrot Sticks Turkey & Swiss Cheese on Bagel Mustard	Milk Large Orange Lettuce & Tomato HM Chicken or Tuna Salad Pita Pocket

Sample Lunch/Supper Menu (Cont.)

Sample Hot Lunch/Supper Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Milk Fruit Cocktail Tater Tots CN Chicken Patty Bun Ketchup/Honey Mustard	Milk Peaches Mashed Potatoes Sliced Roast Beef Wheat Roll Gravy	Milk Pineapple slices Corn on the cob Hamburger on bun Ketchup/Mustard	Milk CN Fruit Juice Bar Refried beans Chicken Fajita w/ Flour Tortilla Salsa	Milk Peaches Oven fries Sub Sandwich with Turkey & Cheese Mustard/Ketchup
Milk Applesauce Oven French fries Turkey hot dog On Bun Ketchup	Milk 1 Fresh banana Corn Turkey Taco, lettuce, tomato, cheese Corn Taco Shell Salsa	Milk Watermelon Cubes Salad Mix HM or CN Pizza Salad Dressing	Milk Fruit Cocktail Broccoli Ground beef/cheese Lasagna	Milk Green Beans Strawberries CN Chicken nuggets Dinner Roll BBQ Sauce
Milk Cucumber Slices Grapes HM Chicken Salad Wheat Crackers or Bun	Milk Pineapple Tater tots CN Corn dog Ketchup	Milk Cantaloupe Baby Carrots HM or CN Pizza Ranch Dressing	Milk Strawberries Corn Refried beans w/cheese Nacho chips Salsa	Milk Gelatin w/ Peaches Green beans CN Fish Sticks Bread Ketchup
Milk Pineapple Tidbits Mashed potatoes Sliced Turkey roast Wheat Roll Gravy	Milk Sliced peaches Baked beans Turkey Hot dog Bun	Milk Mandarin oranges Mixed vegetables Cashew chicken w/Brown Rice	Milk Watermelon Au gratin potatoes HM Baked Fish Cornbread	Milk Apple Wedges Broccoli Spaghetti w/Turkey Meat sauce Garlic Breadstick
Milk 1 Large Orange Carrot sticks HM or CN Pizza	Milk Green beans French fries Hamburger on Bun Ketchup/Mustard	Milk Fruit cocktail Peas CN Fish Sticks CN--Breeding	Milk Fresh Grapes Baked Potato w/ Chili (ground beef) & Cheese Bread	Milk Shredded Lettuce Corn HM or CN Burrito Salsa

Standardized Recipes and Resources

Standardized recipes are needed for any menu item indicated on a production record that contains more than one ingredient, such as sloppy joes, seasoned vegetables, and sandwiches. A standardized recipe is one that has been tried, adapted, and retried several times for use by a given food service operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.

Standardized recipes help:

- Ensure product quality
- Make menu planning more consistent
- Make cost control easy
- Produce the same consistent product time after time

If you are standardizing your own recipe, or modifying an already standardized recipe such as one from USDA, you need to keep careful records. The following information must be included on the form:

- Yield: Include serving size and number of servings.
- All ingredients: Provide as much information as possible for each ingredient. Include form (such as fresh, frozen, or canned); packing medium (such as canned in juice or light syrup, frozen with added sugar, or plain); fat content (such as 20 percent fat ground beef or ground pork, no more than 30 percent fat); or brand (Tyson® Cooked Diced Chicken Meat, Pierre® Pork Sausage Patty).
- Correct measures, weights, and/or pack size.
- Preparation procedures.

Please visit the Institute of Child Nutrition at www.nfsmi.org for more information of standardized recipes.

Sample Standardized Recipe: Salisbury steak

Salisbury Steak

Meat/Meat Alternate

Main Dishes

D-33

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Raw ground beef (no more than 20% fat)	8 lb		16 lb		1. Blend all ingredients in mixer for 4 minutes on low speed. DO NOT OVERMIX. 2. Portion 25 steaks onto each ungreased sheet pan (18" x 26" x 1") with a firmly packed level No. 10 scoop (¾ cup). Flatten into an oval pattie. For 50 servings, use 2 pans. For 100 servings, use 4 pans. 3. Bake: Conventional oven: 350° F for 25-30 minutes Convection oven: 300° F for 15-20 minutes CCP: Heat to 165° F or higher for at least 15 seconds. 4. Transfer steaks to steamtable pans (12" x 20" x 2 ½"). For 50 servings, use 2 pans. For 100 servings, use 4 pans. 5. CCP: Hold for hot service at 135° F or higher. Portion 1 pattie (2 ¾ oz). 6. Serve with Brown Gravy (see G-03) or Meatless Tomato Sauce (see G-07).
Rolled oats	12 oz	1 qt ¼ cup	1 lb 8 oz	2 qt ½ cup	
Frozen whole eggs, thawed OR Fresh large eggs (see Special Tip)	6 oz	¾ cup OR 4 each	12 oz	1 ½ cups OR 7 each	
Beef stock, non-MSG		1 cup		2 cups	
Instant nonfat dry milk	2 ¼ oz	1 cup	4 ½ oz	2 cups	
*Fresh onions, chopped OR Dehydrated onions	12 oz OR 2 ¼ oz	2 cups OR 1 cup 2 Tbsp	1 lb 8 oz OR 4 ½ oz	1 qt OR 2 ¼ cups	
Dried parsley		¼ cup		½ cup	
Ground black or white pepper		1 ½ tsp		1 Tbsp	
Salt		2 tsp		1 Tbsp 1 tsp	

Comments:
*See Marketing Guide.

Marketing Guide for Selected Items		
Food as Purchased for	50 Servings	100 Servings
Mature onions	14 oz	1 lb 12 oz

SERVING:	YIELD:	VOLUME:
1 portion provides 2 oz equivalent meat/meat alternate.	50 Servings: about 8 lb 9 ½ oz	50 Servings: 1 gallon 1 quart (meat mix) 2 steamtable pans
	100 Servings: about 17 lb 3 oz	100 Servings: 2 gallons 1 quarts (meat mix) 4 steamtable pans

Tested 2004

Special Tip:
For 50 servings, use 2 oz (¾ cup) dried whole eggs and ¾ cup water in place of eggs.

For 100 servings, use 3 ½ oz (1 cups 3 Tbsp) dried whole eggs and 1 ½ cups water in place of eggs.

Nutrients Per Serving			
Calories	186	Saturated Fat	4.22 g
Protein	16.67 g	Cholesterol	63 mg
Carbohydrate	5.95 g	Vitamin A	47 IU
Total Fat	10.18 g	Vitamin C	0.5 mg
		Iron	2.00 mg
		Calcium	40 mg
		Sodium	156 mg
		Dietary Fiber	0.8 g

Processed Food Documentation

CN Labels- What to Look For:

USDA released two Policy Memos on March 11, 2015 [CACFP 08-2015 and CACFP 09-2015] that listed **two types** of acceptable documentation approved to verify meal pattern compliance: Child Nutrition (CN) label or manufacturer's product formulation statement (PFS).

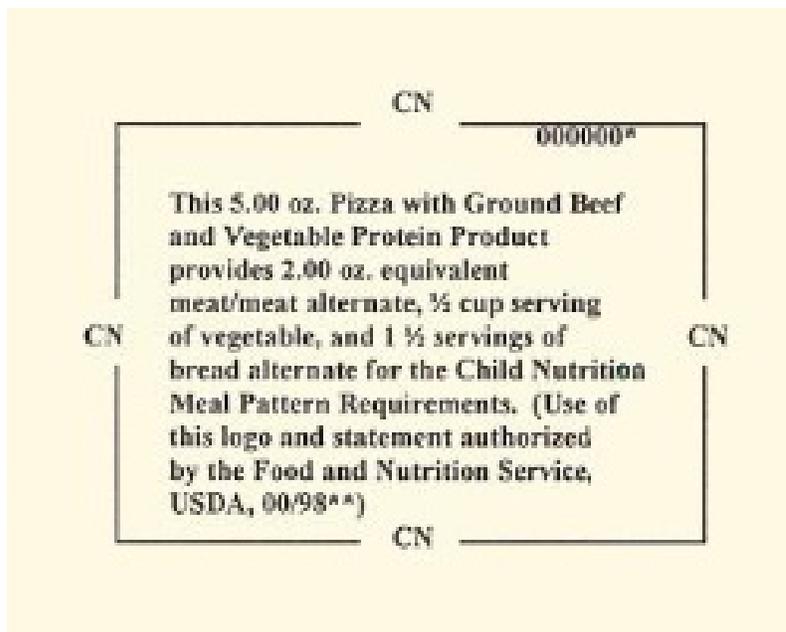
Per Policy Memos **CACFP 08-2015** and **CACFP 09-2015**, acceptable and valid documentation for the CN Label includes:

1. The **original CN Label removed** from the product carton; or
2. A **photocopy of the CN Label** shown attached to the original product carton; or
3. A **photograph of the CN Label** shown attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)

NOTE: If none of the required documentation is available, Program operators may provide the Bill of Lading (invoice) containing the product name and: a hard (or electronic) copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor. A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools (not common for CACFP providers) with a CN label with a watermark during the bidding process. (Original CN labels on product cartons will not have a watermark.)

In addition to required labeling features, a CN label will always contain the following:

- The CN logo (which is a distinct border) The meal pattern contribution statement
- A 6-digit product identification number
- USDA/FNS authorization statement
- The month and year of approval.



Sample label statement:

The six-digit CN identification number in the upper-right corner is assigned by the AMS-CN Labeling Program Operations Office.

The date found at the end of this statement reflects the month/year of final approval.

Tips for Accepting Processed Foods

CN Labels, factsheets, and product labels provide a way for food manufacturers to communicate with SFSP sponsors about how their products may contribute to the meal pattern requirements for meals served under the Department of Agriculture's (USDA) Child Nutrition (CN) programs. Below are tips for acceptable documentation:

CN Labeled Products

- The CN Label provides a warranty against audit claims when the product is used according to the manufacturer's direction.
- SFSP sponsors may submit a CN Label, or a photocopy or photograph of the valid CN Label during a sponsor review as acceptable documentation.
 - ✓ CN Labels that are laser printed on the product carton or cannot be easily removed may be photocopied.
 - ✓ A photograph of the CN Label while it is still attached to the product carton may be used.
 - ✓ CN Labels that are photocopied or photographed must be visible and legible.
- When a valid CN logo and crediting statement is provided, SCDE reviewers **will not** request a Product Formulation Statement.

Product Formulation Statements (PFS)/Other Documentation

- PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.
- Templates for documenting the meat/meat alternates (M/MA), grains, fruits, and vegetables components are available on the FNS website at: <http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>.
- PFS may be modified for various products contributing to more than one meal component. For example, a cheese pizza may credit towards the M/MA, grains and the red/orange vegetable subgroup. The crediting information for each meal component may be documented on the same PFS.
- Creditable ingredients listed in the PFS must match a description in the *USDA Food Buying Guide*.
- PFS should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).
- PFS should assure that the creditable components are visible in the finished product.

Over vs. Serve (OVS) Meal Service

Offer vs. Serve (OVS) means that children are **offered** all of the components of the meal pattern, but are not required to take all of them. OVS can help to minimize food waste and teach children to make choices. Children choose the food they intend to eat and can decline some of the food offered at the SFSP breakfast, lunch or supper meals. OVS cannot be used with snack services. See **USDA Memo Code SP 13- 2015, SFSP 05-2015 (v.2)**.

School sponsors may use the National School Lunch Program meal pattern or the SFSP meal pattern. Non- school sponsors must use the SFSP meal pattern.

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: _____ Code No.: _____

Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/MA Amount¹				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount¹					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

¹Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature

Title

Printed Name

Date

Phone Number

Offer vs. Serve (OVS) Meal Service

Offer vs. Serve (OVS) means that children are **offered** all of the components of the meal pattern, but are not required to take all of them. OVS can help to minimize food waste and teach children to make choices. Children choose the food they intend to eat and can decline some of the food offered at the SFSP breakfast, lunch or supper meals. OVS cannot be used with snack services. See **USDA Memo Code SP 13- 2015, SFSP 05-2015 (v.2)**.

School sponsors may use the National School Lunch Program meal pattern or the SFSP meal pattern. Non- school sponsors must use the SFSP meal pattern.

Requirements:

Sponsors must receive prior approval from SCDE to implement OVS. Sponsors may not appeal the denial of an OVS request; however, they may submit another request the next operating year.

All food components in the required serving sizes must be **offered**.

Breakfast

The meal pattern for breakfast consists of 3 food components: milk, fruit/vegetable, and grain/bread.

However, for OVS four different food items must be offered.

- A child must take three of the four food items and may only decline one food item.
- The fourth food item can be a fruit/vegetable, bread/bread alternate, or meat/meat alternate.
- All of the food items must be different from each other (for example 2 slices of toast would be the same item).
- All of the components must meet the minimum required serving amounts.

Lunch and Supper

The meal pattern for lunch and supper consists of four food components: milk, fruit/vegetable, grain/bread, and meat/meat alternate.

For OVS at lunch and supper:

- All of the components must meet the minimum required serving amounts through at least 5 food items.
- All of the food items must be different from each other.
- A child must take at least 3 food components.

If a site runs out of a food component, all meals after that point must be disallowed if the site was unable to offer children a complete reimbursable meal.

Combination Foods in OVS

Combination Foods: A combination food is a single serving of food that contains two or more of the required meal components. Combination foods served as an entrée or main dish may be **credited as the meat/meat alternate plus a maximum of two of the required meal components** if amounts of each are sufficient to meet the meal pattern requirements.

- Combination foods may not be declined for breakfast because a child may only decline one of the three required items.
- Combination foods containing more than two food items may not be declined during lunch or supper because a child may only decline two food items.

Meal Service Requirements

- **Open and enrolled sites** can serve up to two meals per day in any combination other than lunch and supper.
- **Residential Camps and migrant sites** can serve up to three meals per day in any combination of breakfast, lunch, supper, or snack.
- Serve the **same meal** to all children.
- Children must eat all meals **onsite**. At the sponsor's discretion, with a written policy, participating children may be allowed to remove certain pre-packaged and non-perishable food items to be consumed at a later time.
- Meals must have **all required components** to be reimbursable—refer to the SFSP meal pattern chart (page 17).
- **All children are served** one meal before any second meals or adult meals are served. The purpose of second meals is to reduce waste. In order to count as a reimbursable second meal, second meals must provide all required components.
- Adhere to **local health department** regulations.
- **Outdoor sites** must have alternate arrangements for inclement weather.
- **Meal service times** must be approved, and any changes in times must be reported to SCDE.
- Meals to **vended sites** may not be delivered sooner than **1 hour** prior to the start of the meal service, unless the site has refrigeration.
- **Infant Meals:** Sponsors must receive prior approval from SCDE to serve meals to infants 1 year of age and younger. All meals served to infants must comply with the infant meal pattern requirements of the CACFP regulations.
- **Meals for children aged 1 to 6:** Sponsors must receive prior approval from SCDE to adjust meal portion sizes for younger children. All meals served to younger children must comply with the age appropriate meal pattern requirements of the CACFP regulations.

Food Safety

Keep These Food Safety Rules in Mind

- Keep hot foods HOT! (Keep food at 139 °F or above). Maintain proper holding temperatures of 139 °F or above.
- Keep cold foods COLD! (Refrigerate or chill food at 40 °F or below)
- Keep frozen food in a freezer at 0 °F or lower.
- Be sure thermometers are available and use them properly.
- Cook potentially hazardous foods to proper internal temperatures. Use a meat thermometer.
- Do not partially cook food one day and complete cooking the next day.
- Prepare sandwiches and salads with a minimum amount of handling. Follow local health regulations for using disposable plastic gloves.
- Promptly refrigerate or freeze leftovers. Divide large quantities into smaller containers or use shallow pans, and cover loosely for quick cooling. Once cooled, tightly cover and date leftovers.
- Reheat leftovers to at least 165 °F.
- Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if ice crystals are still present.
- Do not let perishable food remain at room temperature between 40 °F and 139 °F any longer than possible.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40 °F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 139 °F or more.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.
- Follow instructions exactly on how to use and clean kitchen equipment.
- Train food service employees on the safe use of all types of equipment and on personal hygiene.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

Training and Monitoring Forms

Training Requirements

Training is one of the sponsor's major administrative responsibilities. Sponsors are required to train all staff in SFSP requirements each year, prior to operating any site.

Please use the **SFSP Personal Training Requirements Guideline** to ensure that all staff is trained on the necessary topics required by 7 CFR 225.15(d)(1).

All training must be documented and maintained for three (3) years. Be aware that all sites operated by the sponsor must have at least one trained staff person on site every day during the meal service. **For this reason, it is best to train at least two individuals for each site, if not more, in case one cannot be available.** Sites that operate without at least one trained staff person on site during the meal service will not be able to receive reimbursements for the meals served on that day.

SFSP Personnel Training Requirements Guidelines

Resources available at:

<http://ed.sc.gov/districts-schools/nutrition/summer-food-program/>

Administrative Personnel:

(Refer to all SFSP Guidelines)

- Purpose of the Program
- Site Eligibility
- Recordkeeping Requirements
- Organized Site Activities
- Meal Requirements
- Non-discrimination Compliance (Civil Rights)
- Meal Service
 - How meals will be provided
 - The delivery schedule (if applicable)
 - What records must be kept, what forms to use
- Duties of the Monitors
 - Conduct site reviews
 - Site assignments
 - Monitoring schedule
 - Reporting Procedures
 - Follow-up Procedures
 - Office Procedures

Monitor Personnel:

(Refer to all Site Monitor's Guidelines)

- Training for Administrative Personnel
- Monitoring Duties/Responsibilities
 - Assignment of sites
 - Conducting the site visits
 - Monitoring schedules
 - Reporting/recordkeeping requirements
 - Follow-up procedures
 - Local sanitation and health laws
 - Civil Rights
 - Racial/Ethnic Data Collection
 - Personal Safety Precautions, if applicable

Site Personnel:

(Refer to Site Supervisor's & Nutrition Guidelines)

- Purpose of the Program
- Site Eligibility
- Accurate point of service meal count records
- Organized activities at sites
- Recordkeeping Requirements
 - Daily recordkeeping requirements
 - Delivery receipts
 - Second meals, leftovers, spoiled meals
 - Daily labor documentation- time sheets
 - Daily meal service forms
- Vended Site Operations (if applicable)
 - Meal pattern requirements
 - Delivery schedules
 - Adjustments in meal delivery
 - Facilities available for storing meals
 - Who to contact about problems
 - Approved level of meal service
- Self-Preparation Site Operations
 - Meal pattern requirements
 - Production records (optional)
 - Meal preparation adjustments
- Duties and Authority of the Monitors
- Civil Rights Requirements, posters displayed
- Miscellaneous Policies/Issues
 - Inclement weather and alternate service areas
 - How to address non-program adult meals
 - How to address discipline problems
 - Review equipment, facilities, and materials available for recreational activities
 - Review trash removal requirements
 - Discuss corrective action
 - Nutrition education

SOUTH CAROLINA DEPARTMENT OF EDUCATION SUMMER FOOD SERVICE PROGRAM

PRE-OPERATIONAL SITE REVIEW

Sponsor Name:				
Site Name:				
Site Address:				
Site Phone Number:		Site Contact Person:		
Type of Site:	<input type="checkbox"/> Open	<input type="checkbox"/> Enrolled		
<input type="checkbox"/> Recreation Center	<input type="checkbox"/> School	<input type="checkbox"/> Church		
<input type="checkbox"/> Playground	<input type="checkbox"/> Home	<input type="checkbox"/> Park		
<input type="checkbox"/> Residential Camp	<input type="checkbox"/> For-Profit	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Migrant	<input type="checkbox"/> NYSP			
Type of Visit	<input type="checkbox"/> Telephone Interview	<input type="checkbox"/> On-Site Visit (New Site)	<input type="checkbox"/> On-Site Visit (Problematic Site)	
Check One:	(Returning Sites)			
Estimate the number of children the site can serve?				
Estimate the number of supervisory personnel needed to adequately control food serve?				
Does the site have:	Yes	No	NA	Comments
A shelter or alternate site for inclement weather?				
Hand washing facilities for the food handlers and participants?				
Adequate refrigeration for storage of meals?				
Adequate cooking facilities for preparation of meals, if applicable?				
A place to store delivered food to maintain appropriate food temperatures?				
Is another site needed in the area?				
Are present facilities adequate for an organized meal service?				
If no, explain:				
What types of organized activities are planned at this site?				
Signature of Authorized Representative				Date

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM**

FIRST WEEK SITE VISIT FORM

(Complete within the first week of operation for all approved site.)

Date of site visit:		Monitor's arrival time:		Departure time:	
Site Name:			Site Address:		
Site Staff (list names):					
Areas of Discussion				Notes and Observations	
Has the site supervisor attended a training session?					
Are meals being counted and signed for?					
Are all required records being completed?					
Are meals served as second meals excessive?					
Do meals meet meal pattern requirements?					
Is there proper sanitation/storage?					
Is the site supervisor following procedures established to make meal order adjustments?					
Are meals served at the time approved by SCDE?					
Are all meals served and consumed on-site? (Note fruits/vegetables/grains can be taken off site).					
Is each meal served as a unit?					
Are there any problems with delivery?					
Is there documentation of children's income eligibility, if applicable?					
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?					
List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:					
Site Supervisor Signature			Date	Monitor's Signature	

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM**

FOURTH WEEK SITE REVIEW FORM
(Complete within the first four weeks of operation.)

Sponsor:		Site:			
Site Contact:					
Site Address:					
Telephone:		Date of Review:			
Monitor's arrival time:		Departure time:			
Site Type:		Average Daily Attendance:			
Today's Attendance:		Approved meal service time:			
Type(s) of meal(s) reviewed:	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper				
Approved level(s) of meal service					
Day of Visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# Meals delivered (if applicable)					
# Meals/milk from previous day					
Time meals delivered (if applicable)					
Time meals served					
# First meals served to children					
# Second meals served to children					
# Meals served to Program adults					
# Meals served to non-Program adults					
Discarded meals (dropped, spoiled, incomplete meal, test meal*, etc.)					
# Meals leftover					

* Test meal cannot be claimed for reimbursement but should be recorded.

FOURTH WEEK SITE REVIEW FORM (Cont.)

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the staffing pattern correspond to that listed on the approved site sheet?
<input type="checkbox"/>	<input type="checkbox"/>	2. Has the site supervisor attended training session?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the site have sufficient food service supervision?
<input type="checkbox"/>	<input type="checkbox"/>	4. Are meals counted/checked before signing delivery receipt?
<input type="checkbox"/>	<input type="checkbox"/>	5. Are accurate meal counts taken of meals served?
<input type="checkbox"/>	<input type="checkbox"/>	6. Are meals served as second meals excessive?
<input type="checkbox"/>	<input type="checkbox"/>	7. Are records of adult meals being kept?
<input type="checkbox"/>	<input type="checkbox"/>	8. Do meals meet approved menu?
<input type="checkbox"/>	<input type="checkbox"/>	9. Do meals meet meal pattern requirements?
<input type="checkbox"/>	<input type="checkbox"/>	10. Are meals checked for quality?
<input type="checkbox"/>	<input type="checkbox"/>	11. Is there proper sanitation/storage?
<input type="checkbox"/>	<input type="checkbox"/>	12. Is the site supervisor following procedures established to make meal order adjustments?
<input type="checkbox"/>	<input type="checkbox"/>	13. Are meals served within approved time frames?
<input type="checkbox"/>	<input type="checkbox"/>	14. Are all meals served and consumed on-site? (Note fruits/vegetables/grains can be taken off-site.)
<input type="checkbox"/>	<input type="checkbox"/>	15. Does site have a place to serve children meals in case of inclement weather?
<input type="checkbox"/>	<input type="checkbox"/>	16. Is each meal served as a unit?
<input type="checkbox"/>	<input type="checkbox"/>	17. Is the meal delivery schedule followed?
<input type="checkbox"/>	<input type="checkbox"/>	18. Are there provisions for storing or returning excess meals?
<input type="checkbox"/>	<input type="checkbox"/>	19. Is there documentation of children's income eligibility, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>	20. Is there an "And Justice for All" poster, provide by the sponsor, on display in a prominent place?
<input type="checkbox"/>	<input type="checkbox"/>	21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
<input type="checkbox"/>	<input type="checkbox"/>	22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
<input type="checkbox"/>	<input type="checkbox"/>	23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate languages and translations are accurate?
<input type="checkbox"/>	<input type="checkbox"/>	24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?
<input type="checkbox"/>	<input type="checkbox"/>	25. Are there reasonable steps in place to ensure meaning access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?

FOURTH WEEK SITE REVIEW FORM (Cont.)

Explanations:			
Program Violations		Actual Count	Type of Meal
1. Adult meals included in count of meals served to children.			
2. Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor.)			
3. More than one meal served at one time to children.			
4. Meal pattern not met (specify):			
5. Meals not served as a unit.			
6. Meal serving times not met.			
7. Other Program violations (specify):			
Check the following if apply (Explain any checked items):	Explanation		
8. No records			
9. Incomplete records			
10. Poor sanitation			
11. Other			
Corrective action discussed with (name and title):			
Corrective action taken:			
Site Supervisor's comments:			
Further action needed by (date):			
I Certify that the above information is correct:			
Monitor's Signature:		Date:	
Site Supervisor's Signature:		Date:	
Sponsor Representative's Signature:		Date:	

Civil Rights Requirements

Civil Rights Requirements

The purpose of this information is to notify participants of the Federal Child Nutrition Programs of policies regarding civil rights and provide guidance on nondiscrimination in the administration of these programs.

This information outlines specific responsibilities, requirements, and procedures for federally-assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

After each specific responsibility/requirement identified, suggested ways to meet the responsibility/requirement are listed.

Sponsor Responsibilities Training

Sponsors are responsible for conducting annual training for their supervisors and frontline staff (those who interact with program applicants or participants) on the following topics: collection and use of data, effective public notification systems, complaint procedures, compliance review, reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution and customer service.

Data Collection

Sponsors must collect and maintain racial/ethnic data as part of the federal requirements for operating Child Nutrition Programs. Ethnic and racial data must be collected for each SFSP site at least one time during the SFSP operations using the Racial Ethnic Data Form.

Data concerning the number of potentially eligible children, along with identification for all sources of the information, shall be retained on file for 3 years plus current year and updated annually.

Complaint Procedures

Any person alleging discrimination in one of the protected classes has the right to file a complaint within 180 days of the alleged action.

All civil rights complaints, written or verbal, shall be accepted and forwarded either to SCDE or directly to the USDA at the address provided in the nondiscrimination statement. Anonymous complaints should be handled as any other complaint. Civil rights complaints should include as many details as possible.

Public Notification

The “And Justice for All” poster must be displayed in a prominent location at all SFSP meal sites and sponsor organization locations. It contains the USDA non-discrimination statement and instructions for filing a complaint of discrimination.

All printed SFSP informational materials, such as free meal notification and public releases, must include the following nondiscrimination statement and complaint procedures.

Civil Rights Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
USDA is an equal opportunity provider, employer, and lender.

Limited English Proficiency (LEP):

Applies to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English. Recipients of Federal financial assistance have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by persons with LEP.

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM**

FOURTH WEEK SITE REVIEW FORM
(Complete at least one time during the SFSP operation.)

Sponsor:			
Site:			
Site Address:			
Site Supervisor:			
Ethnic Categories:		Number of Participating Children	
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."			
Non-Hispanic or Latino			
Racial Categories			
American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.			
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.			
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."			
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.			
Monitor's Signature			Date:

Instructions for Completing the Racial or Ethnic Data Form

- The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic data, as well as documentation for the data for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM**

FOURTH WEEK SITE REVIEW FORM

(Complete at least one time during the SFSP operation.)

Sponsor:	South Carolina Department of Education		
Site:	Rutledge Building		
Site Address:	1429 Senate Street		
Site Supervisor:	Ms. Mary		
Ethnic Categories:		Number of Participating Children	
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."		2	
Non-Hispanic or Latino		26	
Racial Categories			
American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.			
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		2	
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."		20	
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.		4	
Monitor's Signature		Date:	

Instructions for Completing the Racial or Ethnic Data Form

- The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic data, as well as documentation for the data for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.

Financial and Budget Management

Summer Food Service Program: Nonprofit Food Service

Sponsors must maintain a nonprofit food service program as required in 225.6(e)(1). This involves maintaining documentation of all revenues received and expenses paid from the nonprofit account.

All costs charged to the account must be allowable and properly identified and recorded. When reimbursements exceed costs, the funds must still be spent on allowable SFSP costs. Examples of allowable uses, in order of priority, include:

- Improving the meal service or other aspects of the current summer food program
- Keeping the excess funds for next year's SFSP operations
- Paying for allowable costs of other Child Nutrition Programs

Costs charged to the nonprofit food service account must be both necessary and reasonable. Records documenting the use of these funds must be maintained and available for review.

Allowable Costs and Needed Documentation: Administrative

Administrative Costs

Allowable	Documentation
Labor	
<ul style="list-style-type: none"> ▪ Completing the sponsor application ▪ Attending sponsor training ▪ Conducting your own training for site and sponsor personnel ▪ Conducting site reviews ▪ Reviewing family income applications or school applications (enrolled sites and camps) ▪ Consolidating meal counts for more than one site ▪ Paying food program bills ▪ Payroll Activity of summer food staff ▪ Clerical Activity ▪ Completing claims for reimbursements ▪ Time spent with the USDA or SCDE when a review is conducted and time spent responding to review 	<ul style="list-style-type: none"> ▪ Time sheets showing name of person, activity and amount of time spent ▪ Benefits ▪ Payroll Records ▪ Cancelled Checks
Office	
<ul style="list-style-type: none"> ▪ Rent (if a special summer offices is needed and special space is rented) ▪ Utilities used for administrative staff (gas, electricity) ▪ Telephone (SFSP activities only) ▪ Postage stamps ▪ Printing (flyers, posters, copying) ▪ Supplies (pens, pencils, small calculators) ▪ Building maintenance (trash removal, general upkeep) 	<ul style="list-style-type: none"> ▪ Prorate costs (document method used to prorate if cost needs to be shared with other programs) ▪ Canceled checks ▪ Invoice/bills ▪ Receipts ▪ Rental Agreement ▪
Transportation	
<ul style="list-style-type: none"> ▪ Going to training ▪ Monitoring of sites (mileage, parking fees) 	<ul style="list-style-type: none"> ▪ Mileage records ▪ Gas receipts ▪ Basis for mileage charges

Allowable Costs and Needed Documentation: Operating

Operating Costs

Allowable	Documentation
Labor	
<ul style="list-style-type: none"> ▪ Preparing menus ▪ Purchasing/ordering food ▪ Preparing meals ▪ Delivering meals to the site ▪ Completing the meal production records ▪ Taking the meal count during meal service ▪ Serving meals ▪ Supervising/assisting children during meal service ▪ Supervising food service operations at site or kitchen level, including direct supervision of food service staff ▪ Clean-up of kitchen, dining area trash removal ▪ Processing, transporting, storing and handling food and supplies; and transporting equipment 	<ul style="list-style-type: none"> ▪ Time sheets—showing name of person, activity and amount of time spent ▪ Benefits ▪ Payroll records ▪ Canceled checks
Food Cost	
<ul style="list-style-type: none"> ▪ Purchases ▪ Costs associated with getting food ▪ Storing charges ▪ Processing, transporting, storing and handling donated food (including USDA commodities) 	<ul style="list-style-type: none"> ▪ Itemized grocery tapes ▪ Purchasing invoices ▪ Receiving reports ▪ Refunds/discounts ▪ Canceled checks ▪ Inventory records ▪ Delivery Receipts
Other Costs	
<ul style="list-style-type: none"> ▪ Nonfood items (napkins, cleaning items) ▪ Utilities for food service ▪ Transportation of children (rural sites only) ▪ Transporting food (mileage allowance) ▪ Repairs of kitchen equipment ▪ Rental (vehicles, equipment, facilities) 	<ul style="list-style-type: none"> ▪ Itemized grocery tapes ▪ Purchasing invoices ▪ Prorate costs, including equipment purchases or repairs (document methods used to prorate if costs needs to be shared with other programs) ▪ Mileage records ▪ Canceled checks ▪ Inventory records ▪ Delivery receipts ▪ Gas receipts ▪ Basis for mileage charges

Unallowable Costs

Unallowable costs are costs for which SFSP funds may not be disbursed include the following:

- Costs for excess meals ordered or prepared but not served to eligible children, i.e., meals in excess of legitimate Program adult meals and reimbursable meals, unless specifically approved by the State agency;
- Meals served in violation of Program requirements; e.g. additional foods served that are not compliant with the meal patterns, meals or ineligible components consumed off-site, second meals served in excess of the 2 percent tolerance;
- Rental costs for periods beyond the close-out date for Program operation;
- Any other costs incurred that Program officials determine to be in violation of applicable laws or regulations;
- The cost to purchase food (including coffee, etc.) for use outside of the SFSP;
- The cost of meals served to administrative adult personnel, or any other adults that are not in the operation of the food service;
- Cost of spoiled or damaged meals;
- For vended sponsors, the cost of meals delivered by a FSMC to a non-approved site, or for meals not delivered within the agreed upon delivery time, meals served in excess of the approved cap (SFSP Memorandum 16-2015: Site Caps in the Summer Food Service Program: Revised, April 21, 2015), spoiled or unwholesome meals, or meals that do not meet meal requirements or quality standards;
- Bad debts, which are any losses arising from non-collectible accounts and other claims and related costs;
- Repayment of over-claims and other Federal debts;
- Contributions and donations including contingency reserves, USDA-donated commodities and other donated food, labor, and supplies;
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations;
- Entertainment and fundraising costs;
- Interest on loans, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith;
- Costs resulting from an under-recovery of costs under other grant agreements; and
- Direct capital expenditures or option to purchase rental costs for: acquisition of land or any interest in land; acquisition or construction of buildings or facilities, or the alteration of existing buildings or facilities; non-expendable equipment of any kind; repairs that materially increase the value or useful life of buildings, facilities, or nonexpendable equipment; and other capital assets, including vehicles.

For more information on allowable use of Program funds please refer to:

<http://www.fns.usda.gov/sites/default/files/SFSP06-2012.pdf>

Non-Reimbursable Meals

Sponsors may claim reimbursement only for those meals that meet SFSP requirements. Reimbursement may not be claimed for:

- Meals not served as a complete unit (except in “OVS” sites where complete meals must be offered to participants);
- Meal patterns or types not approved by State agencies;
- Meals served at sites not approved by State agencies;
- Meals consumed off-site , except for field trips for which the State agency was notified in advance (this does not include a fruit, vegetable, or grain component that the State agency and sponsor may allow to be taken off-site);
- More than one meal served to a child at a time;
- Second meals in excess of two percent of the number of first meals served by type during the claiming period;
- Meals served outside of approved timeframes or approved dates of operation;
- Meals served to ineligible children in camps (those not meeting the income eligibility guidelines for free or reduced-price school meals);
- Meals that are spoiled or damaged;
- Meals in excess of the site’s approved level of meal service (cap for vended sponsors) (SFSP Memorandum 16-2015: Site Caps in the Summer Food Service Program: Revised, April 21, 2015);
- Meals missing/inadequate component;
- Meals over the cap;
- Meals served to adults but included in count of reimbursable meals;
- Meals that were not served; and
- Meals served to anyone other than eligible children.

Milk Purchase Requirement

Fluid milk is a required meal component at all breakfast, lunch and supper meals. Milk purchase requirements are based on the Sponsor's monthly claim for reimbursement for these meals.

Required Serving Per Meal	Servings Per Gallon	Age of Participants
8 oz. (1 cup)	16 servings	1 to 18
half pint (8 ounces)	1 serving	1 to 18

Example:

If SCDE determines that the site served (claimed) a total of 2,356 breakfasts and lunches, the milk purchase is calculated as follows, based on an eight (8) ounce serving of milk per child:

$$2,356 \times 8 \text{ ounces} = 18,848 \text{ ounces of milk needed.}$$

*** There are 128 ounces of milk per gallon.**

$$18,848 \text{ divided by } 128 = 147.25 \text{ gallons of milk needed.}$$

Or

$$2,356 \text{ (meals claimed)} = 2,356 \text{ half pints (8 Oz)}$$

Using this example, the Sponsor would be required to have purchased 147 $\frac{1}{4}$ gallons or 2,356 half pints of milk to meet minimum meal pattern requirements for their claim.

If SCDE determines that the sponsor did not purchase adequate quantities of milk, disallowances will be made based on the percentage of meals that met minimum meal pattern requirements.

Claims for Reimbursement

There are two different types of payments a sponsor may receive.

Advance Payments

Advance payments are provided to sponsors as a way to assist in meeting operating costs and administrative expenses. Advance payments must be requested by the sponsor and are only distributed to sponsors that are operating more than ten days during the requested month. A sponsor can request:

- Operating Advance
 - Determined by:
 - The total operating reimbursement paid for the same calendar month of the preceding year OR
 - Fifty percent of the amount needed for meals if vended OR
 - Sixty-five percent of the amount needed for meals if self-prep
- Administrative Advance
 - If a sponsor qualifies for administrative advances, administrative advance funds would equal one-third of the approved Administrative Budget.

**Advance payments are automatically deducted from claim payments 7 CFR
225.12**

Claim for Reimbursements

Sponsors must only report actual meals served.

All claims are due to SCDE by the 10th of each month.

ALL claims (original and revisions) must be submitted by sponsors within 60 calendar days of the end of the claiming month in order to be paid with program funds.

If advance payments are greater than that of the reimbursed amount, sponsors will need to return the difference to SCDE.

Operational Weakness and Corrective Action Plans

Possible Operational Weaknesses

Findings	Notes/Recommendations
Meal and Meal Service Findings	
Meals served did not meet the minimum meal pattern requirements as outlined in the meal chart.	Refer to the USDA required meal pattern for each approved meal service.
The meal contained a non-creditable component.	Refer to the Food Buying Guide and revise menus to include creditable meal components.
Menus did not always provide an adequate variety of foods.	Sponsors should provide a variety of foods each day to ensure adequate intake of a wide range of nutrients. Avoid serving the same foods too often.
Some children were not served all of the required meal components.	Incomplete meals served to children may not be claimed for reimbursement.
Meals were served outside of the approved meal times.	Meals served outside of the approved meal times may not be claimed for reimbursement.
Children were observed taking potentially hazardous foods off-site.	All potentially hazardous foods must be eaten on-site of avoid possible food-borne illness.
The site did not have a trained person available during the meal service.	SFSP regulations required at least one trained person be on-site during the meal serviced. Meals served at sites without trained personnel may not be claimed for reimbursement.
Children were not at the site the day of the review.	Sponsors must notify SCDE 24 hours in advance of site closing and/or field trips.
Meal Count Findings	
The site did not maintain a point-of-service meal count.	Meals must be counted as they are served to children.
The site did not have adequate procedures in place to adjust the number of meals ordered/prepared on a daily basis, resulting in an excess number of leftover meals.	Sponsors must adjust meal accordingly to limit the amount of leftovers.
Meals leftover from the previous days were not properly recorded on the meal count sheets.	Leftover meals must be documented on the meal count forms.
The number of meals served did not match the delivery ticket.	The site supervisor is responsible for ensuring the number of meals delivered to the site matches the delivery ticket by taking a physical count of the meals when they arrive at the site.
Meal counting procedures used by the site did not yield an accurate count of meals served.	Site supervisors must be trained on how to properly conduct a point of service meal count.
Meal counts the day of the site visit were below the average count for the previous week.	Meal orders must be adjusted daily with the intent of ordering/preparing only one meal per child.

Meal Count Findings	
The site is consistently claiming more meals than were served the day of the review.	Sites may not claim more meals than are served to children at any time.
There was an excess child to staff ratio at the site, indicating that there were too many program adult meals being served.	Program adults are adults who are necessary to the food service, i.e., food preparation, service, clean-up, or supervision during the meal service. A recommended child to staff ratio is 15:1.
Sanitation Findings (Critical)	
The expiration date on some of the milk was beyond the "use by" date.	Check milk expiration dates to ensure the service of fresh milk. Discard all milk that exceeds the "use by" date.
Food was not being held at the appropriate temperature.	Potentially hazardous food must be held at a temperature of 41° F or below 140° F for above to avoid bacterial contamination.
Food was left sitting at room temperature for more than 2 hours.	Food should be stored at its proper temperature until it is ready for consumption.
The site did not have adequate facilities for the safe storage of meals.	All sites should have proper equipment for storing food.
A potentially hazardous food was stored on a shelf above other foods in the refrigerator.	To avoid cross contamination of food in storage, store all potentially hazardous foods on the lower shelves of the refrigerator.
Employees were not observed washing their hands prior to the service of the meal, or after eating, drinking, using the toilet, or handling raw food.	Sponsor must adhere to DHEC regulations.
Sanitation Findings (Non-Critical)	
Food items in storage had not been properly labeled.	Label and date all leftover foods and foods removed from their original containers.
Food items in storage were not properly wrapped or covered.	Use plastic wrap, foil or a tight fitting lid to cover foods when storing them for later use.
Food temperatures were not taken by site personnel when food arrived at the site.	Site personnel must take food temperatures to ensure that food has been properly handled and is safe for consumption.
Site personnel did not use proper procedures to take food temperatures, nor were they aware of the food temperature "safety zone"	Sponsor must adhere to DHEC regulations.
The refrigerator and/or freezer did not have a thermometer.	All refrigerator and freezer storage areas must have working thermometers to enable site personnel to monitor the temperature of the equipment.

Reasons for Site Closure

A site may be closed for the following:

- Failure to provide a meal service on a date or during a time submitted and approved on the Site Information Application.
- 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 site.
- Failure to report Field Trips prior to the trip date.
- Failure to adhere to the inclement weather policy.

Corrective Action Plan Process (CAP)

The Summer Food Service Program Sponsor has the responsibility of responding to both site and sponsor review findings (instances of non-compliance) if they occur. There are two different types of reviews: site reviews and administrative reviews. Each has different requirements as well as different lengths of time allotted to complete a Corrective Action Plan.

The CAP Process for Site Reviews:

Following a review by SCDE, a letter detailing the events of the review, along with a report indicating if each requirement was in compliance will be mailed to the Sponsor. If findings (instances of non-compliance) occurred during the review, a corrective action plan will be requested.

The sponsor will need to complete a Corrective Action Plan form which will be included with the letter. On this form, the Sponsor will address each finding indicated in the letter, explaining how each finding will be corrected, who will be responsible for correcting the finding, and a date by which the finding will be corrected.

Sponsors have 10 days from the date of the letter to complete the Corrective Action Plan. Failure to respond to the report could affect the site and Sponsor's ability to participate in the SFSP. After SCDE has approved the CAP, a closeout letter will be sent to the sponsor.

The CAP Process for Sponsor Reviews:

After SCDE has conducted the sponsor review, a letter will be sent to the sponsor indicating that a review has been conducted and a report detailing compliance/non-compliance will be attached. If findings (instances of non-compliance) occurred during the review, a corrective action plan will be requested.

A Corrective Action Plan form will be included with the letter and report, for completion by the sponsor. On this form, the sponsor will address each finding indicated on the report, explaining how each finding will be corrected, who will be responsible for correcting the finding, and a date by which the finding will be corrected.

The sponsor will have **10** days from the date of the letter to respond to the findings. Failure to respond to the report could affect the Sponsor's ability to participate in the SFSP, and may result in the Sponsor being classified as Seriously Deficient. After SCDE has approved the CAP, a closeout letter will be sent to the Sponsor.

Serious Deficiency Process

General

This policy is used to comply with the federal regulation 7 CFR Part 225.11. If any part of this policy conflicts with the regulations or memoranda issued by the U.S. Department of Agriculture, the federal regulations and memoranda shall take precedence.

The South Carolina Department of Education (SCDE) will afford a sponsoring agency reasonable opportunity to correct program violations before terminating the sponsor for being seriously deficient. SCDE may approve the application of a sponsoring agency which has been disapproved or terminated in prior years if the sponsoring agency demonstrates to the satisfaction of SCDE, through a Follow-Up Review, that it has taken appropriate corrective actions to prevent recurrence of the deficiencies.

Notice of Serious Deficiency

SCDE will issue a Notice of Serious Deficiency when serious deficiencies are identified. Serious deficiencies which are grounds for disapproval of applications and for termination include, but are not limited to, any of the following:

1. Noncompliance with the applicable bid procedures and contract requirements
2. Submission of false information to SCDE
3. Failure to return to SCDE any start-up or advance payments which exceeded the amount earned for serving meals, or failure to submit all claims for reimbursement in any prior year, provided that the failure to return any advance payments for months for which claims for reimbursement are under dispute from any prior year shall not be grounds for disapproval in accordance with this paragraph
4. Program violations at a significant proportion of the sponsor's sites. Such violations include, but are not limited to, the following:
 - a. Noncompliance with the meal service time restrictions
 - b. Failure to maintain adequate records
 - c. Failure to adjust meal orders to conform to variations in the number of participating children
 - d. Simultaneous service of more than one meal to any child

- e. Claiming of program payments for meals not served to participating children
- f. Service of a significant number of meals which did not include required quantities of all meal components
- f. Excessive instances of off-site meal consumption
- h. Continued use of food service management companies that are in violation of health codes

Corrective Action

When SCDE observes violations during the course of a site review or Administrative Review, it will require the sponsoring agency to take corrective action. If several meal service violations are found, SCDE will immediately require a Corrective Action Plan to be followed by the sponsor and will either conduct a Follow-Up Review or in some other manner verify that the required corrective measures have been fully implemented.

Termination Notice

If serious deficiencies are not fully and permanently corrected within the time period identified by SCDE, a Termination Notice will be issued to the sponsor agency. The Termination Notice will specify if a feeding site or the sponsor is the subject of the action.

SCDE will immediately issue a Termination Notice for a sponsor's site if it is determined the health or safety of the participating children is imminently threatened.

Participating sponsors and sites may continue to operate the program during an appeal of termination, and if the appeal results in overturning SCDE's action, reimbursement will be paid for meals served during the appeal process. However, such continued program operation will not be allowed if SCDE's action is based on imminent dangers to the health or safety of the children. The determination by ISBE appeals official will be the final administrative determination to be afforded to the appellant.

Administrative Review Checklist

During the Summer Food Service Program (SFSP) Administrative Review, SCDE review program records for compliance with federal and state regulations. The following checklist should assist in your preparation for the review. This list presents an overview of the major areas that will be evaluated. Records for the entire fiscal year should be available for review.

Sponsoring Organization Requirements	
	Records must be maintained for three years plus the current year.
	Notification to the local health department of the intent to operate the Summer food Service Program will be evaluated.
	Documentation of the notification to grassroots and minority organization announcing availability of the Summer Food Service Program must be available for review.
	Documentation of staff training must be available for review and include the date, location, agenda, and names of participants.
Monitoring	
	Documentation of Pre-Operational Visits conducted for new sites and/or previous problem sites must be available for review.
	First week visit documentation for each site will be evaluated.
	Documentation of monitoring reviews conducted during the first four weeks of operation must be on file. (The first week visit does not count for these reviews.)
Meal Service	
	Menus for all meal services claimed must be on file.
	Production records and/or delivery tickets for all meal services must be on file.
Claim for Reimbursement	
	Daily meal count forms, by meal type, must be available for all sites to support the number of meals claimed.
Expenditures	
	Time sheets for all staff paid with SFSP funds will be evaluated.
	Invoices, receipts, and other records documenting operating and administrative cost must reflect reasonable and allowable costs for the Summer Food Service Program.
	An evaluation of vended meals/milk purchased will be conducted to determine if adequate quantities have been purchased.

Site Eligibility	
	If Income Eligibility applications are used for closed-enrolled sites, at least 50 percent of the enrolled children must meet Income Eligibility Guidelines and contain the required information.
	For residential or nonresidential camps, a correctly approved Income Eligibility Applications must be on file for each child for whom meals are claimed.
	For National Youth Sports Program (NYSP) sites that do not meet other eligibility criteria, correctly approved Income Eligibility Application must be on file for at least 50 percent of the enrolled children
	Upward Bound Program residential/nonresidential sites, a correctly approved Income Eligibility Application for children whom meals are claimed or the Upward Bound Program application that determined income eligibility must be on file.

Contracts	
	The food service management company contract will be evaluated to ensure meals and services are provided as agreed upon in the contract.

Civil Rights	
	Documentation of the program announcement must be on file.
	Program material will be reviewed to ensure the nondiscrimination statement and the procedure for filing a complaint is included.
	Data regarding the target population by racial/ethnic category must be on file.
	Data regarding the racial/ethnic beneficiaries of the children must be on file.
	The United States Department Agriculture-approved civil rights poster, <i>And Justice for All</i> , must be displayed in a prominent place.
	Documentation of civil rights training to frontline staff and supervisors must be available for review.

