

# Summer Food Service Program Sponsor Training

March 2024  
School Nutrition Unit





**COLORADO**  
Department of Education

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# Zoom Information

Mute/  
Unmute

Video  
On/Off

Chat

Closed  
Caption

# CDE School Nutrition

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## Vision

Nourish young bodies and minds.  
End childhood hunger.

## Mission

We support the child nutrition community through innovation, training, and partnerships to ensure all youth have access to healthy meals.



# Non-Discrimination Statement

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1655 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.





# Are you ready for SFSP?

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Not ready

Let's go!

# Learning Objectives

- Implement new SFSP program requirements
- Locate resources for implementing the SFSP
- Describe SFSP requirements as it relates to your operations

Professional Standards: 2 hours in Operations (2000), Administration (3000), and Communications and Marketing (4000)



# Agenda

- 2024 Updates
- Program Operations
- Marketing & Outreach
- Application Training  
& Resources
- Reviews



# Summer 2024 Updates



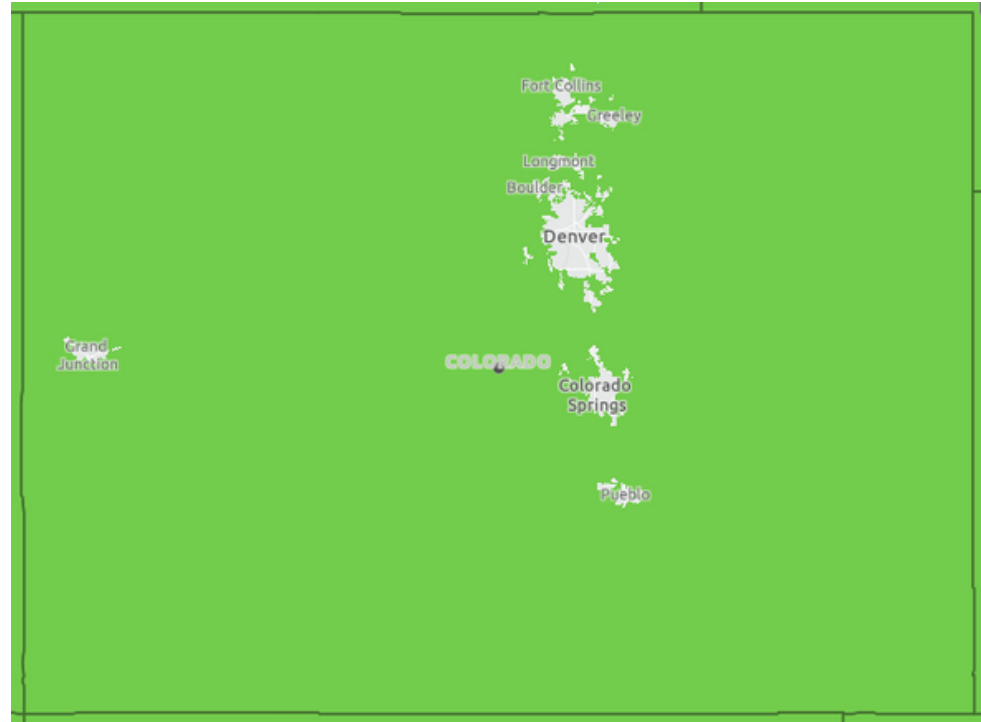
# Non-Congregate Meals

- Rural areas without access to congregate summer meals
- Flexibility for meal distribution
  - Grab n' go
  - Parent/guardian pickup
  - Home delivery
  - Multiple meals (10 days' worth)
  - Bulk meals (5 days' worth)



# Non-Congregate Eligibility

- Eligible sponsors in good standing
- Rural site location
  - [Rural Designation Map](#)
- No access to congregate meals
  - [Capacity Builder Map](#)



# Non-Congregate Eligibility

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- Non-congregate site is rural and area eligible: may claim all meals
- Non-congregate site is rural and NOT area eligible: only claim meals for free or reduced-price eligible youth



# Non-Congregate Meals

## Considerations:

- Program integrity must be maintained
  - Serving to eligible youth and prohibiting duplicate meals
- Food Safety
- Combination sites





# Non-Congregate Meals

## Considerations:

- Home delivery
  - Invite eligible households
  - Receive household consent
  - Confirm household information
- Reporting requirements
  - Congregate vs. non-congregate meals



# Non-Congregate Service & Access

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Around  
summer  
programs

Lack of  
access

Rural areas  
without  
facilities

Limited site  
operations

# Non-Congregate Resources

- [USDA's Non-Congregate Summer Meal Service webpage](#)
  - [Non-Congregate Meal Service in Rural Areas Questions and Answers](#)
- [USDA Rural Designation Map](#)
- [Rural Non-Congregate Meals in the SFSP](#)
- [Top Takeaways for Operators from No Kid Hungry](#)

\*Resources are still being updated with non-congregate guidance



# Questions?



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# Poll Question!



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# **Program Operations**



# Program Operations



Training  
Requirements



Site  
Eligibility



Meal Patterns  
and Meal Service



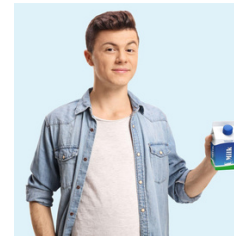
Site  
Monitoring



Civil Rights



Procurement



Financial  
Management

# Training Requirements: Sponsors



## Summer Food Service Program

Training series for sponsors and site staff operating the Summer Food Service Program.

### Modules:

1. What Know as a Sponsor
2. Civil Rights
3. Meal Patterns and Menu Planning
4. Meal Service Preparation
5. Site Eligibility
6. Food Safety
7. Completing the Meal Count Form
8. Serving Meals
9. Community Partnerships and Outreach Strategies
10. Prepare for a Review

## Summer Food Service Program Training



### Jump To:

[Sponsor Training](#)

[Site Staff Training](#)

### Sponsor Training

A program administrator and/or key staff members from each sponsoring organization are required annually to complete the CDE School Nutrition training to participate in the SFSP. Documentation of training (certificate or training agenda) should be kept for all staff that receive training for the SFSP.

The required annual training consists of an online training course and a live webinar. You will need to log-in and have a Moodle account in order to complete the training.

[SFSP Training Page](#)





# Training Requirements: Site Staff

## Site Staff Training

Sponsors are **required to annually train all** administrative and site staff before the program begins. The training resources below will help ensure site staff understand program requirements and the program runs smoothly. Site staff should be trained on topics applicable to their role in the program. All program staff must be trained on civil rights requirements each year.

### Training Videos

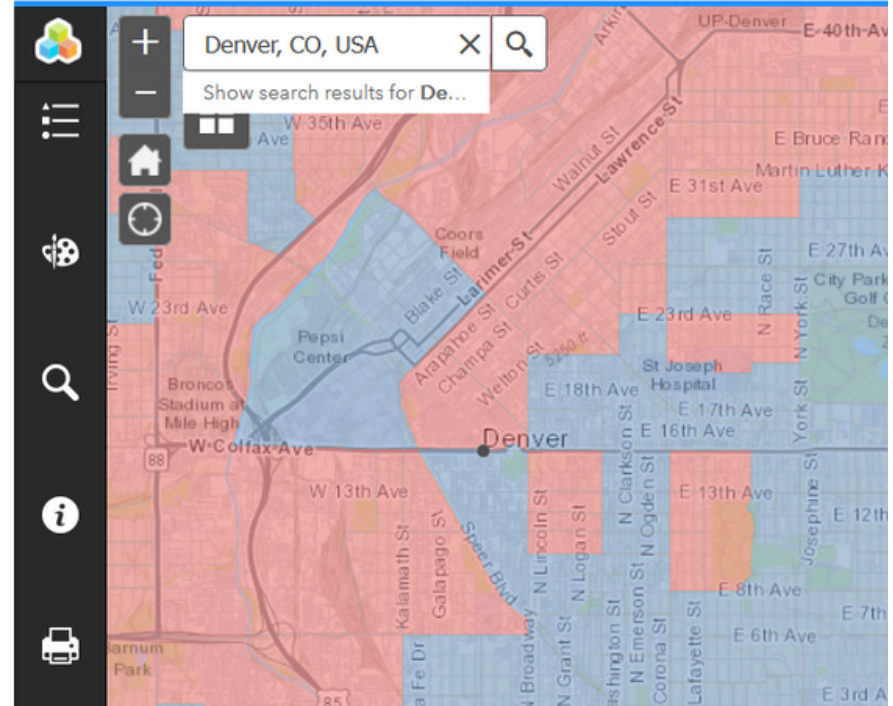


# Site Eligibility

THE SITE IS:	IF:	BASED ON:
<b>OPEN</b>	At least 50 percent of children in the area are eligible for free or reduced price school meals (area eligible).	<ul style="list-style-type: none"><li>• School data</li><li>• Census data</li></ul>
<b>CLOSED ENROLLED</b>	At least 50 percent of the children enrolled in the program are eligible for free or reduced price school meals or the site is area eligible.	<ul style="list-style-type: none"><li>• School data</li><li>• Census data</li><li>• Income eligibility forms or list of income eligible children provided by the school district</li></ul>
<b>CAMP</b>	A residential or non-residential day camp program which offers a regularly scheduled food service as part of an organized program for enrolled children.	<ul style="list-style-type: none"><li>• Income eligibility forms or list of income eligible children provided by the school district</li></ul>

# Site Eligibility Resources

- [How To Determine Site Eligibility Resource](#)
- [USDA Area Eligibility Map](#):
  - Census data- red is eligible
- [CDE Pupil Membership](#)
  - Use the pk-12 Oct. 1 school count
- [CO School District Maps](#)
- [USDA Capacity Builder Map](#)
  - Tool to help with identifying potential site locations
  - Can layer different data to visualize gaps in service



# Site Monitoring

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## Pre-Operational Visits

- New sites
- Sites new to non-congregate
- Sites with operational problems in the previous year
- Complete before beginning operations

## Site Visit

- New sites
- Sites new to non-congregate
- Sites with operational problems in the previous year
- First two weeks of operations

## Site Review

- All sites
- First four weeks of operations
- Can be combined with site visit within the first two weeks of operation

# Meal Patterns

## Breakfast

- 8 fl oz milk
- 1/2 cup fruit or vegetable
- 1 serving grain
  
- Optional: 1 oz meat/meat alternate



## Lunch/Supper

- 8 fl oz milk
- 3/4 cup fruit or vegetable (2 items)
- 1 serving grain
- 2 oz meat/meat alternate



## Snack

Serve any 2 of the 4:

- 8 fl oz milk
- 3/4 cup fruit or vegetable
- 1 serving grain
- 1 oz meat/meat alternate



# Offer versus Serve

- Available for all congregate and non-congregate sponsors
- Children must be able to take/decline more than just milk

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United States Department of Agriculture

## SUMMER FOOD SERVICE PROGRAM OFFER VS. SERVE

Children who are offered food choices are more likely to eat the foods they like rather than throw the food away. Offer Versus Serve (OVS) is an optional style to menu planning and meal service that helps Summer Meal sponsors reduce food waste and costs, while ensuring children receive nutritious meals they enjoy. You can use OVS at breakfast, lunch, and supper meals. OVS is not allowed at snack.

**Terms to Know**

- **Food Component** - One of the food groups that comprise a reimbursable breakfast, lunch, or supper. Food components include milk, fruit and vegetable, grains, and meat/meat alternate.
- **Food Item** - Foods that are part of a food component. For example, broccoli is a food item in the fruit and vegetable component.

**How Does OVS Work?**

**Breakfast**  
Offer four food items, one from each component:


- Milk
- Fruit & vegetable
- Grains
- Meat/meat alternate, or fruit/vegetable, or grains

All food items offered must be different from each other. For example, a baked corn and a stuffed corn are two types of corns that are not identical, but they are the same food item.

A child must take at least 3 different food items out of the 4 food items offered.

REQUIRED FOOD COMPONENT	YOU OFFER THESE FOOD ITEMS
Milk	Low-fat (1%) milk
Fruit and vegetable	Apple slices
Grains	Whole-wheat toast
Additional Food Item (meat/meat alternate, fruit/vegetable, grains)	Peanut butter

How the child may select all 4 food items



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FOOD SERVICE

## SFSP OVS Overview



# Meal Service Times

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- Removes previous meal time restrictions
- Breakfast must be served close to the beginning of the day
- At least 1 hour must elapse between end of 1 meal service and beginning of another



# Civil Rights

- Train all staff annually
- Include the non-discrimination statement
- [Civil Rights webpage](#)





# Collecting Racial and Ethnic Data

- Collect racial and ethnic data annually
  - [Racial/Ethnic Data Form](#)
  - Visual Identification is no longer allowed
- Use self-identification or aggregate data from site area
- [Q&A on collecting data](#)



# Break



# Procurement

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Resources:

[SFSP procurement web page](#)

[Procurement Procedures  
Template](#)



# Vended Meals

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Purchase Meals from a Meal Vendor

Purchase meals from a SFA or University.



# Local Procurement

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[Local Producer List](#)

[Nourish Colorado's Local Food Guidebook](#)

[Farm to Summer Fact Sheet](#)

Turnip the Beet award



# Financial Management: Allowable Costs

## Operating Costs

- Labor
- Food & supplies
- Facilities
- Maintenance & repair
- Utilities
- Transportation
- Meal delivery

## Administrative Costs

- Planning & organizing
- Site monitoring
- Applying for the program
- Submitting claims
- Marketing & outreach





# Financial Management: Unallowable Costs

- Excess meals ordered
- Non-compliant meals
- Non-program adult meals
- Site activities
- Fundraising
- Capital expenditures

[Assessing Costs in the SFSP](#)



# Financial Documentation



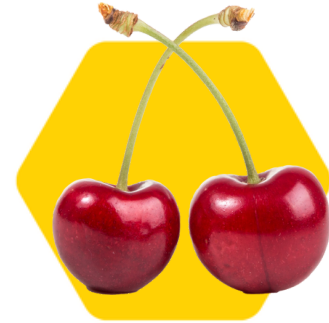
## Operating Costs

- Purchasing invoices, receipts
- Receiving reports, delivery slips
- Inventory records



## Administrative Costs

- Time sheets
- Receipts
- Facilities costs



## Funds accruing to the program

- Deposit records
- Receipts
- Voucher stubs
- Donations/Grants





# Marketing & Outreach



# Outreach Materials

## Outreach Materials



**School is out,  
but lunch  
is still served.**

Summer meals  
are tasty, easy,  
and free.



**Sabroso,  
Saludable,  
Gratis.**

Comidas de Verano  
de Elección Inteligente  
Acompáñanos a comer  
gratis y al rescate de recetas

Envíe el texto COMIDA al 304-304  
o visite [KidsFoodFinder.org](http://KidsFoodFinder.org)



**Tasty,  
Healthy,  
Free.**

Summer meals  
offer an easy  
choice for  
everyone.



## Sabroso, Saludable, Gratis.

Encuentra Comidas de  
Verano Cerca de Ti.

Envíe el texto COMIDA al 304-304  
o visite [KidsFoodFinder.org](http://KidsFoodFinder.org)



# Site Best Practices

- Develop a plan
  - Capacity Builder Map
  - Blueprint Story Map
- Engage trusted community members
- Prioritize partnerships
- Encourage attendance
- Market and promote your program



# Summer EBT

- Permanent Summer EBT benefit
- May participate in Summer EBT and summer meals
- Additional resources coming soon

[Summer EBT webpage](#)



# Breakouts

- Odd-numbered rooms discuss scenario 1
- Even-numbered rooms discuss scenario 2



# **Applications & Claims**



# Application Training & Deadlines

- New sponsors: due April 15
- Returning sponsors: due May 1
- Training available on the [How to Apply web page](#)



 **COLORADO**  
Department of Education  
Department of Public Health & Environment



**Welcome to the Colorado Nutrition Portal**

If you have been locked out, please click on the "Forgot Your Password?" link to reset your password.

If you need access for a new user, please [complete this form](#). (Do not use this form to request a password reset.)

**CACFP Only:**

Find CACFP Current Program Year claim due dates [HERE](#).

**CDE Only: Claim Upload Errors:** The claim upload feature is now fixed and should be working as intended. If you experience issues with claiming, please contact your [CDE Point of Contact](#).

**CDE Only:** If you need to add a new site, please [complete this form](#).

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**



# Application Updates

## Non-Congregate Section:

- Within the site application
- Complete Smartsheet form
- Mark as 'new' site
- Updated permanent agreement

### Non-Congregate Meal Service Operation

S11. Do you plan to provide non-congregate meals at this site?  ?  Yes  No  Both

If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included?  ?  Yes  No  N/A

Do you plan to provide non-congregate meals at this location as a rural location?  Yes  No

Will multiple days of meals be provided?  ?  Yes  No

Check the day(s) meals will be distributed.

Mon-Fri:  Sun:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:

How many calendar days of meals are included?

Which meals are given in bulk (check all that apply)?

Breakfast  AM Snack  Lunch  PM Snack  Supper  None

Will meals be provided to parents/guardians?  Yes  No

Is this site providing home delivered meals?  Yes  No

Other non-congregate meal information:





# Non-Congregate Application

How to Apply:

1. Complete site application in the CO Nutrition Portal
2. Complete the [Non-Congregate Site Form](#) in Smartsheet
3. Both the site application and smartsheet form need to be approved by CDE

## SFSP Non-Congregate Site Form

In the Consolidated Appropriations Act, 2023, congress approved a permanent non-congregate feeding option for the Summer Food Service Program to be utilized in rural areas with no access to congregate feeding. Sponsors may use this form to request to use a non-congregate feeding option for summer sites in PY2024. Please note that site applications also need to be completed in the CO Nutrition Portal, and non-congregate feeding may not take place until both the site application in the Portal and this form are approved. For additional information on non-congregate feeding, visit: <https://www.fns.usda.gov/sfsp/non-congregate>. For questions, contact Erin Opgenorth at [opgenorth\\_e@cde.state.co.us](mailto:opgenorth_e@cde.state.co.us).

Contact Name \*

Sponsor Name/ID \*

Contact Email \*

Non-Congregate Site Name \*



# Mobile Sites



## Mobile Route

16. Are any of your sites on Mobile Routes?  Yes  No

17. Input the mobile route ID, stop number and site for each mobile route stop. Input all mobile sites until all mobile routes are defined.

Route	Stop	Mobile Site
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="00206 COLORADO'S FINEST HIGH SCHOC"/>
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="01514 CHARLES HAY WORLD SCHOOL"/>
<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="90870 HONEY BEAR"/>
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="90881 THRIVE PRESCHOOL"/>
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="90876 MOSAIC CHURCH"/>
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="01556 CHERRELYN ELEMENTARY SCHOOL"/>

[+ add new](#)

32. Indicate if this is a mobile site:  Yes  No

Is this the first stop on a mobile route?

Yes  No

Select the mobile route:

Select the mobile route first stop : COLORADO'S FINEST HIGH SCHOOL OF CHOICE (00206)

# Claiming

Claim meals that meet SFSP requirements

Cannot claim adult meals

Supported by daily meal count forms

## Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement.

	First Meals Served	Second Meals Served
6. Breakfast	<input type="text" value="500"/>	<input type="text" value="0"/>
7. AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Lunch	<input type="text" value="500"/>	<input type="text" value="0"/>
9. PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
10. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

## Vended-Urban Meals Served to Children

Report only meals meeting the requirement on the agreement.

	First Meals Served	Second Meals Served
11. Breakfast	<input type="text" value="250"/>	<input type="text" value="0"/>
12. AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Lunch	<input type="text" value="250"/>	<input type="text" value="0"/>
14. PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
15. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>



# Non-Congregate Meal Counts

New section in claim for non-congregate meals taken off-site

For non-congregate meal counts ONLY (no reimbursement tied to this section)

Report ALL meals in regular claim section

		Meals Taken Off-site
1.	Breakfast	<input type="text" value="100"/>
2.	AM Snack	<input type="text" value="0"/>
3.	Lunch	<input type="text" value="300"/>
4.	PM Snack	<input type="text" value="0"/>
5.	Supper	<input type="text" value="0"/>
6.	Enter specific dates that meals/snacks were taken off-site: <input type="text"/>	

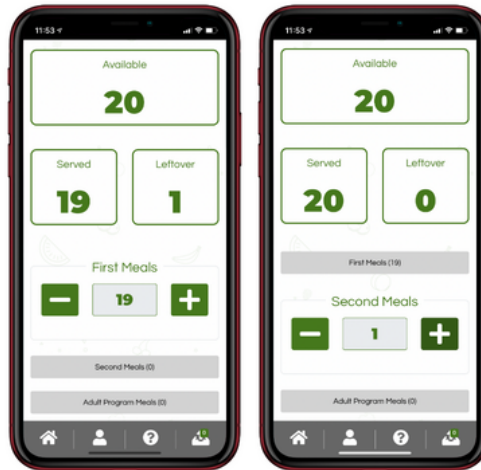


# Meal Counter App


[Demo Video](#)

[Meal Counter Resource](#)

[How to Apply webpage](#)



I want to:

 Count Meals

 Manage My Sites



# Program Payments

## SFSP 2024 Reimbursement Rates (Combined)

Per Meal Rates in whole or fractions of U.S. dollars	All States except Alaska and Hawaii	
	Rural or Self-Prep Sites	All Other Types of Sites
Breakfast	\$2.9775	\$2.9225
Lunch or Supper	\$5.2125	\$5.1300
Snack	\$1.2350	\$1.2050

Summer Food Service Program payments are processed twice a month



# Advanced Payments

Request advance  
payments 30 days  
before:

June 1

July 15

August 15



# SFSP Reviews





# SFSP Reviews

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Reviews will be conducted on-site

2024 Review schedule coming soon!

Visit the [SFSP Review Web Page](#) for resources and training



# Wrap Up & Questions!



# Are you ready for SFSP?

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Not ready

Let's go!

# Training Evaluation

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Click this link to complete a quick training evaluation:

<https://www.surveymonkey.com/r/SYKHXPS>



**Thank  
you!**



Erin Opgenorth



opgenorth\_e@cde.  
state.co.us



[https://www.cde.state.co.us/  
nutrition/summer-food-  
service-program](https://www.cde.state.co.us/nutrition/summer-food-service-program)





The image features a vibrant, textured teal background. Scattered across the surface are several watermelon slices, showing their characteristic red flesh, green rind, and black seeds. Interspersed among the watermelon are star-shaped cookies, some of which are light pink and others are a darker shade, all featuring small dark spots. A prominent dark purple hexagon is centered in the image, containing the word "Questions?" in a white, bold, sans-serif font.

**Questions?**